



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: Weekly City Manager's Update  
Date: April 5, 2019

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for March 21, 2019 – March 27, 2019  
Weekly Report for March 28, 2019 – April 3, 2019

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report – February 2019

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report  
Monthly Community Development Report – March 2019

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Application Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, April 8, 2019**

Administration and Public Works Committee

[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, April 9, 2019**

Board of Local Improvements

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

Arts Council

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

Preservation Commission

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

**Wednesday, April 10, 2019**

Design and Project Review Committee

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

Affordable Housing Plan Steering Committee

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

Plan Commission

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

Zoning Board of Appeals

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

Joint Plan Commission & Zoning Board of Appeals Meeting

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

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

**Thursday, April 11, 2019**

Environment Board

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

Mental Health Board

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

**Friday, April 12, 2019**

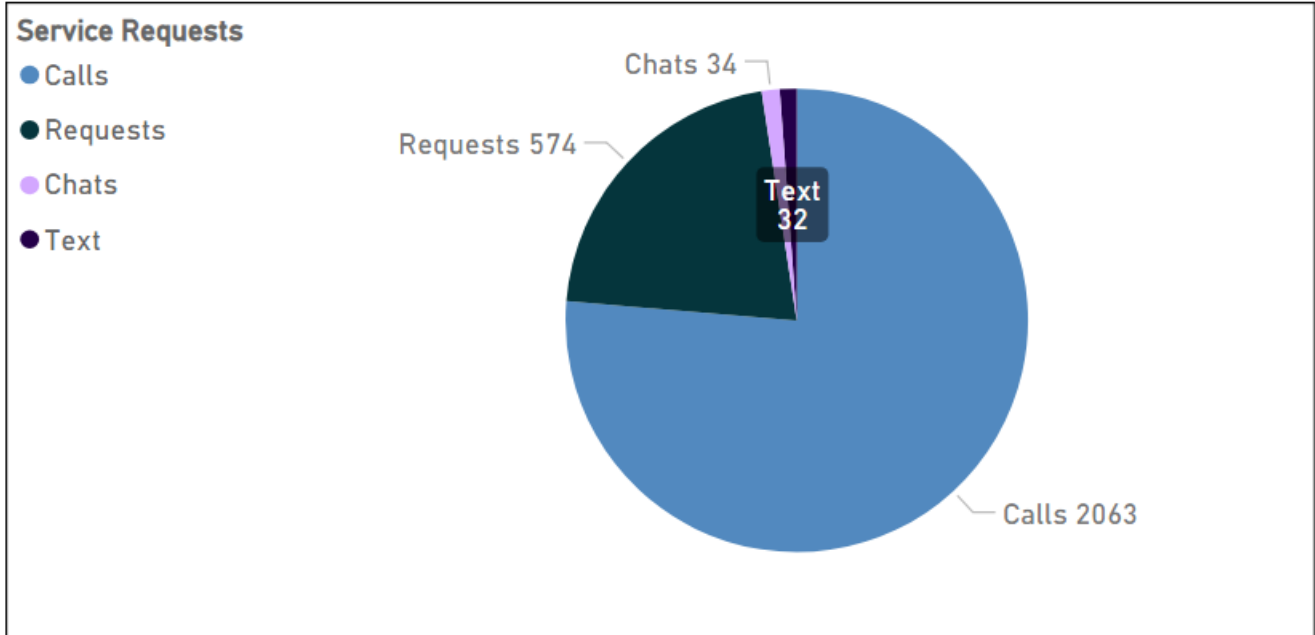
Utilities Commission

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



# Weekly Report

March 21 - 27, 2019



Percentage Change From Last Week

Service Requests	Difference
Chats	3.00 %
Calls	-11.00 %
Requests	-24.00 %
Text	-32.00 %

## Trending

Tax Appeal Appointments

Yard Waste Pick Up Information

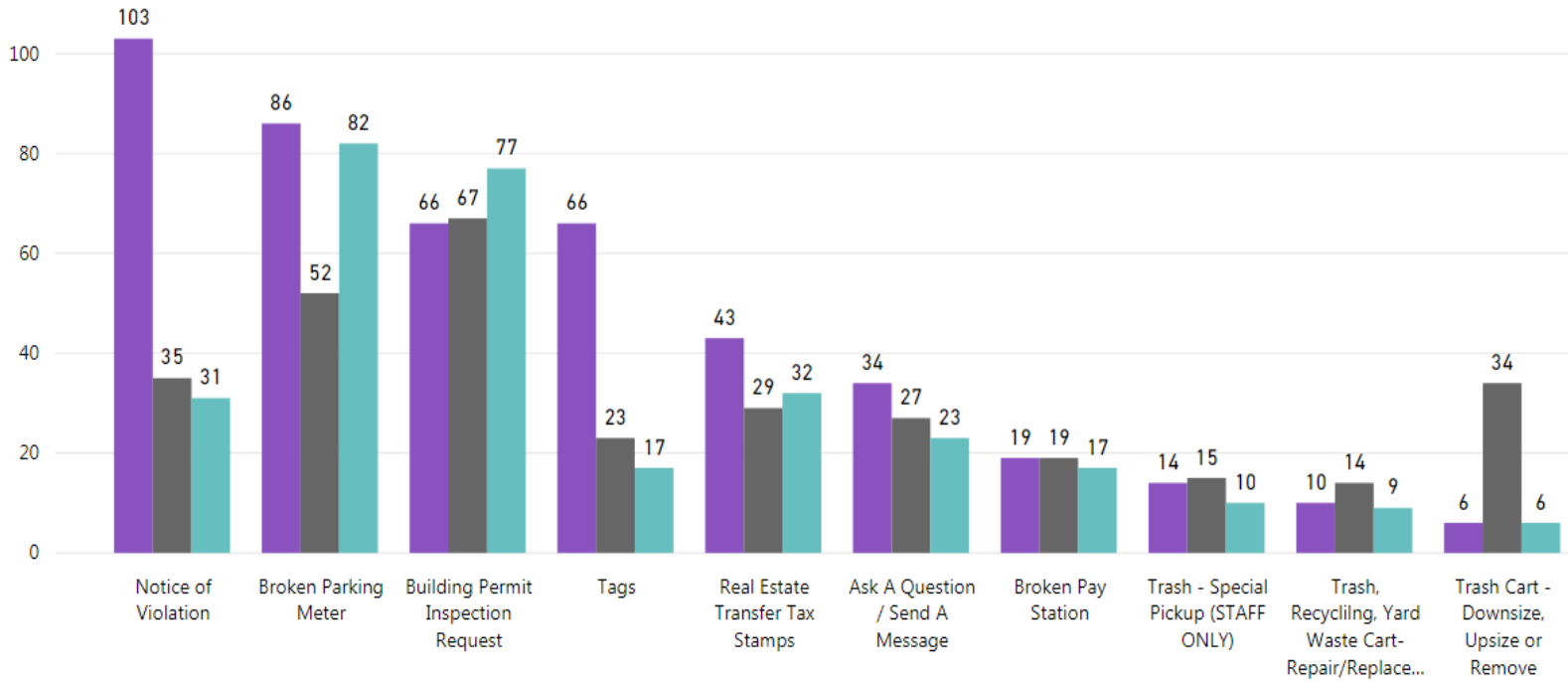
Down Sizing Carts



# Weekly Report

**March 21 - 27, 2019**

● Last Week (March 14-20) ● This Week (March 21-27) ● Two Weeks (March 7-13)



### Missed Garbage Pickup

This week 7; Last week 13

Below 3 year avg. of 14.2

### Missed Recycling Pickup

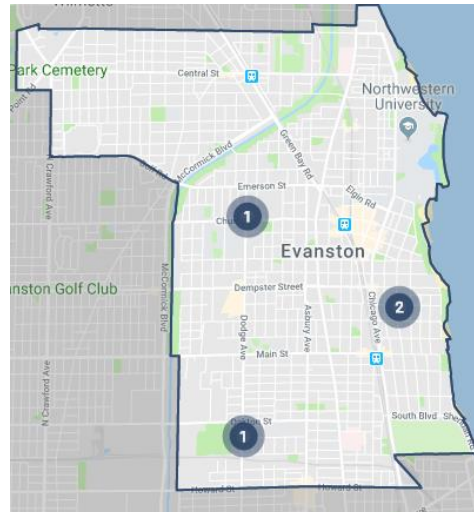
This week 4; Last week 0

Below 3 year avg. of 13.1

### Rodents/Rats

This week 9; Last week 5

Below 3 year avg. of 20.3



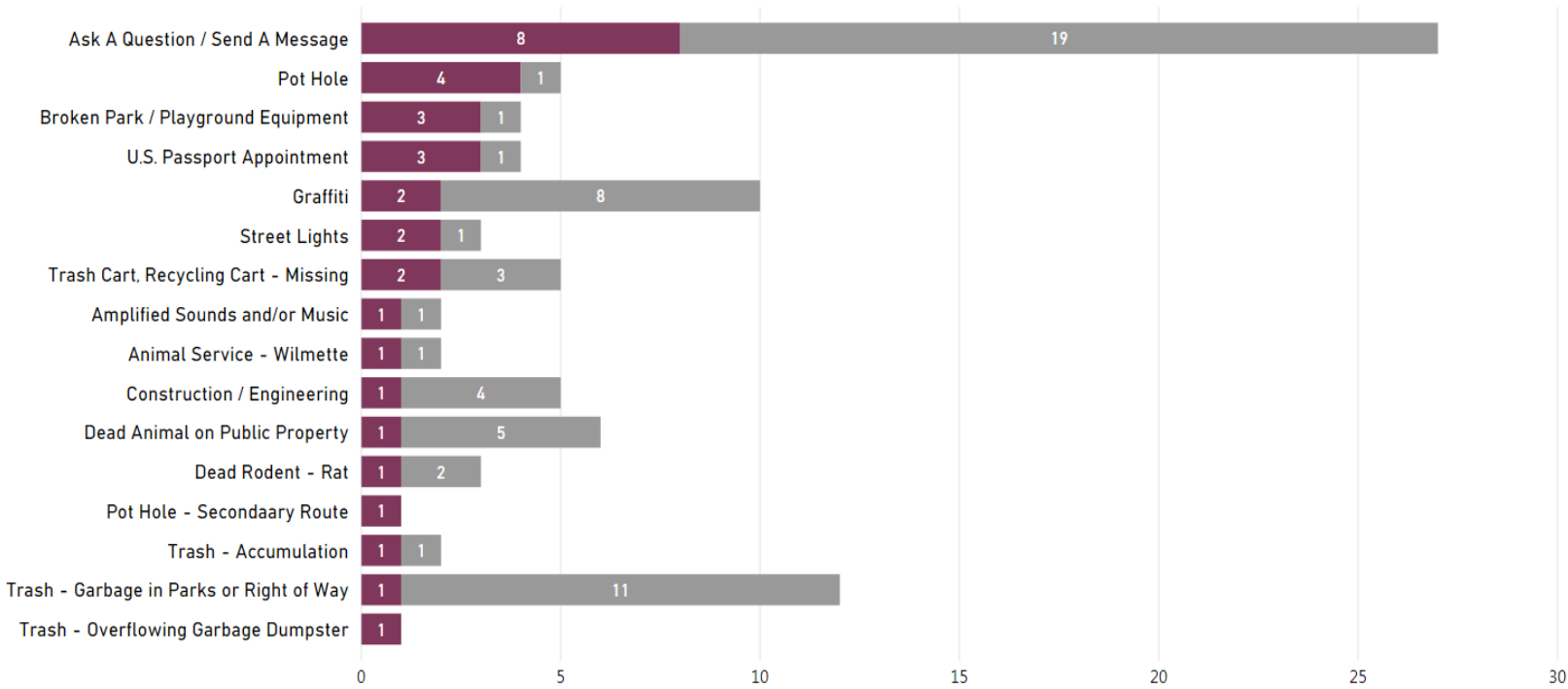


# Weekly Report

March 21 - 27, 2019

SLA Analysis

● # Late ● # OnTime



## Upcoming Events—April

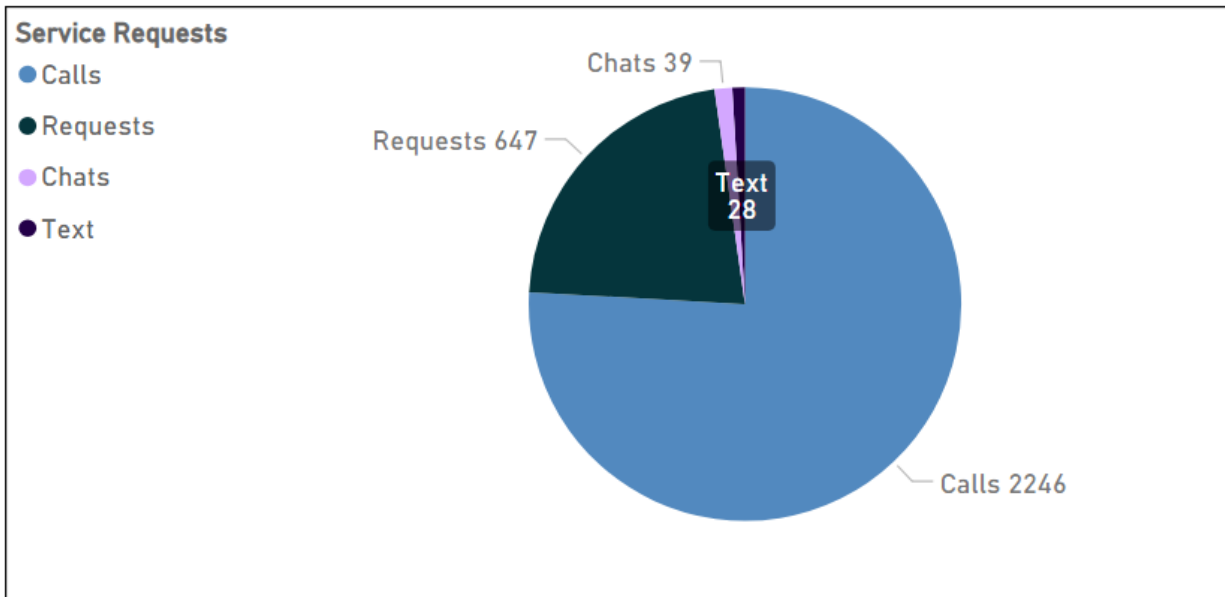
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>1</b> 6:00 PM <a href="#">Rules Committee</a>  6:30 PM Special City Council Meeting  7:00 PM <a href="#">Human Services Committee</a>	<b>2</b> 7:00 PM <a href="#">Board of Ethics</a>	<b>3</b> 2:30 PM <a href="#">Design and Project Review Committee</a>	<b>4</b> 4:00 PM <a href="#">Opportunity Works Internship Event</a>  7:00 PM <a href="#">Housing and Homelessness Commission</a>  7:00 PM <a href="#">3rd Ward Special Town Hall Meeting</a>	<b>5</b>	<b>6</b> 8:00 AM <a href="#">Indoor Farmers' Market</a>  9:00 AM <a href="#">Spring Flea Market</a>  9:00 AM <a href="#">Breaking the Ice: Mental Health Discussion</a>  6:00 PM <a href="#">Tails in Bloom Gala</a>  7:30 PM <a href="#">Evanston Laughs</a>	<b>7</b> 3:00 PM <a href="#">North Shore Choral Society Benefit</a>



