

Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, December 19, 2014

STAFF REPORTS BY DEPARTMENT



Weekly Report for December 12, 2014 – December 18, 2014

Administrative Services

Bids Advertised Week of December 15, 2014

City Clerk's Office

RETT Report - November

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Zoning Report

Weekly Building Inspection Report

Economic Development

Monthly Economic Development Report

Law Department

No Liquor License Applications to report

PUBLIC NOTICES, AGENDAS & MINUTES

December 24, 2014

Design and Project Review Committee - cancelled

Happy Holidays!



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 12, 2014 through December 18, 2014.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2686	2564
SERVICE REQUESTS	603	682
TOTAL CHATS	92	70
TOTAL TEXT	13	9

Top 5 Service Requests

Total

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

1. Building Permit Inspection Request	122
2. Broken Parking Meter	78
3. Trash – Special Pick-up	58
4. Power Outage	32
5. Trash Accumulation	26

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

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

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	382
Administrative Services -Finance	59
Administrative Services -HR	70
Administrative Services - Other	158
Call Transfer	119
City Manager's Office	47
ComDev / Economic Development	23
ComDev/ Bldg Inspections	208
ComDev / Housing Rehab	7
ComDev / Planning/Zoning	13
Directions	13
Evanston Township	5
Fire Life Safety	38
PublicStuff Request	196
Health	48
Information	781
Law	3
Library	2
Mayor's Office	2
Other	151
Other – Social Services	4
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	1
Parks – Other	4
Parks/Recreation	26
Parks – Forestry	5
Parks- Recreation Programs	30
Police	99
Public Works / Fleet	1
Public Works / Street Sanitation	67
Public Works / Engineering	51
Utilities – Power	30
Utilities – Sewer	1
Utilities – Water	41
TOTAL	2686



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
 Ashley Porta, Budget Manager
 Tammi Turner, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of December 15, 2014

Date: December 19, 2014

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

Bids/RFPs/RFQs advertised during the Week of December 15, 2014

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
RFP 14-61 Residential Toilet Installation Program	Utilities	Seeking proposals from experienced firms for: The removal and subsequent installation of high-efficiency toilets in income qualified homes.	\$50,000	Jan 27	Feb 23

MONTHLY RETT REPORT FOR NOVEMBER 2014						
DATE:	DECEMBER 18, 2014					
TO:	Mayor and Aldermen					
FROM:	Rodney Greene, City Clerk					
SUBJECT:	RETT Report -- NOVEMBER 2014					
BUDGET 2014	\$2,875,000					
<u>FY 2013</u>	<u>FY 2014</u>					
Month	Amount	Transactions	Month	Amount	Transactions	Cumulative
January	122,065	55	January	102,640	52	102,640
February	86,775	56	February	164,235	57	266,875
March	137,094	75	March	112,720	71	379,595
April	275,644	118	April	238,900	95	618,495
May	378,779	123	May	259,905	115	878,400
June	270,866	131	June	272,295	133	1,150,695
July	527,936	134	July	260,880	134	1,411,575
August	297,970	142	August	309,240	126	1,720,815
September	537,470	97	September	274,165	87	1,994,980
October	561,435	81	October	174,350	82	2,169,330
November	531,675	82	November	171,145	76	2,340,475
December	227,470	98	December			
OCTOBER 2014 revenues were reduced to reflect this expenditure: \$0						
Monthly average needed to meet budget			\$ 239,583.00			
FY 2014 Monthly Average			\$ 212,771.00			
57 exemptions @ \$100 ea. = \$5,700; CUMULATIVE \$60,800.						
There were three (3) \$ million sales in NOVEMBER 2014						
11/03/2014 -- 820 Foster St, \$7,000,000.00 Tax: \$35,000.00; Seller: Mather Lifeways; Buyer: Symphony of Evanston LLC						
11/03/2014 -- 1717 Central Ave, \$2,000,000.00 Tax \$10,000.00; Seller: 1717 Central Building; Buyer: Evanston Art Center						
11/11/2014 -- 722 Lincoln St, \$1,264,000.00 Tax \$6,320.00; Seller: North Shore Builders; Buyer: Momsen						
NSP2 sales = \$0.00; CUMULATIVE \$881,001						
NSP2 purchases = \$0; CUMULATIVE \$0						

