



# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Report  
Date: March 17, 2017

## STAFF REPORTS BY DEPARTMENT



Weekly Report for March 10, 2017 – March 16, 2017

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report – January 2017

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Applications Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, March 20, 2017**

City Council - CANCELLED

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

**Tuesday, March 21, 2017**

Zoning Board of Appeals

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

Preservation Commission

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

Housing & Community Development Act Committee

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

Board of Ethics

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

**Wednesday, March 22, 2017**

Liquor Control Review Board

[www.lcityofevanston.org/liquor board](http://www.lcityofevanston.org/liquor%20board)

Design and Project Review Committee

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

Transportation & Parking Committee Meeting

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

Economic Development Committee

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

Plan Commission

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

**Thursday, March 23, 2017**

Emergency Telephone System Board

[www.cityofevanston.org/911board](http://www.cityofevanston.org/911board)



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of March 10, 2017 through March 16, 2017.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2164</b>	<b>2297</b>
<b>SERVICE REQUESTS</b>	<b>381</b>	<b>539</b>
<b>TOTAL CHATS</b>	<b>26</b>	<b>28</b>
<b>TOTAL TEXT</b>	<b>24</b>	<b>19</b>

## **Top 5 Service Requests**

## **Total**

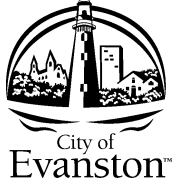
*Most requested service requests (Source: PublicStuff - Open/Closed)*

- |   |    |
|---|----|
| 1. Building Permit Inspection Request                     | 57 |
| 2. Trash – Special Pick-up                                | 43 |
| 3. Broken Parking Meter                                   | 32 |
| 4. Water Bill – Final Bill for Seller                     | 12 |
| 5. Recycling – Missed Pick-up                             | 10 |
| Abandoned Vehicle   |    |
| Water Bill Reprint, Request an Address Change/Name Change |    |

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

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

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	289
Administrative Services -Finance	48
Administrative Services -HR	28
Administrative Services - Other	94
City Clerk's Office	66
City Manager's Office	17
ComDev / Economic Development	23
ComDev/ Bldg Inspections	194
ComDev / Housing Rehab	6
ComDev / Planning/Zoning	23
General Assistance	2
Fire Life Safety	26
PublicStuff Request	212
Health	89
Information	375
Law	13
Library	5
Mayor's Office	3
Other/311	170
Other – Social Services	11
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	12
Parks – Other	19
Parks/Recreation	28
Parks – Forestry	11
Parks- Recreation Programs	39
Police	87
Public Works / Fleet	0
Public Works / Street Sanitation	149
Public Works / Engineering	36
Tax Assessment Office	16
Utilities – Power	3
Utilities – Sewer	1
Utilities – Water	69
<b>TOTAL</b>	<b>2164</b>



# Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of March 13, 2017

Date: March 17, 2017

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

**Bids/RFPs/RFQs advertised during the Week of March 13, 2017**

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 17-28 2017 Main Library Underground Parking Garage Upgrade Phase 2	Library	Work on this project includes: Upgrades to the Evanston Public Library Main Underground Parking Garage. Building masonry wall, floor coating, cleaning and painting, and replacing traffic control equipment and signage.	\$250,000	4/25	5/8

## Evanston City Council Agenda Schedule - 2017

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

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

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

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

B=Business of the City by Motion R=Resolution O=Ordinance

D=Discussion C=Communication P=Presentation A=Announcement PR=Proclamation SPB=Special Order Business

APW=Administration & Public Works PD=Planning & Development HS=Human Services EDC=Economic Development

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

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Mayor	3/27/2017	Youth and Young Adult Division Awards	P	CC	Francellno	
Health	3/27/2017	National Public Health Week	PR	CC	Thomas-Smith	
CMO	3/27/2017	Waste Transfer Station - Disposition of Funds	D	APW	Bobkiewicz	
CMO	3/27/2017	Post Office Issues/Report	B	APW	Bobkiewicz	Accept and Place on File
PRCS	3/27/2017	Playwell Tek Contract/Lego Camp	B	APW	Hemingway	
PRCS	3/27/2017	2017 Special Events	B	APW	Hemingway	
PWA	3/27/2017	Chandler Elec/HVAC Engr Svcs	B	APW	Stoneback	
PWA	3/27/2017	Fleetwood-Jourdain HVAC/Elec	B	APW	Stoneback	
PWA	3/27/2017	Mowing Contract	B	APW	Stoneback	
Admin Svcs	3/27/2017	Boat Purchase for PRCS	B	APW	Storlie	
Admin Svcs	3/27/2017	Motorcycle Purchase for PD	B	APW	Storlie	
Legal	3/27/2017	Admin Adjudication Code Amendments	O	APW	Farrar	
Legal	3/27/2017	Local Liquor Commissioner Amendments	O	APW	Farrar	
CMO	3/27/2017	Lease of 721-723 Howard - Theo Ubique	O	APW	Lyons	For Action
CMO	3/27/2017	Disconnection of Evanston Properties from Skokie Park District	B	PD	Lyons	
CD	3/27/2017	Alliance to End Homelessness HMIS App for Funding Renewal	B	PD	Mangum	
CD	3/27/2017	North Downtown Plan	O	PD	Mangum	
CD	3/27/2017	2658 Sheridan Rd - Major Variation - Circular Driveway	O	PD	Mangum	
CD	3/27/2017	2006 Central St - Type 2 Restaurant Coffee Roasting	O	PD	Mangum	Intro and Action
CMO	3/27/2017	26-R-17 Kabul House Loan Agmt	R	ED	Lyons	
CD	3/27/2017	Draft 2016 Consolidated Annual Performance and Evaluation Report	B	HCDA	Mangum	
	4/10/2017	Rules Committee				
CD	4/10/2017	National Fair Housing Month	PR	CC	Mangum	
Library	4/10/2017	National Library Week (April 9-15)	PR	CC	Danczak Lyons	
Mayor	4/10/2017	Arbor Day, April 28 2017	A	CC	Francellno	
CMO	4/10/2017	Earth Day - April 22 2017	A	CC	Bobkiewicz	
CMO	4/10/2017	Introduce RCN to Evanston	A	CC	Bobkiewicz	
CMO	4/10/2017	RFP Process	D	APW	Bobkiewicz	
CD	4/10/2017	Approval of Divvy Station and D4EE Program Launch	B	APW	Mangum	with presentation
Admin Svcs	4/10/2017	Global Fire Contract Renewal/ Extension	B	APW	Storlie	