# Weekly Report

March 21 - 27, 2019

March 28 – April 3, 2019



Percentage Change From Last Week	
Service Requests	Difference
Chats	15.00 %
Requests	13.00 %
Calls	9.00 %
Text	-13.00 %

### Trending

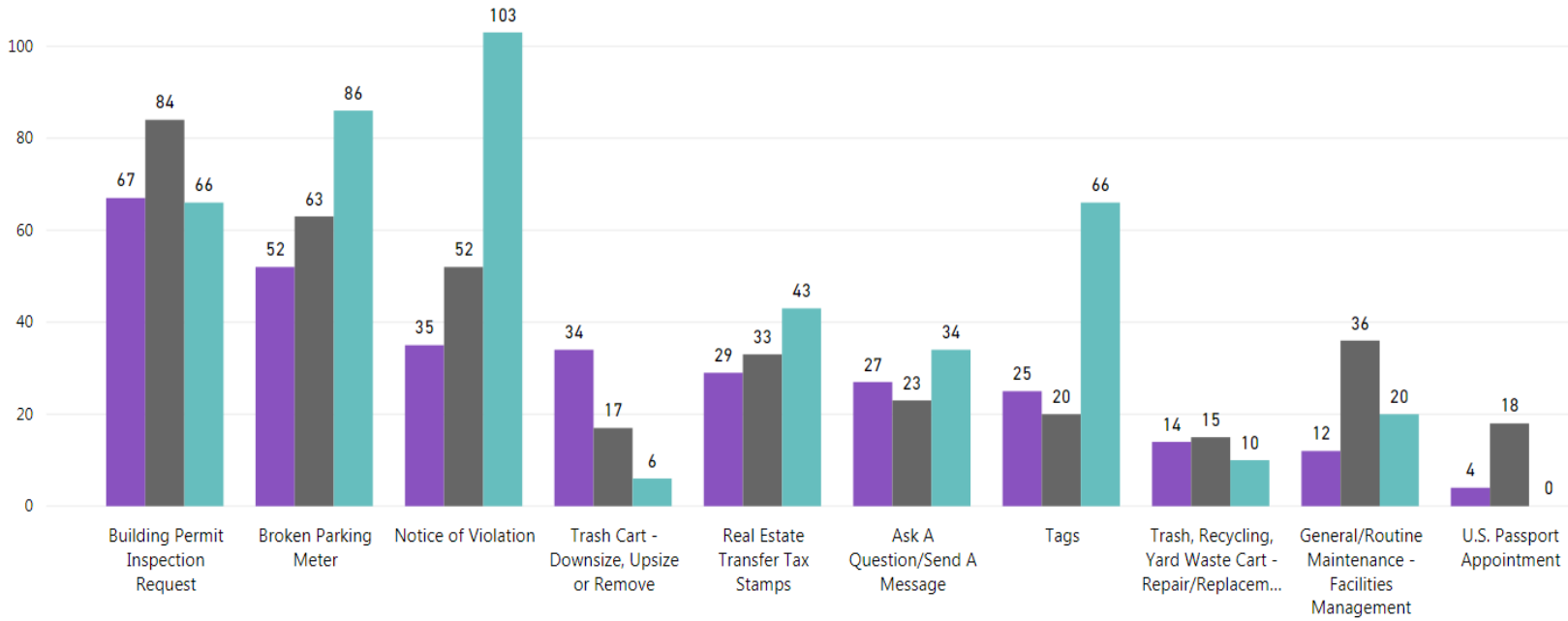
Election Day Questions  
 Benchmarking Notice Questions  
 LifeQuest Collection Agency Questions



# Weekly Report

**March 28 – April 3, 2019**

● Last Week (March 21-27) ● This Week (March 28-April 3) ● Two Weeks (March 14-20)



### Missed Garbage Pickup

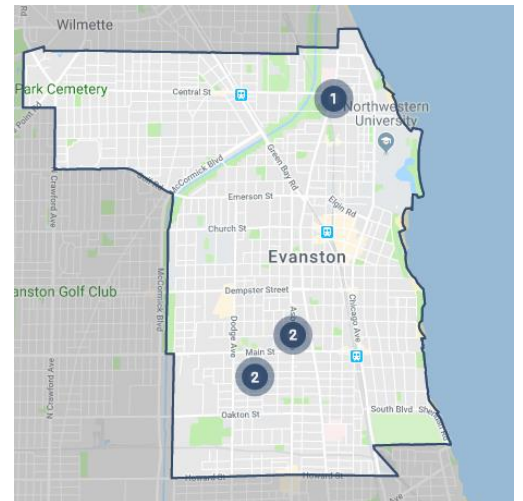
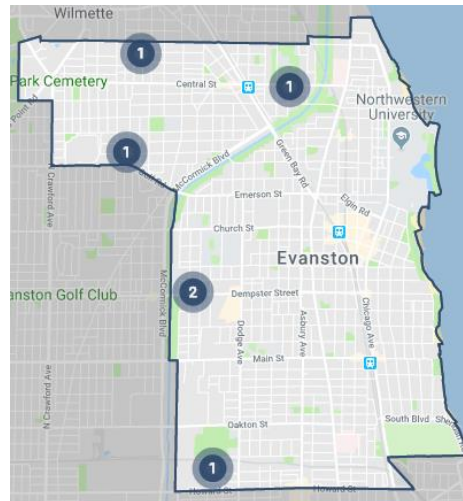
This week 8; Last week 7  
Below 3 year avg. of 14.2

### Missed Recycling Pickup

This week 6; Last week 4  
Below 3 year avg. of 13.1

### Rodents/Rats

This week 5; Last week 9  
Below 3 year avg. of 20.3





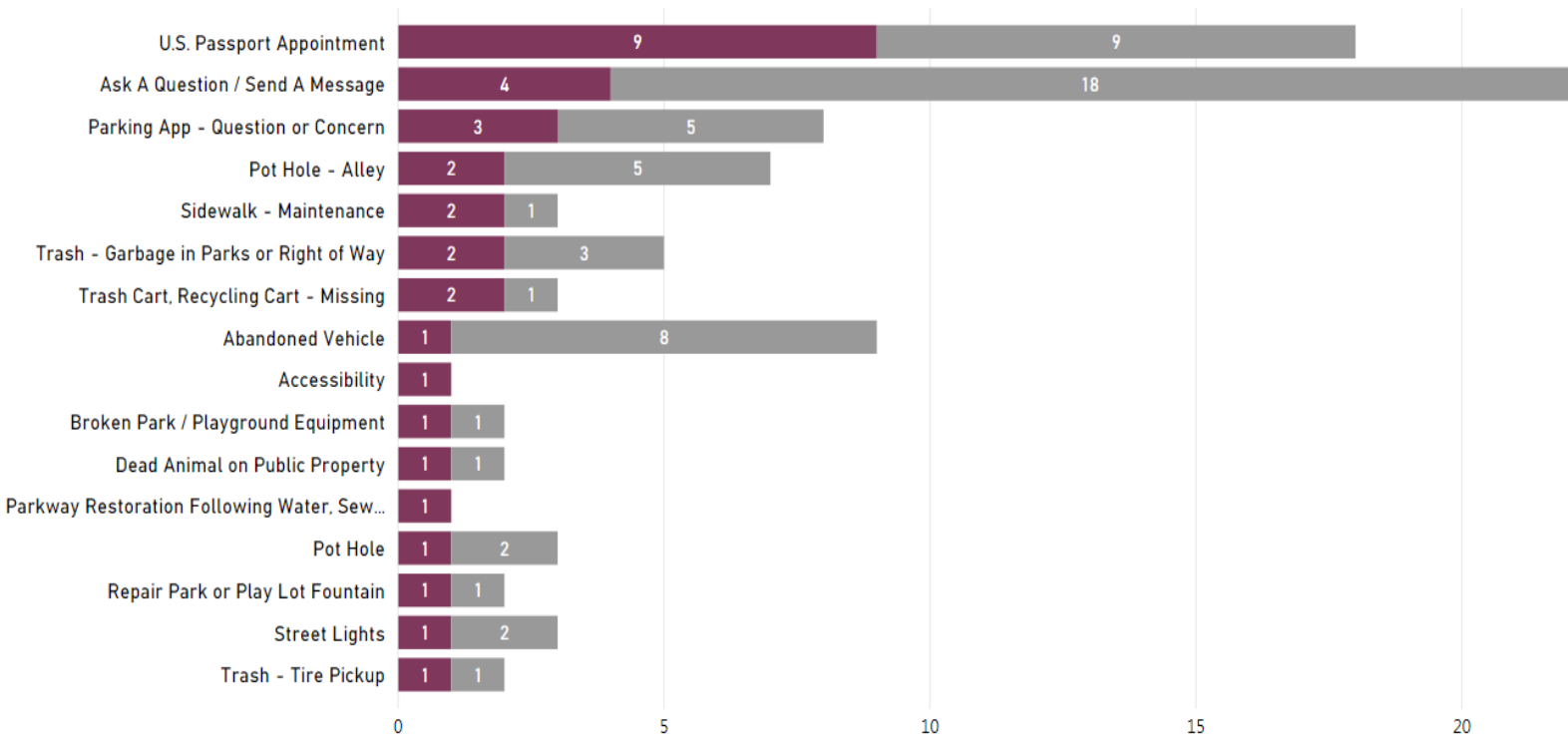


# Weekly Report

**March 28 – April 3, 2019**

SLA Analysis

● # Late ● # OnTime



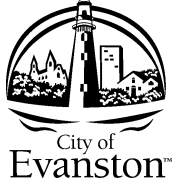
## Upcoming Events—April

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>8</b> 3:00 PM <a href="#">Community HIV &amp; STI Screening</a>  6:00 PM <a href="#">Administration &amp; Public Works Committee</a>  6:30 PM <a href="#">Planning &amp; Development Committee</a>  7:00 PM <a href="#">City Council</a>	<b>9</b> 9:30 AM <a href="#">ProduceMobile</a>  1:00 PM <a href="#">Levy Lecture Series</a>  2:00 PM <a href="#">Board of Local Improvements</a>  6:30 PM <a href="#">Arts Council</a>  7:00 PM <a href="#">Preservation Commission Meeting</a>	<b>10</b> 2:30 PM <a href="#">Design and Project Review Committee</a>  7:00 PM <a href="#">5th Ward Meeting</a>  7:00 PM <a href="#">Affordable Housing Plan Steering Committee</a>  7:00 PM <a href="#">Plan Commission Meeting</a>  7:15 PM <a href="#">Zoning Board of Appeals Meeting</a>  7:30 PM <a href="#">Joint Plan Commission &amp; Zoning Board of Appeals Meeting</a>	<b>11</b> 6:30 PM <a href="#">Environment Board</a>  7:00 PM <a href="#">Mental Health Board</a>  7:00 PM <a href="#">2nd Ward Meeting</a>	<b>12</b> 7:15 AM <a href="#">Utilities Commission Meeting</a>	<b>13</b> 8:00 AM <a href="#">Indoor Farmers' Market</a>	<b>14</b> 11:00 AM <a href="#">Forrest E. Powell Foundation Jazz Brunch</a>



# Weekly Report

March 28 – April 3, 2019



# Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of April 1, 2019

Date: April 5, 2019

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 April 1, 2019

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
RFP 19-16 Tallmadge Street Light Manufacture and Supply Contract	Public Works Agency	The City of Evanston's Public Works Department is seeking proposals from experienced street light manufacturers to create a mold for the casting of the City's unique Tallmadge street light pole and supply LED type luminaires to match the existing ornamental elements and details of the existing Tallmadge street light. Existing poles are available for examination at the City's Public Works Facility, by appointment only. The prototype LED luminaires will be as specified in the scope of services.	\$70,000	5/9	6/24

RFP 19-21 Harbert Park Renovations	Public Works Agency	The City of Evanston's Public Works Agency is seeking proposals from experienced firms to perform landscape architectural and engineering services for planned improvements at Harbert Park located east of the North Shore Channel between Main Street and Dempster Street in Evanston, Illinois.	\$100,000	4/30	6/10
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## Evanston City Council Agenda Schedule - 2019 Dates

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

<b>2019 Meeting Dates: Jan 14, Jan 22, Jan 28, Feb 4, Feb 11, Feb 18, Feb 25, Mar 11, Mar 18, Apr 8, Apr 15, Apr 22</b>			
<b>May 13, May 20, May 28, Jun 10, Jun 17, Jun 24, Jul 8, Jul 15, Jul 22, Aug 12</b>			
<b>Sept 9, Sept 16, Sept 23, Oct 14, Oct 21, Oct 28, Nov 11, Nov 18, Nov 25, Dec 9</b>			

