



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: December 14, 2018

STAFF REPORTS BY DEPARTMENT



Weekly Report for December 6, 2018 – December 12, 2018

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule
2017 Firefighters' Pension Fund Municipal Compliance Report

Community Development

Weekly Zoning Report
Weekly Inspection Report

Health Department

Weekly Food Establishment Applications Report

Law Department

Weekly Liquor License Applications Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Tuesday, December 18, 2018

Board of Ethics

www.cityofevanston.org/boardofethics

Zoning Board of Appeals

www.cityofevanston.org/zoningboard

Housing & Community Development Act Committee - CANCELLED

www.cityofevanston.org/housingcommunitydev

Wednesday, December 19, 2018

Design and Project Review Committee

www.cityofevanston.org/dapr

M/W/EBE Development Committee

www.cityofevanston.org/mwebecommittee

Library Board

www.cityofevanston.org/libraryboard

Thursday, December 20, 2018

Equity & Empowerment Commission

www.cityofevanston.org/equityandempowermentcommission

Parks, Recreation and Community Services Board

www.cityofevanston.org/PRCSBoard



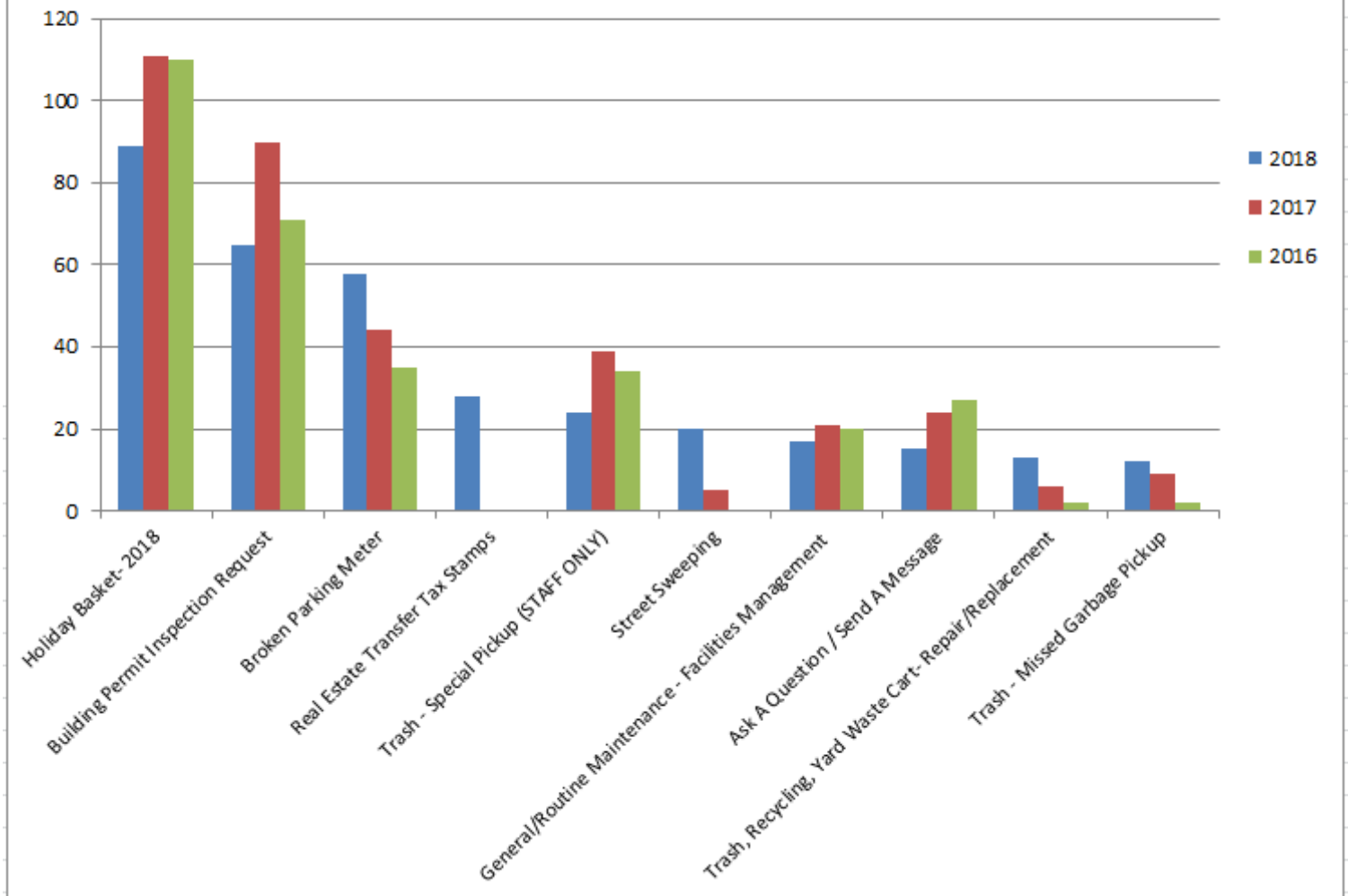
Weekly Report

December 6 – 12, 2018

	Current Week	Previous Week
Calls Handled	2258	2635
Service Requests	606 Including 98 Holiday Baskets	820 Including 115 Holiday Basket Requests
Total Chats	21	40
Total Text	13	31

Trending Requests	
	<ul style="list-style-type: none"> • Holiday Baskets • Wheel Tax • Broken Parking Meters • Questions about last day of Yard Waste Pick Up • Questions about extra day of Street Cleaning