Evanston City Council Agenda Schedule - 2015

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

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
2015 Meeting Dates: Jan 12, Jan 20 (Tues), Jan 26, Feb 9, Feb 16, Feb 23, Mar 9, Mar 16, Mar 23, Apr 13, Apr 20, Apr 27 May 11, May 18, May 26 (Tues), June 8, June 15, June 22, July 13, July 20, July 27, Aug 17, Sept 15 (Tues), Sept 21, Sept 28 Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)						
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						
CMO	1/5/2015	Special City Council Meeting: Exec Session	B	CC	Bobkiewicz	Personnel
	tba	Special Meeting: Human Services, CDBG, MHB		HS	Storlie	
Admin Services	1/12/2015	Wayfinding & Signage	B	APW	Lyons	
Utilities	1/12/2015	CIPP Sewer Reahb Contract A	B	APW	Stoneback	
Public Works	1/12/2015	Emerson/Ridge/GreenBay Contract	B	APW	Robinson	
Admin Services	1/12/2015	GO Bond Reimbursement	R	APW	Lyons	
Admin Services/PRCS	1/12/2015	Robert Crown	R	APW	Lyons/McRae	
Admin Services	1/12/2015	Southwest TIF Distribution	O	APW	Lyons	Introduction
Admin Services	1/12/2015	Prohibition of Motorhome & Trailer Parking	O	APW	Lyons	Introduction
CD	1/12/2015	Plumbing Code	O	APW	Muenzer	Introduction
CD	1/12/2015	Building Permit Fees	O	APW	Muenzer	Introduction
Law	1/12/2015	Transportation Network Providers (Uber et al)	O	APW	Farrar	Introduction (Held in Committee 9.22.14)
Law	1/12/2015	Pedal Cab Regulations	O	APW	Farrar	Introduction
Law	1/12/2015	Liquor code text amendment	O	APW	Farrar	Introduction
Law	1/12/2015	Carmen's Liquor Lic	O	APW	Farrar	Introduction
Admin Serv/Law	1/12/2015	Amending Hotel/Motel Tax: B&Bs	O	APW	Lyons/Farrar	Introduction
CMO	1/12/2015	Ord Merging Arts Council & Public Art Committee	O	CC	Bobkiewicz	Action
Law	1/12/2015	Noise Ordinance	D	APW	Farrar	
Public Works	1/12/2015	News rack consolidation	D	APW	Robinson	
CD	1/12/2015	Zoning Amendment: Parking Requirements for Increased Residential Density	O	PD	Muenzer	Introduction
CD	1/12/2015	1571 Maple Ave Mixed Use Planned Dev	O	PD	Muenzer	Introduction
CD	1/12/2015	1241 Chicago, Jimmy John's Type 2 Restaurant	O	PD	Muenzer	Introduction
PRCS	1/12/2015	Noyes Cultural Arts Center 2015 tenant lease agreements	B	HS	McRae	
CMO	1/12/2015	Human Services Funding Summit Recommendations	B	HS	Bobkiewicz	
CMO	1/12/2015	Harley Clarke	B	HS	Bobkiewicz	
Admin Services	1/12/2014	Exec Session	B	CC	Lyons	Workers Comp
Mayor	1/26/2015	Mayor's Announcement MSYEP	A	CC		
Utilities	1/26/2015	Update on wholesale water sales and Utilities Department CIP projects	P	CC	Stoneback	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Utilities	1/26/2015	Amending water supply contract with Northwest Water Commission.	R/O	APW	Stoneback	
Law	1/26/2015	Increase Fines for Cycling on Sidewalks	O	APW	Farrar	Introduction
Utilities	1/26/2014	Results of treated water storage study	D	APW	Stoneback	
Public Works	1/26/2015	UP Viaducts	D	APW	Robinson	
Utilities	1/26/2015	Building Energy Efficiency Ordinance	D	APW	Stoneback	
CD	1/26/2015	Open Communities Funding	B	PD	Muenzer	
CD	1/26/2015	Ordinance Text Amendment: B-Districts/Office & Financial Institutions	O	PD	Muenzer	Introduction
CD	1/26/2015	1936 Maple, Clucker's Charcoal Chicken Type 2 Restaurant	O	PD	Muenzer	Introduction
CD	1/26/2015	521 Ridge, Variance for open parking in the front yard	O	PD	Muenzer	Introduction
CMO	1/26/2015	Resolution for RFQ/P for 2222 Oakton Street	R	EDC	Bobkiewicz	
Admin Serv	2/9/2015	Investment Strategies: Institutions	B	APW	Lyons	
Public Works	2/9/2015	Uniform Purchase Contract	B	APW	Robinson	
Utilities	2/16/2015	NICOR Construction Update	P	CC	Stoneback	
CMO	2/16/2015	Introduction of "Open Evanston"	P	CC	Bobkiewicz	
Law/Fire	2/23/2015	Ord to permit claims by City for damaged Fire equipment	O	APW	Farrar/Klaiber	Introduction
CD	3/9/2015	Reallocation of unspent CDBG funds	R	HCDC	Muenzer	
CD	3/9/2015	2015-2019 Consolidated Plan	R	HCDC	Muenzer	
CD	3/9/2015	2015 Action Plan	R	HCDC	Muenzer	
Council & Committee Meetings						
Mon, Jan 5	6:00 PM	Rules Committee				
Mon, Jan 5	7:30 PM	Human Services Committee				
Mon, Jan 12	6:00 PM	A&PW, P&D, City Council meetings				
Mon, Jan 20	7:00 PM	City Council meeting: Exec Session				
Wed, Jan 21	6:30 PM	M/W/EBE Advisory Committee				
Thur, Jan 22	5:30 PM	Emergency Telephone Board				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Wed, Jan 28	6:00 PM	Transportation/Parking Committee				
Wed, Jan 28	7:30 PM	Economic Development Committee				
Mon, Jan 26	6:00 PM	A&PW, P&D, City Council meetings				
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
Utilities	2015	Computerized Maintenance Management System	B	APW	Stoneback	
CD	TBA	2308 Main, Wholesale Establishment, Few Spirits	O	PD	Muenzer	Introduction
Law	2015	Ord 126-O--14 CVS Liquor Lic	O	APW	Farrar	Held at APW 10.27.14
Law	2015	22 ounce containers for P-1 Liquor Lic (New #)	O	APW	Farrar	Introduction (Held in Committee 10.13.14)
CD	TBA	Inclusionary Housing	O	PD	Muenzer	Action (Intro on 7/28/14; referred to subcomtte)
Utilities	TBA	South Standpipe Painting	B	APW	Stoneback	
CMO	TBA	Pivot Point	R	EDC	Bobkiewicz	
Public Works	TBA	BAS Contract - 8 City buildings	B	APW	Robinson	
CMO	TBA	D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv	TBA	Increase Parking Garage Monthly Permit Fee	B	APW	Voss	
Admin Serv	TBA	Amendment to PEHP Resolution	R	APW	Lyons	
Law	TBA	Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
PRCS	TBA	Animal Shelter Contract	B	HS		
CD	TBA	Rental Licensing	O	PD		
Public Works	TBA	Ecology Center Greenhouse	B	APW	Robinson	
Law	TBA	Title 9 City Code Amendments	O		Farrar	(Introduced 1.27.14)