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
Mayor	4/15/2019	National Community Development Week (April 22-26)	PR	CC	Francellno	
Mayor	4/15/2019	Mount Zion Missionary Baptist Church 125th Anniversary	PR	CC	Francellno	
CMO/ Council	4/15/2019	City Council Goal - CD/Jobs, Equity, What Works Cities	B	CC	Bobkiewicz	
Legal	4/15/2019	P&D Start Time- Amend Rules	O	CC	Masoncup	For Intro
Legal	4/15/2019	Public Comment Changes	B	CC	Masoncup	
PWA	4/15/2019	Temp. Traffic Signal at Central St and Bryant Ave	R	CC	Stoneback	
CMO	4/15/2019	Harley Clarke RFP	B	CC	Bobkiewicz	
	4/22/2019	Earth Day, April 22	PR	CC		
	4/22/2019	Drinking Water Week (May 5-11)	P	APW		at APW
CMO	4/22/2019	Bills/Payroll	B	APW	Desai	
PWA	4/22/2019	Intake Design	B	APW	Stoneback	
PWA	4/22/2019	50/50 Sidewalk	B	APW	Stoneback	
PWA	4/22/2019	CO1 - Eng Svcs for Clearwell 9 Project	B	APW	Stoneback	
PWA	4/22/2019	2018 CIPP Contract B CO	B	APW	Stoneback	
PWA	4/22/2019	Material Testing	B	APW	Stoneback	
PWA	4/22/2019	Spring Tree Purchase	B	APW	Stoneback	
PWA	4/22/2019	Tree Planting Services	B	APW	Stoneback	
Admin Svcs	4/22/2019	License Plate Recognition	B	APW	Storlie	
CMO	4/22/2019	2018 Year End Financials and Budget Amendment	B	APW	Desai	
Legal	4/22/2019	IGA with D202 - Reciprocal Reporting, SRO	B	APW	Masoncup	
CD	4/22/2019	Support Funding Bill for Metra Improvements - IL	B	APW	Leonard	
CD	4/22/2019	Howard Ridge TIF Expansion	R	APW	Leonard	
CD	4/22/2019	2222 Oakton	O	APW	Leonard	For Intro
CMO	4/22/2019	Wheel Tax Renewal - October	O	APW	Storlie	For Intro
PWA	4/22/2019	Obstructions on Public Ways - Leaves on Street/ Snow/ Sidewalks Clear of Ice	O	APW	Stoneback	For Intro
PWA	4/22/2019	Trash Receptacles - clear snow or ice	O	APW	Stoneback	For Intro
PWA	4/22/2019	Alley Paving SA - 100% payment	O	APW	Stoneback	For Intro
PWA	4/22/2019	Erosion & Sediment Control on Construction Sites	O	APW	Stoneback	For Intro
PWA	4/22/2019	Storm Water Control	O	APW	Stoneback	For Intro

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CD	4/22/2019	2626 Reese	O	PD	Leonard	For Intro
CD	4/22/2019	Special Use - Auto/ Convenience Store	O	PD	Leonard	For Intro
CD	4/22/2019	Public Benefits from Planned Developments	D	PD	Leonard	Contd from 3/11/19
CD	4/22/2019	DAPR	D	PD	Leonard	Contd from 3/11/19
CMO	4/22/2019	Evanston Rebuilding Warehouse	B	HS	Desai	
	4/29/2019	Special City Council		CC		
	4/29/2019	Final Council Goals	B	CC		Accept and Place on File
	4/29/2019	Changes to Parking Operations	B	CC		Accept and Place on File
	4/29/2019	Affordable Housing Updates	B	CC		Accept and Place on File
CD	4/29/2019	Increase Demo. Tax (Aff Housing Fund)	B	CC	Leonard	
CD	5/13/2019	National Preservation Month, May 2019	PR	CC	Leonard	
Police	5/13/2019	National Police Week (May 12-18)	PR	CC	Cook	
Admin Svcs	5/13/2019	Public Employee Service Week (May 5-11)	PR	CC	Storlie	
CMO	5/13/2019	Check Presentation from FRCC	P	CC	Storlie	
Admin Svcs	5/13/2019	Comcast Franchise Renewal	B	APW	Storlie	
Admin Svcs	5/13/2019	Accela Renewal	B	APW	Storlie	
PRCS	5/13/2019	Summer Bus Transportation	B	APW	Hemingway	
PRCS	5/13/2019	Play-Well Technologies	B	APW	Hemingway	
PRCS	5/13/2019	Chess Wizard	B	APW	Hemingway	
PWA	5/13/2019	2019 Water Main	B	APW	Stoneback	
PWA	5/13/2019	Parking Garage Silane Sealer	B	APW	Stoneback	
PWA	5/13/2019	Fleetwood Interior Improvements	B	APW	Stoneback	
CMO	5/13/2019	2019 First Quarter Report	B	APW	Desai	Accept and Place on File
Admin Svcs	5/13/2019	FOP Contract	B	APW	Storlie	
CD	5/13/2019	Business License Registration	O	APW	Leonard	For Intro
	5/20/2019	Public Works Week (May 19-25)	PR	CC		
	5/28/2019	National Senior Health & Fitness Day (May 29)	PR	CC		

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PRCS	6/10/2019	Moran Center Rehab Agmt	R	APW	Hemingway	

**Council & Committee Meetings**

4/8/2019	6:00 PM	Administration & Public Works, Planning & Development, City Council				
4/10/2019	7:00 PM	Affordable Housing Steering Committee				
4/15/2019	6:00 PM	City Council				
4/17/2019	6:30 PM	M/W/EBE Committee				
4/18/2019	6:00 PM	Equity & Empowerment Commission				
4/22/2019	4:15 PM	Ethics Subcommittee - Rules Committee				
4/22/2019	6:00 PM	Administration & Public Works, Planning & Development, City Council				
4/23/2019	7:00 PM	Housing & Community Development Act				
4/24/2019	6:00 PM	Transportation & Parking Committee				
4/24/2019	7:30 PM	Economic Development Committee				
4/29/2019	6:00 PM	Special City Council				

**REFERRALS AT CITY COUNCIL MEETINGS**

Dept	Date of Referral	Item	Alderman/ Staff	Tentative Date	Outcome
Admin Svcs	1/14/2019	Discussion/APW - Wheel Tax Payment to July	Ald. Suffredin	2/25/2019 - Discussion, return with Ordinance 4/22/19	
CD	1/14/2019	P&D - Report on DAPR Committee	Fiske	3/11/2019	Report given 3/11/19
CMO	1/28/2019	Harley Clarke - New Proposal	Wilson	3/11/2019	Return 4/15 with new RFP
CMO	2/4/2019	Harley Clarke - New Proposal	Fiske	3/11/2019	see above
CMO	2/4/2019	Set Special City Council - Aff Housing	Bobkiewicz	4/29/2019	
CMO	2/4/2019	Set Special City Council - Goals	Bobkiewicz	2/12/2019; final approval 4/29/19	

<b>Evanston City Council Agenda Schedule - 2019 Dates</b>						
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
PRCS	2/11/2019	Human Services - invite Lawrence on dog beach for 2019	Fiske	3/4/2019	Report given 3/4/19 at HS	
PRCS	2/11/2019	Human Services - Special Events - Use of Parks - NonProfits	Fiske	3/4/2019	Report given 3/4/19 at HS	
CMO/Admin Sv	2/18/2019	Harley Clarke - how much does City spend to maintain?	Fleming		Report to Council 3/13/19	
PWA	2/18/2019	How much money/how many contracts to Christopher Burke Engineering in last 5 years	Fleming	3/8/19 report	Report submitted 3/8/19	
PWA	2/18/2019	P&D - Percentage of Property Owners to approve alley paving process	Fiske	3/8/19 report	Report submitted 3/8/19	
PRCS	3/2/2019	Total Acres of Parks in Evanston, Skokie, Arlington Heights, and Schaumburg				
CMO	3/2/2019	Local Government Sponsorships				
PRCS / Legal	3/2/2019	How to create own Park District - Budget of City's PRCS programs; Budget of Skokie, Arlington Heights and Schaumburg				
PWA	3/2/2019	Report on conditions of Parks in Ward 8	Rainey		Report submitted 3/12/19	
PWA	3/2/2019	Summary/Memo of Civic Center Committee - Was Affordable Housing considered?				
Admin Svcs	3/11/2019	Incentives for Employees Living in Evanston	APW Committee	5/28/2019		
Police	3/11/2019	Domestic Violence Training	CC		Report submitted 3/18/19	
All	3/11/2019	Opportunities/Barriers on local vendors	Braithwaite	Will discuss at M/W/EBE		
CD	3/18/2019	Funding for Lighting in Alleys		Referred to ED-4/24/19		
Police	3/18/2019	Violence in Alley near Library				
<b>DEFERRED</b>						
Dept	Date	Item	Action	Committee	Staff	
CD		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R	APW	Desai	





# Memorandum

To: Wally Bobkiewicz, City Manager

From: Hitesh Desai, CFO/City Treasurer  
Kate Lewis-Lakin, Budget Coordinator

Subject: February 2019 Monthly Financial Report

Date: March 26, 2019

Please find attached the unaudited financial statements as of February 28, 2019. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

February 2019	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	18,015,277	16,352,666	1,662,610	15,248,569	14,634,340
175 GENERAL ASSISTANCE FUND	144,029	180,300	(36,271)	565,516	565,517
176 HEALTH AND HUMAN SERVICES	138,114	23,896	114,218	127,863	127,863
180 GOOD NEIGHBOR FUND	1,001,095	105,223	895,871	900,474	900,474
185 LIBRARY FUND	1,149,385	896,113	253,272	1,815,001	1,757,072
186 LIBRARY DEBT SERVICE FUND	-	-	-	4,581	4,582
187 LIBRARY CAPITAL IMPROVEMENT FD	-	8,499	(8,499)	960,050	960,050
200 MOTOR FUEL TAX FUND	330,125	163,816	166,309	2,081,118	1,916,530
205 EMERGENCY TELEPHONE (E911) FUND	121,846	106,748	15,098	844,689	534,640
210 SPECIAL SERVICE AREA (SSA) #4	32,366	-	32,366	(194,470)	(194,470)
215 CDBG FUND	297	67,073	(66,776)	(3,335)	(3,336)
220 CDBG LOAN FUND	48,414	56	48,358	221,552	221,552
235 NEIGHBORHOOD IMPROVEMENT	172	35	137	171,211	171,211
240 HOME FUND	4,600	4,763	(163)	7,169	7,169
250 AFFORDABLE HOUSING FUND	52,599	21,302	31,297	1,396,472	1,495,126
320 DEBT SERVICE FUND	2,283,851	12	2,283,840	2,701,826	2,777,695
330 HOWARD-RIDGE TIF FUND	14,208	58,123	(43,915)	2,172,948	2,175,217
335 WEST EVANSTON TIF FUND	21,569	109,866	(88,297)	532,083	532,083
340 DEMPSTER-DODGE TIF FUND	75,310	11,812	63,498	118,341	118,341
345 CHICAGO-MAIN TIF	110,020	16,768	93,252	267,161	267,161
350 SPECIAL SERVICE AREA (SSA) #6	29,481	-	29,481	32,580	32,580
415 CAPITAL IMPROVEMENTS FUND	46,719	59,872	(13,152)	14,941,923	9,414,032
416 CROWN CONSTRUCTION FUND	84,798	10	84,788	16,594,715	16,594,715
420 SPECIAL ASSESSMENT FUND	95,664	49,008	46,657	2,670,335	2,666,798
505 PARKING SYSTEM FUND	1,081,284	1,658,825	(577,540)	2,535,156	2,794,957
510 WATER FUND	3,120,595	1,814,660	1,305,935	8,140,775	5,768,205
515 SEWER FUND	2,113,996	750,878	1,363,118	11,765,264	4,012,955
520 SOLID WASTE FUND	648,709	647,869	840	(999,444)	(1,385,515)
600 FLEET SERVICES FUND	491,736	322,688	169,048	414,067	(643,067)
601 EQUIPMENT REPLACEMENT FUND	219,086	162	218,923	556,129	980,412
605 INSURANCE FUND	2,934,051	4,586,537	(1,652,486)	(10,437,433)	(6,127,037)
<b>Grand Total</b>	<b>34,409,398</b>	<b>28,017,581</b>	<b>6,391,817</b>	<b>76,152,885</b>	<b>63,077,851</b>

Included above are the ending balances as of February 28, 2019 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.

2018 actual numbers are preliminary and unaudited and are subject to change. Fund balance numbers are also subject to change as a result. The 2018 audit will be completed by June 30, 2019.

### **General Fund**

The attached financials show General Fund revenues at 15.5% of budget and expenses at 14.3% of budget, both below target of 16.7%. Revenues are often below target at this point in the year because the first property tax installment is due in March. Property tax revenue received in February was much higher than January.

Expenses are below target in all departments. Because of payroll timing, January included less than 1.5 pay periods. Additionally, January and February tend to have low programmatic spending. The department with the highest percent spending to budget is the Public Works Agency with 18%, due to the costs of snow removal operations in January and February.

### **Enterprise Funds**

Parking fund revenues through February 28, 2019 are below target. This is because the budget includes an increase in all parking meter rates beginning March 1, 2019. Revenue is expected to rise as the new rates are implemented.

Through February 28, 2019, the Water Fund appears low on revenue and expenses. This is because the budget includes multiple large capital projects, with IEPA loan funding budgeted in Other Revenue and expenses budgeted in Capital Outlay.

The Water Fund revenues reflect payment from the Village of Skokie at the rate of \$0.78 per 1000 gallons against the billed rate of \$2.06 per 1000 gallons. This issue is currently being challenged in the court.

Through February 28, 2019, the Sewer Fund also appears low on expenses due to a delay in capital project spending until the summer months. These projects are also primarily funded through IEPA loan financing.

Through February 28, 2019, the Solid Waste Fund has a negative fund balance of \$999,444 and a negative cash balance of \$1,385,515. The Solid Waste Fund received property tax revenue for the first time in 2018, and will receive \$820,000 in property tax revenue in 2019.

## Other Funds

Through February 28, 2019, funds receiving property tax revenue tend to show revenue lower than target. This includes the General Assistance Fund, Library Fund, and TIF Funds. This is because the first installment of property taxes is not due until March. Balances in these funds are expected to increase with the receipt of the first installment in March. Property taxes received in February were substantially higher than what was received in January.

Through February 28, 2019, the SSA #4 Fund is showing a negative fund and cash balance of \$194,470.

Through February 28, 2019, the CDBG Fund has higher monthly and year-to-date expenses than revenues. This is due to a delay in reimbursements from state and federal government agencies. As of February 28 funds the fund has a negative fund and cash balance of \$3,335.

Through February 28, 2019, the Capital Fund is showing a fund balance of \$14,941,923 and a cash balance of \$9,414,032. The fund continues to spend down balances from the 2018B General Obligation Bonds received in August 2018.


Through February 28, 2019, the Crown Construction fund is showing fund and cash balances of \$16,594,715. The fund continues to spend down balances from the 2018A General Obligation Bond proceeds received in August 2018.

Through February 28, 2019, the Insurance Fund is showing a negative fund balance of \$10,437,433 and a negative cash balance of \$6,127,037. Fund balance is significantly lower than cash balance due to accrued liabilities for pending litigation.