2016-2018 Comparison Chart
For December 6 - 12



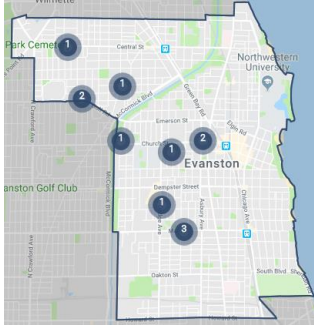


Weekly Report

December 6 – 12, 2018

Missed Garbage Pickup

This week 12; Last week 29
Below 3 year avg. of 14.2



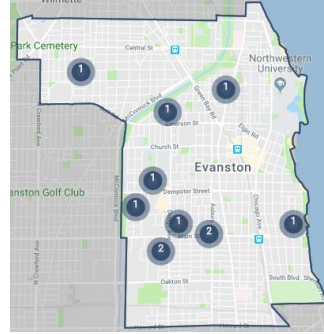
Missed Recycling Pickup

This week 8 ; Last week 34
Below 3 year avg. of 13.1



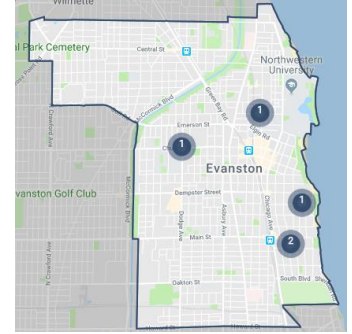
Missed Yard Waste

This week 11; Last week 59
Below 3 year avg. of 11.1



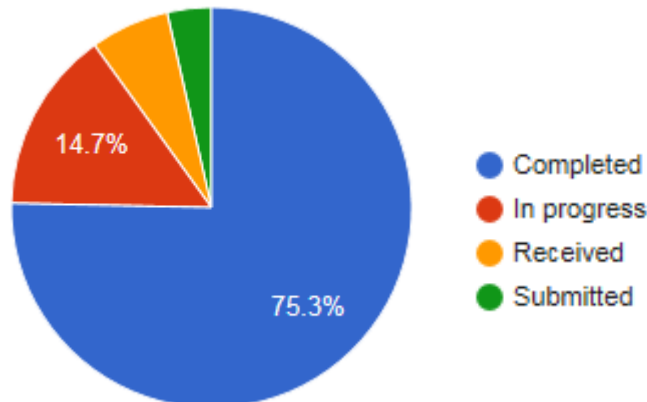
Rodents/Rats

This week 5; Last week 6
Below 3 year avg. of 20.3



SLA Analysis

Issue	# Late	% Late	% Complete within SLA
Food Establishment - Unsanitary	2	67%	33%
Health Micellaneous	3	50%	50%
Pot Hole - Alley	1	100%	0%
Ask a Question/Send a Message	4	27%	73%
Rental Dwelling Inspection or	1	14%	86%
Street Lights	2	100%	0%
Trash Cart, Recycling Cart - missing	1	20%	80%
Trash - Garbage in Parks or ROW	1	11%	89%





Weekly Report

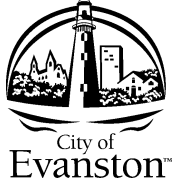
December 6 – 12, 2018

Upcoming Events—December 17 - 23

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
17	18 7:00 PM Zoning Board of Appeals Meeting 7:00 PM Board of Ethics 7:00 PM Housing & Community Development Act Committee - CANCELED	19 2:30 PM Design and Project Review Committee 6:30 PM Library Board 6:30 PM M/W/EBE Development Committee	20 6:30 PM Equity & Empowerment Commission 7:00 PM Parks, Recreation and Community Services Board	21	22 8:00 AM Indoor Farmers' Market 7:00 PM The NUTCRACKER(ish)	23 3:00 PM The NUTCRACKER(ish)

Ask a Question—Word Cloud





Memorandum

To: Wally Bobkiewicz, City Manager

From: Hitesh Desai, CFO/ City Treasurer
Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of December 10, 2018

Date: December 14, 2018

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 10, 2018*

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 19-01 2019 CIPP Sewer Rehabilitation Contract A	Public Works Agency	Work on this project includes rehabilitation of approximately 5,687 feet of combined sewer main, 9-inch to 24-inch in diameter, using the cured-in-place pipe (CIPP) lining method of rehabilitation. All work is to be completed by May 2019.	\$350,000	1/8	2/18

***Bid sent only to list of prequalified firms (RFP 16-67). Bid 19-01 was not advertised publicly.**

Evanston City Council Agenda Schedule - 2018 Dates

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

2018 Meeting Dates: Jan 8, Jan 16, Jan 22, Jan 29, Feb 12, Feb 19, Feb 26, Mar 12, Mar 19, Mar 26, Apr 9, Apr 16, Apr 23

May 14, May 21, May 29, Jun 11, Jun 18, Jun 25, Jul 9, Jul 16, Jul 23, Aug 13, Sept 10, Sept 17, Sept 24

Oct 8, Oct 15, Oct 22, Nov 12, Nov 19, Nov 26, Dec 10

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

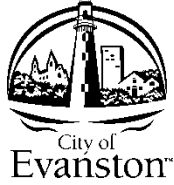
BUD=Budget OC=Other EXS=Executive Session SPC=Special City Council Meeting CC=Council Only