## Evanston City Council Agenda Schedule - 2017

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

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

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

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

B=Business of the City by Motion    R=Resolution    O=Ordinance

D=Discussion    C=Communication    P=Presentation    A=Announcement    PR=Proclamation    SPB=Special Order Business

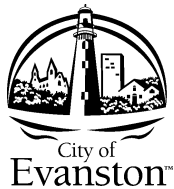
APW=Administration & Public Works    PD=Planning & Development    HS=Human Services    EDC=Economic Development

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

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
PWA	4/10/2017	Streetlight Master Plan Engr Svcs	B	APW	Stoneback	
PWA	4/10/2017	Asphalt Purchase	B	APW	Stoneback	
PWA	4/10/2017	Turbidimeter Purchase	B	APW	Stoneback	
PRCS	4/10/2017	Dredging of the Church St Boat Ramp Harbor	B	APW	Hemingway	
PRCS	4/10/2017	PRCS Summer Clothing Purchase	B	APW	Hemingway	
PRCS	4/10/2017	Summer Food Program	B	APW	Hemingway	
CD	4/10/2017	Complete Streets Policy Revision	B	APW	Mangum	
CMO	4/10/2017	Small Business Start Up Program	B	APW	Lyons	
Admin Svcs	4/10/2017	2 Hr Parking Zone - Greenwood	O	APW	Storlie	
Admin Svcs	4/10/2017	15 Min Parking on Green Bay at Emerson	O	APW	Storlie	
Admin Svcs	4/10/2017	Amending Parking Dist 1 & 3 - Sheridan Rd from Central to 2815 Sheridan	O	APW	Storlie	
Legal	4/10/2017	Liquor License Decrease - Whole Foods	O	APW	Farrar	
PWA	4/10/2017	Modification to BLI Staff	O	APW	Stoneback	
	4/10/2017	Exec Session (minutes release)		CC		
CMO	4/24/2017	National Volunteer Week	PR	CC	Bobkiewicz	
PRCS	4/24/2017	Summer Bus Transportation	B	APW	Hemingway	
Legal	4/24/2017	Exec Session Minutes Release	B	APW	Farrar	
PRCS	5/8/2017	Crown Center Concession Contract	B	APW	Hemingway	
CMO	5/8/2017	Lease of City-Owned Property at 633 Howard	O	APW	Lyons	
PRCS	5/8/2017	Honorary Street Name for Gay Riseborough	R	HS	Hemingway	
Library / Admin Svcs	5/22/2017	Underground Library Parking Garage	B	APW	Danczak Lyons / Storlie	
PRCS	6/26/2017	Designation of Parks and Recreation Month	A	CC	Hemingway	
PRCS	6/26/2017	Handyman Contract Renewal	B	APW	Hemingway	
PRCS	7/24/2017	Moran Center Rehabilitation Agmt	R	APW	Hemingway	
PRCS	8/14/2017	YJC Career Pathways Agmt Renewal	B	APW	Hemingway	
PRCS	11/27/2017	Noyes Tenant Leases	R	APW	Hemingway	