Memorandum

To: Honorable Mayor and Members of the City Council
From: Lorrie Pearson, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: December 19, 2014

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

Please contact me at 847/448-8674 or lpearson@cityofevanston.org if you have any questions or need additional information.

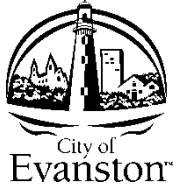
Zoning Weekly Update
Cases Received and Pending, December 15 - December 19, 2014

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1515 Chicago Avenue	Building Permit	Construction of extended stay hotel	11/05/14	pending DAPR
1	619 University Place	Zoning Analysis	Int./ext.(access'ble ramp/patio) remodel at Kappa Alpha Theta.	12/11/14	Pending DAPR
1	812 Church Street	Building Permit	Interior remodeling for Type 2 restaurant (800 Degrees Pizza)	12/18/14	compliant
2	1808 Maple Avenue	Building Permit	Install blue light emergency phone structure (Northwestern)	11/06/14	pending staff review
2	1815 Ridge Avenue	Zoning Analysis	Construct 9-story, 155 DU/mixed use building (Planned Development)	08/19/14	pending staff review
3	860 Hinman Avenue	Building Permit	Replace existing AT & T antennae on commercial building.	12/17/14	compliant
3	900 Chicago Avenue	Zoning Analysis	Determination of Use: convenience store	12/09/14	pending staff review
4	1596 Sherman Avenue	Building Permit	Interior remodeling for Type 2 restaurant (Freshii)	12/17/14	compliant
5	2045 Brown Avenue	Building Permit	Misc. int./ext. remodel and erect dome structure at mosque	12/11/14	Pending DAPR
5	2107 Wesley Avenue	Building Permit	Construct rear yard deck at SFR.	12/17/14	compliant
6	2320 Isabella Street	Zoning Analysis	Construct 1-story addition, rear porch at SFR.	12/18/14	non-compliant
6	2321 Hastings Avenue	Building Permit	Construct 3rd story addition at SFR.	12/18/14	non-compliant
6	2430 Central Park Ave.	Building Permit	Install roof-top solar heating system at SFR.	12/15/14	compliant
6	2771 Crawford Avenue	Building Permit	Excavate as per plan and pour new foundation at SFR	12/11/14	pending staff review
7	1815 Central Street	Building Permit	Interior remodeling for Animal Hospital.	12/17/14	compliant
7	2026 Grant Street	Building Permit	Install roof-top solar heating system at SFR.	12/15/14	compliant
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Int./ext. additions to NU Baseball Field	08/19/14	pending DAPR
7	568 Ingleside Place	Zoning Analysis	Subdivision of single family lot to create 2 lots of record	12/01/14	pending staff review
8	128-130 Chicago Avenue	Building Permit	Interior/exterior remodeling for change of use (retail service use: U-Haul)	06/26/14	pending DAPR
8	1409 Dobson Street	Building Permit	Construct 2nd story dormer addition at SFR.	12/18/14	non-compliant
8	1501 Dobson Street	Building Permit	Install roof-top solar heating system at SFR.	12/15/14	compliant