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	CONSENT CALENDAR	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
	1/7/2019	Human Services					
	1/14/2019	Presentation of Donated Funds from FRCC	P		CC		
CMO	1/14/2019	2019 City Council Goals	SPB		CC		
CMO	1/14/2019	Budget Amendment - Library	R/SPB		CC	Desai	
Legal	1/14/2019	Sexual Harassment Policy	B		APW	Masoncup	
PWA	1/14/2019	Main St Commons Construction Easement	B	X	APW	Stoneback	
CD	1/14/2019	Contract w/SAFEbuilt for Plan Review and Inspection Svcs	B	X	APW	Leonard	
CMO	1/14/2019	MOU with Friends of Robert Crown	R		APW	Storlie	
Admn Svcs	1/14/2019	Loading Zone - Simpson	O		APW	Storlie	For Intro
Admn Svcs	1/14/2019	Overnight Truck Parking	O		APW	Storlie	For Intro
Admn Svcs	1/14/2019	Taxi Cab Stand - Howard	O		APW	Storlie	For Intro
CD	1/14/2019	Amending Sidewalk Café Permit Fees	O		APW	Leonard	For Intro
CD	1/14/2019	New Business License Registration Fee	O		APW	Leonard	For Intro
Fire	1/14/2019	Donation of Ambulance to NORTAF	O		APW	Scott	For Action
CD	1/14/2019	2222 Oakton Sale Negotiations	O		APW	Leonard	For Action
Admn Svcs	1/14/2019	Resident Only Parking	O		APW	Storlie	For Action
Legal	1/14/2019	Liquor License - Tuko Cantina	O		APW	Masoncup	For Action - held from 12/10
CD	1/14/2019	705 Main St - Special Use - Ground Floor Medical	O		PD	Leonard	For Intro
CD	1/14/2019	Landmark Status - 1225 Asbury	O		PD	Leonard	For Action
CD	1/14/2019	Mental Health Board Allocations for 2019	B		HS	Leonard	
Health	1/14/2019	Food Store Sanitation	O		HS	Thomas-Smith	For Action
PWA	1/22/2019	Street Light Master Plan	P		CC	Stoneback	
CD	1/28/2019	2626 Reese - Major Zoning Relief	O		PD	Leonard	For Intro - tabled 12/10 to 1/28
CMO	2/4/2019	Special City Council - Affordable Housing			CC		
Council & Committee Meetings							
12/18/2018	7:00 PM	Housing & Community Development Act Committee					
12/19/2018	6:30 PM	MWEBE Development Committee					
12/20/2018	6:30 PM	Equity & Empowerment Commission					
DEFERRED:	Date	Item	Action		Committee	Staff	

Evanston City Council Agenda Schedule - 2018 Dates

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

2018 Meeting Dates: Jan 8, Jan 16, Jan 22, Jan 29, Feb 12, Feb 19, Feb 26, Mar 12, Mar 19, Mar 26, Apr 9, Apr 16, Apr 23							
May 14, May 21, May 29, Jun 11, Jun 18, Jun 25, Jul 9, Jul 16, Jul 23, Aug 13, Sept 10, Sept 17, Sept 24							
Oct 8, Oct 15, Oct 22, Nov 12, Nov 19, Nov 26, Dec 10							
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	CONSENT CALENDAR	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CD		Fines for bikes on sidewalks	O		APW	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R		APW	Desai	
Admin Serv		Title 9 City Code Amendments	O		CC	Masoncup	(Introduced 1.27.14)
Law		Pedicabs	O		APW	Masoncup	Tabled 3.9.15 (revisit 2016)



Memorandum

To: Wally Bobkiewicz, City Manager

From: Hitesh Desai, Chief Financial Officer/Treasurer
Andrew Villamin, Accounting Manager

Subject: 2017 Firefighters' Pension Fund Municipal Compliance Report

Date: December 12, 2018

Pursuant to House Bill 5088 (Public Act 95-950) of the Illinois Pension Code, the Board of Trustees of the City of Evanston Firefighters' Pension Fund (Fund) is required to presents its report on the condition of the Fund at the end of its most recently completed fiscal year.

Please find the attached Municipal Compliance Report for the year ended December 31, 2017.

CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND
HOUSE BILL 5088 - MUNICIPAL COMPLIANCE REPORT
FOR THE YEAR ENDED
DECEMBER 31, 2017

**CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended December 31, 2017**

The Pension Board certifies to the Board of Trustees of the City of Evanston, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total assets of the fund and their current market value of those assets:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Assets	\$79,110,923	\$70,632,755
Market Value	\$79,110,923	\$70,632,755

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries or wages of firefighters' and from other sources:

Estimated Receipts - Employee Contributions	\$1,050,000
Estimated Receipts - All Other Sources	
Investment Earnings	\$4,100,000
Municipal Contributions	\$8,344,947

- 3) The estimated amount necessary during the fiscal year to meet the annual actuarial requirements of the pension fund as provided in Sections 4-118 and 4-120:

Actuarial Required Contribution as Determined by:

Private Actuary - Foster & Foster

Recommended Municipal Contribution

\$8,344,947

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Net Income Received from Investment of Assets	\$7,974,296	\$3,894,770
Assumed Investment Return		
Private Actuary - Foster & Foster	6.50%	6.50%
Actual Investment Return	10.67%	5.68%

- 5) The total number of active employees who are financially contributing to the fund: 103 105
- 6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	<u>Number of</u>	<u>Total Amount Disbursed</u>
(i) Regular Retirement Pension	86	\$6,077,693
(ii) Disability Pension	21	\$1,277,542
(iii) Survivors and Child Benefits	30	\$1,042,429
Total	<u>137</u>	<u>\$8,397,664</u>

**CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended December 31, 2017**

7) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Private Actuary - Foster & Foster	44.50%	43.60%

8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:
Unfunded Liability:

Private Actuary - Foster & Foster \$91,069,855

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached

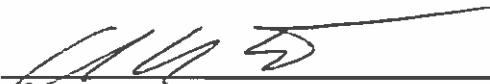
Please see Index of Assumptions attached

**CERTIFICATION OF MUNICIPAL FIREFIGHTERS'
PENSION FUND COMPLIANCE REPORT**

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §4-134 of the Illinois Pension Code 40 ILCS 5/4-134, that the preceding report is true and accurate.

Adopted this _____ day of _____, 2018

President



Date 26 Oct 18

Secretary



Date 10/27/18

**CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended December 31, 2017**

INDEX OF ASSUMPTIONS

- 1) Total Assets - as reported in the Audited Financial Statements for the Years Ended December 31, 2017 and 2016.
Market Value - Same as Above.
- 2) Estimated Receipts - as presented in the 2018 Adopted Budget Report
- 3) Annual Requirement of the Fund as determined by:
Private Actuary - Foster & Foster
Recommended Amount of Tax Levy as Reported by Foster & Foster in the December 31, 2017 Actuarial Valuation.
- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended December 31, 2017 and 2016.
Assumed Investment Return
Private Actuary - Foster & Foster - Interest Rate Assumption as Reported by Foster & Foster in the December 31, 2017 and 2016 Actuarial Valuation.