# Memorandum

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

From: Ashley King, Finance & Budget Manager

Subject: January 2017 Monthly Financial Report

Date: March 15, 2017

Please find attached the unaudited financial statements as of January 31, 2017. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	YTD Fund Balance	YTD Cash Balance
100	GENERAL FUND	6,334,469	5,687,653	646,816	15,443,809	6,338,271
176	HEALTH AND HUMAN SERVICES	71,596	61	71,535	106,935	142,342
175	GENERAL ASSISTANCE FUND	16,707	59,145	(42,438)	542,207	545,237
180	GOOD NEIGHBOR FUND		83,333	(83,333)	(83,333)	916,667
185	LIBRARY FUND	87,188	317,504	(230,316)	530,502	543,561
195	NEIGHBORHOOD STABILIZATION	8	2,127	(2,118)	(30,407)	130,292
200	MOTOR FUEL TAX FUND	177,396	71,499	105,897	1,519,575	1,342,874
205	EMERGENCY TELEPHONE (E911)	79,386	38,542	40,844	53,148	11,028
210	SPECIAL SERVICE AREA (SSA) #4				(192,276)	(192,276)
215	CDBG FUND		58,303	(58,303)	5,803	(294,700)
220	CDBG LOAN	3,478		3,478	161,139	213,083
235	NEIGHBORHOOD IMPROVEMENT				169,915	169,915
240	HOME FUND	2,408	12,589	(10,181)	(7,804)	(17,850)
250	AFFORDABLE HOUSING FUND	31,817	4,223	27,593	1,428,516	1,428,782
186	LIBRARY DEBT SERVICE FUND				(11,849)	638,150
300	WASHINGTON NATIONAL TIF	9,421	372,553	(363,132)	6,261,544	6,340,463
305	SPECIAL SERVICE AREA (SSA) #5					
310	HOWARD-HARTREY TIF	284		284	473,348	786,615
330	HOWARD-RIDGE TIF FUND	4,407	5,068	(660)	(744)	1,615
335	WEST EVANSTON TIF FUND	1,201	3,330	(2,128)	415,132	423,453
340	DEMPSTER-DODGE TIF FUND				(29,415)	(29,415)
345	CHICAGO-MAIN TIF		34,292	(34,292)	100,785	100,785
350	SPECIAL SERVICE AREA (SSA) #6	502		502	78,796	78,796
320	DEBT SERVICE FUND	280,326		280,326	1,026,381	1,041,176
415	CAPITAL IMPROVEMENTS FUND	44,281	41,667	2,614	9,636,431	12,150,896
420	SPECIAL ASSESSMENT FUND	84,333	21,952	62,381	361,597	3,058,060
505	PARKING SYSTEM FUND	427,473	247,928	179,546	11,666,415	8,132,497
510	WATER FUND	1,670,241	700,011	970,230	6,261,652	7,310,507
515	SEWER FUND	1,209,198	359,543	849,655	6,543,576	4,065,914
520	SOLID WASTE FUND	423,547	87,259	336,288	(590,210)	(1,235,496)
600	FLEET SERVICES FUND	286,561	83,534	203,027	976,266	259,728
601	EQUIPMENT REPLACEMENT FUND	129,171		129,171	1,412,892	1,140,930
605	INSURANCE FUND	1,159,318	1,536,524	(377,206)	(1,016,311)	1,368,029
	<b>TOTALS</b>	<b>12,534,719</b>	<b>9,828,638</b>	<b>2,706,081</b>	<b>63,214,016</b>	<b>56,909,927</b>

Included above are the ending balances as of January 31, 2017 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of January 31, 2017, the General Fund is reporting a net surplus of \$646,816. The General Fund balance is \$15,443,809 with a cash balance of \$6,338,271. This financial report is the first time that the Economic Development Fund has been merged with the General Fund—increasing both Fund and Cash balances. The attached supplemental charts show the General Fund Revenues at 5.33% of budget and expenses lower at 4.79%. This reflects the 1 ½ payrolls in January (1/2 of the first payroll accrued back to 2016 due to the actual days worked). These revenues and expenses are also low due to the lack of property tax receipts and distributions to the pension funds through January 31. Since pension property taxes are both revenues and expenses of the General Fund, the timing is skewing the report.

Through January 31, 2017, the SSA #4 Fund is showing a negative fund and cash balance of \$192,276. This is due to the timing of payments to the Downtown Evanston group. Through January 31, 2017, the Home Fund is showing a negative cash balance of \$17,850.

Through January 31, 2017, the CDBG Fund is showing a negative cash balance of \$294,700. This will be reimbursed with draw-downs during February.

Through January 31, 2017, the Capital Fund is showing a fund balance of \$9,636,431 and a cash balance of \$12,150,896. As the year-end close process for 2016 continues, expenses are anticipated to increase to reflect payables due to IDOT and other organizations which will be paid in 2017. This will reduce the fund balances

Through January 31, 2017, the enterprise funds (Parking, Water, and Sewer) have balances above average due to the timing of capital projects for 2017.


Through January 31, 2017, the Solid Waste Fund has a negative fund balance of \$590,210 and a negative cash balance of \$1,235,496.

Through January 31, 2017, the Insurance Fund is showing a negative fund balance of \$1,016,311 with a cash balance of \$1,368,029.

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

CERTIFICATION OF ATTACHED FINANCIAL REPORTS

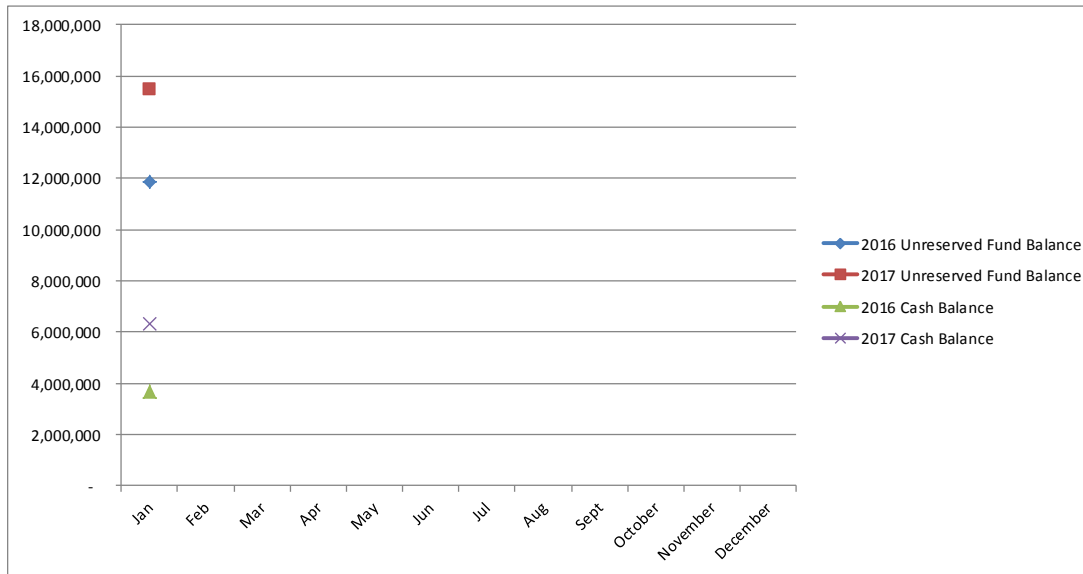
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the January 31, 2017 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

A handwritten signature in black ink, appearing to read "Martin Lyons", written over a horizontal line.