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	1603 Orrington Avenue	Zoning Complaint	Illegal parking lot use (Chase Bank lot)	09/12/14	Violation letter mailed 10/30/14
1	2040 Orrington Avenue	Minor Variance	Install fence in front, street side yard.	12/03/14	Determination after 12/22/14
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. on-going
2	2308 Main Street	Special Use	Wholesale Goods Establishment - Few Spirits	10/21/14	pending additional info from applicant
3	1241 Chicago Avenue	Special Use	Type 2 Restaurant - Jimmy John's	11/20/14	P&D 01/12/15
3	414 South Blvd.	Zoning Complaint	Illegal auto repair establishment in residential district	11/06/14	Violation letter mailed 11/06/14
5	1814 Hartrey Avenue	Zoning Complaint	Illegal dwelling unit	09/18/14	Violation letter mailed 10/30/14
5	1936 Maple Avenue	Special Use	Type 2 Restaurant: Clucker's Charcoal Chicken	12/02/14	ZBA 1/06/15 & DAPR 12/17/14
5	915 Foster Avenue	Special Use	Expansion of existing dance studio into vacant space (Foster Dance Studio)	12/17/14	ZBA 01/27/15 DAPR 01/14/15
6	2400 Isabella Street	Minor Variance	Setback variance for 2nd story additon.	12/03/14	Determination after 12/22/14
6	2409 Crawford Avenue	Major Variance	Construct 1-car carport	12/15/14	ZBA 01/27/15 DAPR 01/07/15
6	2411 Hastings Avenue	Major Variance	Building lot coverage for a 2-car detached garage	12/10/14	ZBA 02/03/14 & DAPR 01/20/14
6	2524 Cowper Avenue	Major Variance	Front & side yard setbacks, BLC, ISC for addition to single family residence	11/26/14	ZBA 01/06/15
7	1111 Noyes Street	Major Variance	Rear yard setback for a 2-car detached garage	12/10/14	ZBA 01/20/14 & DAPR 01/14/14
7	2001 Noyes Street	Minor Variance	Setback variations for 2nd story addition	12/03/14	Determination after 12/22/14
8	108 Florence Avenue	Zoning Complaint	Outdoor storage, trade contractor business in residential district	11/06/14	Violation letter mailed 11/06/14
9	521 Ridge Avenue	Major Variance	Open parking in the front yard	12/05/14	ZBA 01/06/14 & DAPR 12/17/14



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: December 19, 2014

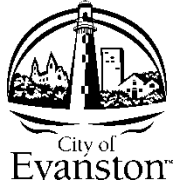
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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

Inspector Weekly Update
Cases Received, December 15-19, 2014

Field Reports

Ward	Property Address	Construction Type	Inspector notes	Received
1	1515 Chicago Avenue (Hyatt House)	Foundation	Construction site is active. Foundation work and excavation work are in progress. Fences are standing plumb. The public walkway has been salted. All catch baskets were clear of debris at the time of inspection. Contractors have ceased parking on-site.	12/18/2014
1	1619 Chicago Avenue (The Merion)	Residential Addition	Caisson installation is in progress. Fences are standing plumb. Chicago Avenue is being maintained by the superintendent.	12/17/2014
1	728 Lincoln Street (Kendall Place)	New Residential Building (SFRs)	Construction site is in good condition. Fence has been repaired appropriately. Debris has been removed from sidewalk as requested.	12/16/2014
2	1890 Maple Avenue (E2 Apartments)	New Residential Building (MFR)	Construction site is in good condition. The required fencing has remained in place.	12/16/2014
2	2008 Dempster Street (Goldfish Swim School)	Roof Work	Construction site is in poor condition. A Stop Work Order has been posted for roof work. Site concerns include overflowing dumpsters, prohibited scaffolding, an unsecured building entrance, a material pile in the parking lot, and the absence of a construction fence. The Stop Work Order will remain in effect until the construction fence permit and inspection approval are obtained.	12/18/2014
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity has been observed.	12/15/2014
4	1031 Davis Street (Former Pineyard site)	New Commercial Building	Final fence repairs to fortify against high winds have been completed. The fence is secure and standing plumb. The site is not active.	12/16/2014
8	1216-1226 Harvard Terrace	Monitoring	No construction activity has been observed.	12/16/2014



Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Nyden, Economic Development Division Manager

Subject: Monthly Economic Development Report for December 2014

Date: December 18, 2014

Discussion

Enclosed is the monthly report of economic development activities for the month of December 2014. The report summarizes meetings, ongoing initiatives, new businesses, marketing activities, as well as activity reports on key economic development projects and sites.