Actual Investment Return - Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and End of Year Cash and Cash Equivalents and Investments as Reported in the Audited Financial Statements for the Years Ended December 31, 2017 and 2016.
- 5) Number of Active Members - as Reported by Foster & Foster in the December 31, 2017 Actuarial Valuation.
- 6) (i) Regular Retirement Pension - as Reported by Foster & Foster in the December 31, 2017 Actuarial Valuation.
(ii) Disability Pension - Same as above
(iii) Survivors and Child Benefits - Same as above
- 7) The funded ratio of the fund - as Reported by Foster & Foster in the December 31, 2017 Actuarial Valuation.
- 8) Unfunded Liability - as Reported by Foster & Foster in the December 31, 2017 Actuarial Valuation.

CITY OF EVANSTON
EVANSTON FIREFIGHTERS PENSION FUND
INVESTMENT POLICY

APPROVED

November 2014

I. INTRODUCTION

A. State Law

The City of Evanston's Firefighters Pension Fund is a creation of state law. The Illinois Compiled Statutes Chapter 40 Article 4 defines all the laws for Firefighters' Pension Funds for municipalities under 500,000 in population. This is the law that governs Evanston's Firefighters Pension Fund and is regulated by the Illinois Department of Insurance.

B. Beneficiaries of the Fund

The Firefighters Pension Fund is for the benefit of its firefighters and their surviving spouses, children and certain other dependants.

C. Scope of the Policy

This investment policy applies to all assets of the Evanston Firefighter Pension Fund. The primary objective of the Evanston Firefighters Pension Fund is to provide eligible employees with retirement benefits.

II. STATEMENT OF PURPOSE

A. Mission of Statement

1. The Fundamental mission of the Evanston Firefighters Pension Fund is to provide retirement and other benefits to plan participants.
2. The investments are solely in the interests of the plan participants and beneficiaries, for the exclusive purpose of providing retirement and other benefits to plan participants and beneficiaries.

B. Investment Philosophy

1. Asset Allocation – Asset allocation is the key determinant of return and, therefore, commitments to asset allocation targets will be rebalanced on a periodic basis.
2. Diversification – Diversification, both by and within asset classes, is a primary risk control element.
3. Passive and Active management – Active and passive fund portfolios are suitable investment strategies.
4. Market Timing – Market timing is precluded as an acceptable investment strategy.
5. Liabilities – The investment program is ultimately for the purpose of meeting the pension system's obligations for benefit payments.

6. Cash Flow – The investment program must be cognizant of its cash flow obligations.

C. Goals and Objectives

For total plan assets, the goals are as follows:

1. To preserve the actuarial soundness of the plan in order to meet benefit obligations.
2. To achieve a long-term (one to two market cycles) rate of return of at ~ least the actuarial earnings rate.
3. To obtain a long-term (one to two market cycles) rate of return, net of fees, in excess of its policy benchmark by 50 basis points. The policy benchmark is a blend of approximately weighted indices established and monitored by the Board.
4. To prudently manage the inherent investment risks those are related to the achievement of investment goals.

III. ROLES AND RESPONSIBILITIES

A. Board of Trustees

1. General Duties – The Board has the responsibility of establishing and maintaining board policies and objectives for all aspects of the Fund’s operation.
2. Investment-related Duties – The Board will review and approve the development or revision of the following:
 - The Investment Policy and appendices
 - The Strategic Asset Allocation
 - Performance Benchmarks for the Strategic Asset allocation
 - All other issues of investment policy not specifically enumerated here.
3. Investment Committee – The Investment Committee of the Board consists of the President, one other member and Treasurer. The Committee meets as necessary to provide investment recommendations to the Board. The Committee also has authority to act on behalf of the Board if monies need to be invested or dispensed.

B. Internal Staff

1. Investment-Related Duties – The Treasurer with the assistance of the Finance Department staff monitors the performance of the investment portfolio; ensures that funds are invested in accordance with Board policies; studies, recommends and implements policy and operational procedures that will enhance the investment program of the Fund; and ensures that proper internal controls are developed to safeguard the assets of the Fund.

C. External Investment Consultant

1. Duties – The consultant’s duty is to work with the Board and Staff to manage the investment process. This can include:
 - a. Review of asset allocations and performance in conjunction with the Staff and making recommendations to the Board as appropriate;
 - b. Assistance with external money manager/fund selection and oversight; he or she will promptly inform the Board and discuss the impact of material changes taking place within any current manager’s investment process. “Watch” status may be triggered by any of the following:
 - Personal: Departure of key investment or business professional
 - Investment Process: Discovery of a material change in investment or decision making process; Potential deterioration of the quality of investment decisions
 - Business Evaluation: Change in the business ownership or structure that has the potential to impact performance
 - Legal/Compliance: Discovery of an issue that could cause unfavorable legal proceedings
 - c. Meetings with the Board to provide an independent perspective on the fund’s goals, structure, performance and managers.

D. Money Managers

1. Duties – Money managers will select, buy, and sell specific securities pursuant to this investment policy and guidelines in their contract with the Fund. Discretion is delegated to the managers to carry out investment actions as directed by the fund.
2. Standard of Care – The standard of prudence applied to money managers shall be the *prudent expert* standard.
3. Acknowledgement of Fiduciary Obligations – Money managers will acknowledge in writing that they are a fiduciary of the pension plan.
4. Communication – Money managers will provide the Fund with quarterly reporting and communicate any major changes in policy, economic outlook, or changes in the investment organization.

E. Other External Providers

The system will retain custodians, attorneys, actuaries, accounting professionals and a depository/financial institution(s) to implement its investment program.

1. The custodian(s) will hold all cash and securities. The custodian will be responsible for providing a records maintenance system, Fund accounting on a trade date basis and other services as defined in the contract, such as performance reporting.
2. A depository/financial institution will be utilized to accept and hold cash prior to allocating it to the investment managers and to invest such cash in liquid, interest-bearing instruments.
3. The Fund will retain an actuary to prepare annual actuarial valuations and periodically analyze the actuarial assumptions and experience of the Fund.
4. The Fund will retain accounting professionals to independently audit financial records and review internal controls.
5. Standard of care – The standard of prudence applied to other external providers shall be the prudent expert standard.