Martin Lyons, Treasurer

### 2016 v 2017 Fund and Cash Balance-- General Fund

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	October	November	December
2016 Unreserved Fund Balance	11,859,782											
2017 Unreserved Fund Balance	15,453,984											
2016 Cash Balance	3,656,830											
2017 Cash Balance	6,338,271											





# January 2017 Financial Report

## Fund 100 - GENERAL FUND

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
<b>Fund 100 - GENERAL FUND</b>					
Property Taxes	28,639,628	59,482	59,482	0.21%	27,302,687
Other Taxes	49,402,274	4,200,513	4,200,513	8.50%	44,864,707
License	5,496,150	311,550	311,550	5.67%	5,398,478
Permit	11,648,000	243,027	243,027	2.09%	11,012,646
Fee	115,500	39,489	39,489	34.19%	70,395
Fines and Forfeitures	3,810,000	93,087	93,087	2.44%	3,602,413
Parking Charges for Services	640,000	22,214	22,214	3.47%	646,695
Parks and Recreation Charges for Services	5,650,895	322,648	322,648	5.71%	5,719,774
Other Charges for Services	2,719,717	308,324	308,324	11.34%	2,798,972
Interfund Transfers	7,705,774	653,187	653,187	8.48%	8,709,861
Intergovernmental Revenue	839,965	27,571	27,571	3.28%	779,687
Other Revenue	2,060,829	50,780	50,780	2.46%	1,564,161
Interest Income	50,100	2,597	2,597	5.18%	30,285
<b>REVENUE TOTAL</b>	<b>118,778,832</b>	<b>6,334,469</b>	<b>6,334,469</b>	<b>5.33%</b>	<b>112,500,763</b>
13 - CITY COUNCIL	498,189	25,761	25,761	5.17%	424,171
14 - CITY CLERK	275,488	16,169	16,169	5.87%	293,975
15 - CITY MANAGER'S OFFICE	9,694,367	415,548	415,548	4.29%	6,907,220
17 - LAW	1,038,137	42,893	42,893	4.13%	1,046,582
19 - ADMINISTRATIVE SERVICES	9,700,879	409,740	409,740	4.22%	9,161,332
21 - COMMUNITY DEVELOPMENT	2,804,668	142,976	142,976	5.10%	2,505,921
22 - POLICE	38,223,842	1,915,780	1,915,780	5.01%	37,802,175
23 - FIRE MGMT & SUPPORT	24,294,001	1,138,446	1,138,446	4.69%	23,233,603
24 - HEALTH	3,582,312	193,772	193,772	5.41%	3,093,815
30 - PARKS, REC. AND COMMUNITY SERV.	12,361,460	503,920	503,920	4.08%	11,964,478
40 - PUBLIC WORKS AGENCY	16,212,848	882,645	882,645	5.44%	14,756,858
<b>EXPENSE TOTAL</b>	<b>118,686,191</b>	<b>5,687,652</b>	<b>5,687,652</b>	<b>4.79%</b>	<b>111,190,129</b>
<b>Fund 100 - GENERAL FUND Totals</b>					
<b>REVENUE TOTALS</b>	<b>118,778,832</b>	<b>6,334,469</b>	<b>6,334,469</b>	<b>5%</b>	<b>118,778,832</b>
<b>EXPENSE TOTALS</b>	<b>118,686,191</b>	<b>5,687,652</b>	<b>5,687,652</b>	<b>5%</b>	<b>111,190,129</b>
<b>Fund 100 - GENERAL FUND Net Gain (Loss)</b>	<b>92,641</b>	<b>646,817</b>	<b>646,817</b>		<b>7,588,703</b>



# January 2017 Financial Report

## Fund 505 - PARKING SYSTEM FUND

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
Fund Category <b>Proprietary Funds</b>					
Fund Type <b>Enterprise Funds</b>					
Fund <b>505 - PARKING SYSTEM FUND</b>					
Permit	-	600	600	+++	3,350
Parking Charges for Services	6,737,875	410,250	410,250	6.1%	6,319,024
Parks and Recreation Charges for Services	65,000	-	-	0.0%	168,500
Interfund Transfers	4,120,636	-	-	0.0%	3,711,768
Intergovernmental Revenue	12,125	-	-	0.0%	-
Other Revenue	203,216	14,059	14,059	6.9%	195,895
Interest Income	35,070	2,564	2,564	7.3%	38,159
<b>REVENUE TOTAL</b>	<b>11,173,922</b>	<b>427,473</b>	<b>427,473</b>	<b>3.8%</b>	<b>10,436,695</b>
Employee Pay	26,000	1,079	1,079	4.2%	26,465
Benefits	1,117,119	62,829	62,829	5.6%	1,206,649
Pensions	104,802	5,873	5,873	5.6%	105,009
Services	3,222,411	31,116	31,116	1.0%	2,846,933
Supplies	278,864	559	559	0.2%	237,610
Capital Outlay	3,020,000	-	-	0.0%	2,867,258
Insurance and Other Chargebacks	524,102	40,248	40,248	7.7%	504,784
Contingencies	11,000	-	-	0.0%	5,910
Debt Service	4,331,771	-	-	0.0%	390,235
Miscellaneous	304,000	-	-	0.0%	238,064
Interfund Transfers	1,584,683	106,224	106,224	6.7%	1,303,783
<b>EXPENSE TOTAL</b>	<b>14,524,752</b>	<b>247,928</b>	<b>247,928</b>	<b>1.7%</b>	<b>9,732,700</b>
Fund <b>505 - PARKING SYSTEM FUND</b> Totals					
<b>REVENUE TOTALS</b>	11,173,922	427,473	427,473	4%	10,436,695
<b>EXPENSE TOTALS</b>	14,524,752	247,928	247,928	2%	9,732,700
Fund <b>505 - PARKING SYSTEM FUND</b> Net	(3,350,830)	179,546	179,546	(5%)	703,995



