



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: April 14, 2017

STAFF REPORTS BY DEPARTMENT



Weekly Report for April 7, 2017 – April 13, 2017

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule
Monthly Financial Report – February 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, April 17, 2017

Administration and Public Works Committee

www.cityofevanston.org/apw

Planning & Development Committee

www.cityofevanston.org/pd

Rules Committee

www.cityofevanston.org/rules

City Council

www.cityofevanston.org/citycouncil

Tuesday, April 18, 2017

Arts Council

www.cityofevanston.org/artscouncil

Preservation Commission

www.cityofevanston.org/preservationcommission

Zoning Board of Appeals

www.cityofevanston.org/zoningboard

Board of Ethics

www.cityofevanston.org/boardofethics

Housing & Community Development Act Committee - CANCELLED

www.cityofevanston.org/housingcommunitydev

Wednesday, April 19, 2017

Design and Project Review Committee

www.cityofevanston.org/dapr

Library Board

www.cityofevanston.org/libraryboard

M/W/EBE Development Committee

www.cityofevanston.org/mwebecommittee

Thursday, April 20, 2017

Police Pension Fund

www.cityofevanston.org/policepension

Harley Clarke Planning Committee

www.cityofevanston.org/harleyclarkeplanning

Parks, Recreation and Community Services Board

www.cityofevanston.org/PRCSBoard



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of April 7, 2017 through April 13, 2017.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2369	2581
SERVICE REQUESTS	629	595
TOTAL CHATS	17	29
TOTAL TEXT	19	17

Top 5 Service Requests

Total

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

- | | |
|---------------------------------------|-----|
| 1. Building Permit Inspection Request | 107 |
| 2. Broken Parking Meter | 46 |
| 3. Trash – Special Pick-up | 22 |
| 4. Rodents – Rats | 19 |
| 5. Yard Waste – Missed Pick-up | 15 |

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	334
Administrative Services -Finance	32
Administrative Services -HR	26
Administrative Services - Other	51
City Clerk's Office	65
City Manager's Office	22
ComDev / Economic Development	21
ComDev/ Bldg Inspections	258
ComDev / Housing Rehab	2
ComDev / Planning/Zoning	24
General Assistance	10
Fire Life Safety	29
PublicStuff Request	203
Health	110
Information	438
Law	10
Library	4
Mayor's Office	5
Other/311	237
Other – Social Services	5
Parks – Maintenance	5
Parks – Programs/Picnics/Permits	17
Parks – Other	18
Parks/Recreation	43
Parks – Forestry	14
Parks- Recreation Programs	48
Police	95
Public Works / Fleet	1
Public Works / Street Sanitation	91
Public Works / Engineering	37
Tax Assessment Office	5
Utilities – Power	0
Utilities – Sewer	4
Utilities – Water	79
TOTAL	2369



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 April 10, 2017

Date: April 14, 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 April 10, 2017

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP 17-21 Cultural Arts Master Plan	CMO	The City of Evanston's Cultural Arts Office of the City Manager's Department is seeking proposals from experienced firms for: Consulting and facilitation the development of a Cultural Arts Master Plan.	\$50,000	6/27	7/24