IV. ASSET ALLOCATION

A. Role and Importance of Asset Allocation

1. Priority – The asset allocation decision is generally regarded as the most important decision to be made in the investment management process.
2. Purpose – The purpose of a strategic asset allocation is to provide an optimal mix of investments that had the potential to produce the desired returns and meet current and future liabilities, with the least amount of fluctuation in the overall value of the investment portfolio. By spreading Funds among several styles or investment types, there is an increased probability that if one investment type is decreasing in value, another is increasing in value.
3. Scope – Most asset classes include a minimum of three broad categories of equities, bonds and cash equivalents. In addition, within the scope of an asset allocation strategy other asset classes may be included.

Asset allocation range. To further the long-term goal and objectives of the Fund set forth in Section II, the following allocation guidelines are established.

ASSET ALLOCATION RANGE

Equity	<u>Max</u> 65%	Fixed	<u>Max</u> 70%
Large Cap	90%	Governments	100%
Mid Cap	25%		
Small Cap	15%		
International	15%		
Other	25%		

The Investment Committee shall establish and monitor target allocations.

B. Rebalancing Policy

1. Purpose – The primary purpose of rebalancing is to endure that the Fund adheres to its strategic asset allocation, which is the Fund’s explicit statement of its investment approach. Secondly, historical analysis of portfolio returns when rebalancing is used indicates that rebalancing reduces volatility and may add modest value, in comparison to similar portfolio that is not rebalanced.
2. Method of Rebalancing – The Fund will carry out rebalancing in a cost effective manner. If feasible, cash, as well as indexed investment strategies, will be used to maintain target allocations. Securities may be liquidated from the over-funded managers until the target allocation are met.
3. The investment committee will review the portfolio at least annually for rebalancing.

V. INVESTMENT GUIDELINES

Permissible Investments

1. Permissible investments are defined in the Illinois compiled Statutes Chapter 40 Act 5 Sections 1-113.1 through Sections I – 113.10. (Appendix “A”), as it maybe amended from time to time. Equity and fixed income investments shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent to do so.

VI. REPORTING / PERFORMANCE MONITORING

The purpose of monitoring and reporting on investment performance is for the Board to be able to (a) ensure compliance with Fund policy and applicable law, (b) manage the risk of the portfolio and (c) assess the performance of money managers retained by the Fund.

A. Interim Reporting by Money Manager

On a quarterly basis, the Board of Trustees shall receive the following information:

1. An outline of current strategy and investments and
2. A statement of assets and investment activities.

B. Interim Reporting by External Investment Professionals

On an interim basis, the Board of Trustees shall receive the following information:

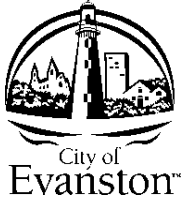
1. Portfolio performance versus the assigned benchmark index and peer group;
2. A summary of the largest holdings and
3. Portfolio composition relative to the asset allocation policy.

C. Annual Reporting

In addition to the specified elements of a quarterly report, yearly reports should contain the following:

1. A review of performance versus assigned benchmarks for the most recent quarter and, for one, three and five year periods ending with the most recent quarter and for the most recent period of not a quarter end. Performance versus assigned benchmarks will be reported for the total portfolio, for each asset class and for each money manager, net of fees.
2. A summary of the portfolio's diversification and fundamental characteristics.
3. An analysis of the portfolio by sector.

VII



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: December 12, 2018

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, December 6, 2018 - December 12, 2018

Backlog (business days received until reviewed): 39

Volume (number of cases pending staff review): 47

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	pending P&D 12/10/18
1	1621-1631 Chicago Avenue	D4	Zoning Analysis	New 13-story, 156 dwellings, 4,000 sf of retail, sub-grade parking (The Legacy Planned Development)	05/08/18	non-compliant, pending revisions from the applicant and/or planned development application
1	1714 Hinman Avenue	R4	Building Permit	Parking lot	07/16/18	non-compliant, pending revisions from the applicant, DAPR
1	1724 Sherman Avenue	D1	Building Permit	Exterior remodeling	10/23/18	pending DAPR 12/19/18
1	500 Davis Street	D1	Zoning Analysis	Zoning verification letter	11/30/18	pending staff review
1	1930 Sherman Avenue	R5	Building Permit	Interior renovation (Alpha Phi Fraternity)	12/04/18	pending staff review
1	1733 Hinman Avenue	R1	Building Permit	Replace walks, repair stoop	12/12/18	pending staff review
2	1815 Ridge/Oak Avenue	D4	Building Permit	Foundation permit for new 10-story senior living residential building with 163 dwelling units, 67 parking spaces (1815 Ridge/Oak Avenue Planned Development)	04/03/18	pending adjustment to the PD, DAPR
2	2312 Greenleaf Street	R2	Building Permit	Second story addition	06/11/18	non-compliant, pending revisions from the applicant
2	1418 Darrow Ave	R3	Building Permit	New Car Port	9/26/2018	pending additional information from the applicant
2	1514 Dewey Street (1434 Dewey)	R3	Building Permit	New SFR	10/10/18	pending additional information from the applicant
2	1727 Oak Avenue	D3	Building Permit	New 17-story, 155' tall, age-restricted 169 unit multiple family dwelling, with 139 parking spaces (1727 Oak Ave PD)	11/05/18	pending staff review
2	904 Grey Avenue	R2	Building Permit	Interior remodel, a/c replacement	12/07/18	pending staff review
2	1232-4 Florence Avenue	R3	Building Permit	Interior remodel to multi-family dwelling	12/11/18	pending staff review
2	1561 Florence Avenue	R3	Building Permit	1 and 2-story addition	12/11/18	pending staff review
2	1127 Dewey Avenue	R3	Building Permit	Roof mounted solar panels	12/11/18	pending staff review
2	1450 Pitner Avenue	R2	Building Permit	Roof mounted solar panels	12/11/18	pending staff review
2	1212 Dewey Avenue	R3	Zoning Analysis	New SFR and detached garage	12/11/18	pending staff review
3	524 Main Street	C1a	Building Permit	Interior renovation - Northshore Medical (ground floor)	10/08/18	pending special use and major variation application
3	1034 Sheridan Road	R3	Building Permit	Basement remodel, egress windows	11/07/18	pending staff review
3	419 Keeney Street	R5	Building Permit	Rehabilitation of 2-story multiple family apartment building	11/07/18	pending staff review
3	1423 Hinman Avenue	R1	Building Permit	Interior remodel of coach house	11/07/18	pending staff review
3	1415 Sherman Avenue, #102	D4	Building Permit	Interior build out, dental office	11/26/18	pending staff review
3	701 Sheridan Road	R1	Zoning Analysis	Remove gravel walks, install flagstone walks and patio	11/27/18	pending staff review
3	1422 Hinman Avenue	R5	Building Permit	New 3 car garage and coach house	12/04/18	pending staff review

