



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: December 9, 2016

## STAFF REPORTS BY DEPARTMENT



Weekly Report for December 2, 2016 – December 8, 2016

### **City Manager's Office**

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report – October 2016

### **Community Development**

Community Development Monthly Report – November 2016  
Weekly Zoning Report  
Weekly Inspection Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Applications Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, December 12, 2016**

Administration and Public Works

[www.cityofevanston.org/apw](http://www.cityofevanston.org/apw)

Planning & Development Committee

[www.cityofevanston.org/pd](http://www.cityofevanston.org/pd)

City Council

[www.cityofevanston.org/citycouncil](http://www.cityofevanston.org/citycouncil)

**Tuesday, December 13, 2016**

Zoning Board of Appeals

[www.cityofevanston.org/zoningboard](http://www.cityofevanston.org/zoningboard)

**Wednesday, December 14, 2016**

Design and Project Review Committee

[www.cityofevanston.org/dapr](http://www.cityofevanston.org/dapr)

Transportation & Parking Committee Meeting - CANCELLED

[www.cityofevanston.org/transportationcommittee](http://www.cityofevanston.org/transportationcommittee)

Economic Development Committee - CANCELLED

[www.cityofevanston.org/economicdev](http://www.cityofevanston.org/economicdev)

Plan Commission

[www.cityofevanston.org/plancommission](http://www.cityofevanston.org/plancommission)

**Thursday, December 15, 2016**

Parks & Recreation Board

[www.cityofevanston.org/recreationboard](http://www.cityofevanston.org/recreationboard)



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 2, 2016 through December 8, 2016.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2754</b>	<b>2511</b>
<b>SERVICE REQUESTS</b>	<b>728</b>	<b>688</b>
<b>TOTAL CHATS</b>	<b>62</b>	<b>55</b>
<b>TOTAL TEXT</b>	<b>53</b>	<b>7</b>

## **Top 5 Service Requests**

## **Total**

*Most requested service requests (Source: PublicStuff - Open/Closed)*

1. 2016 Holiday Basket	176
2. Building Permit Inspection Request	100
3. Broken Parking Meter	59
4. Trash – Special Pick Up	44
5. Tree – Fallen Limb or Tree	24

**Please see the following page for the Weekly Telephone Wrap up Data**

**Telephone Wrap-up Data** *At the end of each call the 311 staff selects the appropriate Category/Department for the call. The table reflects the activity for the past week.*

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services –Parking	347
Administrative Services -Finance	55
Administrative Services -HR	23
Administrative Services - Other	116
City Clerk’s Office	59
City Manager’s Office	26
ComDev / Economic Development	20
ComDev/ Bldg Inspections	246
ComDev / Housing Rehab	1
ComDev / Planning/Zoning	15
General Assistance	1
Fire Life Safety	27
PublicStuff Request	427
Health	115
Information	528
Law	16
Library	1
Mayor’s Office	2
Other/311	210
Other – Social Services	31
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	8
Parks – Other	9
Parks/Recreation	25
Parks – Forestry	26
Parks- Recreation Programs	51
Police	103
Public Works / Fleet	1
Public Works / Street Sanitation	140
Public Works / Engineering	18
Tax Assessment Office	5
Utilities – Power	1
Utilities – Sewer	5
Utilities – Water	95
<b>TOTAL</b>	<b>2754</b>



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer  
 Ashley King, Finance and Budget Manager  
 Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of December 5, 2016

Date: December 9, 2016

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

## **Bids/RFPs/RFQs advertised during the Week of December 5, 2016**

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFQ 16-75 Howard Street Corridor Improvement Project	Public Works Agency	The City of Evanston's Public Works Agency is seeking qualification statements from experienced firms for: Howard Street Corridor Improvement Project Phase I Engineering Study. The limits of this project on Howard Street are from Dodge Avenue/ California to Custer Avenue/ Damen. This is required by the Illinois Department of	\$300,000 2017 GO Bond	Jan 18	Mar 14

		Transportation and funded by Local Agency Capital Improvement Funds.			
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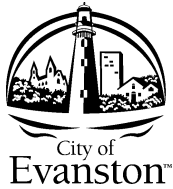
## Evanston City Council Agenda Schedule - 2016

(PLEASE NOTE: Dates for agenda items are tentative and subject to change.)

**2016 Meeting Dates:** Jan 11, **Jan 19 (Tues)**, Jan 25, Feb 8, ~~Feb 15~~, Feb 22, Mar 14, Mar 21, Mar 28, Apr 11, Apr 18, Apr 25  
 May 9, May 16, May 23, June 13, June 20, June 27, July 11, July 18, July 25, **Aug 15**, Sept 12, Sept 19, Sept 26  
 Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, **(Jan 9, 2017)**

B=Business of the City by Motion R=Resolution O=Ordinance  
 D=Discussion C=Communication P=Presentation A=Announcement PR=Proclamation SPB=Special Order Business  
 APW=Administration & Public Works PD=Planning & Development HS=Human Services EDC=Economic Development  
 BUD=Budget OC=Other EXS=Executive Session SPC=Special City Council Meeting CC=Council Only

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	1/9/2017	Sir Fraser Stoddard - Nobel Prize Recognition/Key to City	P	CC	Francellno/ Bobkiewicz	
Admin Services	1/9/2017	Janitorial Services - Multiple Buildings	B	APW	Storlie	
Admin Services	1/9/2017	PEG Fund Distribution to D65 & D202	B	APW	Storlie	
CMO	1/9/2017	USPS Lease Amendment	R	APW	Lyons	
CMO	1/9/2017	Right of Way Permit for ERUV	R	APW	Bobkiewicz	
PWA/Legal	1/9/2017	Water Sales	R	APW	Stoneback / Farrar	
PWA	1/9/2017	Authorizing Construction on IL State Highways for Years 2017-18	R	APW	Stoneback	
CMO	1/9/2017	Junk Truck and Antique Dealer Amendments	O	APW	Bobkiewicz	
CD	1/9/2017	1565 Sherman Ave - Special use (Sushi Burrito)	O	PD	Muenzer	
PWA	1/23/2017	CMAQ Applications Approval	B	APW	Stoneback	
CD	2/13/2017	Complete Streets Policy Revision	B	APW	Muenzer	
<b>Council &amp; Committee Meetings</b>						
Tues, Dec 20	7:00 PM	Northwestern-City Committee				
<b><u>DEFERRED</u></b>						
<b>Dept</b>	<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Committee</b>	<b>Staff</b>	
CD		Sidewalk Cafes Administrative Revisions	O	PD	Muenzer	Introduction
CMO		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
Utilities		Computerized Maintenance Management System	B	APW	Stoneback	
CMO		D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv		Amendment to PEHP Resolution	R	APW	Lyons	
Law		Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law		Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Admin Serv		Credit Card Analysis	D	APW	Lyons	
Law		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
CMO		Animal Welfare Board	O	R	Bobkiewicz	(for 2017)



# Memorandum

To: Wally Bobkiewicz, City Manager  
 Martin Lyons, Assistant City Manager/Chief Financial Officer

