



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: November 9, 2017

STAFF REPORTS BY DEPARTMENT



Weekly Report for November 3, 2017 – November 8, 2017
Note: This report is a day early and statistics do not cover a full week.

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule

Community Development

Weekly Zoning Report
Weekly Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Applications Report

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, November 13, 2017

Administration and Public Works Committee

www.cityofevanston.org/apw

Planning & Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

Tuesday, November 14, 2017

Board of Local Improvements - CANCELLED

www.cityofevanston.org/boardofimprovements

Arts Council

www.cityofevanston.org/artscouncil

Preservation Commission

www.cityofevanston.org/preservationcommission

Wednesday, November 15, 2017

M/W/EBE Development Committee

www.cityofevanston.org/mwebecommittee

Library Board – Adoption of Tax Levy

www.cityofevanston.org/libraryboard

Thursday, November 16, 2017

Parks, Recreation and Community Services Board

www.cityofevanston.org/PRCSBoard



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of November 3, 2017 through November 8, 2017.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2001	2706
SERVICE REQUESTS	448	607
TOTAL CHATS	26	57
TOTAL TEXT	10	17

Top 5 Service Requests

Total

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

1. Building Permit Inspection Request	85
2. Broken Parking Meter	45
3. Trash Special Pick up	33
4. Recycling – Missed Pick Up	12
Water Bill – Final Bill for Seller	
Dead Animal on Public Property	
5. Rodents - Rats	11
Graffiti	

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.*

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	237
Administrative Services –Finance	34
Administrative Services -HR	34
Administrative Services – Other	62
City Manager’s Office	62
ComDev / Economic Development	39
ComDev/ Bldg Inspections	160
ComDev / Housing Rehab	17
ComDev / Planning/Zoning	37
General Assistance	0
Fire Life Safety	12
PublicStuff Request	311
Health	61
Information	528
Law	6
Library	0
Mayor’s Office	1
Other/311	179
Other – Social Services	1
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	3
Parks – Other	2
Parks/Recreation	15
Parks – Forestry	15
Parks- Recreation Programs	18
Police	54
Public Works / Fleet	1
Public Works / Street Sanitation	45
Public Works / Engineering	14
Tax Assessment Office	5
Utilities – Power	3
Utilities – Sewer	3
Utilities – Water	42
TOTAL	2001



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 November 6, 2017

Date: November 10, 2017

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 November 6, 2017

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 17-61 Side Easement Sewer Lining	Public Works Agency	Work on this project includes the rehabilitation of approximately 177 LF of 10" diameter combined sewer main using cured-in-place pipe (CIPP) lining method of rehabilitation.	\$40,000	11/28	12/11

Evanston City Council Agenda Schedule - 2017

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

2017 Meeting Dates: Jan 9, Jan 17, Jan 23, Feb 13, Feb 20, Feb 27, Mar 13, Mar 20, Mar 27, Apr 10, Apr 17, Apr 24

May 8, May 15, May 22, Jun 12, Jun 19, Jun 26, Jul 10, Jul 17, Jul 24, Aug 14, Sept 11, Sept 18, Sept 25

Oct 9, Oct 16, Oct 23, Nov 13, Nov 20, Nov 27, Dec 11

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
	11/20/2017	Budget Discussion		CC		7:00
CMO	11/20/2017	Standardized Deadlines for Home Rule Taxes		CC	Lyons	
	11/20/2017	3rd Quarter Financial Report		CC	Lyons	
PWA	11/20/2017	2 Fee Amendments (Sewer Rate Decrease)(Water Rate Increase)	O	CC	Stoneback	For Intro
Admn Svcs	11/20/2017	4 Fee Increases (Rideshare, Parking meter standardization/ expiration, street cleaning)	O	CC	Storlie	For Intro
CD	11/20/2017	2 Fee Increases (Air BnB, CD Fees)	O	CC	Leonard	For Intro
Health	11/20/2017	1 Fee Increase (Inspections)	O	CC	Thomas-Smith	For Intro
CMO	11/27/2017	Tax Levy Ordinances (5)	SPB	CC	Lyons	For Action
CMO	11/27/2017	2018 Budget & 2017 Tax Levy Adoption	SPB	CC	Lyons	For Intro
CMO	11/27/2017	Howard/Ridge Line of Credit Expansion	B	APW	Lyons	
CMO	11/27/2017	Insurance Fund Analysis and Funding	B	APW	Lyons	
PWA	11/27/2017	Hiring of Supervisory Control and Data Acquisition Consultant	B	APW	Stoneback	
Admn Svcs	11/27/2017	SP Plus Renewal	B	APW	Storlie	
CMO	11/27/2017	2017 Budget Amendment No. 1	B	APW	Lyons	
Legal	11/27/2017	Insurance Renewals	B	APW	Farrar	
PWA	11/27/2017	Amend Electricity Aggregation Program	R	APW	Stoneback	
Legal	11/27/2017	Northwestern Property	R	APW	Farrar	
Legal	11/27/2017	Prohibit Horse Drawn Carriages	O	APW	Farrar	For Intro
Legal	11/27/2017	Liquor License Class J Amendment re. Hours (Smylie)	O	APW	Farrar	For Intro
Legal	11/27/2017	Union Squared Liquor License Class Change - D to A	O	APW	Farrar	For Intro
Health	11/27/2017	Text Amendment - Definition of Food Establishment	O	APW	Thomas-Smith	For Intro
CD	11/27/2017	Lakefront Policy	D	PD	Leonard	
CD	11/27/2017	1914 Jackson - Vacation Rental	B	PD	Leonard	
CD	11/27/2017	2017 Emergency Solutions Grant Funding Allocations	B	HS	Leonard	
CD	11/27/2017	Mental Health Board Allocations for 2018	B	HS	Leonard	
CMO	11/27/2017	Storefront Modernization Program Changes	B	ED	Lyons	
CMO	12/11/2017	Retirement of Rickey Voss	P	CC	Bobkiewicz	
Police	12/11/2017	Stop and Frisk / use of Force Reports	SPB	CC	Eddington	
CMO	12/11/2017	OT Reports	D	APW	Bobkiewicz	