3	1218 Sheridan Road	R1	Building Permit	Replace driveway with brick pavers, replace patios, columns at front corners of property, retaining wall in rear yard.	12/06/18	pending staff review
4	1555 Oak Avenue	R6	Building Permit	Addition of 19 parking spaces, curbing (King Home)	05/03/18	pending additional information and revisions from the applicant
4	1121 Main Street	R1	Building Permit	Expand driveway	05/15/18	non-compliant, pending revisions from the applicant
4	1333 Asbury Avenue	R1	Zoning Analysis	New SFR with attached garage	10/15/18	pending additional information from the applicant
4	1426 Asbury Avenue	R1	Zoning Analysis	1-story addition	10/16/18	pending staff review
4	960 Grove Street	D1	Building Permit	Interior and facade renovation	10/19/18	pending DAPR
4	1555 Oak Avenue	R6	Building Permit	Interior renovation floors 5 and 6	11/06/18	pending staff review
4	1009 Florence Avenue	R3	Building Permit	Rehabilitation of 2-story multiple family apartment building	11/07/18	pending staff review
4	818 Crain Street	R3	Building Permit	Rehabilitation of a 2-story multiple family apartment building	11/07/18	pending staff review
4	601 Davis Street	D2/D3	Zoning Analysis	18-story Office building with 42 parking spaces, ground floor retail and drive-through	11/28/18	pending staff review
4	1030 Davis Street	D2	Building Permit	Exterior renovation, windows and entry modification	12/04/18	pending staff review
5	1413 Emerson St	R5	Zoning Analysis	5-Story, 24 Dwelling Units, 36 Parking Spaces For New Residential Condo Building 1413-1425 Emerson Street	9/21/2018	non-compliant, pending revisions
5	1917 Jackson Ave	R5	Zoning Analysis	5-Story, 20 Dwelling Units, 30 Parking Spaces For New Residential Condo Building 1917-1925 Jackson Ave	9/21/2018	non-compliant, pending revisions
5	1815 Dodge Ave	R4	Building Permit	Construction of new 3-unit townhomes (single-family attached)	9/26/2018	non-compliant, pending revisions from the applicant
5	1813 Laurel Avenue	R2	Building Permit	New SFR and detached garage	09/28/18	pending revisions from the applicant
5	1815 Laurel Avenue	R2	Building Permit	New SFR and detached garage	09/28/18	pending revisions from the applicant
5	2120 Jackson Avenue	MXE	Building Permit	Rehabilitation of 3-story multiple family apartment building	11/07/18	pending staff review
5	911 Simpson Street	R4a	Building Permit	Interior remodel	12/07/18	pending staff review
5	2007 Church Street	R3	Building Permit	Interior remodel, replace walk	12/10/18	pending staff review
5	1905 Church Street	B2	Building Permit	Interior remodel for restaurant	12/12/18	pending staff review
6	2317 Thayer Street	R1	Building Permit	New 2-story garage	10/31/18	pending additional information from the applicant
6	53 Knox Circle	R4	Building Permit	Interior renovation	11/14/18	pending staff review
6	501 Trinity Court	R4	Building Permit	Interior renovation of duplex into SFR	11/16/18	pending staff review
6	601 Trinity Court	R4	Building Permit	Interior renovation of duplex into SFR	11/16/18	pending staff review
6	2639 Princeton Avenue	R2	Building Permit	Interior repair, fire damage	11/16/18	pending staff review
6	705 Trinity Court	R4	Building Permit	Interior renovation of duplex into SFR	11/19/18	pending staff review
6	3015 Simpson Street	R1	Building Permit	New 22x24 detached garage	11/19/18	pending staff review
6	2437 Prospect Avenue	R1	Building Permit	2nd-story addition and interior remodel	11/26/18	pending staff review
6	2415 Hartzell Street	R1	Building Permit	Replace deck and screened porch	11/26/18	pending staff review
6	2212 Pioneer Road	R1	Building Permit	Roof mounted solar panels	11/30/18	pending staff review
6	2731 Woodland Road	R1	Building Permit	2nd story addition, interior remodel	12/11/18	pending staff review