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	4/24/2017	Key to the City - Morris "Dino" Robinson	P	CC	Francellno	
CMO	4/24/2017	National Volunteer Week	PR	CC	Bobkiewicz	
HHS	4/24/2017	We're Out Walking (WOW) Ten Year Anniversary	P	CC	Thomas-Smith	
CMO	4/24/2017	Robert Crown Update (website/next-steps)	A	CC	Lyons	
PWA	4/24/2017	Water Week Winner	A	CC	Stoneback	
CMO	4/24/2017	Urging Congress to Move Tax \$ from Militarism to Human and Environ. Needs (Resolution)	SPB	CC	Bobkiewicz	
CMO	4/24/2017	RFP Process	D	APW	Bobkiewicz	
CD	4/24/2017	Approval of Divvy Station and D4EE Program Launch	B	APW	Mangum	
CMO	4/24/2017	Entrepreneurship Support Program	B	APW	Lyons	
CMO	4/24/2017	Storefront Modernization - Viet Nom Nom	B	APW	Lyons	
PRCS	4/24/2017	Summer Bus Transportation	B	APW	Hemingway	
PRCS	4/24/2017	Lakefront Concession Contract	B	APW	Hemingway	
PWA	4/24/2017	Streetlight Master Plan Engr Svcs	B	APW	Stoneback	
PWA	4/24/2017	Pavement Marking	B	APW	Stoneback	
PWA	4/24/2017	Reclamite Pavement Sealing Pilot Program	B	APW	Stoneback	
PWA	4/24/2017	Parking Lot Improvements	B	APW	Stoneback	
PWA	4/24/2017	Purchase of Tree and Planting Services	B	APW	Stoneback	
PWA	4/24/2017	Purchase of Pay Boxes -Sherman	B	APW	Stoneback	
Admin Services	4/24/2017	Tire Purchase	B	APW	Storlie	
Admin Services	4/24/2017	Parking Meter Expenses	B	APW	Storlie	
Legal	4/24/2017	Exec Session Minutes Release	R	APW	Farrar	
PWA	4/24/2017	NU Easements (2)	R	APW	Stoneback	
PWA	4/24/2017	Lead Service	O	APW	Stoneback	
CD	4/24/2017	Open Communities Landlord-Tenant Program App. Funding Renewal	B	PD	Mangum	
CD	4/24/2017	CPAH App for Afford. Housing and Rehab	B	PD	Mangum	
CD	4/24/2017	1881 Oak Ave (E2) - Major Adjustment to PD - Reduce parking	O	PD	Mangum	
CD	4/24/2017	820 Davis St. - Special Use for a Business/Vocational School,	O	PD	Mangum	Introduction and Action
	4/24/2017	Exec Session (workers comp)		CC	Storlie	
CMO	5/8/2017	City Council Meetings (2) Old (Bills) /New (Essential Items Only)		CC	Bobkiewicz	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	5/15/2017	Rules Committee (Resolution to SWANCC's Board)		CC	Bobkiewicz	
Library / Admin Svcs	5/22/2017	Underground Library Parking Garage	B	APW	Danczak Lyons / Storlie	
PRCS	5/22/2017	Crown Center Concession Contract	B	APW	Hemingway	
Legal	5/22/2017	Regulation on Drones	O	APW	Farrar	
CD	5/22/2017	120 Dodge Ave. - Special Use to expand an existing Retirement Home, Dobson Plaza,	O	PD	Mangum	Introduction
CD	5/22/2017	Landmark Designation: 1726 Hinman	O	PD	Mangum	
CD	6/12/2017	Complete Streets Policy Revision	B	APW	Mangum	
CMO	6/12/2017	Lease of City-Owned Property at 633 Howard	O	APW	Lyons	
PRCS	6/26/2017	Designation of Parks and Recreation Month	A	CC	Hemingway	
PRCS	6/26/2017	Handyman Contract Renewal	B	APW	Hemingway	
Legal	6/26/2017	Administrative Adjudication Code Amendments	O	APW	Farrar	
Legal	6/26/2017	Time to Enter Liquor License Property - Code Amendments	O	APW	Farrar	
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	
Council & Committee Meetings						
4/19/2017	6:30 PM	M/W/EBE Development Committee				
4/24/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
4/26/2017	6:00 PM	Transportation/Parking Commission - cancelled				
4/26/2017	7:00 PM	Economic Development Committee				
5/1/2017	6:00 PM	Human Services Committee				
5/1/2017 9:06 AM	5:30 PM	City-School Liaison Committee				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
5/4/2017	7:00 PM	Housing, Homelessness and Human Relations Commission				
5/8/2017	6:00 PM	City Council				
<u>DEFERRED</u>	Date	Item	Action	Committee	Staff	
CD		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
CMO		D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R	APW	Lyons	
Admin Serv		Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law		Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Law		Credit Card Analysis	D	APW	Lyons	
Admin Serv		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
Law		Animal Welfare Board	O	R	Bobkiewicz	(for 2017)