If there are any questions on the attached report, please contact me by phone at (847) 448-8082 or by email: [hdesai@cityofevanston.org](mailto:hdesai@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

## CERTIFICATION OF ATTACHED FINANCIAL REPORTS

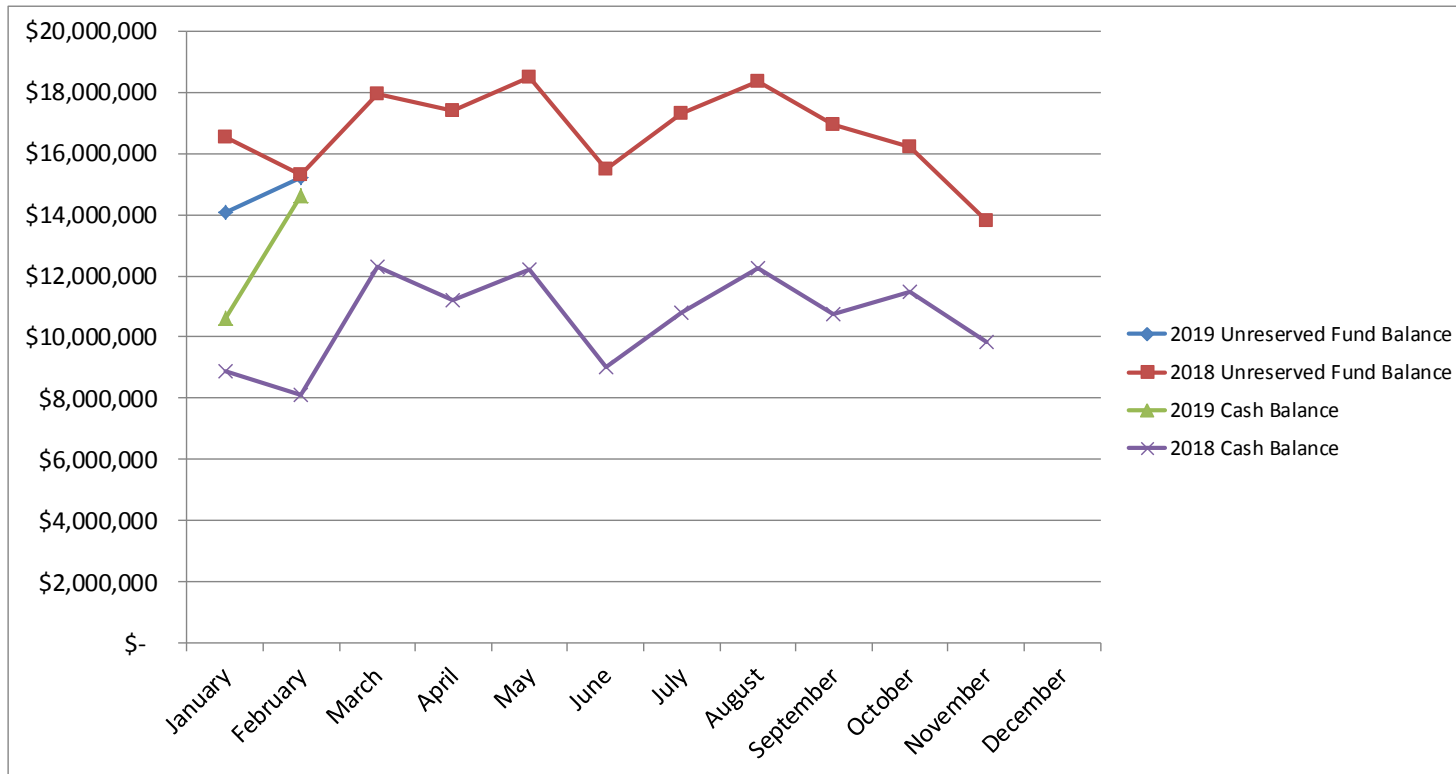
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the February 28, 2019 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

## 2018 v 2019 Fund and Cash Balance - General Fund

	January	February
2019 Unreserved Fund Balance	\$ 14,074,270	\$ 15,222,908
2018 Unreserved Fund Balance	\$ 16,512,558	\$ 15,306,742
2019 Cash Balance	\$ 10,603,771	\$ 14,634,340
2018 Cash Balance	\$ 8,905,448	\$ 8,120,225



	2018 Actual	2019 Budget	February 2019	YTD 2019	% YTD to Budget
<b>100 GENERAL FUND</b>					<b>Target = 16.7%</b>
<b>Revenue</b>					
Property Taxes	28,188,353	30,047,955	4,585,199	4,642,196	15.4%
Other Taxes	50,095,876	50,796,300	4,393,448	7,491,431	14.7%
Licenses, Permits and Fees	11,680,895	10,526,400	867,906	1,973,785	18.8%
Charges for Services	10,396,458	8,900,909	1,079,067	1,674,170	18.8%
Fines and Forfeitures	3,765,058	4,700,500	339,909	640,868	13.6%
Interest Income	94,681	55,100	13,895	28,353	51.5%
Intergovernmental Revenue	1,466,926	994,303	40,018	72,703	7.3%
Other Revenue	1,906,784	988,300	(23,430)	22,268	2.3%
Interfund Transfers	8,133,142	8,877,103	734,751	1,469,502	16.6%
<b>Revenue Total</b>	<b>115,728,174</b>	<b>115,886,870</b>	<b>12,030,763</b>	<b>18,015,277</b>	<b>15.5%</b>
<b>Expenses</b>					
13 CITY COUNCIL	547,275	528,173	43,357	70,866	13.4%
14 CITY CLERK	217,953	180,704	16,442	27,704	15.3%
15 CITY MANAGER'S OFFICE	7,324,610	7,997,018	535,636	1,038,403	13.0%
17 LAW	688,581	646,183	51,630	90,950	14.1%
19 ADMINISTRATIVE SERVICES	9,221,165	9,483,577	590,332	1,019,293	10.7%
21 COMMUNITY DEVELOPMENT	3,579,301	3,480,360	216,639	358,403	10.3%
22 POLICE	39,392,691	38,737,094	4,048,332	5,806,391	15.0%
23 FIRE MGMT & SUPPORT	24,813,300	24,379,850	2,803,504	3,926,413	16.1%
24 HEALTH	3,187,544	3,190,606	213,108	395,725	12.4%
30 PARKS, REC. AND COMMUNITY SERV	12,889,510	12,297,509	719,073	1,241,182	10.1%
40 PUBLIC WORKS AGENCY	13,523,392	13,232,299	1,491,193	2,377,336	18.0%
<b>Expenses Total</b>	<b>115,385,322</b>	<b>114,153,373</b>	<b>10,729,245</b>	<b>16,352,666</b>	<b>14.3%</b>
<b>Net</b>	342,851	1,733,497	1,301,518	1,662,610	
Beginning Fund Balance	13,243,107	13,585,958		13,585,958	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>13,585,958</b>	<b>15,319,455</b>		<b>15,248,569</b>	13.4%

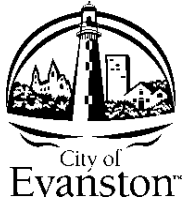
	2018 Actual	2019 Budget	February 2019	YTD 2019	% YTD to Budget
<b>505 PARKING SYSTEM FUND</b>					<b>Target = 16.7%</b>
<b>Revenue</b>					
Licenses, Permits and Fees	2,798				
Charges for Services	6,299,975	10,343,855	417,498	1,009,307	9.8%
Interest Income	109,598	20,000	5,998	13,258	66.3%
Intergovernmental Revenue	-			-	0.0%
Other Revenue	318,293	202,020	45,046	58,719	29.1%
Interfund Transfers	3,037,704			-	0.0%
<b>Revenue Total</b>	<b>9,768,368</b>	<b>10,565,875</b>	<b>468,542</b>	<b>1,081,284</b>	<b>10.2%</b>
<b>Expenses</b>					
Salary and Benefits	1,774,780	1,996,976	130,813	222,726	11.2%
Services and Supplies	4,008,848	3,546,775	337,715	523,267	14.8%
Insurance and Other Chargeback:	319,648	333,969	27,831	55,661	16.7%
Miscellaneous	231,879	304,000		-	0.0%
Contingencies	1,495	11,000		-	0.0%
Capital Outlay	518,681	3,510,000	326,636	330,036	9.4%
Interfund Transfers	1,440,417	3,512,807	263,567	527,135	15.0%
Debt Service	3,070,625	34,354		-	0.0%
<b>Expenses Total</b>	<b>11,366,373</b>	<b>13,249,881</b>	<b>1,086,562</b>	<b>1,658,825</b>	<b>12.5%</b>
<b>Net</b>	(1,598,005)	(2,684,006)	(618,020)	(577,540)	
Beginning Fund Balance	4,710,701	3,112,696		3,112,696	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>3,112,696</b>	<b>428,690</b>		<b>2,535,156</b>	19.1%

	2018 Actual	2019 Budget	February 2019	YTD 2019	% YTD to Budget Target = 16.7%
<b>510-513 WATER FUND</b>					
<b>Revenue</b>					
Charges for Services	16,064,914	22,615,529	1,474,982	2,971,952	13.1%
Interest Income	255,928	40,000	45,897	84,421	211.1%
Interfund Transfers	187,430			-	0.0%
Licenses, Permits and Fees	47,218	50,000	3,040	6,910	13.8%
Other Revenue	5,321,469	23,194,160	54,569	57,312	0.2%
<b>Revenue Total</b>	<b>21,876,958</b>	<b>45,899,689</b>	<b>1,578,488</b>	<b>3,120,595</b>	<b>6.8%</b>
<b>Expenses</b>					
Salary and Benefits	5,563,077	5,533,772	436,353	737,132	13.3%
Services and Supplies	3,984,623	6,231,350	279,644	328,657	5.3%
Insurance and Other Chargebacks	470,397	489,481	40,790	83,485	17.1%
Capital Outlay	6,110,431	30,345,500		9,000	0.0%
Debt Service	1,799,077	2,081,841		-	0.0%
Interfund Transfers	3,682,309	3,932,313	327,693	655,386	16.7%
Miscellaneous	-	42,000		-	0.0%
Contingencies	-	1,000		1,000	100.0%
<b>Expenses Total</b>	<b>21,609,914</b>	<b>48,657,257</b>	<b>1,084,480</b>	<b>1,814,660</b>	<b>3.7%</b>
<b>Net</b>	267,045	(2,757,568)	494,008	1,305,935	
Beginning Fund Balance	6,562,795	6,829,840		6,829,840	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>6,829,840</b>	<b>4,072,272</b>		<b>8,135,775</b>	16.7%

	2018 Actual	2019 Budget	February 2019	YTD 2019	% YTD to Budget
<b>515 SEWER FUND</b>					<b>Target = 16.7%</b>
<b>Revenue</b>					
Charges for Services	11,919,244	10,483,885	1,008,231	2,095,126	20.0%
Interest Income	56,455	5,000	8,905	18,871	377.4%
Other Revenue	1,504,154	3,104,000		-	0.0%
Interfund Transfers	187,430			-	0.0%
<b>Revenue Total</b>	<b>13,667,282</b>	<b>13,592,885</b>	<b>1,017,136</b>	<b>2,113,996</b>	<b>15.6%</b>
<b>Expenses</b>					
Salary and Benefits	1,320,523	1,354,512	107,267	172,046	12.7%
Services and Supplies	766,651	284,500	6,226	13,562	4.8%
Insurance and Other Chargebacks	269,988	282,083	23,507	47,014	16.7%
Miscellaneous	230	1,500		-	0.0%
Capital Outlay	734,666	4,910,636		2,000	0.0%
Interfund Transfers	991,677	1,773,532	64,461	128,922	7.3%
Debt Service	2,844,540	6,148,475	203,089	387,334	6.3%
<b>Expenses Total</b>	<b>6,928,274</b>	<b>14,755,238</b>	<b>404,550</b>	<b>750,878</b>	<b>5.1%</b>
<b>Net</b>	6,739,008	(1,162,353)	612,586	1,363,118	
Beginning Fund Balance	3,663,138	10,402,146		10,402,146	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>10,402,146</b>	<b>9,239,793</b>		<b>11,765,264</b>	79.7%



	2018 Actual	2019 Budget	February 2019	YTD 2019	% YTD to Budget
<b>520 SOLID WASTE FUND</b>					<b>Target = 16.7%</b>
<b>Revenue</b>					
Property Taxes	410,000	820,000		-	0.0%
Charges for Services	3,672,193	4,239,270	278,236	533,890	12.6%
Other Revenue	124,222	138,000	864	30,952	22.4%
Interfund Transfers	705,967	150,000	12,500	25,000	16.7%
Licenses, Permits and Fees	213,545	486,000	(180)	58,866	12.1%
<b>Revenue Total</b>	<b>5,125,927</b>	<b>5,833,270</b>	<b>291,421</b>	<b>648,709</b>	<b>11.1%</b>
<b>Expenses</b>					
Salary and Benefits	984,745	1,076,209	83,104	137,006	12.7%
Services and Supplies	3,438,594	3,601,076	446,455	453,385	12.6%
Insurance and Other Chargeback:	1,520	-		898	100.0%
Miscellaneous	5,288	7,500	203	203	2.7%
Capital Outlay	289,938	386,650	2,650	2,650	0.7%
Interfund Transfers	322,362	322,362	26,864	53,727	16.7%
Debt Service	21,797	22,745		-	0.0%
<b>Expenses Total</b>	<b>5,064,244</b>	<b>5,416,542</b>	<b>559,275</b>	<b>647,869</b>	<b>12.0%</b>
<b>Net</b>	61,683	416,728	(267,854)	840	
Beginning Fund Balance	(1,061,966)	(1,000,283)		(1,000,283)	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>(1,000,283)</b>	<b>(583,555)</b>		<b>(999,444)</b>	-18.5%



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Scott Mangum, Planning and Zoning Manager  
Subject: Weekly Zoning Report  
Date: April 3, 2019

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](mailto:smangum@cityofevanston.org) if you have any questions or need additional information.