# January 2017 Financial Report

## Fund 510 - WATER FUND

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
Fund Category <b>Proprietary Funds</b>					
Fund Type <b>Enterprise Funds</b>					
Fund <b>510 - WATER FUND</b>					
Fee	70,000	5,188	5,188	7.4%	90,592
Water Charges for Services	17,324,000	1,656,184	1,656,184	9.6%	15,823,072
Sewer Charges for Services	36,000	3,834	3,834	10.6%	51,737
Other Charges for Services	135,000	(35)	(35)	0.0%	134,470
Other Revenue	6,828,400	3,285	3,285	0.0%	258,384
Interest Income	1,600	1,784	1,784	111.5%	16,116
REVENUE TOTAL	24,395,000	1,670,241	1,670,241	6.8%	16,374,371
Employee Pay	183,365	18,007	18,007	9.8%	193,328
Benefits	4,037,387	249,129	249,129	6.2%	3,908,362
Pensions	368,658	24,381	24,381	6.6%	393,195
Services	2,250,760	25,877	25,877	1.1%	1,712,153
Supplies	1,360,390	1,452	1,452	0.1%	900,145
Capital Outlay	14,982,119	-	-	0.0%	166,709
Insurance and Other Chargebacks	1,174,064	82,640	82,640	7.0%	1,110,835
Contingencies	1,000	-	-	0.0%	1,000
Debt Service	1,438,470	-	-	0.0%	633,708
Miscellaneous	62,980	-	-	0.0%	10,543
Interfund Transfers	3,502,313	298,526	298,526	8.5%	12,156,871
EXPENSE TOTAL	29,361,507	700,011	700,011	2.4%	21,186,849
Fund <b>510 - WATER FUND</b> Totals					
REVENUE TOTALS	24,395,000	1,670,241	1,670,241	7%	16,374,371
EXPENSE TOTALS	29,361,507	700,011	700,011	5%	21,186,849
Fund <b>510 - WATER FUND</b> Net Gain (Loss)	(4,966,507)	970,230	970,230	10%	(4,812,478)



# January 2017 Financial Report

## Fund 515 - SEWER FUND

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
Fund Category <b>Proprietary Funds</b>					
Fund Type <b>Enterprise Funds</b>					
Fund <b>515 - SEWER FUND</b>					
Sewer Charges for Services	12,501,500	1,208,831	1,208,831	9.67%	13,027,160
Other Charges for Services	19,650	-	-	0.00%	21,600
Other Revenue	604,165	-	-	0.00%	3,087
Interest Income	1,000	367	367	36.72%	4,450
<b>REVENUE TOTAL</b>	<b>13,126,315</b>	<b>1,209,198</b>	<b>1,209,198</b>	<b>9.21%</b>	<b>13,056,297</b>
Employee Pay	57,040	5,062	5,062	8.87%	37,763
Benefits	859,043	52,495	52,495	6.11%	862,355
Pensions	73,398	5,281	5,281	7.20%	85,100
Services	908,500	-	-	0.00%	535,327
Supplies	92,300	243	243	0.26%	48,058
Capital Outlay	2,819,700	-	-	0.00%	790,772
Insurance and Other Chargebacks	432,953	33,369	33,369	7.71%	414,270
Debt Service	8,370,946	180,453	180,453	2.16%	1,336,366
Miscellaneous	1,500	-	-	0.00%	5,000
Interfund Transfers	991,677	82,640	82,640	8.33%	773,873
<b>EXPENSE TOTAL</b>	<b>14,607,057</b>	<b>359,543</b>	<b>359,543</b>	<b>2.46%</b>	<b>4,888,884</b>
Fund <b>515 - SEWER FUND</b> Totals					
<b>REVENUE TOTALS</b>	13,126,315	1,209,198	1,209,198	9%	13,056,297
<b>EXPENSE TOTALS</b>	14,607,057	359,543	359,543	2%	4,888,884
Fund <b>515 - SEWER FUND</b> Net Gain (Loss)	(1,480,742)	849,655	849,655	(57%)	8,167,412