Evanston City Council Agenda Schedule - 2017

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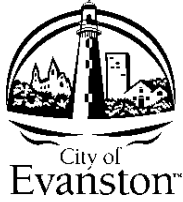
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	12/11/2017	MOU w/ FRCC, City, Library	B	APW	Lyons	
PRCS	12/11/2017	Tennis RFP	B	APW	Hemingway	
PRCS	12/11/2017	Noyes Tenant Leases	R	APW	Hemingway	
Legal	12/11/2017	Liquor License - Meta Wine - Class P-3 Decrease	O	APW	Farrar	For Intro and Action
Legal	12/11/2017	Liquor License - Mumbai Grill - Class D Decrease	O	APW	Farrar	For Intro and Action
CD	12/11/2017	710 Main St - Special Use for Type 2 Restaurant	O	PD	Leonard	For Intro and Action - Ald Wilson
PRCS	12/11/2017	Honorary Street Name - Rick Ferguson Way / Steve Perkins Way	B	HS	Hemingway	
	12/11/2017	Committee Quorums	B	Rules		
Mayor	12/11/2017	2018 City Council schedule	B	Rules	Francellno	
	1/8/2017	Review of Strategic Plan, Livability Plan, Central St Master Plan	SPB	CC		
Fire	1/8/2017	Fire Code Amendments	O	APW	Scott	

Council & Committee Meetings

11/6/2017	6:00 PM	Human Services				
11/6/2017	7:00 PM	Special City Council - Budget Discussion				
11/13/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
11/15/2017	6:30 PM	M/W/EBE Development				
11/20/2017	7:00 PM	City Council				
11/21/2017	7:00 PM	Housing & Community Development Act Committee				
11/27/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
11/29/2017	6:00 PM	Transportation/Parking Commission				

DEFERRED	Date	Item	Action	Committee	Staff	
CD		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R	APW	Lyons	
Admin Serv		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		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
Law		Animal Welfare Board	O	R	Bobkiewicz	(for 2017)



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: November 8, 2017

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, zoning district, 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 if you have any questions or need additional information.