Please contact me at 847/448-8014 or jnyden@cityofevanston.org if you have any questions or would like to discuss the information contained further.

DECEMBER 2014 UPCOMING MEETINGS & EVENTS

Economic Development Committee	The next regularly scheduled meeting of the Economic Development Committee will be Wednesday, January 28 th at 7:30 pm in City Council Chambers of the Civic Center. The November Economic Development Committee meeting was cancelled due to lack of quorum. Items on the November Economic Development Committee agenda were sent to the Administration & Public Works Committee of City Council on November 24 th . December's Economic Development Committee meeting was cancelled due to lack of agenda items.
Howard Street Business Association	The next Association meeting will be held in January 2015.
Evanston West Village Business Assoc. (EWWBA)	The next Association meeting will be held in January 2015.
WestEnd Business Association	The last association meeting was held on October 28, 2014. The next meeting is TBD in January 2015.
Central Evanston Business Association (CEBA)	Businesses in area bound by McCormick to Green Bay/Simpson to Church have formed a business association. Their next meeting is scheduled January 7 th at 9:30AM.
Business District Head Meeting	This is a meeting of key representatives from Evanston's business and merchant groups. The next meeting will be held on January 20, 2014.
Joint Review Board	The Joint Review Board convened on October 29, 2014 at 10:00a to review the 2013 annual TIF reports. The reports were accepted by the members present. The next meeting of the Joint Review Board will be in the fourth quarter of 2015. More information on this meeting can be found here: http://www.cityofevanston.org/government/boards-committees/joint-review-board/index.php

On-Going Activities

Health and Wellness Initiative	The next meeting of the Health & Wellness working group will be in January 2015.
New Business Openings, Expansion, and/or Relocations – Nov 2014	Uncle Randy's Jamaica/ American Cuisine (1623 Simpson Street); Ten Mile House (1700 Central Street); Tai Ping Carpets America, Inc. (600 Davis Street); The Wardrobe (1717 Sherman Avenue); Creative Coworking (922 Davis Street); Events by Joey (922 Davis Street); OfficeHeads (1570 Oak Avenue); Stone Porch (300 Church Street); Patisserie Coralie (600 Davis Street);
Marketing	Staff continues to utilize evanstonedge.com to feature local businesses, and also comprehensive twitter, linked in, Pinterest and Facebook strategies.
Technology/ Entrepreneurship /Innovation Events	Economic Development Staff in collaboration with Library Staff launched NextChapter Evanston - Entrepreneurship workshops, mentoring, and events for Evanston's earliest stage businesses to be housed on the 3rd floor of the Main Library. Private partners have been offering seminars at no cost to attendees. Latest updates on http://www.nextchapterevanston.com/