From: Ashley King, Finance Division Manager

Subject: October 2016 Monthly Financial Report

Date: December 1, 2016

Please find attached the unaudited financial statements as of October 31, 2016. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	Fund Balance	Cash Balance
100	GENERAL FUND	92,360,676	90,332,696	2,027,980	12,732,816	7,391,338
176	HEALTH AND HUMAN SERVICES	737,328	643,764	93,564	93,564	128,970
175	GENERAL ASSISTANCE FUND	864,520	654,984	209,537	722,776	724,519
180	GOOD NEIGHBOR FUND	1,000,000	833,333	166,667	166,667	1,166,666
185	LIBRARY FUND	6,676,056	5,279,126	1,396,930	1,550,801	2,066,512
195	NSP2	61,598	75,968	(14,371)	(14,371)	147,843
200	MOTOR FUEL TAX FUND	1,559,368	1,980,700	(421,331)	1,409,062	1,266,699
205	EMERGENCY TELEPHONE (E911) FUND	769,163	1,075,302	(306,139)	245,579	70,864
210	SSA #4	321,223	242,250	78,973	(111,571)	(111,572)
215	CDBG FUND	903,908	935,309	(31,402)	28,480	28,481
220	CDBG LOAN	180,315	139,209	41,106	199,471	252,995
225	ECONOMIC DEVELOPMENT FUND	2,450,524	1,830,872	619,651	3,175,633	2,840,946
235	NEIGHBORHOOD IMPROVEMENT				169,915	169,915
240	HOME FUND	243,105	253,420	(10,315)	(5,545)	(5,545)
250	AFFORDABLE HOUSING FUND	276,711	158,995	117,716	1,111,596	1,074,876
186	LIBRARY DEBT SERVICE FUND	1,040,978	84,445	956,533	993,197	842,744
300	WASHINGTON NATIONAL TIF FUND	4,729,423	3,465,315	1,264,108	7,706,538	7,785,457
305	SSA #5	287,860	17,250	270,610	796,039	796,039
310	HOWARD-HARTREY TIF	1,235,521	1,280,294	(44,772)	1,236,343	1,296,907
330	HOWARD-RIDGE TIF FUND	799,041	662,853	136,188	107,567	109,836
335	WEST EVANSTON TIF FUND	10,634	31,444	(20,810)	421,453	429,775
345	CHICAGO-MAIN TIF	580,000	617,393	(37,393)	274,677	274,678
320	DEBT SERVICE FUND	20,889,192	13,245,771	7,643,421	10,239,537	10,254,333
350	SSA #6	128		128	221,941	221,941
415	CAPITAL IMPROVEMENTS FUND	13,626,228	5,780,213	7,846,015	13,363,056	14,089,580
420	SPECIAL ASSESSMENT FUND	659,925	308,924	351,002	3,033,783	3,030,245
505	PARKING SYSTEM FUND	8,663,693	6,899,193	1,764,500	12,542,374	12,624,447
510	WATER FUND	28,568,270	25,641,733	2,926,536	15,149,739	8,143,745
515	SEWER FUND	11,966,050	9,725,639	2,240,411	6,253,219	3,739,892
520	SOLID WASTE FUND	4,076,284	3,869,065	207,219	(1,021,338)	(1,551,081)
600	FLEET SERVICES FUND	2,832,565	2,273,593	558,972	924,432	250,353
601	EQUIPMENT REPLACEMENT FUND	1,244,098	82,386	1,161,712	2,439,401	2,044,330
605	INSURANCE FUND	13,601,728	14,310,449	(708,721)	(1,073,217)	1,712,733
TOTAL		223,216,113	192,731,889	30,484,224	95,083,613	83,309,461

NOTE: Negative Cash Balances (as seen above in the Home, Howard-Hartrey, SSA 4, & Solid Waste Fund) reflect internal account balances and not external bank balances, due to transaction timing at month end. Also note that monthly fund balance is calculated as ending 2015 audited fund balance + YTD Net without other balance sheet adjustments.



Included above are the ending balances as of October 31, 2016 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of October 31, 2016, the General Fund is reporting a net surplus of \$2,027,980. The attached supplemental charts show the General Fund Revenues at 82.4% of budget and expenses lower at 80.8%. The October target is 83%. General Fund revenues include the \$2.9 million permit from Northwestern as well as pension property taxes. General Fund Expenses include the pension payments being paid as of October 31, 2016. The net surplus is anticipated to be mitigated by the 3 ½ payrolls in December.

Through October 31, 2016, the SSA #4 Fund is showing a negative cash balance of \$111,572 due to the timing of payments to the Downtown Evanston group.

Through October 31, 2016, the Economic Development Fund is showing a fund balance of \$3,175,633 and a cash balance of \$2,840,946.

Special Service Area #5 received 2016 property taxes in error for the first installment. This is due to the first property tax installment always being 55% of the previous year's tax amount. This money was refunded to the County in November.

Through October 31, 2016, the enterprise funds (Parking, Water, and Sewer) have balances above average. As construction season continues, the balances in all three of these funds will be reduced.

Through October 31, 2016, the Solid Waste Fund has a negative fund balance of \$1,021,338 and a negative cash balance of \$1,551,081.

Through October 31, 2016, the Insurance Fund is showing a negative fund balance of \$1,073,217 with a cash balance of \$1,712,733.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: [aking@cityofevanston.org](mailto:aking@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

#### CERTIFICATION OF ATTACHED FINANCIAL REPORTS

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the October 31, 2016 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Martin Lyons, Treasurer



# October Financial Report

Through 10/31/16  
Summary Listing

## **Fund 100 - GENERAL FUND**

<u>Classification</u>	<u>2016 Budget</u>	<u>Oct-16</u>	<u>YTD 2016</u>	<u>%</u>	<u>2015 Actual</u>
Property Taxes	27,417,407	-	27,021,032	98.6%	25,915,970
Other Taxes	45,986,550	1,943,335	33,877,246	73.7%	44,978,985
License	5,329,777	78,676	2,556,423	48.0%	5,324,137
Permit	9,276,550	312,914	10,319,541	111.2%	6,704,846
Fee	125,700	2,896	47,197	37.5%	155,619
Fines and Forfeitures	4,609,825	308,621	2,847,899	61.8%	3,548,230
Parking Charges for Services	640,000	533,333	540,028	84.4%	640,000
Parks and Recreation Charges for Services	5,374,751	219,614	5,075,281	94.4%	5,406,379
Other Charges for Services	2,433,216	219,658	2,103,991	86.5%	2,239,528
Interfund Transfers	8,842,365	646,242	6,663,703	75.4%	7,836,484
Intergovernmental Revenue	765,727	(9,006)	547,139	71.5%	670,245
Other Revenue	1,286,843	37,455	738,895	57.4%	894,703
Interest Income	50,000	3,092	22,301	44.6%	6,572
<b>REVENUE TOTAL</b>	<b>112,138,711</b>	<b>4,296,831</b>	<b>92,360,676</b>	<b>82.4%</b>	<b>104,321,698</b>
City Council	424,958	31,482	339,955	80.0%	419,962
City Clerk	263,203	20,744	235,434	89.4%	283,764
City Manager's Office	6,989,746	1,050,017	5,401,585	77.3%	1,814,469
Law	1,130,000	83,297	831,173	73.6%	1,051,325
Administrative Services	9,634,173	745,781	7,031,041	73.0%	9,763,951
Community Development	2,782,897	182,044	1,985,949	71.4%	2,425,618
Police	37,696,278	2,194,080	31,455,080	83.4%	37,239,961
Fire	22,601,742	1,233,634	19,689,049	87.1%	21,331,507
Health & Human Services	3,610,779	235,644	2,503,591	69.3%	3,212,848
Parks, Rec, and Community Service	11,845,590	808,320	9,687,510	81.8%	11,180,116
Public Works Agency	14,861,248	1,085,862	11,171,784	75.2%	18,148,755
<b>EXPENSE TOTAL</b>	<b>111,840,614</b>	<b>7,670,905</b>	<b>90,332,151</b>	<b>80.8%</b>	<b>106,872,275</b>
<b>Fund 100 - GENERAL FUND Totals</b>					
<b>REVENUE TOTALS</b>	<b>112,138,711</b>	<b>20,347,295</b>	<b>92,360,676</b>	<b>82%</b>	<b>104,321,698</b>
<b>EXPENSE TOTALS</b>	<b>111,840,614</b>	<b>23,721,368</b>	<b>90,332,696</b>	<b>81%</b>	<b>106,872,275</b>
<b>Fund 100 - GENERAL FUND Net</b>	<b>298,097</b>	<b>(3,374,073)</b>	<b>2,027,980</b>	<b>680%</b>	<b>(2,550,577)</b>



# October Financial Report

Through 10/31/16  
Summary Listing

## **Fund 505 - PARKING SYSTEM FUND**

<u>Classification</u>	<u>2016 Budget</u>	<u>Oct-16</u>	<u>YTD 2016</u>	<u>%</u>	<u>2015 Actual</u>
Permit	-	-	3,150	#DIV/0!	150
Parking Charges for Services	6,379,675	4,844	5,222,366	81.9%	6,010,558
Parks and Recreation Charges for Services	65,000	-	168,500	259.2%	-
Interfund Transfers	3,711,770	309,314	3,093,140	83.3%	2,925,296
Intergovernmental Revenue	12,125	-	-	0.0%	-
Other Revenue	119,216	25,281	151,518	127.1%	153,545
Interest Income	35,070	3,415	25,018	71.3%	18,260
<b>REVENUE TOTAL</b>	<b>10,322,856</b>	<b>342,854</b>	<b>8,663,693</b>	<b>83.9%</b>	<b>9,107,809</b>
Employee Pay	23,000	938	17,835	77.5%	29,187
Benefits	1,160,688	77,304	865,154	74.5%	966,953
Pensions	113,349	7,556	82,760	73.0%	(33,034)
Services	3,022,411	221,642	2,403,812	79.5%	2,616,554
Supplies	278,864	33,047	192,814	69.1%	243,068
Capital Outlay	3,474,000	875,672	1,417,896	40.8%	128,726
Insurance and Other Chargebacks	507,900	42,026	414,041	81.5%	478,187
Depreciation Expense	2,873,395	-	-	0.0%	2,846,227
Contingencies	11,000	493	4,403	40.0%	6,951
Debt Service	3,917,652	-	199,979	5.1%	503,423
Miscellaneous	252,000	-	214,015	84.9%	23,687
Interfund Transfers	1,303,783	108,649	1,086,486	83.3%	923,092
<b>EXPENSE TOTAL</b>	<b>16,938,042</b>	<b>1,367,327</b>	<b>6,899,193</b>	<b>40.7%</b>	<b>8,733,020</b>
<b>Fund 505 - PARKING SYSTEM</b>					
<b>REVENUE TOTALS</b>	10,322,856	342,854	8,663,693	84%	9,107,809
<b>EXPENSE TOTALS</b>	16,938,042	1,367,327	6,899,193	41%	8,733,020
<b>Fund 505 - PARKING SYSTEM</b>	<b>(6,615,186)</b>	<b>(1,024,473)</b>	<b>1,764,500</b>	<b>(27%)</b>	<b>374,789</b>