## Zoning Weekly Update

Cases Received and Pending, March 28, 2019 - April 3, 2019

Backlog (business days received until reviewed): 19

Volume (number of cases pending staff review): 35

### Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1319 Forest Avenue	R1	Building Permit	Basement remodel	03/19/19	pending staff review
1	800 Lincoln Street	R1	Building Permit	Interior remodel	03/19/19	pending staff review
1	242 Greenwood Street	R1	Building Permit	Replace asphalt driveway with pavers	03/20/19	pending staff review
1	822 Colfax Street	R1	Zoning Analysis	2 new dormers, back deck and balcony, interior renovation	03/27/19	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	<b>pending adjustment to the PD, DAPR</b>
2	1919 Dempster Street	C2	Building Permit	Exterior renovation, new side by side drive-thru, site ADA improvements (McDonalds)	01/17/19	<b>pending additional information, DAPR</b>
2	1215 Church Street	R4	Zoning Analysis	4-story addition, renovate existing YWCA, demo 2 houses, expand parking, site improvements (YWCA)	02/14/19	pending additional information from the applicant
2	1615 Fowler Avenue	R2	Building Permit	New detached garage	03/21/19	pending staff review
2	1209 Dewey Avenue	R3	Zoning Analysis	Extend front porch across full width of front facade	03/22/19	pending staff review
2	1720 Wesley Avenue	R2	Building Permit	Remove concrete walk, replace with brick pavers	03/25/19	pending staff review
2	1124 Fowler Avenue	R2	Building Permit	2nd floor addition and interior remodel	03/26/19	pending staff review
2	1600 Dodge Avenue	R2	Zoning Analysis	Pergola for garden (ETHS)	03/26/19	pending additional information from the applicant
2	1820 Greenwood Street	R3	Building Permit	Addition, interior and exterior renovation	04/01/19	pending staff review
2	1118-1120 Pitner Avenue	R3	Building Permit	New 2-unit residential building with 2 detached garages	04/03/19	pending staff review
2	1122-1124 Pitner Avenue	R3	Building Permit	New 2-unit residential building with 2 detached garages	04/03/19	pending staff review
3	419 Keeney Street	R5	Building Permit	Rehabilitation of 2-story multiple family apartment building	11/07/18	pending additional information from the applicant
3	940 Edgemere Court	R1	Building Permit	Replace concrete walk and patio with pavers	03/19/19	pending staff review
3	701 Sheridan Road	R1	Building Permit	Remove gravel path, replace with flagstone	03/25/19	pending staff review
3	1229 Judson Avenue	R1	Building Permit	Detached garage, 22x22	03/29/19	pending staff review
3	835 Judson Avenue, Unit 510	R5	Building Permit	Interior remodel	04/03/19	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	non-compliant, pending revisions from the applicant and/or planned development application
4	1118 Elmwood Avenue	R3	Building Permit	New 2-unit residential building	02/25/19	pending revisions from the applicant
4	1426 Asbury Avenue	R1	Building Permit	1-story addition	03/07/19	pending staff review
4	1330 Lake Street	R1	Building Permit	Relocate porch stairs	03/19/19	pending staff review
4	1136 Sherman Avenue, Unit B	R1	Zoning Analysis	1st floor and 2nd floor additions and interior remodel of SFR	03/19/19	pending staff review
4	630 Davis Street, Unit 200	D2	Building Permit	Interior remodel	04/03/19	pending staff review

5	1413 Emerson Street	R5	Zoning Analysis	5-Story, 24 Dwelling Units, 36 Parking Spaces For New Residential Condo Building 1413-1425 Emerson Street	09/21/18	non-compliant, pending revisions
5	1917 Jackson Avenue	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	2120 Jackson Avenue	MXE	Building Permit	Rehabilitation of 3-story multiple family apartment building	11/07/18	pending additional information from the applicant
5	2211 Maple Avenue	R5	Zoning Analysis	New 6-story, 13 dwelling unit multi-family residence with parking at existing garage across alley	01/14/19	non-compliant, pending revisions/additional information from the applicant
5	2121 Ashland Avenue	MXE	Building Permit	Addition and interior renovations (Double Clutch Brewery)	02/13/19	<b>pending additional information from the applicant, DAPR</b>
5	2417 Lyons Street	R2	Building Permit	Solar panels	02/15/19	pending additional information from the applicant
5	1729 Dodge Avenue	R4	Building Permit	New single-family residence	03/13/19	non-compliant, pending major variation application
5	2044 Wesley Avenue	R4/oWE	Zoning Analysis	New 22-unit townhome development with attached garages	03/13/19	pending staff review
5	1839 Ashland Avenue	R2	Building Permit	Addition, front porch and deck replacement, interior remodel	03/19/19	non-compliant, pending minor variation application from the applicant
6	2205 McDaniel Avenue	R1	Building Permit	2-story addition, interior renovation, new detached garage	02/12/19	non-compliant, pending minor variation application
6	2620 Bennett Avenue	R1	Zoning Analysis	1st and 2nd floor additions	03/13/19	pending additional information from the applicant
6	3021 Grant Street	R1	Building Permit	Addition and interior remodel	03/22/19	pending staff review
6	2740 Woodland Road	R1	Building Permit	New paver patios, replace area of driveway with pavers	03/27/19	pending staff review
6	2721 Simpson Street	R1	Building Permit	Detached garage, 22x22	03/29/19	pending staff review
6	2108 McDaniel Avenue	R1	Building Permit	2nd floor addition, dormers	04/03/19	pending staff review
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	2650 Sheridan Road	R1	Building Permit	New single-family residence	12/28/18	non-compliant, pending revisions from the applicant
7	2767 Sheridan Road	R1	Building Permit	Addition	02/19/19	pending revisions from the applicant
7	2226 Noyes Street	R1	Building Permit	Basement remodel	03/12/19	pending staff review
7	2227 Grant Street	R1	Building Permit	Basement remodel	03/22/19	pending staff review
7	2815 Garrison Avenue	R1	Building Permit	Replace concrete steps	03/25/19	pending staff review
7	1114 Colfax Street	R1	Building Permit	Drycreek	03/27/19	pending staff review
8	1304 Kirk Street	R3	Building Permit	Rehabilitation of 2-story multiple family apartment building	11/07/18	pending additional information from the applicant
8	999 Howard Street	C1	Zoning Analysis	Existing CJE Adult Daycare Building + New 4 Story Multiple Family Residence with 60 units And 57 Parking Spaces.	01/29/19	non-compliant, pending revisions from the applicant
8	711 Howard Street	B3	Building Permit	Roof deck, pergola and stair enclosure (Good To Go Jamaican)	03/20/19	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	727 Monroe Street	R2	Building Permit	Detached garage	03/12/19	pending staff review
9	1324 Monroe Street	R3	Building Permit	Replace deck	03/19/19	pending additional information from the applicant
9	551-553 Elmwood Avenue	R5	Building Permit	Replace rear wood porches and stairs	03/26/19	pending staff review
9	1031 Cleveland Street	R2	Building Permit	Detached garage, 22x22	03/28/19	pending staff review
9	644 Asbury Avenue	R3	Building Permit	Solar panels on roof	04/02/19	pending staff review

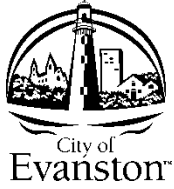
#### Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-1631 Chicago Avenue	D4	Planned Development	Planned Development for a 19-story mixed-use building with 240 dwelling units, 3,540 sq ft ground floor retail, and 85 underground parking spaces.	12/31/18	non-compliant, pending revisions from the applicant
2	1227 Dodge Avenue	C1	Special Use	Daycare center - child	10/26/18	<b>pending DAPR, ZBA</b>
2	1561 Florence Avenue	R3	Minor Variation	Interior side yard setback for attached garage	03/21/19	determination after 04/19/19
4	910 Custer Avenue	MUE	Planned Development	New 40-unit townhome development, map amendment from MUE to MXE	11/28/18	<b>pending CC 04/08/19</b>
4	1333 Asbury Avenue	R1	Minor Variation	Impervious surface coverage for new SFR with attached garage	03/19/19	determination after 04/09/19
4	1565 Sherman Avenue	D2	Substitution of Special Use	Substitution of special use for a Type 2 Restaurant (Tealicious Bubble)	03/20/19	determination after 04/16/19
5	2122 Dewey Avenue	R4	Minor Variation	Building lot and impervious surface coverage for new 2-flat with open parking	03/11/19	determination after 04/18/19
5	1822 Ashland Avenue	R2	Minor Variation	Interior setback at 2nd floor addition	03/13/19	determination after 04/09/19
5	1729 Dodge Avenue	R4	Major Variation	Interior side setback at roof overhang for new single-family residence (ETHS)	04/02/19	pending staff review
6	2628 Gross Point Road	B1a	Map Amendment, Special Use & Major Variations	Map Amendment to subdivide and rezone the southeast portion of 2635 Crawford from R2 to B1a, Special Uses for a Type 2 Restaurant (Nic's Organic), drive-through facility, and Type 2 Restaurant as an Active Ground Floor Use in the oCSC, and Major Variation to establish a flag lot at 2635 Crawford, and fenestration, sill height, and pedestrian clear area (oCSC) at 2628 Gross Point	07/18/18	<b>pending DAPR PC &amp; ZBA</b>
6	2626 Reese Street	R1	Major Variation	Building lot coverage, setbacks open parking for new SFR	08/10/18	<b>pending P&amp;D 04/08/19</b>
6	2205 McDaniel Avenue	R1	Minor Variation	Rear yard setback for addition to SFR	03/14/19	determination after 04/10/19
8	999 Howard Street	C1	Planned Development	Map Amendment, new 4-story 60-dwelling unit multi-family building, affordable housing	02/19/19	pending staff review
8	140 Chicago Avenue	C1	Special Use, Major Variation	Special use for automobile service station and convenience store, variation to reduce driveway width adjacent to 90-degree parking stalls from 24' to 21'	02/21/19	<b>pending P&amp;D 04/22/19</b>
8	619 Howard Street	B3	Special Use	Special Use for Banquet Hall	03/14/19	<b>pending DAPR &amp; ZBA</b>

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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	<b>pending P&amp;D, CC 04/08/19</b>
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# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 5, 2019

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.

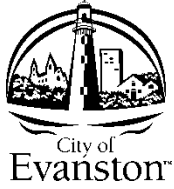
# Inspector Weekly Update

Cases Received, April 5, 2019

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	811 Emerson (Focus Development)	Mixed Use Building	Roof, support beam and column installation is ongoing. Structure scheduled to be topped out next week. Soil erosion fencing is installed. Streets, sidewalks and alleys are in good condition. Emerson has been closed for the crane disassembly. One eastbound lane remains open and trash, recycling services are not impacted.	4/3/2019
2	1801 Main Street (Robert Crown)	Recreation Facility	Roof, support beam and column installation is ongoing. Construction fencing is in place. Site is being maintained. Graffiti has been removed.	4/3/2019
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. Interior plumbing, electrical, and masonry work is ongoing.	4/4/2019
2	1727 Oak Ave (Avidor)	Multi-Unit Building	Foundation installation is ongoing. Construction fence and screening have been installed. Contractor has been contacted regarding providing better traffic control and flaggers on Oak Avenue.	4/4/2019
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. ComEd plans to work in the alley and Grove Street until April 26 to get power to the building from the underground vault located in Grove Street. The power lines will be buried under the alley.	4/3/2019
5	2525 Church Street (Pumping Station)	Pumping Station	Masonry work and wall construction is ongoing. Fence and screening have been repaired.	4/4/2019
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. Furniture move-in tentatively scheduled for April 8th.	4/3/2019





# Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Community Development Director

Subject: Monthly Community Development Department Report

Date: April 5, 2019

Enclosed is the monthly summary report of project activity by committee meeting dates. Building applications are organized by ward, property address, business name, date received, and current status. The Economic Development Division report includes recent events or immediate future events involving projects under formal consideration, public meetings or significant recent permitting or enforcement actions.

Please contact me at 847-448-8014 or [jleonard@cityofevanston.org](mailto:jleonard@cityofevanston.org) if you have any questions or need additional information.

## Community Development Department March 2019 Update

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
<b>March 2019 Meetings/Activities</b>	<b>March 19, 2019</b>
	<b>140 Chicago Ave.:</b> Special Use for a Vehicle Service Station, Mobile, and a Special Use for a Convenience Store in the C1 Commercial District, and zoning relief for a 21' wide driveway aisle where 24' is required. Unanimously recommended for approval with conditions. Scheduled for introduction and action at P&D/City Council on April 22, 2019.
<b>April 2019 Meetings/Activities</b>	<b>April 16, 2019</b>
	<b>Meeting canceled due to a lack of quorum.</b>
PLANNING AND ZONING	Plan Commission
<b>March 2019 Meeting/Activities</b>	<b>March 13, 2019</b>
	<b>2425 Oakton St. Planned Development:</b> The applicant, HPCW, LLC, proposed to construct a car wash facility with 20 vacuum spaces and 4 parking spaces in the I1 Industrial District and oRD Redevelopment Overlay District. The applicant seeks a sit development allowance for an accessory structure that is 3 feet away from the principal structure where 10 feet is required. The applicant may seek and the Plan Commission may consider Site Development Allowances as may be necessary or desirable for the proposed development. The Commission voted, 4-0, to recommend approval of the planned development as presented by staff.
<b>April 2019 Meetings/Activities</b>	<b>April 10, 2019</b>
	<b>Text Amendment - Inclusionary Housing Zoning Bonuses:</b> A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to codify regulations and bonuses to match the regulations established by the City of Evanston's Inclusionary Housing Ordinance (107-O-18). Recommendation to City Council.
PLANNING AND ZONING	Zoning Committee of the Plan Commission
<b>March 2019</b>	<b>March 27, 2019</b>