Memorandum

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

From: Ashley King, Finance & Budget Manager

Subject: February 2017 Monthly Financial Report

Date: April 14, 2017

Please find attached the unaudited financial statements as of February 28, 2017. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	Fund Balance	Cash Balance
100	GENERAL FUND	17,941,158	15,493,719	2,447,439	17,244,431	6,393,110
176	HEALTH AND HUMAN SERVICES	143,192	61	143,131	178,531	213,938
175	GENERAL ASSISTANCE FUND	134,341	126,525	7,816	592,461	594,204
180	GOOD NEIGHBOR FUND	1,000,000	166,667	833,333	833,333	833,333
185	LIBRARY FUND	973,897	872,529	101,368	862,186	805,707
195	NEIGHBORHOOD STABILIZATION	20	4,556	(4,537)	(32,826)	127,615
200	MOTOR FUEL TAX FUND	346,108	142,998	203,110	1,616,788	1,440,087
205	EMERGENCY TELEPHONE (E911)	156,675	106,115	50,559	62,863	(3,527)
210	SPECIAL SERVICE AREA (SSA) #4	35,700		35,700	(156,576)	(156,576)
215	CDBG FUND		68,936	(68,936)	(4,830)	(6,210)
220	CDBG LOAN	17,098	70	17,028	174,689	227,949
235	NEIGHBORHOOD IMPROVEMENT				169,915	169,915
240	HOME FUND	4,566	26,169	(21,603)	(19,226)	(19,226)
250	AFFORDABLE HOUSING FUND	32,318	13,501	18,817	1,419,740	1,420,005
186	LIBRARY DEBT SERVICE FUND				16,803	29,597
300	WASHINGTON NATIONAL TIF	758,999	58,333	700,665	7,325,341	7,404,260
310	HOWARD-HARTREY TIF	576		576	473,640	705,320
330	HOWARD-RIDGE TIF FUND	36,510	32,507	4,003	3,919	6,189
335	WEST EVANSTON TIF FUND	2,424	6,740	(4,315)	412,945	421,267
340	DEMPSTER-DODGE TIF FUND				(29,415)	(29,415)
345	CHICAGO-MAIN TIF		37,325	(37,325)	97,752	97,752
350	SPECIAL SERVICE AREA (SSA) #6	22,034		22,034	100,328	100,329
320	DEBT SERVICE FUND	2,054,480		2,054,480	2,800,535	2,815,330
415	CAPITAL IMPROVEMENTS FUND	88,593	200,508	(111,915)	11,514,543	11,714,911
420	SPECIAL ASSESSMENT FUND	150,963	43,905	107,059	406,275	3,102,738
505	PARKING SYSTEM FUND	1,085,475	869,094	216,382	11,703,251	7,833,758
510	WATER FUND	3,649,153	1,635,157	2,013,996	7,305,418	7,803,716
515	SEWER FUND	2,273,718	982,135	1,291,582	6,985,503	4,331,509
520	SOLID WASTE FUND	813,576	789,720	23,856	(902,642)	(1,521,833)
600	FLEET SERVICES FUND	570,691	385,393	185,297	958,536	240,347
601	EQUIPMENT REPLACEMENT FUND	297,036	15,524	281,512	1,565,233	1,166,845
605	INSURANCE FUND	2,616,468	2,913,856	(297,388)	(936,493)	1,493,203
	TOTAL	35,205,767	24,992,042	10,213,725	72,742,952	59,756,145

Included above are the ending balances as of February 28, 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 February 28, 2017, the General Fund is reporting a net surplus of \$2,447,439. The General Fund balance is \$17,244,431 with a cash balance of \$6,393,110. This year shows the Economic Development Fund merged with the General Fund—increasing both Fund and Cash balances. The attached supplemental charts show the General Fund Revenues at 15.10% of budget and expenses lower at 13.05%.