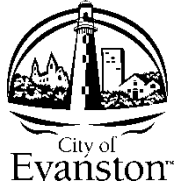




# January 2017 Financial Report

## Fund 520 - SOLID WASTE FUND

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	% of Budget	Prior Year Total Actual
Fund Category <b>Proprietary Funds</b>					
Fund Type <b>Enterprise Funds</b>					
Fund <b>520 - SOLID WASTE FUND</b>					
License	275,000	44,740	44,740	16.27%	125,404
Other Charges for Services	3,632,394	290,359	290,359	7.99%	3,586,453
Interfund Transfers	1,055,967	87,997	87,997	8.33%	1,055,967
Other Revenue	238,000	450	450	0.19%	274,808
<b>REVENUE TOTAL</b>	<b>5,201,361</b>	<b>423,547</b>	<b>423,547</b>	<b>8.14%</b>	<b>5,042,632</b>
Employee Pay	45,000	937	937	2.08%	43,025
Benefits	644,768	31,722	31,722	4.92%	620,226
Pensions	60,473	2,991	2,991	4.95%	63,448
Services	3,679,126	952	952	0.03%	3,300,142
Supplies	53,050	1,093	1,093	2.06%	54,768
Capital Outlay	25,750	-	-	0.00%	6,034
Insurance and Other Chargebacks	149,325	7,498	7,498	5.02%	138,618
Debt Service	21,046	-	-	0.00%	2,251
Miscellaneous	15,000	-	-	0.00%	12,232
Interfund Transfers	504,807	42,067	42,067	8.33%	499,493
<b>EXPENSE TOTAL</b>	<b>5,198,345</b>	<b>87,259</b>	<b>87,259</b>	<b>1.68%</b>	<b>4,740,235</b>
Fund <b>520 - SOLID WASTE FUND</b> Totals					
<b>REVENUE TOTALS</b>	5,201,361	423,547	423,547	8%	5,042,632
<b>EXPENSE TOTALS</b>	5,198,345	87,259	87,259	2%	4,740,235
Fund <b>520 - SOLID WASTE FUND</b> Net Gain	3,016	336,288	336,288	11,150%	302,397



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Scott Mangum, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: March 15, 2017

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

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

**Zoning Weekly Update**  
**Cases Received and Pending, March 8, 2017 - March 14, 2017**

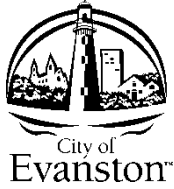
**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	625 Garrett Place	Zoning Analysis	Construct new porch roof, awning, replace patio	03/09/17	pending additional info from applicant
1	1717 Benson Avenue	Building Permit	Enlarge elevator shaft for new elevator	03/01/17	pending review
1	1931 Sherman Avenue	Building Permit	Install interior stair and bath remodel to multi-family dwelling	03/07/17	pending review
1	2145 Orrington Avenue	Building Permit	Construct detached garage at SFR	03/13/17	compliant
2	2113 Greenleaf Street	Zoning Analysis	Repartition existing office/storage building, add mezzanine area, add parking (former Collins Bros.)	02/27/17	<b>DAPR 03/22/17 (Concept Review)</b>
2	1131 Fowler Avenue	Building Permit	Construct detached garage and interior remodel to SFR	03/06/17	non-compliant, pending revisions
3	1018 Michigan Avenue	Building Permit	Restore original front porch	03/13/17	compliant
4	1113 Sherman Avenue	Building Permit	Construct detached garage out of shipping containers at multi-family dwelling	01/20/17	non-compliant, pending revisions
4	1027 Sherman Avenue	Building Permit	Interior remodel of office spaces, bathrooms, replace exterior stair, add exterior stair (Evanston Lumber)	02/16/17	pending major variation application
4	1205 Elmwood Avenue	Building Permit	Remove 3 garage doors, replace with 2 garage doors	02/22/17	pending staff review
4	1029 Asbury Avenue	Building Permit	Construct 2-story addition at SFR	02/28/17	pending additional information from the applicant
4	1121 Sherman Avenue	Building Permit	Construct 2nd-story addition and interior remodel to SFR	03/07/17	non-complaint, pending major variation
5	1748 Brown Avenue	Building Permit	New detached garage at SFR	11/29/16	non-compliant, pending revisions from applicant
5	824-28 Noyes Street	Building Permit	New 44-unit multi-family dwelling (planned development)	02/14/17	<b>DAPR 03/22/17</b>
5	2141 Ridge Avenue, 1A	Building Permit	Interior remodel to dwelling unit in multi-family dwelling	02/21/17	pending staff review
5	2210 Asbury Avenue	Building Permit	Addition and interior remodel to SFR	03/06/17	non-compliant, pending revisions
6	2520 Isabella Street	Building Permit	Replace stone walk with concrete walk	10/18/16	pending additional information from the applicant
6	2109 Forestview Road	Building Permit	Remove rear deck, replace with paver patio	11/14/16	pending additional information from applicant
6	2424 Grant Street	Building Permit	Remove existing walk, construct new paver walk	03/02/17	pending additional information from the applicant
6	3025 Normandy Place	Building Permit	Construct new front porch, replace existing walk with larger paver walk	03/03/17	pending additional information from the applicant
6	3015 Payne Street	Building Permit	Addition to SFR	03/09/17	pending staff review
6	2324 Hartzell Street	Building Permit	Remove existing terrace and walks, construct new stone terrace	03/03/17	pending additional information from the applicant
7	2022 Central Street	Building Permit	Interior and exterior remodel (Lush Wine and Spirits)	04/15/16	<b>pending final DAPR</b>

7	2705 Ashland Avenue	Building Permit	Construct site development and foundations up to underside of event level slab (NU - Welsh-Ryan Arena)	02/03/17	<b>pending final DAPR</b>
7	2322 Campus Drive	Building Permit	Extend fire protection loop	03/13/17	pending staff review
7	2014 Noyes Street	Building Permit	Add egress window to basement at SFR	03/08/17	pending staff review
7	2404 Jackson Avenue	Building Permit	Interior renovation to SFR	02/16/17	pending staff review
8	711 Howard Street	Building Permit	Type-1 restaurant build-out (Jamaican Restaurant)	02/06/17	<b>pending DAPR</b>
9	996-1012 Main Street	Zoning Analysis	Zoning Verification Letter	03/14/17	compliant
9	1327 Kirk Street	Building Permit	Construct attached garage in place of a shed at SFR	05/31/16	non-compliant, pending revisions
9	1125 Madison Street	Building Permit	Construct paver patios at SFR	09/22/16	work done w/out a permit, minor variation partially approved/denied, follow-up due 04/30/17
9	1514 Main Street	Building Permit	Reconstruct addition to SFR	01/26/17	non-compliant, pending minor variation determination
9	635 Sherman Avenue	Building Permit	Repair fire damage to a multi-family dwelling	03/07/17	pending review

#### Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	115 Dempster Street	Major Variation	Rebuild and enlarge attached garage: rear and side yard setbacks	02/23/17	<b>pending Preservation, DAPR 03/22/17 &amp; ZBA 04/04/17</b>
1	2014 Orrington Avenue	Special Use/ Major Variation	Expansion of use of a Religious Institution, front yard setback and third story addition	02/17/17	<b>pending Preservation, DAPR &amp; ZBA</b>
4	820 Davis Street	Special Use	Business/Vocational School - Knowledge Systems Institute (computer/technology classes)	03/08/17	<b>DAPR 03/22/17 &amp; ZBA 04/04/17</b>
4	1121 Sherman Avenue	Major Variation	Front and side yard setback for 2nd story addition	02/15/17	<b>ZBA 03/21/17</b>
5	2216 Wesley Avenue	Major Variation	Street side yard setback for 2nd story addition	02/15/17	<b>ZBA 03/21/17</b>
6	3317 Colfax Street	Minor Variation	Side yard setback for roof covering over existing stoop	03/01/17	Determination after 03/17/17
7	2658 Sheridan Road	Major Variation	Circular Driveway that is not on a Type 1 Street	01/26/17	<b>P&amp;D 03/27/17</b>
7	2006 Central Street	Special Use	Type 2 Restaurant, Backlot Coffee, with accessory coffee roasting	01/25/17	<b>P&amp;D 03/27/17</b>
7	2212 Payne Street	Minor Variation	Side yard setbacks for addition to SFR	02/16/17	Determination after 03/08/17
9	1514 Main Street	Minor Variation	Side yard setback for addition to SFR	02/22/16	Determination after 03/10/17



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: March 17, 2017

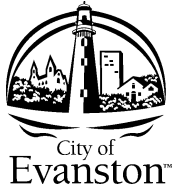
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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

**Inspector Weekly Update**  
**Cases Received, March 17, 2017**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Construction Type</b>	<b>Inspector Notes</b>	<b>Received</b>
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences and sidewalks are in good condition. No construction activity at time of inspection. William Ryan Homes is revising HOA agreement for drainage system and resubmitting for final city review.	3/14/2017
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Fences and sidewalks are in good condition. All construction conditions approved. Framing and mechanicals are completed. Drywall installation has started.	3/14/2017
4	1571 Maple Avenue	Mixed Use Building	Steel framework and pre-cast concrete decking are in progress. MEP roughs continue to move forward on floors 1 through 9. Public walkway and the covered pedestrian walkway are clear. Catch baskets are clear. Construction fencing and dust control screening is in place and plumb. Project site is orderly.	3/14/2017
7	1620 Central Avenue	New 47 Unit Apartment Building	Interior work continues on all floors. Balcony railings have been installed at the north elevation and siding installation is nearly complete around the balconies. Elevator is being installed. There were no obstructions in the public right of way at the time of inspection.	3/14/2017
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Foundation and grade beams at the south end are completed. Steel post and beam work continues on the north end. Concrete work continues at the sea wall. Street cleaning is done on a regular basis. Construction and soil erosion fencing are in place and plumb. Job site is kept in order.	3/14/2017
7	560 Lincoln (NU Residence Hall)	New Dormitory	Flat roofs have been completed at upper and lower levels. Job has gained rough approval for 1st and 2nd floor walls and ceilings. Fences, silt fences and windscreen are in place and stand plumb. Job site is in order.	3/15/2017



# Memorandum

To: Honorable Mayor and Members of the City Council

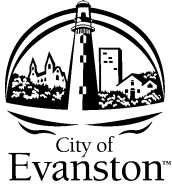
From: Ike Ogbo, Acting Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: March 17, 2017

There were no new applications for food establishments for the week of March 12, 2017.

Please contact me at 847/448-2829 or [iogbo@cityofevanston.org](mailto:iogbo@cityofevanston.org) if you have any questions or need additional information.



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: March 17, 2017

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

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



## Liquor Licensing Weekly Report

Liquor Applications Received and Pending

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROPOSED HOURS for LIQUOR SALES</b>	<b>DATE REC'D</b>	<b>STATUS<sup>1</sup></b>
2	Hilton Garden Inn (New Owner)	1818 Maple Ave	C	Hotel/Restaurant (Liquor)	Mon-Sun: Noon- Midnight	1/26/17	Pending Liquor Board Meeting
4	The Barn (Class Change from D to I)	1016 Church Street (rear)	I	Restaurant/packaged goods	Tu-Th : 5 PM - 10 PM; Fri-Sat: 5 PM - 11 PM	3/2/17	Pending Liquor Board Meeting

---

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



# DIRECTOR'S WEEKLY BRIEFING



By NWMC Executive Director Mark L. Fowler

---

**WEEK ENDING MARCH 17, 2017**

## ***NWMC Takes to Springfield***

THANK YOU to the twenty-one NWMC "Springfield Warriors" who traveled this week to the state capitol for the Conference's Annual Legislative Days. Members met with legislative leaders as well as rank and file lawmakers to discuss the state budget crisis and advocate against a property tax freeze and reduction of local government revenues as a means to solve the crisis. Members also promoted the Pension Fairness for Illinois Communities Coalition White Paper on public safety pension fund consolidation.