# October Financial Report

Through 10/31/16  
Summary Listing

## **Fund 510 - WATER FUND**

<u>Classification</u>	<u>2016 Budget</u>	<u>Oct-16</u>	<u>YTD 2016</u>	<u>%</u>	<u>2015 Actual</u>
Fee	70,000	9,638	81,354	116	105,483
Water Charges for Services	15,133,000	2,233,442	15,900,657	105	15,141,770
Sewer Charges for Services	39,000	4,016	38,152	98	40,911
Other Charges for Services	126,000	-	134,470	107	125,545
Interfund Transfers	-	500,000	8,447,244	+++	2,354,582
Other Revenue	22,348,400	114,061	3,953,432	18	350,065
Interest Income	1,600	1,758	12,961	790	3,448
<b>REVENUE TOTAL</b>	<b>37,718,000</b>	<b>2,862,916</b>	<b>28,568,270</b>		<b>18,121,804</b>
Employee Pay	210,465	11,769	147,881	70	157,679
Benefits	3,888,603	292,309	3,099,339	80	3,884,943
Pensions	360,355	29,207	309,790	86	(114,870)
Services	4,763,760	195,066	1,553,531	62	1,250,874
Supplies	1,392,190	30,823	657,281	47	1,048,119
Capital Outlay	24,776,106	696,437	4,175,089	148	105
Insurance and Other Chargebacks	1,114,195	90,868	914,513	82	1,131,508
Depreciation Expense	-	-	-	+++	2,096,633
Contingencies	1,000	-	658	66	933
Debt Service	1,053,288	33,752	407,270	39	432,628
Miscellaneous	62,980	-	10,543	17	(286,678)
Interfund Transfers	3,502,313	791,859	11,365,838	325	3,692,565
<b>EXPENSE TOTAL</b>	<b>41,125,255</b>	<b>2,172,089</b>	<b>22,641,733</b>		<b>13,294,439</b>
Fund <b>510 - WATER FUND</b> Totals					
<b>REVENUE TOTALS</b>	37,718,000	2,362,916	20,120,703	53%	18,121,804
<b>EXPENSE TOTALS</b>	13,759,949	1,479,088	18,317,861	133%	13,294,439
Fund <b>510 - WATER FUND</b> Net Gain	23,958,051	883,827	1,802,841	8%	4,827,365



# October Financial Report

Through 10/31/16  
Summary Listing

## **Fund 515 - SEWER FUND**

<u>Classification</u>	<u>2016 Budget</u>	<u>Oct-16</u>	<u>YTD 2016</u>	<u>%</u>	<u>2015 Actual</u>
Sewer Charges for Services	12,869,000	1,340,240	11,386,272	88.5%	12,491,290
Other Charges for Services	19,650	-	21,579	109.8%	19,650
Other Revenue	984,165	-	554,863	56.4%	2,962
Interest Income	1,000	333	3,337	333.7%	2,706
<b>REVENUE TOTAL</b>	<b>13,873,815</b>	<b>1,340,573</b>	<b>11,966,050</b>	<b>86.2%</b>	<b>12,516,607</b>
Employee Pay	57,040	1,303	29,367	51.5%	60,837
Benefits	881,327	60,094	687,180	78.0%	858,361
Pensions	86,092	5,921	67,164	78.0%	(27,099)
Services	903,500	7,422	253,259	28.0%	90,109
Supplies	92,300	3,228	31,043	33.6%	18,817
Capital Outlay	3,048,314	-	723,144	23.7%	13,609
Insurance and Other Chargebacks	414,439	34,246	340,503	82.2%	412,461
Depreciation Expense	-	-	-		3,443,723
Debt Service	9,222,913	266,839	6,944,085	75.3%	1,550,407
Miscellaneous	1,500	-	5,000	333.3%	3,306
Interfund Transfers	773,876	64,489	644,894	83.3%	735,235
<b>EXPENSE TOTAL</b>	<b>15,481,301</b>	<b>443,543</b>	<b>9,725,639</b>	<b>62.8%</b>	<b>7,159,766</b>

### Fund 515 - SEWER FUND Totals

<b>REVENUE TOTALS</b>	13,873,815	1,340,573	11,966,050	86%	12,516,607
<b>EXPENSE TOTALS</b>	15,481,301	443,543	9,725,639	63%	7,159,766
<b>Fund 515 - SEWER FUND Net Gain</b>	<b>(1,607,486)</b>	<b>897,030</b>	<b>2,240,411</b>	<b>(139%)</b>	<b>5,356,842</b>



# October Financial Report

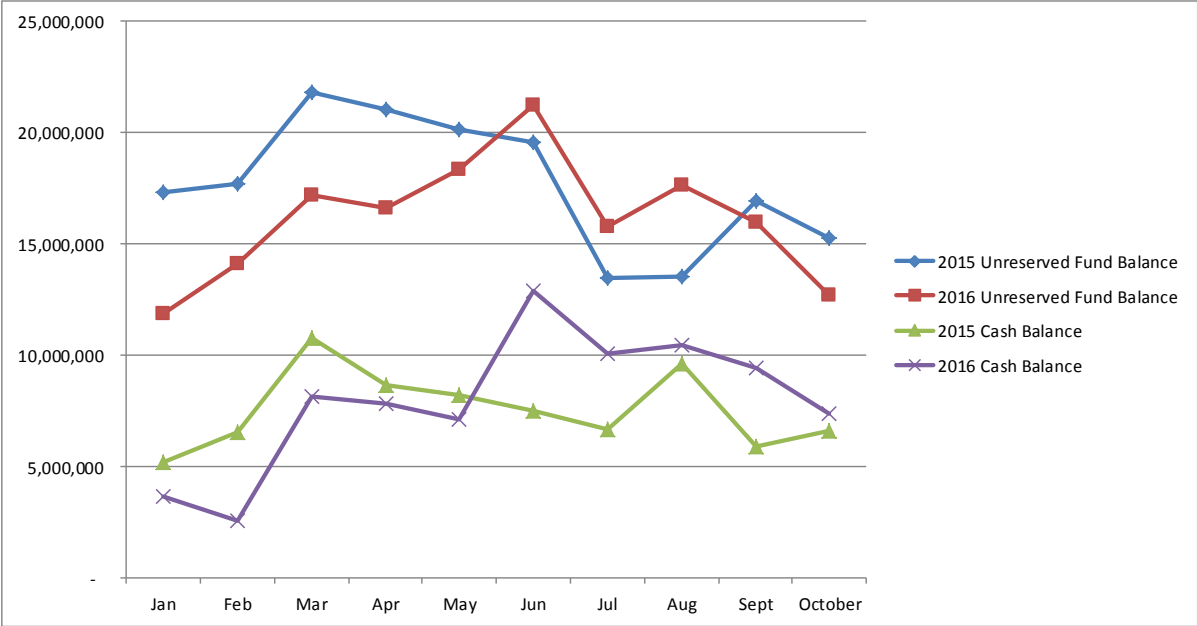
Through 10/31/16  
Summary Listing

## **Fund 520 - SOLID WASTE FUND**

<u>Classification</u>	<u>2016 Budget</u>	<u>Oct-16</u>	<u>YTD 2016</u>	<u>%</u>	<u>2015 Actual</u>
License	275,000	-	125,404	45.6%	213,490
Other Charges for Services	3,632,394	301,059	2,979,158	82.0%	3,561,584
Interfund Transfers	1,055,967	87,997	879,973	83.3%	1,055,967
Other Revenue	238,000	5,289	91,749	38.5%	228,469
<b>REVENUE TOTAL</b>	<b>5,201,361</b>	<b>394,346</b>	<b>4,076,284</b>	<b>78.4%</b>	<b>5,059,510</b>
Employee Pay	25,000	1,939	33,117	132.5%	41,358
Benefits	649,690	51,125	500,906	77.1%	574,692
Pensions	63,718	5,082	50,968	80.0%	(15,981)
Services	3,679,126	154,139	2,689,069	73.1%	3,644,097
Supplies	53,050	5,223	49,440	93.2%	73,788
Capital Outlay	25,750	-	2,664	10.3%	24,738
Insurance and Other Chargebacks	129,690	11,803	113,282	87.3%	249,232
Debt Service	-	-	1,144		68,419
Miscellaneous	15,000	-	12,232	81.5%	-
Interfund Transfers	499,493	41,624	416,244	83.3%	490,106
<b>EXPENSE TOTAL</b>	<b>5,140,517</b>	<b>270,936</b>	<b>3,869,065</b>	<b>75.3%</b>	<b>5,150,448</b>
<b>Fund 520 - SOLID WASTE FUND</b>					
<b>REVENUE TOTALS</b>	<b>5,201,361</b>	<b>394,346</b>	<b>4,076,284</b>	<b>78%</b>	<b>5,059,510</b>
<b>EXPENSE TOTALS</b>	<b>5,140,517</b>	<b>270,936</b>	<b>3,869,065</b>	<b>75%</b>	<b>5,150,448</b>
<b>Fund 520 - SOLID WASTE FUND</b>	<b>60,844</b>	<b>123,410</b>	<b>207,219</b>	<b>341%</b>	<b>(90,938)</b>