**Community Development Department March 2019 Update**

<b>Meetings/Activities</b>	<b>Text Amendment- Residential Care Homes:</b> A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to modify regulations regarding Residential Care Home uses (Section 6-4-4) including potential related amendments within the Residential, Business, Commercial, Downtown, Transitional Manufacturing, Special Purpose and Overlay Zoning Districts (Sections 6-9 through 6-15), and within Definitions (Section 6-18-3). The Zoning Committee recommended to the Plan Commission that no changes be made to existing regulations at this time.
<b>April 2019 Meetings/Activities</b>	<b>April 2019</b>
	No meeting scheduled.
<b>PLANNING AND ZONING</b>	<b>Preservation Commission</b>
<b>March 2019 Meeting Activities</b>	<b>March 12, 2019</b>
	<p><b>OLD BUSINESS</b>  <b>1222 Dryden Place. (RHD)</b> – Construction of a new two-story single family house with attached garage on the vacant lot at 1222 Dryden Place, with adjoining lot to the east used as yard and open space. Applicable Standards: [Construction 1-14 and 16]. Continued from 2/12/2019.  <b>Action:</b> Approved. Vote: 5 ayes, 2 nays (Dudnik and Bady)</p> <p><b>NEW BUSINESS</b>  <b>2767 Euclid Park Pl. (L)</b> – Replace existing cedar shake roofing material with synthetic/composite shingles from Enviroshingle, to match the appearance of the current roof as much as possible, including wave patterns, color and non-eave shingle exposure. Also, lengthen the exposure of the curved eave shingles to improve the longevity of the roof. Applicable Standards: [Alteration 1-6, 9 and 10]  <b>Action:</b> Continued to April 9, 2019. Vote: 7 ayes – 0 nays. Asked the applicant to have a mockup of the roof eave with the synthetic shingle</p> <p><b>1330 Lake St. (RHD)</b> – West elevation 1st floor: add four double hung windows, remove one casement window and replace it with an existing relocated double hung window; 2nd floor: remove one window and add one double hung window. South elevation 2nd floor: add one double hung window. East elevation: 1st floor: remove patio entry door, relocate patio entry stairs to center of patio, and add a skylight on east side roof northern section. Replace/add selected basement windows. Applicable Standards: Applicable Standards: [Alteration 1-6, 9 and 10]  <b>Action:</b> Continued to April 9, 2019. Vote: 7 ayes – 0 nays. Asked the applicant to confirm that the material of the replacement window is actual wood, and provide elevation drawings with the location of the existing wood windows, the location of the non-original windows and location of the replacement and new windows.</p> <p><b>321 Lake St. (LSHD)</b> – Modifications to side entry, including the addition of covered vestibule. Reconstruction and modifications to degrading 2nd floor sleeping porch. Addition of screened-in-porch at rear of first floor. Applicable Standards: [Alteration 1-6, 9 and 10; Construction 1-8 and 10-15; Demolition 1-6]  <b>Action:</b> Approved. Vote: 7 ayes – 0 nays.</p> <p><b>1914 Sheridan Rd. (NEHD)</b> – Remove exterior fire stair, rear entrance and basement cellar entrance at the back of the house for a new 2-story addition with an egress stair and elevator. Add a porch and 2nd floor balcony to the back of the house. Add three air condensers to the</p>

**Community Development Department March 2019 Update**

north side yard. Applicable Standards: [Construction 1-8 and 10-15; Demolition 1-6]  
**Action:** Approved. Vote: 7 ayes – 0 nays.  
**1333 Asbury Av. (RHD)** – Construction of a single family home with attached 2-car garage at rear on vacant lot.  
**6-8-2-10. - IMPERVIOUS SURFACE.** (A) The maximum impervious surface ratio for the R1 district is forty-five percent (45%). Lot area=7210 SF; Maximum impervious area is 45% = 3244.5 SF; proposed impervious 46.18% = 3330.17 SF. 85.67 SF over – Non compliant. Applicable Standards: [Construction 1-11, 13, 14 and 16]; [Minor Zoning Variance 6-15-11-5: RELATIONSHIP TO SPECIAL USES AND VARIATIONS A and C]  
**Action:** COA Approved. Vote: 7 ayes – 0 nays. Zoning variation recommended for approval. Vote: 7 ayes – 0 nays.

**April 2019  
Meeting Activities**

**April 9, 2019**

**OLD BUSINESS**

**917 Edgemere Ct. (LSHD)** - Preservation Commission adoption of its written findings of fact for the previous approval of a Certificate of Appropriateness on October 9, 2018 for 917 Edgemere Ct. - Construction on a vacant lot of a new two-story, stucco and stone single-family residence with a 2-car attached garage. The application is Zoning compliant. Case # 18PRES-0150. The property is located within the Lakeshore Historic District.

**1330 Lake St. (RHD)** – West elevation 1st floor: add four double hung windows, remove one casement window and replace it with an existing relocated double hung window; 2nd floor: remove one window and add one double hung window. South elevation 2nd floor: add one double hung window. East elevation: 1st floor: remove patio entry door, relocate patio entry stairs to center of patio, and add a skylight on east side roof northern section. Replace/add selected basement windows. Applicable Standards: [Alteration 1-6, 9 and 10]

**Continued from March 12, 2019.** Applicant asked to confirm that the material of the replacement window is actual wood, and provide elevation drawings with the location of the existing wood windows, the location of the non-original windows and location of the replacement and new windows.

**NEW BUSINESS**

**716 Brummel St. (L)** – Replace front façade wood windows (non-original), not including ground floor, with new clad wood windows with simulated divided lights to match historic windows. Including work to the openings: Lintel replacement, stone sill and stone header replacement. Replace deteriorated cast stone band between ground and first floor to match existing (material and profile) or simplified profile in cast stone or limestone. Repair cast stone entrance surround and remove MODAC coating. Applicable Standards: [Alteration 1-7, 9 and 10]

**1032 Forest Ave. (LSHD)** – Construct a single family home with a detached 2-car garage on existing vacant lot at 1032 Forest Avenue. Applicable Standards: [Construction 1-11, 13, 14 and 16]

**April 26, 2019**

**National Alliance of Preservation Commissions** - The Commission Assistance and Mentoring Program (CAMP)  
 The CAMP workshop will provide to the Preservation Commission members, City staff, and the historic preservation community in Evanston and elsewhere, relevant information and training on the best practices for administering, managing and conducting historic preservation programs and activities.

**Community Development Department March 2019 Update**

	The CLG Grant is a 70/30 matching grant. The total budget for the CAMP workshop is \$10,000. The funds will be used to host a one day CAMP workshop at a cost of \$7,000 and the City will contribute \$3,000 in kind, which include hosting the workshop at the Civic Center, and staff time planning and managing the workshop. The date of the CAMP workshop is Friday, April 26, 2019 from 8:30 am to 5 pm in the Civic Center.
<b>PLANNING AND ZONING</b>	<b>APPROVED &amp; ACTIVE PLANNED DEVELOPMENTS</b>
<b>128-130 Chicago Ave.</b>	New 5-story, 26 unit mixed-use residential building with 4,500 sq. ft. of commercial space on the ground floor. There will be 30 on-site parking spaces. The 26 units will consist of 12 1-bd units and 14 2-bd units. Five on-site affordable units will be provided at 80% AMI. City Council approved the development on May 29, 2018. Building Permit application has been submitted.
<a href="#"><u>1727 Oak Ave.</u></a>	The new 17-story, 169 unit active senior living residence with 139 parking spaces provided as well as 17 on-site affordable units at 50%, 60% and 80% of AMI was approved by City Council on May 29, 2018. A foundation permit application was submitted and has been approved. Construction on the foundation has started. A building permit application has been submitted and is under review.
<a href="#"><u>1450-1508 Sherman Ave.</u></a>	The 15-story, 273-unit residential building with 6,800 square feet of ground floor commercial space and 200 parking spaces on-site were approved by City Council on November 13, 2017. A minor adjustment to the planned development to reduce the number of units from 273 to 268 was administratively approved on May 30, 2018 by the DAPR Committee. Foundation permit and building permit have been issued. Construction is underway.
<a href="#"><u>811 Emerson St.</u></a> <a href="#"><u>(fka 831 Emerson St.)</u></a>	The 9-story, 242-unit residential building with 3,300 square feet of ground floor commercial space and 174 parking spaces on-site were approved by City Council on June 12, 2017. Building permit was approved by DAPR Committee on April 25, 2018 and has been issued. Construction is underway. A Food Establishment license application has been submitted for a 7-Eleven convenience store on the ground floor.
<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 on July 25, 2016. A minor adjustment to the planned development to reduce the FAR, increase upper level building setbacks, add a terrace and relocate mechanical equipment was administratively approved on March 15, 2017 by the DAPR Committee. Foundation permit has been applied for and is under review. Staff is expecting building permit application and an application for a major adjustment to the PD. On October 12, 2018, a one-year extension for the PD ordinance and building permit application deadline was approved on December 10, 2018. Expecting major adjustment application in the near future.
<a href="#"><u>824-828 Noyes Street</u></a>	City Council approved the construction of a 4-story mixed use building with retail space on the ground floor and 44 dwelling units on the floors above with 35 parking spaces on September 26, 2016. Construction near completion. A Temporary Certificate of Occupancy has been issued for the building and a food establishment license application is under final review for a ground floor restaurant, Stacked and Folded.

**Community Development Department March 2019 Update**

<b>HOUSING &amp; GRANTS</b>	<b>Housing &amp; Community Development Act Committee</b>
<b>March 2019 Meetings/Activities</b>	<b>March 19, 2019</b>
	The HCDA Committee received no public comment on the draft 2018 Consolidated Annual Performance and Evaluation (CAPE) Report and voted to close the public comment period. HCDA also voted to submit the 2018 CAPER to HUD so plan will be received before March 31, 2019, as required. HCDA agreed to move the next meeting to Tuesday, April 23, 2019, as finalized 2019 grant amounts are expected from HUD.
<b>April 2019 Meetings/Activities</b>	<b>April 23, 2019</b>
	Provided 2019 grant amounts are received from HUD, the HCDA will review grant award and update draft 2019 CDBG funding allocations, if necessary.
<b>HOUSING &amp; GRANTS</b>	<b>Housing and Homelessness Commission</b>
<b>March 2019 Meetings/Activities</b>	<b>March 7, 2019</b>
	Commissioners discussed revisions to the Affordable Housing Fund description and Commission bylaws, but decided to table future discussions until the Affordable Housing Plan has been drafted by the Steering Committee. The Commission elected Larry Donoghue as its new Chair, and Monika Bob as the new Vice-Chair.
<b>April 2019 Meetings/Activities</b>	<b>April 4, 2019</b>
	This meeting is canceled due to a lack of actionable agenda items. Commissioners will be asked to attend the April 10th Affordable Housing Plan Steering Committee in lieu of its regularly scheduled monthly meeting.
<b>HOUSING &amp; GRANTS</b>	<b>Mental Health Board</b>
<b>March 2019 Meetings/Activities</b>	<b>March 14, 2019</b>
	The Board met to hear from community stakeholders about needs of Evanston's at-risk population, assign a new Board Vice Chair, and identify nominating committee to select officers to by June 2019.
<b>April 2019</b>	<b>April 11, 2019</b>

**Community Development Department March 2019 Update**

<b>Meetings/Activities</b>	The Board will meet to hear about community needs from key speakers and review ZoomGrants application questions for the 2020 funding cycle.
<b>TRANSPORTATION AND MOBILITY</b>	<b>Transportation &amp; Parking Committee</b>
<b>February 2019 Meetings/Activities</b>	<b>February 27, 2019</b>
	The Committee voted on a parking permit for the Central Business District, overnight restrictions in downtown, a commercial loading zone policy, and the elimination of parking on Pitner alley. Staff presented on a draft parklet policy and provided an update on the Complete and Green Streets Policy.
<b>March 2019 Meetings/Activities</b>	<b>March 20, 2019</b>
	Proposed transportation and mobility items include an update on the outcomes of the Complete and Green Streets Policy and resolution to support Metra and a Capital Bill for transportation.
<b>TRANSPORTATION AND MOBILITY</b>	<b>Project Meetings &amp; Events</b>
<b>February 2019 Meetings/Activities</b>	<b>February 6, 2019</b>
	Pace and City staff met to discuss Pace's transition from flagged stops to posted stops only.
	<b>February 11, 2019</b>
	Union Pacific and City staff met to discuss viaduct improvements and inspection activities.
	<b>February 12, 2019</b>
	Via, a new transportation network provider, presented to Northwestern University staff and City staff on service offerings. Via only provides pooled rides and only picks up riders in designated locations. Wheelchair accessible vehicles are included as part of the service. Finance staff were connected with Via staff on the City transportation network provider tax.
	<b>February 14, 2019</b>
Lyft and Motivate staff came to Evanston to discuss the transition to Lyft's ownership of Motivate, the future of the Divvy for Every Evanstonian program and outreach opportunities, and an updated contract between the City and Lyft.	

**Community Development Department March 2019 Update**

	<b>February 14, 2019</b>
	Staff attended the Complete Streets Coalition Quarterly Meeting on Creating Transportation Equity in your Community.
	<b>February 20, 2019</b>
	Staff represented the City at the Northern Cook County Suburbs Coalition hosted by the Active Transportation Alliance. Three regional projects were selected for advocacy improvements. Of these three projects, two may impact Evanston: 1. Green Bay Trail gap locations, including connecting to the Channel Trail in Evanston and 2. Improved east to west connections throughout the entire region.
	<b>February 26, 2019</b>
	Staff represented the City at the Northwest Municipal Conference Bicycle and Pedestrian Committee meeting. A scooter bill at the state level was discussed as well as the NWMC Multi-modal Trail Plan.
	<b>February 26, 2019</b>
	Staff participated in the Main Street Project Advisory Committee meeting. The scope of work, schedule, and preliminary project data were discussed along with committee feedback.
<b>March 2019 Meetings/Activities</b>	<b>March 1, 2019</b>
	Northwestern University staff will meet with City staff to discuss the future of micromobility in Evanston.
	<b>March 1, 2019</b>
	Chicago and City staff will meet to discuss the future of micromobility in the region.
	<b>March 4, 2019</b>
	Lyft and City staff discussed a formal contract regarding Divvy operations.
	<b>March 6-7, 2019</b>
	Staff will attend the Shared Use Mobility Summit in Chicago.
<b>March 11, 2019</b>	



**Community Development Department March 2019 Update**

	Lyft and City staff will continue to discuss plans for Divvy station optimization and marketing of the Divvy for Every Evanstonian program.
	<b>March 18, 2019</b>
	The new Director of Public Affairs for Union Pacific will meet with the Mayor, City Manager, and other City staff.
	<b>March 20, 2019</b>
	Staff will represent the City at the CMAP Bicycle and Pedestrian Task Force and provide a presentation with engineering staff on completed bicycle projects in Evanston.
	<b>March 21, 2019</b>
	CTA staff will provide an update on the Red Purple Line Modernization project.
	<b>March 26, 2019</b>
	Staff will represent the City at the Northwest Municipal Conference Bicycle and Pedestrian Committee meeting.
<b>ECONOMIC DEVELOPMENT</b>	<b>Economic Development Committee</b>
<b>February 2019 Meetings/Activities</b>	<b>February 27, 2019</b>
	The following items were approved: -Funding request for Great Merchant Grants -Funding request for Entrepreneurship Support Program Grant -CDBG Funding request for Economic Development Cooperative
<b>April 2019 Meetings/Activities</b>	<b>April 2019</b>
	The Committee will not meet in March 2019 due to school spring break.  The following topics are to be brought before the Economic Development Committee in April 2019: - Entrepreneurship Grants - Joint Meeting / Dockless - Howard/Ridge TIF Expansion