	<p>Staff continues its outreach to individual growth companies and entrepreneurs to determine ways in which the city can support the start-up climate in Evanston.</p> <p>Staff has supported / co-hosted several RISE! events. RISE! is Evanston’s high growth company CEO peer-to-peer network.</p> <p>Staff has begun adding Evanston-based startups to the builtinchicago.org digital startup community to raise the profile of Evanston’s startup community. http://www.builtinchicago.org/companies/map-chicago-startups</p> <p>Economic Development Staff in partnership with Now We’re Cookin’, Creative Coworking, Chuck Happ (820 Davis/825 Chicago Ave), CoLab Evanston, the Evanston Chamber of Commerce and Downtown Evanston, celebrated Evanston Entrepreneurship Week November 17-23rd in celebration of Global Entrepreneurship Week. The marquee events for the week included Evanston Edge Startup Showcase featuring five Evanston entrepreneurs pitching their business to an expert panel and the audience. Over 170 people registered for the event hosted by Rotary International. First Bank and Trust sponsored the reception following the event. Now We’re Cookin’ hosted, “Ladies Who Launch”, a day long event showcasing women entrepreneurship with a focus on launching, growing and funding a startup. The event attracted a large crowd of Evanston based and regional entrepreneurs, experts, and investors. Finally, Downtown Evanston, with financial support from The Evanston Chamber of Commerce hosted a brewery and distillery tour featuring all of Evanston’s brewing establishments. Staff has received positive feedback from participants in the event. Staff will evaluate ways of increasing our participation and profile in 2015.</p>
<p>Small Business Assistance</p>	<p>Economic Development staff continues to work with existing businesses, assisting them in pursuing physical upgrades and expansions, facilitating them through the various permitting processes, etc. Staff is also working with several new small businesses ranging from cafes and restaurants to retailers, small office users and entertainment uses. Since the start of 2014, staff has worked with 67 leads for potential new small businesses.</p> <p>Staff presented to the Economic Development Committee on May 28, 2014 a potential revision to the façade improvement program to support retail development in Evanston through small business assistance for interior build out. Program to be marketed as the Storefront Improvement Program. Discussions are expected to continue at the November EDC meeting.</p>
<p>Façade Improvement Program</p>	<p>Staff continues to meet and work with other businesses interested in the program. Approved projects include Bangers and Lace, Bucephalus Bikes, Just Turkey, Homestead Meats, Fitness Avenues, Give Me A Break Hair & Spa, and Campus Gear. Inquiries have been received which staff expects to have applications for over the next several months. A revision of the program is currently underway which would allow for some interior build-out to be included in the list of eligible projects.</p>
<p>Vacancy Rates</p>	<p>Vacancy rates as of 3rd Quarter 2014 are:</p> <p>9.0% for office 8.3% for industrial 10.3% for retail/restaurant spaces</p>
<p>Great Merchant Grant Program</p>	<p>Revisions to the program were approved at the June 23, 2014 City Council meeting. A total of nine commercial districts have been approved for funding in the 2014 cycle. Staff began accepting applications for the 2015 cycle in November for January consideration at Economic Development Committee.</p>

KEY ECONOMIC DEVELOPMENT SITE ACTIVITY REPORT

Site location	Overview of Development Opportunities	Bldg. Area	Site Area (Approx.)	Next Steps
1817 Church St.	City Council approved a \$200,000 construction loan funded from the West Evanston TIF to Evanston North Shore Contractors Cooperative to redevelop 1817 Church Street as a contractor cooperative.	NA	5,764	The Evanston North Shore Contractors Cooperative is in the midst of interior build out. Expansion is complete. Interior framing, drywall install, and painting continues. Construction completion anticipated late-2014/early 2015.
Evanston Plaza	A real estate ownership group of Valli Produce purchased the property for \$16 million in Sept. 2014. The ownership group is working to re-tenant the shopping center.	N/A	212,373	Valli Produce subleased the former Dominick's space and on September 18 th , closed on purchase of the Evanston Plaza Center. TIF Redevelopment Agreement forthcoming. There are currently 8 years remaining on the lease at Evanston Plaza. Valli Produce is preparing an application for TIF Funding.
Asbury/ Oakton	Little Beans, a play café for children, is working to open a space at 430 Asbury. This would be the second location in addition to a Chicago location.	14,000	19,000	Little Beans Café has completed the special use process with the City for a café and drive-thru. Little Beans was approved for additional funding on September 22, 2014. They have a target open date of February 6, 2015.
Chicago/ Main	Staff has worked with developer to create a mixed-use office/retail development.	90,000	30,424	The City Council approved this Planned Development at its 7/28/2014 meeting. City Council also approved a \$2.9 million from the developer on Sept. 22, 2014. Groundbreaking is expected in February 2015.
1801-1805 Church	Vacant former gas station property owned by Daniel Cheifetz.	n/a	11,000	Site is currently in litigation. City Council previously approved resolution granting authority to negotiate purchase of property.
727-729 Howard Street/721-723 Howard Street/717 Howard Street	City-owned properties located on Howard Street. Staff is currently working with a theatre company to try to relocate to this building on Howard Street.	4,000	4,000	Staff is working to reformulate plans for moving forward with properties. Staff is developing RFP for 717 Howard Street demolition.

Former "Borders" site- Maple	Downtown Evanston is primary contact with the representatives from Arthur Hill regarding refilling this space; Staff is assisting Downtown Evanston in looking for prospects.	21,900	NA	New property owner is working to determine prospects for property.
737 Chicago Avenue	AMLI residential development has available ground floor commercial space for lease	1,186 to 7,900	NA	Staff is working with the broker to find retail/service users.
1011 Chicago Avenue/ 222 Hartrey Avenue	Autobarn is working to relocate portions of the service and warehousing of vehicles to 222 Hartrey.	100,000+	100,000	Construction is underway at both properties. Anticipated completion of Hartrey projects is mid-2015; Fiat dealership at 1034 Chicago Avenue is open for business.