### 2015 v 2016 Fund and Cash Balance-- General Fund

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	October
2015 Unreserved Fund Balance	17,350,271	17,704,926	21,823,492	21,070,998	20,159,923	19,573,881	13,460,405	13,534,424	16,970,318	15,290,720
2016 Unreserved Fund Balance	11,859,782	14,097,256	17,193,730	16,597,583	18,375,173	21,225,995	15,790,000	17,674,579	15,983,833	12,732,816
2015 Cash Balance	5,232,590	6,567,371	10,786,783	8,666,475	8,237,917	7,501,885	6,692,927	9,614,255	5,925,461	6,629,607
2016 Cash Balance	3,656,830	2,587,845	8,182,090	7,808,208	12,919,440	10,046,315	10,473,240	9,442,294	7,391,338	



This update includes recent events or immediate future events involving projects under formal consideration, public meetings or significant recent permitting or enforcement actions.

PLANNING AND ZONING	Zoning Board of Appeals
November 2016 Meetings/Activities	<b>November 1, 2016</b>
	<p><b>2301 Lawndale Avenue:</b> Setback variations for a one-story addition and patio. Case continued from October 18 meeting. Applicant revised project to eliminate patio variation. Case continued with open motion to November 15 to obtain four concurrent votes.</p> <p><b>1026 Elmwood Avenue:</b> Setback variation to raise the existing roofline of residence. Unanimously approved.</p>
	<b>November 15, 2016</b>
	<p><b>2301 Lawndale Avenue:</b> Case continued from November 1 and approved 4-2.</p> <p><b>516 Dempster Street:</b> Special use permit for an Animal Hospital. Unanimous recommendation for approval with conditions. Scheduled for December 12, 2016 P&amp;D.</p> <p><b>1029 Davis Street:</b> Special use permit for a Commercial Indoor Recreation facility, Title Boxing Club. Unanimous recommendation for approval with conditions. Scheduled for December 12, 2016 P&amp;D.</p>
December 2016 Meetings/Activities	<b>December 6, 2016</b>
	<p><b>1565 Sherman Avenue:</b> Special use permit for a Type 2 Restaurant, Sushi Burrito.</p> <p><b>581 Ingleside Place:</b> Setback variations for residence and porch additions.</p> <p><b>2415 Lyons Street:</b> Setback and Lot Coverage Variations for a residential addition to raise the existing roofline.</p>
	<b>December 20, 2016</b>
	Meeting canceled due to a lack of actionable items.
PLANNING AND ZONING	Plan Commission
November 2016 Meetings/Activities	<b>November 9, 2016</b>
	The November Plan Commission meeting was canceled.
December 2016 Meetings/Activities	<b>December 14, 2016</b>
	<p><b>North Downtown Area Planning</b> - The City proposes to amend the 2009 Downtown Plan to add five new subareas. The plan amendment is intended to help guide future development in the area north of downtown.</p>
PLANNING AND ZONING	Preservation Commission
November 2016 Meetings/Activities	<b>November 29, 2016</b>
	<p><b>2771 Crawford Av.</b> –Approved Report and adopted Resolution to transmit Commission’s recommendation for landmark designation to City Council.</p> <p><b>2603 Sheridan Rd. (L)</b> – New door for accessible exit and new sloped walk and walk with crash stone and modification to existing ramp. <b>COA Application withdrawn.</b></p> <p><b>1317 Rosalie St. (L)</b> – Replace existing 3 tab asphalt shingles on house and garage roofs with asphalt shingles. <b>Approved</b></p> <p><b>1620 Judson Av. (LSHD)</b> – Coach house: New exterior materials; new garage door and masonry opening; new windows; new entry door and concrete stoop/stairs and new air conditioning unit. <b>Approved.</b></p> <p><b>939 Hinman Av. (LSHD)</b> –Roof and gutter replacement. Remove lantern. <b>Approved.</b></p> <p><b>726 Sheridan Rd. (LSHD)</b> – Replace siding, resurface open porch, construct new garden wall, 4’-0” fence as screen wall and retaining wall. Replace aluminum sliding door w/lift/slide door. Construct rear yard trellis and covered entry. <b>Approved.</b></p>



	<p><b>1045 Sherman Av. (L)</b> – Raising the existing gable portion to allow for an increase of habitable area. <b>Continued to 12/20/2016.</b></p> <p><b>2126 Orrington Av. (NEHD)</b> – Replace the existing non-historic, 2-story addition with an open, wrap-around porch; replace all windows; replace rear deck and garage, and add a 3-season porch. <b>Approved.</b></p> <p><b>2350 Orrington Av. (NEHD)</b> – Construction of single family dwelling with attached 2-car garage. <b>Rescheduled to 12/20/2016.</b></p>
	<b>December 20, 2016</b>
<b>December 2016 Meetings/Activities</b>	<p><b>1045 Sherman Av. (L)</b> – Raising the existing gable to allow for an increase of habitable area at the second floor level.</p> <p><b>1865 Sherman Av. (L/NEHD)</b> - New entry addition, addition at north side, brick paver patios and concrete walks.</p> <p><b>2350 Orrington Av. (NEHD)</b> – Construction of single family dwelling with attached 2-car garage.</p> <p><b>919 Edgemere Ct. Lot 1 Existing SFR (L/LSHD) and 917 Edgemere Ct. Lot 2, Vacant (LSHD)</b> - Plat of resubdivision of 917 and 919 Edgemere Ct. Moving lot line between properties approximately 10' to the north.</p> <p><b>115 Dempster St. (L/LSHD)</b> - Construct 1 and 2 story additions, increase dormer size. Requires zoning variations for interior side yard; rear yard; and dormers.</p> <p><b>2135 Orrington Av. (L/NEHD)</b> - Remodel of an existing SFR. Remove shed, new 4-car garage and apron. Replacing existing concrete walks. Restoration of wood windows and doors, replacement of aluminum windows with wood windows. Modify window sizes and add new windows.</p> <p><b>1900 Orrington Av. /701 Emerson St. (NEHD)</b> - Renovation of 9-unit building. Window restoration and window replacement. Modifications to existing masonry openings and masonry repair. New exterior ramp and new enclosed vertical platform. Demolish and rebuild wood exterior stair and decks.</p> <p><b>640 Lincoln St. (L/NEHD)</b> - Exterior restoration of façade. Restore wood windows and install replica. Install new aluminum frame window screens at all openings; underpin and stabilize southeast corner of porch foundation walls, and repair existing fire escape.</p>
<b>PLANNING AND ZONING</b>	<b>Preservation Ordinance Review Subcommittee</b>
	<b>November 3, 2016</b>
<b>November 2016 Meetings/Activities</b>	<b>Review of Preservation Ordinance:</b> Subcommittee completed review of Section 2-8-9 (A) of the Preservation Ordinance.
	<b>December 1, 2016</b>
<b>December 2016 Meetings/Activities</b>	<b>Review of Preservation Ordinance:</b> Subcommittee reviewed Section 2-8-9 (B) of the Preservation Ordinance.
<b>PLANNING AND ZONING</b>	<b>APPROVED &amp; ACTIVE PLANNED DEVELOPMENTS</b>
<b>1611 Chicago Ave. North Shore Residence/ The Merion</b>	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has been issued; construction is complete. Ground floor retail space is available.
<b>1629-1691 Church St. Church St. Village</b>	On August 11, 2014, the applicant received a 1-year extension to complete the 13 unfinished units in Buildings 2 and 3 and to obtain a building permit for the construction of the last 8 units in Building 1. The applicant has completed construction on the 13 units in Buildings 1 and 2, but requested a 1-year extension of the PD to obtain the permit for the Building 1. The request for extension was approved by the City Council July 27, 2015. The last remaining 8-unit building was approved by DAPR Committee June 29, 2016. The building permit for the 8-unit building was issued July 29, 2016. Water & sewer permit has been issued; construction is ongoing.
<b>2454 Oakton St. Sports Dome</b>	Approved by City Council August 11, 2014. The building permit for the foundation was issued July 29, 2015. The full building permit was issued September 11, 2015. TCO was issued January 25, 2016, FCO to be issued soon. Sign permits approved for new signage and “No Further Remediation” letter received from IEPA June 2, 2016. Sports dome is now open.
<b>835 Chicago Ave. (Chicago/Main)</b>	The full building permit for the 9-story, 112-unit residential building was issued August 3, 2015. Art installation and minor landscaping changes approved by DAPR at May 11, 2016 meeting. An Interior build-out permit has been issued for a new educational facility within the building. Construction is complete. Building is now open. Retail space is available on the ground floor, First Bank & Trust to open branch.