**Community Development Department March 2019 Update**

	- Northlight Conduit Financing
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BUILDING & INSPECTION SERVICES	Housing Rehabilitation			
Ward	# Applications	# In Review	# Active	# Completed
2	4	2		
5	10	2		
7	4			
8	4	4		
9	1	1		

BUILDING & INSPECTION SERVICES	Building Permits
<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

**Community Development Department March 2019 Update**

	6	2966 Central Street	Skokie Auto Service	06/04/2018	Issued 3/11/2019
19BLC-0008	4	909 Davis, Suite 500	Afton Partners LLC	02/20/2019	Issued 02/26/2019
19BLC-0009	4	909 Davis, Suite 500	Right Hand Man Guru LLC	03/01/2019	Issued 03/01/2019
19BLC-0011	2	2215 Main St	Brick Street Partners LLC, DBA Greenwise Organic Lawn Care	03/19/2019	Issued 03/19/2019
19BLC-0006	6	2929 Central Street	Normandy Remodeling Co., Inc.	02/13/2019	Issued 4/1/2019
	7	1937 Central	Sew on Central	10/04/2018	Pending payment
	2	1741 Maple	Salon Lofts	10/1/2018	Pending CO
	8	519 Howard Street	Neon Design	10/31/2018	Pending inspections
	8	333 Howard Street	Windy City Fitness Club	11/7/2018	Pending CO
	4	800 Greenwood Street	Hannah Handmade	11/30/2018	Pending CO
19BLC-0004	2	2321 Main Street	A+E Auto Mechanics, Inc.	01/29/2018	Pending Zoning Review
19BLC-0005	6	2920 Central Street	Swan Lake Cleaners	01/29/2019	Change of Ownership. Pending Fire, Life, and safety Inspection
19BLC-0010	2	1152 Dodge Ave	AutoZone	03/06/2019	Pending Zoning Review
19BLC-0012		1817 Church St	Brick Street Partners LLC, DBA Greenwise Organic Lawn Care	03/21/2019	Change of Location, Pending Fire, Life, and Safety Inspection
19BLC-0013	4	1627 Church St	Artem Pop Up Gallery	03/22/2019	Pending Fire, Life, and Safety Inspection
19BLC-0014	7	2016 Central St	Swantiques LLC	03/25/2019	Pending Zoning Review



DATE: April 1, 2019  
 TO: Wally Bobkiewicz, City Manager  
 FROM: Gary Gerdes, Building and Inspection Services Manager  
 SUBJECT: Building Permit & Construction Value Financial Report for March, 2019

**BUILDING PERMIT FEES**

Total Permit Fees Collected for the Month of March 2019	\$ 1,261,516
Total Permit Fees Collected Fiscal Year 2019	\$ 1,825,818
Total Permit fees Collected for the Month of March 2018	\$ 300,417
Total Permit Fees Collected Fiscal Year 2018	\$ 875,160

**CONSTRUCTION VALUES**

<b>TOTAL CONSTRUCTION VALUE FOR MARCH 2019</b>	<b>\$ 12,348,078</b>
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2019</b>	<b>\$ 39,062,324</b>
<b>TOTAL CONSTRUCTION VALUE FOR MARCH 2018</b>	<b>\$ 10,428,903</b>
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2018</b>	<b>\$ 32,811,491</b>

**OTHER FEES**

Total ROW Permit fees Collected for the Month of March 2019	\$ 31,827
Total ROW Permit Fees Collected Fiscal Year 2019	\$ 172,965

**Community Development Department March 2019 Update**

<b>COMMUNITY DEVELOPMENT ZONING AND LICENSING FEES</b>	
Total Zoning Fees Collected for the Month of March 2019	\$ 1,320
Total Zoning Fees Collected Fiscal Year 2019	\$ 15,690
Total Preservation Fees Collected for the Month of March 2019	\$ 3,570
Total Preservation Fees Collected Fiscal Year 2019	\$ 6,158
Total Contractor License Fees Collected for the Month of March 2019	\$ 16,100
Total Contractor License Fees Collected Fiscal Year 2019	\$ 38,775

**Permit by Ward – March 2019**

<b>Record Type</b>	<b>Total Permits</b>
<b>Ward 1</b>	<b>13</b>
ELECTRICAL	2
FENCE	1
HVAC FURNACES, BOILERS, A/C	1
MINOR REPAIR	1
MISCELLANEOUS SITE WORK	1
NEW SERVICE WATER OR SEWER	1
PLUMBING	2
PRESERVATION	2
ROOFING	1
WINDOW REPLACEMENT	1
<b>Ward 2</b>	<b>28</b>
ELECTRICAL	2
FENCE	2
FIRE ALARM	1
FIRE SUPPRESSION	2
GARAGE DEMOLITION	2
INTERIOR REMODEL COMMERCIAL	1
LOW VOLTAGE ALARM	1
MINOR REPAIR	1
PLUMBING	2
REDUCED	4

PRESSURE ZONE VALVES	
REMODEL KITCHEN OR BATH	2
ROOFING	5
SIGN-AWNING	1
WINDOW REPLACEMENT	2
<b>Ward 3</b>	<b>24</b>
DECK OR PORCH	1
ELECTRICAL	2
EXTERIOR REMODELING	1
FENCE	3
FIRE SUPPRESSION	1
HVAC FURNACES, BOILERS, A/C	2
INTERIOR REMODEL COMMERCIAL	2
MINOR REPAIR	5
MISCELLANEOUS SITE WORK	1
PLUMBING	1
REMODEL KITCHEN OR BATH	2
ROOFING	2
WINDOW REPLACEMENT	1
<b>Ward 4</b>	<b>23</b>
ADDITION TO RESIDENTIAL PROPERTY	1
DECK OR PORCH	1

ELECTRICAL	1
EXTERIOR REMODELING	1
FENCE	4
HVAC FURNACES, BOILERS, A/C	1
INTERIOR DEMOLITION	1
INTERIOR REMODEL	1
INTERIOR REMODEL COMMERCIAL	3
LOW VOLTAGE ALARM	1
MINOR REPAIR	1
PRESERVATION	1
REMODEL KITCHEN OR BATH	1
ROOFING	2
SIGN-AWNING	1
SOLAR-RESIDENTIAL	1
WINDOW REPLACEMENT	1
<b>Ward 5</b>	<b>18</b>
ACCESSORY STRUCTURE	1
ELECTRICAL	1
FENCE	3
FIRE ALARM	1
HVAC FURNACES, BOILERS, A/C	1
INTERIOR REMODEL	1

**Community Development Department March 2019 Update**

MINOR REPAIR	2
MISCELLANEOUS SITE WORK	1
REDUCED PRESSURE ZONE VALVES	1
ROOFING	5
TEMPORARY CONSTRUCTION FENCE	1
<b>Ward 6</b>	<b>44</b>
ACCESSORY STRUCTURE	1
ADDITION TO RESIDENTIAL PROPERTY	2
ELECTRICAL	3
FENCE	4
GARAGE DEMOLITION	1
HVAC FURNACES, BOILERS, A/C	2
INTERIOR DEMOLITION	1
INTERIOR REMODEL	3
MINOR REPAIR	6
MISCELLANEOUS SITE WORK	2
NEW SERVICE WATER OR SEWER	1
PLUMBING	8
REMODEL KITCHEN OR BATH	4
ROOFING	2
WINDOW REPLACEMENT	4
<b>Ward 7</b>	<b>46</b>
ADDITION TO RESIDENTIAL PROPERTY	1
ELECTRICAL	3
FENCE	9
FIRE ALARM	4
FIRE SUPPRESSION	1
HVAC FURNACES, BOILERS, A/C	1

INTERIOR DEMOLITION	3
INTERIOR REMODEL	1
INTERIOR REMODEL COMMERCIAL	2
MINOR REPAIR	3
MISCELLANEOUS SITE WORK	6
NEW SERVICE WATER OR SEWER	1
PLUMBING	4
REMODEL KITCHEN OR BATH	2
ROOFING	3
SOLAR-RESIDENTIAL	1
TEMPORARY TENT OR STRUCTURE	1
<b>Ward 8</b>	<b>26</b>
REMODEL INTERIOR	1
DECK OR PORCH	1
FENCE	2
HVAC FURNACES, BOILERS, A/C	1
MINOR REPAIR	5
PLUMBING	4
ROOFING	7
SIGN-AWNING	1
WINDOW REPLACEMENT	4
<b>Ward 9</b>	<b>30</b>
ACCESSORY STRUCTURE	1
ADDITION TO RESIDENTIAL PROPERTY	1
AIR CONDITIONING	1
DECK OR PORCH	1
ELECTRICAL	3
FENCE	2
HVAC FURNACES, BOILERS, A/C	1

MINOR REPAIR	7
MISCELLANEOUS REPAIR	1
PLUMBING	3
REPAIR - WATER OR SEWER	1
ROOFING	3
SOLAR-RESIDENTIAL	1
WINDOW REPLACEMENT	4
<b>Grand Total</b>	<b>252</b>

**Economic Development Division March 2019 Update**

<b>Economic Development</b>	<b>Business District Activities</b>		
<b>WEST SIDE (CEBA/Church &amp; Dodge)</b>			
<b>Project</b>	<b>Address</b>	<b>Ward</b>	<b>Latest Update</b>
Foster School / Family Focus	2010 Dewey	5	Property for sale. Pursuing reuse options.
1801 Church	1801 Church	5	Vacant lot owned by Daniel Cheifetz available for development.
2113 Dewey	2113 Dewey	5	City owned residential vacant parcels north of 1801 Church (former Chevron). Pursuing potential uses.
1829 Simpson Street	1829 Simpson	5	Plans TBD
Former Fresh Foods	1723 Simpson	5	For lease or sale.
Double Clutch Brewery	2119 Ashland	5	Converting space to a brewpub and special events space. DAPR for final permit and liquor license
Jamaican Restaurant	1905 Church	5	Restaurant to open in former Bozell Imports
Masonic Temple	Emerson	5	Architect owner renovating building for architects office
5th Ward Bank	TBD	5	Staff working with banks to identify potential locations for a bank in the 5th ward
Central Evanston Business Association (CEBA)	N/A	5	2019 Great Merchant Grant application approved. Spring planters and banners to be installed by the end of April.
Hill Arts Business Association	N/A	5	2019 Great Merchant Grant application approved. Spring planters to be installed by the end of April.
West Evanston Plan	N/A	5	Staff to continue efforts to implement plan
1743 Sherman Ave	1743 Sherman	1	Slated for new restaurant Bare Naked Bowls, architect working on interior changes
<b>CENTRAL STREET</b>			
<b>Project</b>	<b>Address</b>	<b>Ward</b>	<b>Latest Update</b>

**Economic Development Division March 2019 Update**

Hack Studio	2510 Green Bay Rd	7	Hack Studio closed. Space available for sale. Plans for event space from current owner canceled
1801 Central Street	1801 Central	7	Permit for roof repair was pulled.
Great Frame Up		6	Fire, Life, and Safety Inspection pending for new space
Vacant Former 7-Eleven	Ewing & Central	6	Interest from a Chicago restaurant to open a second location.
Central Rug and Carpet	3006 Central	6	Landlord seeking tenants.
2929 Central Street	2929 Central	6	Ribbon-cutting to be held on 4/23/19 for Normandy builders
Lush Wine & Spirits	2022 Central	7	Monitoring
Central Street Metra Station Café		7	UP to hire broker to market retail space / former cafe
Nick's Organic	2628 Gross Point	6	Plan Commission / ZBA April 10th
Central Street Business Association	N/A	6,7	Great Merchant Grant 2019 application approved. Staff working with Teska on SSA feasibility study; next stakeholders meeting is on 4/30/19.
<b>DOWNTOWN</b>			
<b>Project</b>	<b>Address</b>	<b>Ward</b>	<b>Latest Update</b>
820 Davis Property	820 Davis	4	New Owner planning significant renovation
Former Studio Media (Kelch space)	1028 Davis	4	PHILZ coffee reported for 2,000 sq ft. chiropractor at rear
Trammell Crow Senior Housing	1007 Church	2	Construction underway
1611 Chicago Avenue	1611 Chicago	1	3,200 sq ft new retail space available for lease
Burger King (Downtown)	1740 Orrington	1	Interested developers have contacted property owner.
Sherman Plaza Retail	1620 Sherman	1	800 Degrees Pizza space remains vacant.
Vacant Davis Fish Market Space	501 Davis	1	Owner divided into several smaller storefronts for lease
717 Church	717 Church	1	2nd floor above Andy's/Sprint Store/Chipotle
The Merion Retail	1611 Chicago	1	Joy Yee is to relocate to the corner space at Chicago/Davis.



**Economic Development Division March 2019 Update**

Church Street Plaza	1705 Maple	1	Buffalo Wild Wings, American Apparel, Second Time Around, former Arthur Hill Office & former Uncle Dan's space available.
National Towel Building Site	815 Ridge	2	Senior housing project construction planned. Finalizing submission for building permit
Albion Residential	1454-1508 Sherman	1	Construction underway
1571 Maple	1571 Maple	1	1,500 sq ft available
605 Davis & Chase Bank Drive Thru	605 Davis	4	Developer considering options for redevelopment
1020 Church	1020 Church	4	Owner seeking buyer for building
Sojourner Church	1708 Oak	2	New owner considering options
Las Palmas	817 University	1	Building owner considering options
Copycat	1830 Sherman	1	Property owner seeking tenants for garden level
King Homes	1555 Oak	4	Cameel Halim purchased property. Plans TBD.
Whole Foods Downtown		4	Staff will monitor in light of Amazon purchase of Whole Foods
E2 Retail	1890 Maple	2	Space on maple available.
Penzeys Spices	1615 Sherman	1	Working with Robinson Rental on lease
Falcon Eddy's	825 Church		Restaurant temporarily closed.
<b>HOWARD STREET</b>			
<b>Project</b>	<b>Address</b>	<b>Ward</b>	<b>Latest Update</b>
City Grange	128-130 Chicago	8	Due diligence ongoing for redevelopment of former parking lot and auto repair shop into mixed use residential development with garden center retail / education space. Garden pop-up shop is being planned for the spring. Staff is working with prospective applicant.