2014/2013 Economic Development Committee Recommended for Approval Project Tracker (Projects approved by EDC/City Council within the last 12 months)

Project Name	Status	Meeting Dates	Funds Invested	Summary of Project	Latest Update	Completion Date
835 Chicago Avenue	Active – City Council Approved	EDC: 9/17/2014 CC: 9/22/2014	\$2,900,000	Funding for TIF eligible expenses to reduce financial gap for office component of mixed-use building.	Working to complete; groundbreaking will commence in February 2016.	4Q2016
Little Beans Café	Active – City Council Approved	EDC: 9/17/2014 CC: 9/22/2014	\$30,000 (Façade) \$95,000 (Loan)	Financial assistance for play café space in former Osco-Drug building. Assistance will fund fixtures and interior build-out of space. Also approved for Façade improvement project.	Working to complete	1Q2015
Campus Gear (1720 Sherman Avenue)	Active –Project In Progress	EDC: 7/9/2014 CC: 8/11/2014	\$10,000	Façade Improvement Project to install new signage and place new façade on new store space.	Submission approved by City Council on August 11 th . Working to complete project. Extension Requested	1Q2015
<i>Fitness Avenues (1910 Main Street)</i>	<i>Active –Project Complete</i>	<i>EDC: 7/9/2014 CC:7/28/2014</i>	<i>\$1,890</i>	<i>Façade Improvement</i>	<i>Project Complete and ribbon cutting held August 6, 2014</i>	<i>3Q2014</i>
<i>Davis Transportation Loan</i>	<i>Closed – Loan Funded</i>	<i>EDC: 7/9/2014 CC: 8/11/2014</i>	<i>\$140,000</i>	<i>Loan for working capital and equipment for bus company.</i>	<i>Staff finalized agreements. Payment due in 2015.</i>	<i>4Q2014</i>
<i>Just Turkey Façade (2430 Main St.)</i>	<i>Closed – Project Complete</i>	<i>EDC: 2/19/2014 CC: 3/10/2014</i>	<i>\$2,090</i>	<i>Seeking façade improvement funds for signage at 2430 Main Street for new business.</i>	<i>Now Open</i>	<i>1Q2014</i>
Autobarn (Chicago/Hartrey)	Active – City Council approved	EDC: 8/7/2013; 2/19/2014;	\$2.5M	Seeking TIF assistance for build-out at 222 Hartrey, 7B support to	City Council approved \$2.5M in TIF funding and	1Q2015

Ave.)		5/28/2014 CC:8/11/2014		Cook County Assessor, and extension of Sales Tax Sharing Agreement	is holding on 48 month extension of sales tax sharing agreement until concerns with neighbors can be resolved; Resolution for 7b was approved at 11/25/13 City Council meeting. EDC Recommended approval of Tax Sharing Agreement at 5/28/2014 meeting.	
Career Institute (990 Grove St.)	Closed – No City Assistance is Necessary	EDC: 11/22/2013	\$25,000	Build-Out Assistance at 990 Grove for Career Institute to support development of programs that will train individuals in medical fields	Declined City Assistance	NA
1801 Dempster Façade	Closed – Property owner does not have available funds at this time to complete façade project.	EDC 10/23/2013 CC: 11/25/2013	\$15,185	Renovate 10/23 façade	Property owner does not have available funds at this time to complete façade project.	NA
FEW Spirits (918 Chicago Ave.)	Closed – Loan is funded and project is complete.	EDC: 10/23/2013 CC: 6/23/2014	\$250,000	Loan for purchase of new equipment for additional bottling line for distillery and working capital.	Loan is funded.	2Q2014
Curt's Café (2922 Central St.)	Active – City Council Approved	EDC: 9/25/2013 CC: 10/14/2013	\$21,000	Reimbursement for up to seven Evanston resident participants who are placed in jobs.	Curt's Café continues training program.	3Q2014
NextChapter Entrepreneurship Program (1703 Orrington Ave.)	Closed – Project Complete and Funding Provided	EDC: 9/25/2013 CC: 10/14/2013	\$9,900	Support creation of Entrepreneurship education program at the EPL.	NextChapter is open and offering classes.	1Q2014
Beacon Academy	Closed – No City Assistance Necessary	EDC: 8/28/2013 CC: NA	\$250,000	Seeking build-out assistance for interior space of school.	Determined Project did not need City funding.	NA
Now We're Cookin' (1601 Payne St.)	Active – Project In Process	EDC: 8/7/2013 CC:9/9/2013	\$60,933	Seeking funding support for entrepreneurial training for early stage food businesses	Funding received, status update was provided at January 2014 EDC meeting. Quarterly report to be submitted with EDC packet for July 9th	3Q2014
Music Institute of	Closed – Project	EDC: 4/24/2013	\$165,000	Sought funds to support build-out	Project Complete –	3Q2013