6	2733 Lawndale Avenue	R1	Building Permit	Replace stepping stones, walk and garage apron	12/12/18	pending staff review
7	2648 Sheridan Road	R1	Building Permit	New SFR	09/17/18	non-compliant, pending revisions from the applicant
7	2115 Lincoln Street	R1	Building Permit	Install patio in front yard	09/28/18	non-compliant, pending revisions from the applicant
7	1833 Lincoln Street	R5	Building Permit	New deck	10/11/18	non-compliant, pending revisions from the applicant
7	2702 Prairie Avenue	R4	Building Permit	Addition to SFR	10/30/18	non-compliant, pending revisions from the applicant
7	2338 Bryant Avenue	R1	Building Permit	1-story sunroom addition and 2nd-floor addition	11/02/18	pending staff review
7	2746 Euclid Park Place	R1	Building Permit	New det-garage, interior and exterior renovation	12/03/18	pending staff review
7	2865 Sheridan Place	R1	Zoning Analysis	2-1/2 story addition	12/07/18	pending staff review
7	1201 Grant Street	R1	Building Permit	Mud room addition	12/10/18	pending staff review
7	1210 Chancellor Street	R5	Zoning Analysis	New 3-unit multi-family dwelling	12/11/18	pending staff review
7	1970 Campus Drive	U3	Building Permit	Interior renovation (NU - library)	12/12/18	pending staff review
8	1118 Harvard Terrace	R2	Building Permit	Addition to SFR	09/28/18	non-compliant, pending variation application
8	1304 Kirk Street	R3	Building Permit	Rehabilitation of 2-story multiple family apartment building	11/07/18	pending staff review
8	328 Custer Avenue	R5	Building Permit	Rehabilitation of 3-story multiple family apartment building	11/07/18	pending staff review
8	1117 Howard Street	C1	Building Permit	Interior remodel	11/20/18	pending staff review
9	740 Custer Avenue	C2	Building Permit	Pave existing gravel parking lot with asphalt	10/24/18	non-compliant, pending revisions from the applicant
9	1121 Monroe Street	R2	Building Permit	1st floor remodel, 2nd-story addition, new deck	10/31/18	non-compliant, pending minor variation application
9	1606 Main Street	R3	Building Permit	Replace deck, new door opening	11/05/18	pending additional information from the applicant

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1714 Chicago Avenue	R6	Planned Development	Map Amendment to D3 for new 13-story office building with 120 parking spaces	06/01/18	pending PC 01/09/19
2	1108 Dodge Avenue	C1	Text Amendments & Special Use	Text amendment for auto sales, auto body repair, auto storage, salvage, and towing. Special use application for all 5 uses	03/30/18	pending DAPR, PC & ZBA
2	1227 Dodge Avenue	C1	Special Use	Daycare center - child	10/26/18	pending DAPR, ZBA
3	1210 Michigan Avenue	R1	Minor Variation	Construct detached garage in interior side yard	07/25/18	pending Preservation 01/08/19
3	524 Main Street		Special Use, Major Variation	Special Use for ground floor medical office in the oDM Overlay District, variation to reduced required off-street parking	12/04/18	pending DAPR, ZBA 01/15/19
4	1333 Greenwood Street	R1	Fence Variation	Fence location at front facade	11/20/18	pending public notice
4	705 Main Street	B2/oDM	Special Use	Special Use for ground floor medical office in the oDM Overlay District	11/26/18	pending ZBA 12/18/18

4	910 Custer Avenue	MUE	Planned Development	New 40-unit townhome development, map amendment from MUE to MXE	11/28/18	pending DAPR, PC
4	1030 Davis Street	D2	Special Use	Special use for type-2 restaurant (Philz Coffee)	12/07/18	pending DAPR, ZBA 01/15/19
5	1905 Church Street	B2	Special Use	Special use for type-2 restaurant (Spice)	12/12/18	pending DAPR, ZBA
6	2628 Gross Point Road	B1a	Special Use & Variations	Special Use for type-2 restaurant and drive-through, oCSC Overlay sidewalk variations (Nic's Organics)	07/18/18	pending additional information from the applicant
6	2626 Reese Street	R1	Major Variation	Building lot coverage, setbacks open parking for new SFR	08/10/18	pending P&D 01/28/18
6	2607 Harrison Street	R1	Fence Variation	Fence height of 7-8' along rear property line	11/29/18	determination after 12/18/18
8	1118 Harvard Terrace	R2	Minor Variation	Interior side yard setback for addition	11/07/18	determination after 12/13/18
9	2425 Oakton Street	I1/oRD	Planned Development	New car wash with 28 parking spaces, 20 of which are for vacuum stations	09/27/18	pending DAPR, PC
9	1121 Monroe Road	R2	Minor Variation	Interior side setback, building lot and impervious surface coverage for 2nd-story addition, deck and det-garage	11/20/18	determination after 12/17/18



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: December 14, 2018

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.

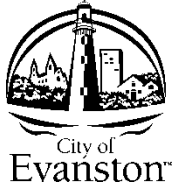
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, December 14, 2018

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	811 Emerson (Focus Development)	Mixed Use Building	Support beam and column installation is ongoing. Soil erosion fencing is installed. Streets, sidewalks and alleys are in good condition. Construction fencing is in place.	12/11/2018
2	1801 Main Street (Robert Crown)	Recreation Facility	Support beam and column installation is ongoing. Work on sewer and drainage system is ongoing. Construction fencing is in place. Permit for the Center has been issued.	12/11/2018
2	2215 Dempster Street (HOW)	Multi-Unit Building	Construction fence and screening have been installed. The site is secure and contact signage has been posted. Masonry work is ongoing.	12/11/2018
2	1727 Oak Ave (Avidor)	Multi-Unit Building	Construction fence and screening have been installed. Site excavation is ongoing. Crews are preparing for foundation installation.	12/11/2018
4	1500 Sherman (Albion at Evanston)	Mixed Use Building	Foundation, and concrete support column installation is ongoing. Weekly vibration reports continue to be provided to the Building Department for review. Construction fencing is in place. Building permit for structure has been issued.	12/11/2018
5	2525 Church Street (Pumping Station)	Pumping Station	Rough electrical and piping work are in progress. Contractor has been contacted to repair construction fence and screening. Contact signage has been posted.	12/11/2018
7	2145 Sheridan Rd (Tech A/B Infill)	Academic Facility	Project is nearing completion. Construction fencing is plumb and screening material is in good condition.	12/11/2018



Memorandum

To: Honorable Mayor and Members of the City Council

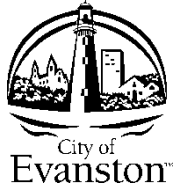
From: Ike Ogbo, Public Health Manager

Subject: Food Establishment License Application Weekly Report

Date: December 14, 2018

The table below is the weekly report of food establishment license applications received and pending. The report includes the ward, property address, business name, date received, and current status.