<b>1620 Central St.</b>	The 4-story, 47-unit multiple-family residential building was approved by the City Council April 27, 2015. The full building permit was issued October 20, 2015. Small adjustment to top floor of façade approved by DAPR January 20, 2016. Utility service permits have been issued. Construction is nearing completion.
<b>1571 Maple Ave.</b>	The 12-story, 101-unit mixed-use development was approved by the City Council April 13, 2015. The building permit for caissons was issued December 17, 2015. The building permit for foundation and full building permit have been approved and issued; the utility service permits have also been issued. Construction is ongoing.
<b>1815 Ridge/1815 Oak</b>	City Council approved rezoning of the property from C2, Commercial to D4, Downtown Transition District and a Planned Development for the construction of a 10-story, 163 unit senior independent and assisted living facility July 25, 2016. Staff is awaiting submittal of building permit application.
<b>824-828 Noyes Street</b>	City Council approved Planned Development for the construction of a 4-story mixed used building with retail space on the ground floor and 44 dwelling units on the floors above with 35 parking spaces September 26, 2016. Staff is awaiting submittal of building permit application.

<b>HOUSING &amp; GRANTS</b>	<b>Housing &amp; Community Development Act Committee</b>
	<b>November 15, 2016</b>
<b>November 2016 Meetings/Activities</b>	The committee requested any public comment on the draft 2017 Action Plan at the meeting. One person read a prepared statement and comments received in writing prior to the meeting were summarized for the committee. The 30-day public comment period was closed. The committee voted unanimously to approve the draft Action Plan and recommend its approval to City Council pending receipt of the City's entitlement grant amounts from HUD. The draft Action Plan that is submitted to City Council for approval will include a summary of all comments and the text of written comments will be appended to that plan as required.
	<b>December 20, 2016</b>
<b>December 2016 Meetings/Activities</b>	The December 20 meeting has been canceled as there are no agenda items requiring action by the committee. The federal government is operating under a continuing resolution that ends on December 9; Congress will need to take action, either passing another continuing resolution or approving a 2017 budget, to avoid a partial shutdown of the federal government.
<b>HOUSING &amp; GRANTS</b>	<b>Housing and Homelessness Commission</b>
	<b>November 3, 2016</b>
<b>November 2016 Meetings/Activities</b>	The Commission heard updates on the TBRA program and discussed the 2017 budget, which allocates \$1.3 million of HOME and Affordable Housing Funds for affordable housing development and/or preservation.
	<b>December 1, 2016</b>
<b>December 2016 Meetings/Activities</b>	The Commission will discuss the application process for affordable housing development in 2017, funded by up to \$1.3 million from the Affordable Housing Fund and the HOME program. In addition, the commissioners will hear updates on the consolidation of the Housing and Homelessness Commission with the Human Relations Commission, as well as an update on the Handyman Program.
<b>HOUSING &amp; GRANTS</b>	<b>Mental Health Board</b>
	<b>November 10, 2016</b>
<b>November 2016 Meetings/Activities</b>	Meeting was canceled due to lack of actionable agenda items.
	<b>December 8, 2016</b>
<b>December 2016 Meetings/Activities</b>	The MHB will meet to discuss new Board liaison roles for 2017. We will also welcome 3 new members and introduce the Evanston Livability Principles and Checklist.

<b>TRANSPORTATION AND MOBILITY</b>	<b>Transportation / Parking Committee</b>
<b>November 2016 Meetings/Activities</b>	<b>November 16, 2016</b>
	The T/P Committee met on November 16. In reviewing the Bike Signage Pilot Program Update the Committee directed staff to develop a list of additional treatment locations for spring installation and to maintain the eight pilot signs in their current locations. Staff will return to the Committee in Spring, 2017 with the list of proposed second round installation sites.
<b>December 2016 Meetings/Activities</b>	<b>December 14, 2016</b>
	The T/P Committee meeting on December 14 has been canceled. The Committee is scheduled to meet next on January 25, 2017.

<b>November 2016 Meetings/Activities</b>	<b>November 7, 2016</b>
	Staff participated in the Village of Wilmette’s Bikeway Advisory Group meeting on November 7. During the meeting Wilmette officials and staff members shared that the Village Board had deferred funding for the development of a bike plan in 2017. Village staff confirmed that they will continue to work with stakeholders to secure grant funding for developing the plan; however, staff and stakeholders at the Advisory Group Meeting cautiously acknowledged the high level of competition for CMAP and other grant funds.
	<b>November 15, 2016</b>
	As part of the Transit Planning 4 All Grant initiative, staff partnered with Over the Rainbow to host a focus group meeting. Input from the meetings will be used to develop a community-wide survey on transit barriers for older adults and people with disabilities in and connecting to Evanston.

<b>December 2016 Meetings/Activities</b>	<b>December 1, 2016</b>
	Staff will participate in the North Lake Shore Drive Corridor Planning Committee & Task Force meeting on December 1. During the meeting the Committee and Task Force will review the project’s evaluation criteria for preferred alternative treatments, and updates on the Lakefront Trail improvements. The group will also discuss concepts for junction treatments North LSD between Chicago Ave. and Ardmore Ave.
	<b>December 16, 2016</b>
	As part of the Transit Planning 4 All Grant initiative, staff will be working with Grant Partner Organizations to host focus group meetings. Input from the meetings will be used to develop a community-wide survey.

<b>BUILDING &amp; INSPECTION SERVICES</b>		<b>Housing Rehabilitation</b>	
Ward	Number of Active Projects	Completed Projects	Projects YTD
2	2	1	3
5	1	4	5
8	0	3	3

<b>BUILDING &amp; INSPECTION SERVICES</b>	<b>Building Permits</b>
<b>Building Permit Status</b>	Real-time permit review access is available online 24/7 at <a href="https://permits.cityofevanston.org">https://permits.cityofevanston.org</a>

BUILDING & INSPECTION SERVICES		New Business Application Status		
Ward	Property Address	Business Name	Received	Status
1	809 Church St	Lumen optical	11/17/2016	Waiting on CO. License fees paid.
2	1900 Greenwood St	Platinum Mix Productions, Inc.	11/29/2016	General Business License issued 12/01/2016.
2	840 Dodge Ave	Box Evanston	10/25/2016	General Business License issued 11/29/2016.
2	2401 Main St	Greenwise Organic Lawn Care	10/25/2016	Pending inspections. License fees paid.
3	847 Chicago Ave	Fusion Academy	10/21/2016	Pending inspections. License fees paid.
4	922 Davis St	Vocation Catalyst, Ltd DBA Snacks on Hand	11/16/2016	Pending inspections and payment of license fees.
4	610 Davis St	TruFit Personal Training	10/19/2016	General Business License issued 11/15/2016.
5	1115 Emerson St	Lake City Cleaners	09/05/2016	General Business License issued 11/01/2016.
6	3012 Central St	Pure 5 Cleaners	10/25/2016	Pending inspections and payment of license fees.
8	600 Oakton St	Lake City Cleaners (South Evanston Location)	09/05/2016	Pending inspections. License fees paid.
9	640 Pitner Ave	B & T's Auto Body	05/25/2016	Pending inspections and payment of license fees.