Thank you to the following NWMC members who took time out of their busy schedules to join us in Springfield: *NWMC President and Des Plaines Mayor Matt Bogusz; NWMC Vice President and Wheeling President Dean Argiris; NWMC Secretary and Deerfield Mayor Harriet Rosenthal; Arlington Heights Village Manager Randy Recklaus; Bannockburn Village Manager Maria Lasday; Barrington President Karen Darch; Evanston Mayor Elizabeth Tisdahl, Manager Wally Bobkiewicz and Assistant to the City Manager Kimberly Richardson; Fox Lake Mayor Donny Schmit; Glenview President Jim Patterson, Interim Village Manager Don Owen and Assistant to the Village Manager Brent Troxell; Hoffman Estates Trustee Gary Stanton; Mount Prospect Mayor Arlene Juracek and Trustee Mike Zadel; Northfield Trustees Jane Goldenberg and Joan Frazier; Schaumburg President Al Larson and Village Manager Brian Townsend; and, Wheeling Village Manager Jon Sfondilis.*

A special thank you goes out to State Senator and former NWMC President Tom Rooney, who took members on to the senate floor for a group photo and discussed his first few weeks in office. Please see today's [NWMC Legislative Update](#) for additional information on the status of the state budget and legislation pending before the General Assembly. *Staff contacts: Mark Fowler, Larry Bury*

## ***Spring Surplus Vehicle & Equipment Auction is Around the Corner***

The April 25 Municipal Surplus Vehicle and Equipment Auction at America's Auto Auction in Crestwood is a little more than a month away. While forty vehicles are already confirmed, there is still plenty of time to register for this auction, so please review your fleets and plan to take advantage of this opportunity to receive top dollar for your vehicles and equipment. Additional sale dates for the remainder of 2017 are Tuesday, July 25 and Tuesday, October 24. The America's Auto Auction contract also provides for year-round Internet sales, so participants needing to sell vehicles and equipment between live auction dates have the ability to do so.

Please visit [http://www.nwmc-cog.org/Products-and-Services/Auction/Auction\\_April-25-2017-Ad\(2\).aspx](http://www.nwmc-cog.org/Products-and-Services/Auction/Auction_April-25-2017-Ad(2).aspx) for information on the auction program. For questions or additional information, please contact staff or America's Auto Auction Commercial Account Manager Bruce Uhter, 708-389-4488 (office), 219-713-0327 (cell) or [Bruce.Uhter@americasautoauction.com](mailto:Bruce.Uhter@americasautoauction.com) or sales representative Jim Fee, 773-315-0293 or [jamesfee7522@yahoo.com](mailto:jamesfee7522@yahoo.com). *Staff contact: Ellen Dayan*

## ***SPC Renews Call One Telecommunications Contract Extension***

The Suburban Purchasing Cooperative (SPC) Governing Board has extended the third of four (4) possible one-year contract extensions on Telecommunication Services (Contract #137A) with Call One of Chicago. The contract extension runs from April 1, 2017 through March 31, 2018. The SPC contract with Call One includes voice and data communications products as well as professional services including assessment/IT roadmap, consulting, remediation and management. Each participant's situation is unique and will be addressed as such with a customized solution.

For questions or additional information, please contact staff or Call One Association and Government Relations Director Larry Widmer, 312-252-4955 (office), 847-732-9262 (cell), or [lwidmer@callone.com](mailto:lwidmer@callone.com).  
*Staff contact: Ellen Dayan*

### ***Roesch Ford Announces SPC Vehicle Factory Order Cut Off Dates***

Roesch Ford of Bensenville has advised the Suburban Purchasing Cooperative of the following 2017 model year Ford factory order cut off dates:

<u>Vehicle</u>	<u>Order Cut-off Date</u>
Expedition (Contract #151)	March 3
Fusion Hybrid (Contract #164)	March 3
Fusion Gas Engine (Contract #164)	March 31
F150 (Contact #148)	May 5
Explorer (Contract #160)	June 30

For questions or additional information, please contact staff or Brian Kilduff, 630-279-6000, ext. 2245 or [briankilduff@roeschtrucks.com](mailto:briankilduff@roeschtrucks.com). *Staff contact: Ellen Dayan*

### ***SPC Renews Street Sweeper Contract***

The Suburban Purchasing Cooperative (SPC) Governing Board has awarded the first of three possible, one-year contract extensions to Standard Equipment of Chicago for the Elgin Pelican Sweeper NP Dual (Contract #155). The contract renewal includes a 4% increase on the base model (from \$182,325 to \$189,168) and a 1% increase on option content. For questions or additional information, please contact staff or Jerry Donlon, 312-829-1919, or [jdonlon@standardequipment.com](mailto:jdonlon@standardequipment.com). *Staff contact: Ellen Dayan*

### ***Northwest Council of Mayors Announces Next Meeting***

The Northwest Council of Mayors Technical Committee will meet on Thursday, April 13, 8:30 a.m. at the *Barrington Village Hall*. Project changes that were submitted for the cancelled February meeting will also be considered at this meeting. Members are also requested to forward any project change requests by Monday, April 3 to Mike Walczak, [mwalczak@nwmc-cog.org](mailto:mwalczak@nwmc-cog.org). *Staff contact: Mike Walczak*

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

*NWMC Bicycle and Pedestrian Committee* will meet Tuesday, March 21 at 10:30 a.m. at the NWMC offices.

*NWMC Legislative Committee* will meet Wednesday, March 22 at 8:30 a.m. at the NWMC offices. **Please note date change.**

North Shore Council of Mayors Technical Committee will meet Wednesday, March 22 at 8:30 a.m. at the *Skokie Village Hall*, 5127 Oakton Street

*NWMC Transportation Committee* will meet Thursday, March 23 at 8:30 a.m. at the NWMC offices.

*NWMC Executive Board* will meet Wednesday, April 5 at 8:30 a.m. at the NWMC offices.