Through February 28, 2017, the SSA #4 Fund is showing a negative fund and cash balance of \$156,576. This is due to the timing of payments to the Downtown Evanston group. Through February 28, 2017, the Home Fund is showing a negative cash balance of \$19,226.

Through February 28, 2017, the CDBG Fund is showing a negative cash balance of \$6,210. This will be reimbursed with draw-downs during February.

Through February 28, 2017, the Capital Fund is showing a fund balance of \$11,514,543 and a cash balance of \$11,714,911. As the year-end close process for 2016 continues through May, 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 February 28, 2017, the enterprise funds (Parking, Water, and Sewer) have balances above average due to the timing of capital projects for 2017. A \$2.1 million check is being processed for Emerson Ridge Greenbay project payment to IDOT in April. This will reduce the fund balances in Water, Sewer, and Parking.

Through February 28, 2017, the Solid Waste Fund has a negative fund balance of \$902,642 and a negative cash balance of \$1,521,833.

Through February 28, 2017, the Insurance Fund is showing a negative fund balance of \$936,493 with a cash balance of \$1,493,203.

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

CERTIFICATION OF ATTACHED FINANCIAL REPORTS

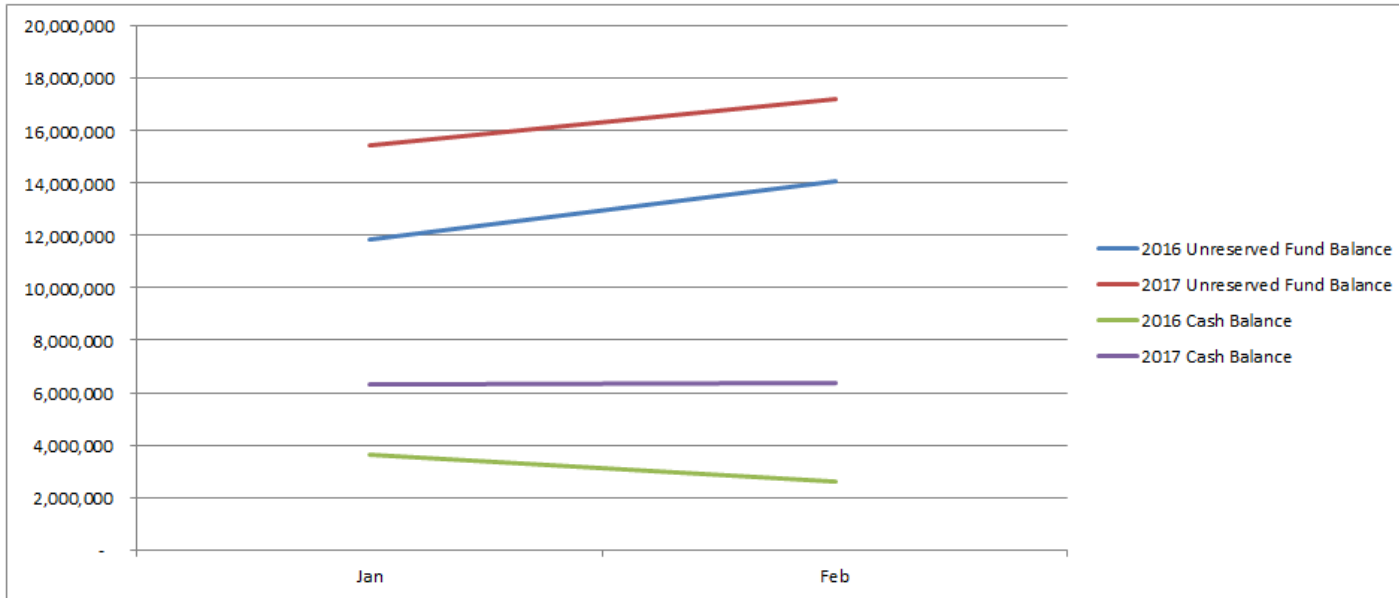
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the February 28, 2017 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