Zoning Weekly Update

Cases Received and Pending, November 1, 2017 - November 7, 2017

Current Backlog (business days received until reviewed): 18

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1943 Sherman Avenue	R5	Building Permit	Convert SFR to 3-flat	07/26/17	non-compliant, pending revisions/variation application from the applicant
1	325 Greenwood Street	R1	Building Permit	Demo garage and mudroom, construct addition to rear of SFR	10/05/17	non-compliant, pending revision from the applicant
1	2301 Sherman Avenue	R1	Zoning Analysis	Construct 1-story addition to rear and new deck	10/30/17	pending staff review
2	1711 Church Street	R4	Building Permit	Building to be demolished, enlarge and reconfigure driveway and entrance onto Church Street (Advanced Disposal)	05/26/17	pending additional information from the applicant
2	1015 McDaniel Avenue	R2	Building Permit	Construct new 20x22 detached garage	08/02/17	non-compliant, pending revisions from the applicant
2	1615 McDaniel Avenue	R2	Building Permit	Interior remodel	10/12/17	non-compliant, pending revisions from the applicant
2	1720 Washington Street	R2	Building Permit	Construct new detached garage	10/27/17	pending staff review
2	1223 Dodge Avenue	R4	Building Permit	Construct new 20x20 detached garage	10/30/17	pending staff review
2	2125 Dempster Street	I2	Building Permit	1-story addition to connect two buildings (U-Haul)	10/30/17	pending staff review
3	935 Chicago Avenue	C1a	Building Permit	Repave parking lot, add landscaping (Chicago & Main Planned Development)	05/17/17	pending revisions from the applicant
3	1043 Hinman Avenue	R1	Building Permit	New 22x24 detached garage	07/19/17	non-compliant, pending revisions from the applicant
3	555 Michigan Avenue	R5	Zoning Analysis	Demo existing SFR, construct new 3-unit condo building	10/10/17	pending additional information from the applicant
3	1015 Hinman Avenue	R1	Zoning Analysis	Construct front porch, detached garage, remove concrete	10/23/17	pending staff review
3	715 Sheridan Road	R1	Zoning Analysis	Outdoor shower, fence/garden wall, jacuzzi tub	10/23/17	pending staff review
3	1134 Forest Avenue	R1	Building Permit	Replace existing paver walks with new pavers	10/24/17	pending staff review
4	1136-1134 Sherman Avenue	R3	Zoning Analysis	Subdivide property into 2 lots, one SFR on each lot, currently two SFRs on one lot	10/20/17	pending staff review
4	941 Sherman Avenue	R3	Building Permit	Interior remodel (basement)	10/24/17	pending staff review
4	1630 Chicago Avenue	D3	Zoning Analysis	Zoning verification letter for Park Evanston apartments	10/27/17	pending staff review
5	1925 Hartrey Avenue	R3	Building Permit	New front porch	05/15/17	non-compliant, pending revisions from the applicant
5	1836 Laurel Avenue	R2	Building Permit	Remove concrete stairs, construct wood porch	08/31/17	non-compliant, pending revisions from the applicant
5	1414 Leonard Place	R3	Building Permit	Construct 52x32 asphalt pad	10/05/17	pending additional information
5	2046 Dodge Avenue	R3	Building Permit	Reconstruct single family residence	10/26/17	pending staff review
6	2321 Hastings Avenue	R1	Building Permit	New patio and pavers around house	08/04/17	non-compliant, pending revisions from the applicant

6	2826 Gross Point Road	B1a	Building Permit	Construct new 2-story type 2 restaurant with drive-through (Nic's Organic)	10/06/17	pending P&D 11/13/17 & CC 11/27/17
6	2741 Bennett Avenue	R1	Building Permit	Construct 13x20 detached garage	10/12/17	pending staff review
6	2201 Lincolnwood Drive	R1	Building Permit	Interior remodel	10/16/17	pending staff review
6	2320 Forestview Road	R1	Building Permit	Interior renovation, new egress window	10/23/17	pending staff review
6	3055 Park Place	R1	Building Permit	Construct mud room and powder room addition	10/24/17	pending staff review
6	2417 Hartzell Street	R1	Building Permit	Construct 22x20 detached garage	10/27/17	pending staff review
6	2227 Lincolnwood Drive	R1	Zoning Analysis	Construct detached garage and second story addition	10/31/17	pending staff review
6	2220 Lincolnwood Drive	R1	Building Permit	Remove and replace rear porch	10/31/17	pending staff review
7	1501 Central Street	U2	Building Permit	Renovate existing parking lot (NU - Ryan Field east parking lot)	06/30/17	non-compliant, pending revisions or major variation application
7	2124 Pioneer Road	R1	Building Permit	Concrete patio and rear stoop	07/27/17	non-compliant, pending revisions from the applicant
7	1320 Jenks Street	R1	Building Permit	Demo existing house, construct new SFR	08/24/17	non-compliant, pending revisions from the applicant
7	2405 Simpson Street	R1	Building Permit	Convert garage storage to coach house	09/19/17	non-compliant, pending revisions or variation application
7	2023 Noyes Street	R1	Building Permit	Interior remodel, exterior stair replacement	10/23/17	pending staff review
7	2504 Green Bay Road	B1a	Zoning Analysis	Convert existing building to 4-unit multifamily residential; demo detached garage to establish open parking	10/31/17	pending staff review
7	2615 Ridge Avenue	R1	Building Permit	Replace existing wood deck	11/02/17	pending staff review
8	721 Howard Street	B3	Building Permit	Interior remodel for a dinner theater (Howard Street Theater)	06/07/17	pending final DAPR
8	128-130 Chicago Avenue	B3	Zoning Analysis	New mixed-use 5-story building with ground floor retail, garden yard, 26 dwelling units above ground floor (Planned Development)	10/03/17	non-compliant, pending revisions from the applicant
8	815 Howard Street	B3	Building Permit	Interior remodel of medical office	10/26/17	pending staff review
9	620 Custer Avenue	R3	Building Permit	Patio redesign and new brick walk	09/29/17	non-compliant, pending revisions from the applicant
9	1718 Cleveland Street	R2	Building Permit	Shed	10/06/17	non-compliant, pending revisions from the applicant
9	514 Custer Avenue	R3	Zoning Analysis	Demo existing substation, construct new substation with new equipment, 14' tall fire wall, new driveway (ComEd)	10/17/17	pending staff review
9	735 South Boulevard	R3	Building Permit	Remove existing concrete walk, install permeable paver walk	10/20/17	pending staff review
9	1217 Oakton Street	R2	Building Permit	Remove existing driveway and paver walk, install new paver driveway and walk	10/20/17	pending staff review
9	1330 Washington Street	R3	Building Permit	Greenhouse in attic of garage (multi-family dwelling)	10/23/17	pending staff review