**BUILDING & INSPECTION  
SERVICES****Building Permits Issued by Ward – November 1 – November 30, 2016****Ward 1**

<b>Building Permit Type</b>	<b>No. of Permits Issued</b>
Accessory Structure	1
Demolition	3
Electrical Only	6
Fire Alarm	2
HVAC Work Only	2
Minor Repair	3
Miscellaneous Site Work	2
Plumbing Only	2
Remodel	6
Sign-Awning	1
Water and Sewer	1
Window Replacement	3
<b>Total Permits Issued</b>	<b>32</b>

**Ward 2**

<b>Building Permit Type</b>	<b>No. of Permits Issued</b>
Accessory Structure	1
Addition	1
CCCD	1
Electrical Only	3
Fence	5
Fire Alarm	2
Fire Suppression	1
HVAC Work Only	1
Low Voltage Alarm	1
Minor Repair	1
Miscellaneous Site Work	3
Plumbing Only	3
Remodel	1
Roofing	7
Temporary	1
Water and Sewer	3
Window Replacement	2
<b>Total Permits Issued</b>	<b>37</b>

**Ward 3**

<b>Building Permit Type</b>	<b>No. of Permits Issued</b>
Addition	1
CCCD	2
Electrical Only	1
Fence	1
Low Voltage Alarm	1
Minor Repair	5
Miscellaneous Site Work	2
Remodel	2
Roofing	4
Window Replacement	1
<b>Total Permits Issued</b>	<b>20</b>

**Ward 4**

<b>Building Permit Type</b>	<b>No. of Permits Issued</b>
CCCD	1
Demolition	1
Electrical Only	2
Fence	2
Miscellaneous Site Work	1
Plumbing Only	4
Remodel	5
Roofing	4
Sign-Awning	2
Window Replacement	3
<b>Total Permits Issued</b>	<b>25</b>

BUILDING & INSPECTION  
SERVICES

## Building Permits Issued by Ward – November 1 – November 30, 2016

**Ward 5**

Building Permit Type	No. of Permits Issued
Accessory Structure	2
CCCD	2
Demolition	3
Fence	1
Fire Alarm	1
Fire Suppression	1
HVAC Work Only	3
Minor Repair	1
Miscellaneous Site Work	2
Plumbing Only	7
Remodel	3
Roofing	7
Water and Sewer	2
Window Replacement	1
<b>Total Permits Issued</b>	<b>36</b>

**Ward 6**

Building Permit Type	No. of Permits Issued
Addition	2
Deck or Porch	1
Demolition	2
Electrical Only	1
Fence	5
Low Voltage Alarm	2
Minor Repair	2
Miscellaneous Site Work	3
Plumbing Only	8
Remodel	2
Roofing	4
Window Replacement	1
<b>Total Permits Issued</b>	<b>33</b>

**Ward 7**

Building Permit Type	No. of Permits Issued
Addition	3
CCCD	1
Deck or Porch	1
Demolition	5
Electrical Only	21
Fence	7
Fire Alarm	3
Fire Suppression	4
HVAC Work Only	2
Low Voltage Alarm	1
Miscellaneous Site Work	2
Plumbing Only	8
Remodel	14
Roofing	5
Temporary	1
Water and Sewer	2
Window Replacement	5
<b>Total Permits Issued</b>	<b>85</b>

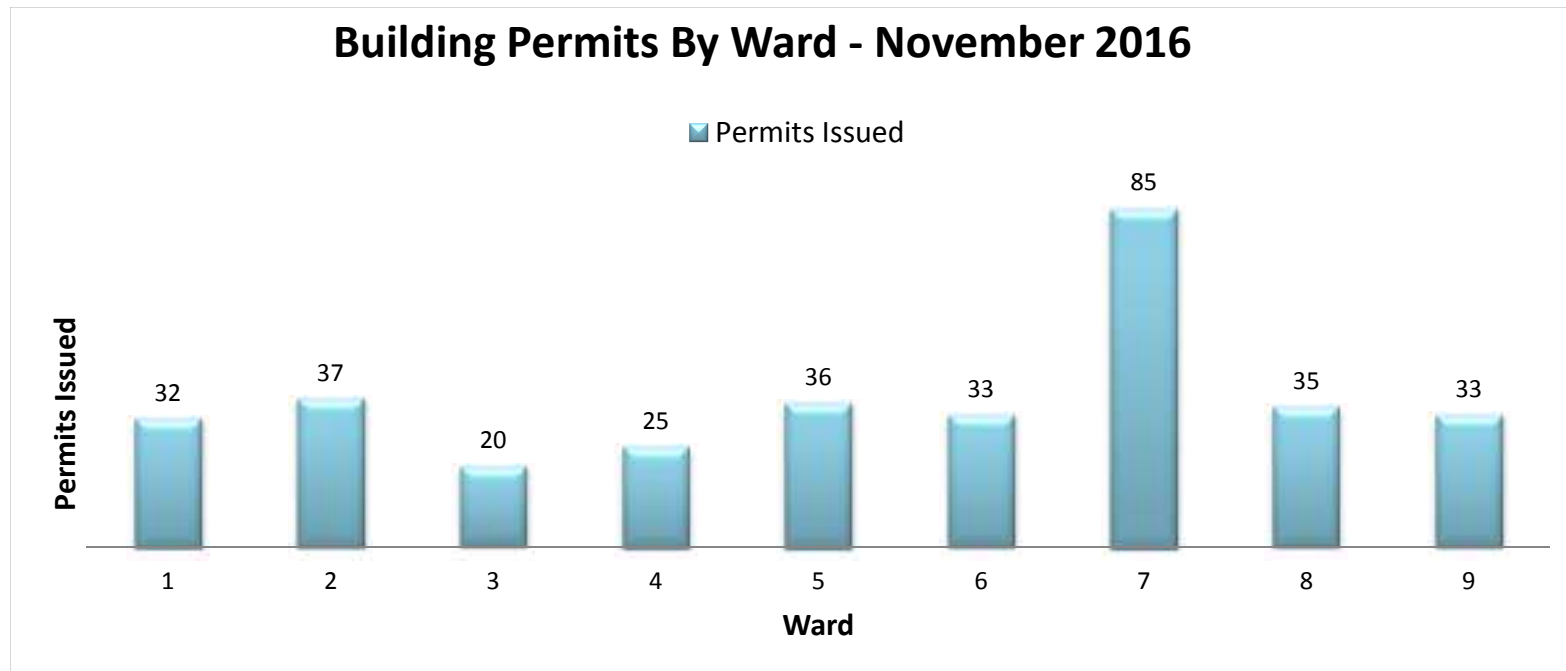
**Ward 8**

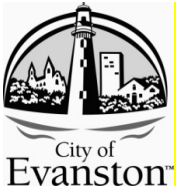
Building Permit Type	No. of Permits Issued
Deck or Porch	1
Fence	4
Fire Alarm	1
HVAC Work Only	1
Low Voltage Alarm	2
Minor Repair	2
Plumbing Only	3
Remodel	2
Roofing	11
Sign-Awning	4
Window Replacement	4
<b>Total Permits Issued</b>	<b>35</b>

<b>BUILDING &amp; INSPECTION SERVICES</b>	<b>Building Permits Issued by Ward – November 1 – November 30, 2016</b>
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**Ward 9**

Building Permit Type	No. of Permits Issued
Accessory Structure	1
Addition	2
Demolition	2
Electrical Only	1
Fence	3
Low Voltage Alarm	3
Minor Repair	2
Miscellaneous Site Work	1
Plumbing Only	6
Remodel	1
Roofing	6
Window Replacement	5
<b>Total Permits Issued</b>	<b>33</b>





DATE: December 1, 2016  
 TO: Wally Bobkiewicz, City Manager  
 FROM: Mark Muenzer, Director of Community Development  
 Gary Gerdes, Building and Inspection Services Manager  
 SUBJECT: Building Permit & Construction Value Financial Report for November, 2016

**BUILDING PERMIT FEES**

Total Permit Fees Collected for the Month of November 2016	\$ 286,845
Total Permit Fees Collected Fiscal Year 2016	\$ 10,065,931
Total Permit fees Collected for the Month of November 2015	\$ 355,470
Total Permit Fees Collected Fiscal Year 2015	\$ 5,835,068

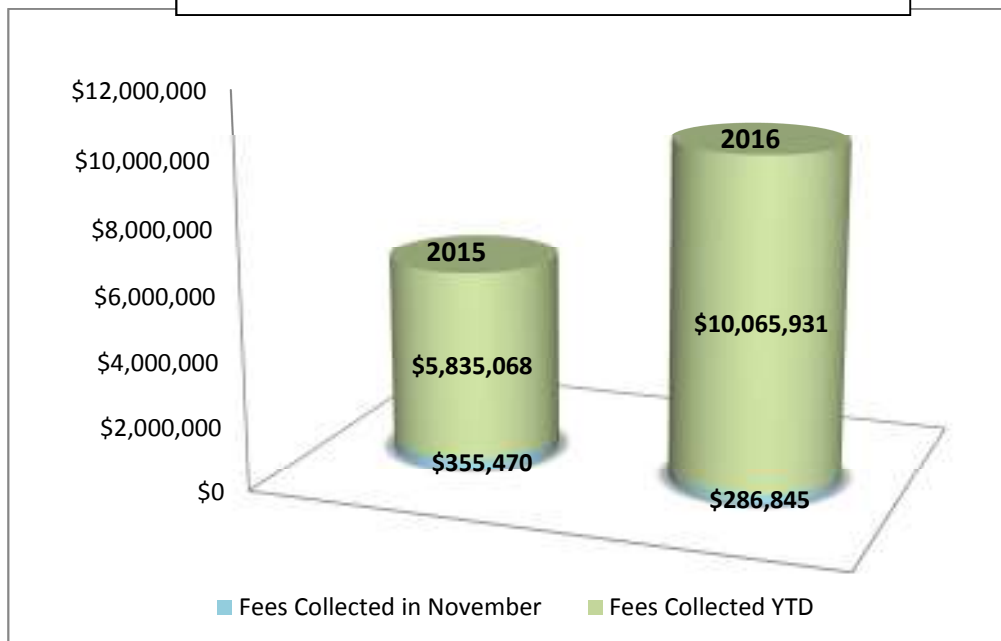
**CONSTRUCTION VALUES**

TOTAL CONSTRUCTION VALUE FOR NOVEMBER 2016	\$ 14,973,636
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2016	\$ 522,547,375
TOTAL CONSTRUCTION VALUE FOR NOVEMBER 2015	\$ 16,769,077
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2015	\$ 309,831,899

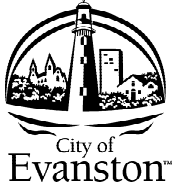
**OTHER FEES**

Total ROW Permit fees Collected for the Month of November 2016	\$ 65,319
Total ROW Permit Fees Collected Fiscal Year 2016	\$ 682,922

**Building Permit Fees Collected**







# Memorandum

To: Honorable Mayor and Members of the City Council

From: Scott Mangum, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: December 8, 2016

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, the type of application submitted, a description of the project, date received, and current status.