<i>Chicago (1702 Sherman Ave.)</i>	<i>Complete and Funding Provided</i>	<i>CC: 5/13/2013</i>		<i>of black box theatre and other extraordinary construction expenses</i>	<i>Ribbon-Cutting held on Oct 23, 2013.</i>	
<i>Peckish Pig (623 Howard St.)</i>	<i>Closed – Project Complete and Funding Provided</i>	<i>EDC: 2/27/2013 CC: 3/18/2013</i>	<i>\$200,000</i>	<i>Build-out funds for City-owned property in support of creation of restaurant at 623 Howard Street</i>	<i>Peckish opened March 13 and will participate in a ribbon-cutting on April 3, 2014.</i>	<i>1Q2014</i>
<i>Margarita Inn (1566 Oak Ave.)</i>	<i>Closed – No City Assistance Necessary</i>	<i>EDC: 2/27/2013 CC:NA</i>	<i>\$230,000</i>	<i>Support following major rehabilitation of the hotel to offset costs in the form of a hotel tax sharing agreement of new incremental hotel occupancy taxes not to exceed approved amount.</i>	<i>Margarita Inn was able to secure bank loan without the need of City tax sharing agreement; never found necessary to move to City Council.</i>	<i>NA</i>
<i>Dempster/Chicago Special Service Area</i>	<i>Active – Project in Progress</i>	<i>EDC: 4/29/2014 CC: NA</i>	<i>TBD</i>	<i>Chicago/Dempster and Main/Chicago merchants came to Economic Development Committee seeking funding for larger special service area for merchant districts.</i>	<i>City has retained consultant to work on project. Steering Committee is meeting; public meetings scheduled for early 2015.</i>	<i>2015</i>
<i>Relocation of Police Outpost</i>	<i>Active – Project in Progress</i>	<i>EDC: 4/29/2014 CC: NA</i>	<i>TBD</i>	<i>Staff is actively working to identify locations for relocation and consider opportunities for lease for the Howard Street police sub-station.</i>	<i>Police Outpost to be relocated to 745 Howard Street. Construction in progress.</i>	<i>4Q2014</i>
<i>Homestead Meats</i>	<i>Closed – Project Complete</i>	<i>EDC: 5/28/2014 CC:6/9/2014</i>	<i>\$935</i>	<i>Façade Improvement</i>	<i>Funding awarded and project completed. Shop is now open.</i>	<i>2Q2014</i>

SUMMARY OF CURRENT LOANS (AS OF DECEMBER 2014)

Borrower	Date Loan Funded	Total Loan Amount	Current Monthly Payment	Total Amount Paid	Balance in Arrears	Remaining Balance to be Paid	Date Loan Terminates
Corrado Cutlery 716 Main St.	1.25.12	\$31,500.00	\$437.50	\$14,000.00	\$0.00	\$1,750.00 If borrower complies with all loan agreements \$17,500.00* If borrower does not comply	4.1.15
Ward Eight 629-631 Howard St.	3.15.12	\$362,650.00	\$2,000.00	\$48,472.01	\$0.00	\$318,650.00	Not Applicable ¹
Ward Eight 629 Howard St.	3.15.12	\$130,000.00	\$1,316.19	\$31,588.56	\$0.00	\$108,071.75	12.1.22
Chicken & Waffles 2424 Dempster St.	10.1.12	\$200,000.00	\$1,404.17	\$24,619.28* (\$18,015.00 Interest/ \$6,604.28 Principal)	(\$13,293.31)	\$193,395.72 (principal balance on loan only)	10.1.32
NomadDreams LLC 1818 Dempster St.	10.22.12	\$100,000.00	\$395.83	\$104,220.02	\$0.00	\$0.00	Closed
Peckish Pig 623 Howard St.	3.18.13	\$675,000.00	\$5,500.00	\$16,500.00	\$0.00	\$658,500.00	Not Applicable ²
Peckish Pig – Patio 623 Howard St.	9.27.14	\$18,412.00	NA	\$4,000.00	NA	\$15,245.34 (includes 15% APR charged on unpaid balance charged monthly)	NA
Curt's Café 2922 Central St.	5.11.14	\$15,000.00	\$0, payments start May 11, 2015	\$6,500.00	\$0.00	\$8,500.00	4.11.17

FEW Spirits 918 Chicago Ave.	6.27.14	\$250,000.00	\$2,775.51	\$11,102.04	\$0.00	\$243,852.04	8.30.24
Davis Street Transportation 1040 Wesley Ave.	10.1.14	\$140,000.00	\$3,287.90	\$0.00 Payment starts January 10, 2015	\$0.00	\$140,000.00	12.31.18