Ward	Property Address	Business Name	Date Received	Current Status
5	1905 Church St	Spice	12/13/18	Pending Zoning Special Use & Building Permit Plan Review Approval
2	1227 Dodge Ave	Destiny Track Children's Engagement Center	11/01/2018	Pending Zoning Special Use Approval & Building Permit Submittal
5	824 Noyes St	Stacked and Folded	9/26/2018	Building Permit Issued – Pending Inspections
4	710 Main St	Reprise Coffee Roasters	9/14/2018	Building Permit Approved – Pending Issuance
1	1709 Benson Ave	Bat 17	8/24/2018	Change of Ownership - Pending Inspections
1	817 University Pl	Tuko Cantina	7/12/2018	Building Permit Issued – Pending Inspections
7	2022 Central St	Lush Wine & Spirits	10/24/2016	Pending Inspections



Memorandum

To: Honorable Mayor and Members of the City Council

From: Mario Treto, Deputy City Attorney

Subject: Weekly Liquor License Application Report

Date: December 14, 2018

There are no pending liquor license applications to report for this week.

Please contact me at (847) 448-8097 or mtreto@cityofevanston.org if you have any questions or need additional information.



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING DECEMBER 14, 2018

NWMC Board Approves Financial Policies, 2019 Legislative Program Messages

Thank you to the twenty-four NWMC members who attended Wednesday night's board meeting. The board approved the draft messaging for the 2019 NWMC Legislative Program, which will focus on the need for a new state capital program (see capital needs survey article below), public safety pension fund consolidation and modernizing revenues to sustain the fiscal stability of our communities. The initiatives will be unveiled at the January 26 NWMC Legislative Brunch (see article below).

In other action, the membership unanimously approved amendments to the organization's financial and investment policies and its financial procedures and controls document, which provide the framework for the FY19-20 NWMC Budget. Staff also provided updates on development of a new NWMC Multi-Modal Plan and the activities of the Surface Transportation Program Project Selection Committee. *Staff contacts: Mark Fowler, Larry Bury*

RSVP Today for the Event of the Season!

It is time to reserve your spot at the 2019 NWMC Legislative Brunch, scheduled for Saturday, January 26, 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 18 to Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

NWMC Member Capital Needs Survey Due Today

A few weeks ago, staff sent a survey request to members seeking information about the expected capital needs and funding availability over the next 10 years. With the General Assembly expected to consider a major capital bill during the upcoming spring session, we are working to articulate the long-term capital needs of our communities.

Data collected from the survey will be utilized as part of the 2019 NWMC Legislative Program to highlight how current local government resources may be insufficient to maintain and rebuild local roads and bridges, water mains, storm and sanitary sewers and other capital obligations. *Staff contacts: Chris Staron, Larry Bury, Mark Fowler*

Northwest Council of Mayors Discusses Surface Transportation Program

The Northwest Council of Mayors Technical Committee met on December 7 at the *Barrington Village Hall*. The committee voted to move all of the Council's Surface Transportation Program (STP) projects currently programmed in the multi-year list (MYB) into FY 2020, providing the ability to more easily reprogram projects if additional regional funding becomes available. The Committee also approved a methodology development schedule for the Council ahead of the adoption of a new STP project selection methodology in September 2019. NWMC staff will solicit volunteers to serve on the working group to draft the new methodology.

The committee also voted to approve a functional classification change request from the *City of Prospect Heights* and a STP funding phase transfer request from the *Village of Niles*. The Technical Committee's next meeting will be on Friday, February 15, 8:30 a.m. at the *Barrington Village Hall*. *Staff contact: Joshua Klingenstein*

Time to Prepare Vehicles and Equipment for the January 2019 Auction

The first NWMC Surplus Vehicle & Equipment quarterly auction of 2019 will be held on Tuesday, January 22, 2:00 p.m. at America's Auction, 14001 S. Karlov Avenue in Crestwood. The other quarterly auction dates are April 23, July 23, and October 22. For questions or additional information, please contact staff or America's Auto Auction Commercial Account Manager Bruce Uhter, Bruce.Uhter@americasautoauction.com 708-389-4488 (office) or 219-713-0327 (cell). *Staff contact: Ellen Dayan*

Mayors Caucus Announces Granny Flat Academy

From the desk of Metropolitan Mayors Caucus (MMC) Director of Housing Initiatives Kyle Smith:

As Chicagoans age, their needs for housing can change. Many homes were not built in consideration of older adults, who can be susceptible to falls and social isolation, particularly if children and family live far away. Recognizing this, many communities have turned to a novel solution: the accessory dwelling unit. Also known as the "granny flat", the ADU helps homeowners add a second unit for their parents, children, or other company.

But what is an ADU? How can we build them? And how can they impact our older residents' lives?

Granny Flat Academy aims to help municipalities, their residents, and their stakeholders learn more about ADUs and how to bring them to their community. The Metropolitan Mayors Caucus, together with its partners AARP, CMAP, and the Village of Bull Valley, will help attendees understand how ADUs might fit into their community, including:

- Examples of ADUs, their cost, and design features for older Americans;
- Typical municipal ordinances that allow ADUs; and
- Common concerns about ADUs and how communities have addressed them.

The Academy is open to all residents, elected officials, and commission members, and will be held on:

- Tuesday, January 15, 5:30 PM – 7:00 PM: Woodstock Public Library, 414 W. Judd Street, Woodstock
- Wednesday, January 16, 5:30 PM – 7:00 PM: Northwestern University, Room TBA, *Evanston*
- Thursday, January 17, 5:30 PM – 7:00 PM: Lake County Permit Center, 500 W. Winchester Road, Libertyville

Please visit the [Granny Flat Academy Registration Page](#) to register and/or for additional information. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Bicycle & Pedestrian Committee will meet on Tuesday, December 18 at 10:30 a.m. at the NWMC offices.

NWMC Legislative Committee will meet on Wednesday, December 19 at 8:30 a.m. at the NWMC offices.

NWMC Executive Board will meet on Wednesday, January 2 at 8:30 a.m. at the NWMC offices.