Please contact me at (847) 448-8675 or [smangum@cityofevanston.org](mailto:smangum@cityofevanston.org) if you have any questions or need additional information.

**Zoning Weekly Update**  
**Cases Received and Pending, November 30, 2016 - December 6, 2016**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	2103 Orrington Avenue	Building Permit	Attic interior renovation st SFR	10/21/16	pending staff review
1	818 Colfax Street	Building Permit	Two story 2-car detached garage at SFR	11/07/16	non-compliant, pending revisions
1	1865 Sherman Avenue	Building Permit	Addition and interior renovation to NU dorm (Willard Hall)	11/09/16	<b>pending DAPR and Preservation Commission</b>
1	115 Dempster Street	Zoning Analysis	Construct 1 and 2 story additions, increase dormer size	11/22/16	non-compliant; pending major variation application
1	617 Foster Street	Building Permit	Interior alteration (NU - Blomquist Rec Center)	11/28/16	pending staff review
1	2145 Orrington Avenue	Building Permit	Interior remodel	12/05/16	pending staff review
1	2014 Orrington Avenue	Zoning Analysis	Construct 3rd story, new façade, addition for elevator (Lubavitch Chabad of Evanston)	12/06/16	pending staff review
2	2323 Greenleaf Street	Building Permit	Construct detached garage and concrete parking pad and sidewalk at SFR	09/28/16	non-compliant, pending revisions
2	1402 Brown Avenue	Zoning Analysis	Revisions to construct new 2-flat and detached garage	11/15/16	non-compliant, pending minor variation application
2	1600 Dodge Avenue	Zoning Analysis	Construct two wind turbines (Evanston Township High School)	12/06/16	pending staff review
3	1015 Chicago Avenue	Building Permit	Addition and exterior renovation (Autobarn - Mazda)	11/04/16	<b>pending final DAPR</b>
4	1218 Asbury Avenue	Building Permit	Remodel of existing screened-in porch to SFR	11/15/16	pending staff review
4	820 Davis Street, Suite 300	Building Permit	Interior renovation of atrium and conference room (Grumman Butkus Associates)	11/22/16	pending staff review
5	2415 Lyons Street	Building Permit	Addition to SFR	09/26/16	non-compliant, pending revisions
5	2029 Maple Avenue	Building Permit	2-car detached garage	11/04/16	pending revisions
5	1911 Green Bay Road	Building Permit	Interior and exterior renovation of commercial space (Sherwin Williams)	11/10/16	<b>pending DAPR</b>
5	1748 Brown Avenue	Building Permit	New detached garage at SFR	11/29/16	non-compliant, pending revisions
6	2507 Colfax Street	Building Permit	Construct new unilock paver parking pad next to existing concrete driveway	06/30/16	non-compliant, pending major variation application
6	2520 Isabella Street	Building Permit	Replace stone walk with concrete walk	10/18/16	pending additional information from the applicant
6	3615 Hillside Road	Building Permit	Addition to SFR	10/19/16	non-compliant, pending revisions
6	2109 Forestview Road	Building Permit	Remove rear deck, replace with paver patio	11/14/16	pending additional information from applicant
6	2645 Lincolnwood Drive	Building Permit	Addition to SFR	11/23/16	non-compliant, pending minor variation determination
6	3006 Central Street	Building Permit	Interior and exterior alteration to multi-tenant office/retail building	12/01/16	pending staff review
6	2628 Gross Point Road	Zoning Analysis	Construct new 12-unit residential building with ground floor parking and a retail space	12/06/16	pending staff review
6	2403 Hastings Avenue	Zoning Analysis	Demolish SFR, construct new SFR and detached garage	12/02/16	pending staff review

7	2022 Central Street	Building Permit	Interior and exterior remodel (Lush Wine and Spirits)	04/15/16	<b>pending final DAPR</b>
7	712 Ingleside Place	Building Permit	New detached garage at SFR	09/20/16	non-compliant, pending minor variation determination
7	1410 Rosalie Street	Zoning Analysis	1-story addition and porch enclosure at SFR	10/13/16	pending additional info from applicant
7	1923 Lincoln Street	Building Permit	Interior remodel to SFR	11/11/16	pending staff review
7	1620 Jenks Street	Zoning Analysis	2nd story addition to SFR	11/11/16	pending additional info from applicant
7	2010 Isabella Street	Building Permit	2nd floor addition and interior remodel at SFR	11/18/16	pending additional information
7	2145 Grey Avenue	Building Permit	Alter roofline at SFR	11/21/16	pending staff review
7	609 Clinton Place	Building Permit	2nd floor addition and interior remodel at SFR	11/21/16	pending staff review
7	2029 Sheridan Road	Building Permit	Interior renovation (NU)	11/23/16	pending staff review
7	2658 Sheridan Road	Zoning Analysis	Replace existing driveway, walks and patio, construct new circular driveway and curb cut onto Sheridan Road	12/06/16	pending staff review
8	120 Dodge Avenue	Building Permit	One-story sunroom and rec. room addition in front (Dobson Plaza)	08/17/16	pending special use and major variation applications
8	1126 Harvard Terrace	Building Permit	Enclose existing screened-in rear porch at SFR	10/11/16	non-compliant, pending major variation
9	1327 Kirk Street	Building Permit	Construct attached garage in place of a shed at SFR	05/31/16	non-compliant, pending revisions
9	1125 Madison Street	Building Permit	Construct paver patios at SFR	09/22/16	minor variation partially approved/denied, pending revised plan from applicant
9	421 Florence Avenue	Building Permit	Addition to SFR	10/19/16	pending additional information from applicant
9	913 Madison Street	Building Permit	Construct dormer, interior remodel at SFR	11/22/16	pending staff review

**Miscellaneous Zoning Cases**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	1725 Sherman Avenue	Special Use	Type 2 Restaurant, Insomnia Cookies	12/01/16	<b>Pending DAPR &amp; ZBA 01/10/17</b>
1	628 Colfax Street	Minor Variation	Interior side setback for a 1-story addition to SFR (NU)	11/03/16	Pending additional information from the applicant
2	1806 Church Street	Special Use	Commercial Indoor Recreation - Staley Martial Arts	12/06/16	<b>Pending DAPR &amp; ZBA 01/10/17</b>
3	600 Main Street	Special Use	Micro-Distillery (wine mixing)	11/29/16	Pending additional information from the applicant
3	516 Dempster Street	Special Use	Animal Hospital	10/13/16	<b>P&amp;D 12/12/16</b>
4	1565 Sherman Avenue	Special Use	Type 2 Restaurant, Sushi Burrito	11/11/16	<b>ZBA 12/06/16 &amp; P&amp;D 01/09/17</b>
4	1029 Davis Street	Special Use	Commercial Indoor Recreation - Title Boxing Club	10/13/16	<b>P&amp;D 12/12/16</b>
4	934 Elmwood Avenue	Minor Variation	Side yard setback for rear addition to SFR	11/22/16	Determination after 12/09/16
6	2645-49 Highland Avenue	Fence Variation	Install fence in front yard, chainlink-type material in front, side and rear yards	11/16/16	Determination after 12/09/16
6	2645 Lincolnwood Drive	Minor Variation	Building lot coverage for a 1-story addition	12/02/16	Determination after 12/23/16
7	712 Ingleside Place	Minor Variation	Building lot and impervious lot coverage for a 1-car detached garage	10/24/16	Pending additional information from the applicant
8	1126 Harvard Terrace	Major Variation	Street side yard setback for a 1-story addition to rear of SFR	11/21/16	<b>Pending DAPR &amp; ZBA 01/10/17</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: December 9, 2016