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	2014 Orrington Avenue	R1	Special Use/ Major Variation	Expansion of use of a Religious Institution, front yard setback and third story addition	02/17/17	pending Preservation, DAPR & ZBA
1	100 Greenwood Street	R1	Fence Variation	Install a fence within the front yard at SFR	10/20/17	determination after 11/06/17
4	710 Main Street	B2	Special Use	Special use for a type-2 restaurant (coffee shop)	11/07/17	pending ZBA 12/05/17, P&D 12/11/17
6	2628 Gross Point Rd	B1a	Special Use/Major Variations	New 2-story building for type 2 restaurant with drive-through (Nic's Organic)	07/24/17	pending P&D 11/13/17 & CC 11/27/17
6	2626 Reese Avenue	R1	Major Variation	Front yard and street side yard setbacks, setback for a canopy (yard obstruction) and building lot coverage for proposed new SFR and detached garage	08/29/17	pending revisions & pending ZBA
6	2540 Bennett Avenue	R5	Minor Variation	Front yard setback for addition to SFR	09/27/17	pending additional information
6	2426 Hartzell Street	R1	Fence Variation	Install a 6' tall fence in the front yard of a corner lot at SFR	10/16/17	determination after 11/06/17



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: November 9, 2017

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.

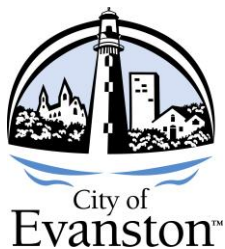
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, November 9, 2017

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	2350 Orrington Avenue (Kendall Place)	New Residential Building (SFRs)	Streets, sidewalks and alleys are in good condition. The contractor was notified to keep grass maintained. Exterior mason work and interior rough work is moving forward. Installation of drainage system for subdivision has been completed. Contractor has been notified to restore Lot 8 which was used for staging of drainage material and equipment.	11/9/2017
2	1711 Church Street (Advanced Disposal)	Demolition/ Site Improvement	Masons applying a parge coating to exterior walls. Construction fence and wind screen remain in place. Awaiting MWRD approval for issuance of sitework permit.	11/8/2017
5	824 - 828 Noyes (828 Lofts)	Mixed Use Building	Fences are in good condition and streets and alleys are kept clean. Sidewalks and barriers are in good condition. Preparations for interior slab continues to move forward. Storm water retention vaults are in place. Street restoration has been completed.	11/9/2017
7	2705 Ashland (Welsh-Ryan Arena)	New Athletic Arena	The installation of the steel beams that will form the mezzanine levels and house seating is nearly complete. Plumbing and electrical on the ground level is nearly completed. The site is well-kept and all materials are neatly stored. Gate attendants are on duty to direct traffic for trucks entering and leaving the site. Tire washing is done when needed.	11/9/2017
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Glass exterior perimeter and interior wall installation is complete on the north section on floors 1 and 2 of the concourse. Electrical and HVAC ductwork continues to move forward on floors 1 and 2. Construction and soil erosion fencing are in place and plumb. Truck cleaning station is in place and functional.	11/8/2017



Memorandum

To: Honorable Mayors and Members of City Council

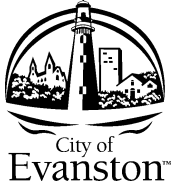
From: Ike C. Ogbo, Public Health Manager, Health and Human Services

Subject: Food Establishment Application Weekly Report

Date: November 9, 2017

There were no new applications for food applications for the week of November 5, 2017

Please contact me at 847-448-8289 or iogbo@cityofevanston, if you have any questions or 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: November 9, 2017

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 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 ¹
1	Farmhouse Change in class from D to C (restaurant/liquor)	703 Church street	C	Liquor/Hotel-Restaurant	On file – no change	10/20/17	Pending City Council Action
3	Union Squared (Change in license class)	1307 Chicago Ave	A	Liquor/Restaurant & Packaged beer/wine	Sun 4- 10 pm Wed – Sat: 4-11 PM	10/18/17	Pending City Council Introduction

¹ Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council