**Economic Development Division March 2019 Update**

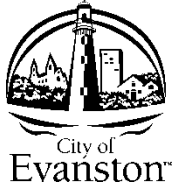
Mobil	140 Chicago Ave	8	Owners upgrading gas station
Gaynor Monument	222 Chicago Ave	8	Building demolished. Owner to determine potential reuse
CJE Senior Life Expansion	999 Howard	8	CJE Senior Life plans an affordable senior housing development
Vacant lot next to Theo Ubique	717 Howard	8	Contract to be awarded in April. Likely to be completed in September
729 Howard Street	727-729 Howard	8	City owned property for lease. Approximately 2,000 sq ft
747 Howard	747 Howard	8	available for lease
Former Sherwin Williams Howard Street	611-21 Howard	8	Building is under contract. Potential event space use
Vape847	327 Howard	8	Pending Fire, Life and Safety Inspection
519 Howard	519 Howard	8	Pending CO.
Frontline North	609A Howard	8	Now open. Planning to do a grand opening on May 24, tentatively.
Caribbean Shipping - 705 Howard	705 Howard	8	Monitoring
Howard Street Business Association	N/A	8	2019 Great Merchant Grant application approved. Spring planters to be installed by the end of March.
Montelimar Bread Co.	1731 Howard	8	Montelimar Bread Co. is going through the Food License application to open in Evanston.
<b>MAIN DEMPSTER MILE</b>			
<b>Project</b>	<b>Address</b>	<b>Ward</b>	<b>Latest Update</b>
Main/Chicago	847 Chicago	3	Stone Realty retail broker actively pursuing tenants for remaining retail space
Former ORT Space	915 Chicago	3	Ten Thousand Villages relocating. Space under renovation including new storefront

**Economic Development Division March 2019 Update**

Main Street Metra Station	600 Main	3	Union Pacific hiring broker to market vacant space.
Vacant Paramour Bungalow Space	812 Dempster	3	Seeking tenants. Space 900 taking over half of the remaining space.
710 Main Street	710 Main	4	Reprise Coffee continues construction on space
Hewn	810 Dempster	4	Coordinate with Hewn for potential production expansion.
Dard Property	912 Custer	4	City Council P&D approved plans for 40 townhouses. Vacant DARD building to be demolished
Autobarn	1034 Chicago	3	Public Meeting to present opportunity/seek community input
Connoisseur Rugs property	1000 Chicago	3	Public Meeting to present opportunity/seek community input
Main Street Streetscape	Main Street, Hinman to Maple	3 & 4	Construction expected in 2020.
Sketchbook	821 Chicago	3	Plans to expand into space occupied by Evanston Family Dental. Also seeking space to expand production.
<b>WEST END / WEST VILLAGE</b>			
<b>Project</b>	<b>Address</b>	<b>Ward</b>	<b>Latest Update</b>
West End Business Association	N/A	2	2019 Great Merchant Grant application approved. Spring planters to be installed by the end of March.
West Village Business Association	N/A	2	2019 Great Merchant Grant application approved. Spring planters to be installed by the end of March.
1108 Dodge (Former Evanston Auto Glass)	1108 Dodge	2	For lease or sale
Reed Biedler Building	1275 Hartrey	2	Pursuing tenants for limited vacancies
2222 Oakton Street	2222 Oakton	8	City Council Introduced Approval to negotiate sale to Clark Street Real Estate to renovate as First Ascent Climbing Gym. Staff negotiating
Oakton Car Wash	2425 Oakton	9	Plan Commission Recommended for approval

Economic Development Division March 2019 Update

Evanston Plaza	1924-26 Dempster	2	Staff working with ownership to identify tenants to fill remaining spaces. Auto Zone leased former Chinese buffet space
1335 Dodge Ave. (CNE)	1335 Dodge	2	Commercial property for sale



# Memorandum

To: Honorable Mayor and Members of the City Council

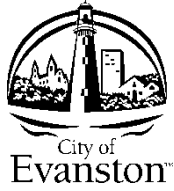
From: Ike Ogbo, Public Health Manager

Subject: Food Establishment License Application Weekly Report

Date: April 5, 2019

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	Papa Philly	1608 Emerson st	4/3/19	Pending Inspections
4	1565 Sherman Ave	Tealicious Bubble	4/2/2019	Pending Inspections
7	1926 Central St	Name TBD	4/1/2019	Pending Building Permit Plan Review
8	1731 Howard St	Montelimar Bread Co	3/27/2019	Pending Inspections
4	1030 Davis St	Philz Coffee	3/7/2019	Pending Building Permit Issuance
5	1903 Church St	Gyros Planet	3/19/2019	Pending Inspections
4	1512 Sherman Ave	Mid Kitchen	3/4/2019	Pending Inspections
4	622 Davis St	Newport Coffee House	2/20/2019	Pending Building Permit Issuance
5	2121 Ashland Ave	Double Clutch	2/13/2019	Pending Building Permit Plan Review
1	817 Emerson St	7-Eleven	1/28/2019	Pending Building Permit Issuance
5	1905 Church St	Spice	12/13/2018	Pending Building Permit Issuance
4	710 Main St	Reprise Coffee Roasters	9/14/2018	Building Permit Issued – Pending Inspections
7	2022 Central St	Lush Wine & Spirits	10/24/2016	Pending Health Inspection



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Hugh DuBose, Deputy City Attorney

Subject: Weekly Liquor License Application Report

Date: April 5, 2019

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

Please contact me at (847) 448-8090 or [hdubose@cityofevanston.org](mailto:hdubose@cityofevanston.org) if you have any questions or need additional information.



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING APRIL 5, 2019**

## ***NWMC Board to Receive Leadership Slate, Consider FY19-20 Budget***

The NWMC Executive Board met on Wednesday to set the agenda for the April 10 NWMC Board meeting. As a reminder, the meeting will begin at 7:00 p.m. in Room 1604 of Oakton Community College in *Des Plaines*. Highlighting the agenda will be consideration of the FY2019-2020 NWMC Budget and announcement of the slate of NWMC officers for the coming year.

The Board will also consider service resolutions honoring retiring officials who have served the organization with distinction. Members will receive an update on legislative activity in Springfield (see related article below) and discuss the NWMC Strategic Planning session scheduled for Wednesday, May 15. We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

## ***General Assembly Narrows Focus – NWMC Legislative Update Returns Next Week***

Following the deadline to advance bills out of committee in the General Assembly, public legislative activity declined this week and the number of bills under consideration has narrowed considerably. Legislators have now turned their attention to the Friday, April 12 deadline to move active bills out of their originating chamber before heading off on a two-week spring break.

With six scheduled session weeks remaining before adjournment, we expect more attention will be devoted to components of Governor Pritzker's budget proposal. The Governor's proposed budget includes revenue from legalized sports gambling (\$212 million) and the legalization of recreational cannabis (\$170 million) as part of several proposals to fill an estimated \$3.2 billion budget gap. From a municipal perspective, the Governor's proposed budget would continue the diversion of state collected local government revenues. The proposed budget extends the five percent diversion from the Local Government Distributive Fund (LGDF) and the continued diversion of hundreds of millions from the Corporate Personal Property Replacement Tax (CPPRT). While not explicitly referenced in the state budget, without a change to current state law, the administrative fee on Home Rule and Non-Home Rule Sales Tax collections instituted in the FY17-18 state budget will remain at 1.5 percent.

The NWMC continues to track legislation moving through the General Assembly affecting local governments. We will publish a full [NWMC Legislative Update](#) next week. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

## ***Check Out Our New Multimodal Plan Website***

The NWMC Multimodal Plan <http://nwmcmultimodalplan.org> has officially launched! The site, designed by The Lakota Group, includes information on the plan, the Conference, and the planning team. The website also encourages participation in a survey aimed at local residents and presents an opportunity to sign up for email updates on the plan.

We would greatly appreciate your assistance in distributing the website and survey to members of your community. In addition, please provide either Josh Klingenstein, [jklingenstein@nwmc-cog.org](mailto:jklingenstein@nwmc-cog.org), or Cole Jackson, [cjackson@nwmc-cog.org](mailto:cjackson@nwmc-cog.org), with the name of the appropriate marketing and/or communications staff member in your community who can serve as a point person for distributing materials related to the plan. *Staff contacts: Josh Klingenstein, Cole Jackson*

## ***SPC Renews Truck Equipment Contract***

The Suburban Purchasing Cooperative (SPC) Governing Board has awarded the first of three, one-year contract extensions on Truck Equipment (Contract #176) to Auto Truck of *Bartlett* from April 1, 2019 through March 31,

2020. The SPC reserves the right to extend this contract for up to two additional, one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis. Items on this contract are:

- 9' Standard Heavy Duty Platform
- 12' Standard Heavy Duty Platform
- 9' Dump Body
- 11' Dump Body
- 9' Dual Rear Wheel Service Body
- 11' Dual Rear Wheel Service Body
- 9' Plow Blade with Snow Deflector
- Under Tailgate Spreader
- 10' Snow Plow & Plow Frame
- Push Frame
- Snow removal Package – Single Axle
- Fire/Police Chief Vehicle Package

For questions or additional information, please contact staff or Pete Petrizzo, [ppetrizzo@autotruck.com](mailto:ppetrizzo@autotruck.com) or 630-360-1819. *Staff contact: Ellen Dayan*

### ***Surplus Vehicle & Equipment Auction Less Than 3 Weeks Away!***

The NWMC Surplus Vehicle and Equipment Auction is less than three weeks away! There's still time to join Aurora, Evanston, Lincolnshire, Lincolnwood, Palos Hills and Thornton at the April 23 NWMC Surplus Vehicle and Equipment Auction, scheduled for 2:00 p.m. at America's Auto Auction in Crestwood. America's offers a multitude of services including low cost vehicle transport, vehicle condition reports, full detailing, dent/decals removal, etc., all designed to maximize resale value of your used vehicles and equipment.

With a network of over 75,000 registered dealers plus the general public, America's Auto Auction markets to a tremendous buyer base designed to bring top dollar back to your municipality. If you can't wait until the next live auction, America's also offers Internet auctions on par with GovDeals and Public Surplus. For questions or additional information, please contact staff or Bruce Uhter, [Bruce.Uhter@americasautoauction.com](mailto:Bruce.Uhter@americasautoauction.com) or 708-389-4488. *Staff contact: Ellen Dayan*

### ***NWMC Employee Assistance Program Enrollment Now Open***

The NWMC is pleased to offer participation in the Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. Currently, there are thirteen municipalities and organizations that participate in this program. Morneau Shepell is the current EAP provider and offers confidential, cost free referrals and assessment service twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

The fee for program participation remains the same at \$23.50 per employee per year and the contract year begins May 1. If you are not currently a member of the EAP program and would like to join or obtain additional information, please contact Karol Heneghan, 847-296-9200, ext. 124 or [kheneghan@nwmc-cog.org](mailto:kheneghan@nwmc-cog.org). Enrollment information and participation forms were sent to all members on April 1. *Staff contact: Karol Heneghan*

### ***Metropolitan Mayors Caucus Announces Annual Gala Date***

On Friday, May 17, the Metropolitan Mayors Caucus will hold its annual gala at Northerly Island in Chicago. The highlight of the evening will be exclusive access to "Hamilton – The Exhibition". Please mark your calendars and additional information will be sent soon. *Staff contacts: Mark Fowler, Larry Bury*

### ***CMAP Looking for Future Leaders in Planning***

[Future Leaders in Planning \(FLIP\)](#) is the Chicago Metropolitan Agency for Planning's (CMAP) leadership development program for high school students in northeastern Illinois. FLIP is a free program where teens learn about the issues that shape the region and think of solutions with other students from Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties. Participants meet and interact with selected regional leaders who make key planning decisions in our communities. This year, the program will take place July 15 – July 20. CMAP staff is



requesting that communities send information about the program out to relevant groups in their community. More information on the program and application materials are available by visiting the [CMAP website](#). *Staff contacts: Josh Klingenstein, Cole Jackson*

### ***Mayors Caucus Seeking Age-Friendly Planning Committee Members***

The Metropolitan Mayors Caucus is forming a committee focused on age-friendly planning and are seeking municipalities who may be interested in participating. The Caucus is initially focusing on two designation programs managed by AARP and Dementia Friendly America, which have been of growing interest at the local level. The committee seeks to work with interested municipalities on an on-going basis to collaborate on their aging in place work.

The first meeting is scheduled for Tuesday, May 7, 9:00 a.m. in the River Forest Village Hall Community Room, 400 Park Avenue. There is no formal commitment to participate and there is no minimum participation level requirement. For additional information and to receive a copy of the committee work plan, please contact MMC Director of Housing Initiatives Kyle Smith, [ksmith@mayorscaucus.org](mailto:ksmith@mayorscaucus.org) or 312-201-4507. *Staff contact: Mark Fowler*

### ***Department of Justice Accepting Community Oriented Police Grant Applications***

*From the desk of Greg Claus, Deputy District Director for Congressman Brad Schneider:*

Our office was recently made aware of several grant programs that are now accepting applications through DOJ's Office of Community Oriented Policing. There are five grant programs that directly fund city police departments to enhance your work to make our communities safer.

Of particular note is the [School Violence Prevention Program \(SVPP\)](#). This is a newer grant opportunity that includes provisions Congressman Schneider introduced and were signed into law. This program is designed to fund safety devices (panic buttons, metal detectors, better lighting, entrance/exit enhancements) for schools. The Mundelein Police Department successfully secured an SVPP grant last year, and is in the process of using their funding to improve the school entrances for District 75 and District 120 facilities.

Other grant opportunities include: [Anti-Heroin Task Force \(AHTF\) Program](#), [COPS Anti-Methamphetamine Program \(CAMP\)](#), [Community Policing Development \(CPD\) Program](#), and [Law Enforcement Mental Health and Wellness Act \(LEMHWA\) Program](#). If you choose to apply for one or more of these programs, please let our office know. Congressman Schneider would be happy to submit a letter of support for your application.

Please note that the application deadlines for all but the School Violence Prevention Program are Tuesday, May 28. The SVPP application deadline is Friday, May 31. For additional information, please click the links above or contact Greg Claus, [Greg.Claus@mail.house.gov](mailto:Greg.Claus@mail.house.gov), or 847-383-4868. *Staff contact: Mark Fowler*

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

*NWMC Board of Directors* will meet on Wednesday, April 10 at 7:00 p.m. in Room 1604 at Oakton Community College in *Des Plaines*.

*NWMC Legislative Committee* will meet on Wednesday, April 17 at 8:30 a.m. at the NWMC offices.

*NWMC Bicycle/Pedestrian Committee* will meet on Tuesday, April 23 at 10:30 a.m. at the NWMC offices.

*NWMC Transportation Committee* will meet on Thursday, April 25 at 8:30 a.m. at the NWMC offices.