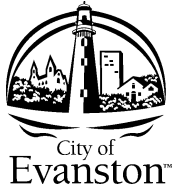
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

**Inspector Weekly Update**  
**Cases Received, December 09, 2016**

**Field Reports**

Ward	Property Address	Construction Type	Inspector Notes	Received
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	All construction conditions are approved. No construction activity at this site at time of inspection. Developer's engineer and MWRD have exchanged comments on drainage plan. MWRD permit expected within next two weeks.	12/5/2016
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Fences and sidewalks are in good condition. All construction conditions comply. Carpenters are currently framing the townhomes.	12/5/2016
3	835 Chicago Avenue (9-story mixed-used)	Commercial/Residential	Building exterior work has been completed. All construction conditions comply. Tenant build-out for Fusion Academy continues.	12/5/2016
4	1571 Maple Avenue	Mixed Use Building	Steel framework and pre-cast concrete decking are in progress. There are no obstructions in the public ways. Catch baskets are free of dirt. Fencing and dust control screening is in place and plumb.	12/5/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Exterior of the job is clean and in order. Catch basket is clean. Final inspections are being scheduled.	12/5/2016
5	1911 Church Street (Y.O.U. Building)	New Youth Center	Exterior of the building is being completed. Pedestrian canopy and fencing will be removed soon to begin grading and landscaping. All fences are in place and stand plumb. Final inspections are expected within two to three weeks.	12/8/2016
7	1620 Central Avenue	New 47 Unit Apartment Building	Interior work continues on all floors. The front exterior entry stairs, ramp and public walkway are installed. The front yard is backfilled and rough graded. There are no obstructions in the public right of way at the time of inspections.	12/5/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Final inspections are being completed. The exterior is complete with the exception of the front awning. Landscaping is complete. The fences, gates and silt fences are being removed.	12/8/2016
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Foundation set-up continues on north and south ends of the project site. Street cleaning is done on regular basis. Fencing is in place and stands plumb and the truck cleaning station is in place and functional.	12/5/2016
7	560 Lincoln (NU Residence Hall)	New Dormitory	Masonry should be completed within two weeks. Mechanical, electric and plumbing are completed through the 4th floor. Windscreen, construction and silt fences are in good condition. Tire washing for trucks leaving the site is in effect. Catch baskets are clean. Site is well kept.	12/8/2016



# Memorandum

To: Honorable Mayor and Members of the City Council

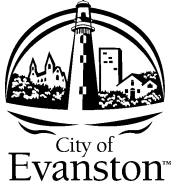
From: Carl Caneva, Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: December 9, 2016

There were no new applications for food establishments for the week of December 4, 2016.

Please contact me at 847/859.7831 or [ccaneva@cityofevanston.org](mailto:ccaneva@cityofevanston.org) if you have any questions or need additional information.



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: December 9, 2016

Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, date received and current status.

Please contact me at (847) 448-8160 or [twhittington@cityofevanston.org](mailto:twhittington@cityofevanston.org) if you have any questions or need additional information.



## Liquor Licensing Weekly Report

Liquor Applications Received and Pending

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROPOSED HOURS for LIQUOR SALES	DATE REC'D	STATUS <sup>1</sup>
2	Kabul House	2424 Dempster Street	D	Restaurant (Liquor)	Sun: Noon – 10 pm; Mon – Sat: 11 am – 10 pm	10/20/16	Pending City Council Introduction
8	Quad Indoor Sports	2454 Oakton Street	W	Commercial Indoor Recreation Facility (Beer/Wine)	Sun: Noon – 10 pm; M-F 6 pm – 2 am; Sat: Noon - ??	10/24/16	Pending City Council Action

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<sup>1</sup> Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council



# DIRECTOR'S WEEKLY BRIEFING



By NWMC Executive Director Mark L. Fowler

## **WEEK ENDING DECEMBER 9, 2016**

### ***NWMC Board to Meet Next Wednesday***

We look forward to seeing everyone next Wednesday, December 14 for the NWMC Board meeting. The meeting will be held at 7:00 p.m. in Room 1604 of Oakton Community College in *Des Plaines*. Highlighting the agenda will be a recommendation to convene the nominating committee to appoint a replacement for outgoing NWMC Treasurer and *Glenview Village Manager Todd Hileman*, who recently accepted the position of City Manager in Denton, Texas. The membership will also receive reports on action that occurred during the General Assembly's veto session, development of a model wireless facilities deployment ordinance and the scope of an update to the 2010 NWMC Bicycle Plan.

The membership will also consider recommendations to approve the 2017 NWMC Legislative Program outline and the updated NWMC Financial Procedures and Controls document. We look forward to seeing everyone next week! *Staff contacts: Mark Fowler, Larry Bury*

### ***RSVP Today for the 2017 NWMC Legislative Brunch***

Invitations were sent this week for the 2017 Northwest Municipal Conference Legislative Brunch, scheduled for Saturday, January 21. The event will be held from 10:00 a.m. to noon, at the Hilton Chicago/Northbrook, 2855 N. Milwaukee Avenue in *Northbrook/Prospect Heights*.

NWMC members are asked to please extend a personal invitation to your legislators encouraging them to attend. Please RSVP by Friday, January 13 to Marina Durso, 847-296-9200, ext. 122 or [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org). The cost of the brunch is \$45 per person. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

### ***Just in Time for Winter – SPC Awards Liquid Calcium Chloride Contract***

The Suburban Purchasing Cooperative (SPC) Governing Board has awarded the 2016-17 Liquid Calcium Chloride contract to Sicalco, Ltd. of Hinsdale from December 5, 2016 through December 4, 2017. The SPC reserves the right to extend the contract for up to three (3) additional, one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis. Pricing for Contract #134 is as follows:

<u>Price Per Gallon</u>	<u>Delivery</u>	<u>Total</u>
\$0.4546	\$0.1343	\$0.5889

Orders are to be placed directly with Sicalco, Ltd. For questions or additional information, please contact staff or Frank Sibr, 630-371-2655 or [fsibr@sicalco.net](mailto:fsibr@sicalco.net). *Staff contact: Ellen Dayan*

### ***NWMC Communicators Seeks Input on 2017 Meeting Schedule***

The NWMC Local Government Communicators Committee meets quarterly and serves as a forum to discuss communications best practices and related issues relevant to all members. To determine the meeting schedule for 2017, Chairperson and *Village of Carpentersville Assistant to the Village Manager/Director of Human Resources Samantha Brunell* sent a survey to the committee on Monday seeking input on preferred meeting times and locations. Please visit <https://www.surveymonkey.com/r/NHL3TJX> to complete the survey by Friday, December 16. The committee will release the meeting schedule shortly depending upon the survey results.

In addition, the committee always welcomes new members. If you are interested in joining the committee or would like to attend an upcoming meeting, please contact staff or Samantha Brunell, [sbrunell@cville.org](mailto:sbrunell@cville.org) or 224-293-1628. *Staff contacts: Mark Fowler, Marina Durso*

### ***Cook County President Preckwinkle to Headline ICDHR Martin Luther King Dinner***

On Thursday, January 12, the Illinois Commission on Diversity and Human Relations (ICDHR) will hold its 17<sup>th</sup> Annual Dr. Martin Luther King, Jr. Remembrance and Celebration Dinner at the Chicago Northwest Marriott Hotel, 4800 Hoffman Boulevard in *Hoffman Estates*. The event will begin with a reception at 5:30 p.m., followed by dinner at 6:30 p.m.

The keynote speaker at the event will be Cook County Board President Toni Preckwinkle. For additional information and to purchase tickets for the event, please visit <https://www.eventbrite.com/e/17th-annual-dr-martin-luther-king-jr-northwest-remembrance-unity-dinner-tickets-28904890305>. *Staff contact: Mark Fowler*

### ***Mark Your Calendars for the MMC Annual Gala***

The Metropolitan Mayors Caucus will hold its Annual Gala on Friday, January 27 from 6:00 to 9:30 p.m. at the Chicago History Museum, 1601 N. Clark Street in Chicago. The event will feature an exhibit entitled “Lincoln’s Undying Words” and the iO Theater Comedy Improv Group will present “Whirled News Tonight.” Tickets are \$100 per person and invitations will soon be sent via email. Local government elected and appointed officials, staff, spouses or significant others are invited to attend, so please mark your calendars. *Staff contact: Mark Fowler*

### ***Meetings and Events***

*NWMC Board of Directors* will meet Wednesday, December 14 at 7:00 p.m. at Oakton Community College, Room 1604, in *Des Plaines*.

*NWMC Bicycle and Pedestrian Committee* will meet Tuesday, December 20 at 10:30 a.m. at the NWMC offices.

*NWMC Legislative Committee* will meet Wednesday, December 21 at 8:30 a.m. at the NWMC offices.

*NWMC Transportation Committee* will meet Thursday, December 22 at 8:30 a.m. at the NWMC offices.