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
2016 Unreserved Fund Balance	11,859,782	14,097,256
2017 Unreserved Fund Balance	15,453,984	17,244,431
2016 Cash Balance	3,656,830	2,587,845
2017 Cash Balance	6,338,271	6,393,110





February 2017 Financial Report

Through 02/28/17
Prior Fiscal Year Activity Included

Classification	2017 Budget	Feb Actual	YTD Actual	%	2016 Actual
Fund 100 - GENERAL FUND					
REVENUE					
Property Taxes	28,639,628	3,826,821	3,886,303	13.57%	27,302,687
Other Taxes	49,402,274	4,722,017	8,483,806	17.17%	44,922,404
Licenses, Permits and Fees	17,259,650	1,517,686	2,019,042	11.70%	16,574,229
Fines and Forfeitures	3,810,000	308,570	401,657	10.54%	3,602,413
Charges for Services	9,010,612	1,035,309	1,688,496	18.74%	8,946,002
Interfund Transfers	7,705,774	633,976	1,267,953	16.45%	8,709,861
Intergovernmental Revenue	839,965	50,413	77,984	9.28%	983,516
Other Revenue	2,060,829	61,206	111,986	5.43%	1,481,808
Workers Compensation and Liability	-	-	-		-
Insurance	-	-	-		-
Library Revenue	-	-	-		-
Interest Income	50,100	1,334	3,931	7.85%	30,285
Special Assessment	-	-	-		-
Reappropriation of Surplus	-	-	-		-
REVENUE TOTALS	118,778,832	12,157,333	17,941,158	15.10%	112,553,206
EXPENSE					
City Council	498,189	36,643	62,404	12.53%	433,601
City Clerk	275,488	31,185	47,353	17.19%	294,665
City Manager's Office	9,694,367	511,302	892,756	9.21%	6,983,366
Law Dept	1,038,137	58,833	101,727	9.80%	1,052,130
Admin Services	9,700,879	821,450	1,231,189	12.69%	9,151,462
Community Development	2,804,668	190,173	333,149	11.88%	2,510,408
Police	38,223,842	3,918,996	5,834,776	15.26%	37,817,627
Fire	24,294,001	2,226,113	3,364,560	13.85%	23,235,714
Health	3,582,312	230,288	424,060	11.84%	3,097,351
	-	-	-		(1,475)
Parks	12,361,460	725,210	1,229,130	9.94%	11,997,476
Public Works Agency	16,212,848	1,089,969	1,972,614	12.17%	14,738,137
EXPENSE TOTALS	118,686,191	9,840,161	15,493,719	13.05%	111,310,462
Fund 100 - GENERAL FUND Totals					
REVENUE TOTALS	118,778,832	12,157,333	17,941,158		112,553,206
EXPENSE TOTALS	118,686,191	9,840,161	15,493,719		111,310,462
Fund 100 - GENERAL FUND Totals	92,641	2,317,172	2,447,439		1,242,744



February 2017 Financial Report

Through 02/28/17
Prior Fiscal Year Activity Included

Fund 505 - PARKING SYSTEM FUND

Classification	2017 Budget	Feb Actual	YTD Actual	%	2016 Actual
Fund 505 - PARKING SYSTEM FUND					
REVENUE					
Property Taxes	-	-	-		-
Other Taxes	-	-	-	+++	-
Licenses, Permits and Fees	-	-	600	+++	3,350
Fines and Forfeitures	-	-	-	+++	-
Charges for Services	6,802,875	646,722	1,056,972	15.54%	6,523,524
Interfund Transfers	4,120,636	-	-	0.00%	3,711,768
Intergovernmental Revenue	12,125	-	-	0.00%	-
Other Revenue	203,216	8,508	22,567	11.11%	195,895
Interest Income	35,070	2,772	5,336	15.22%	38,159
REVENUE TOTALS	11,173,922	658,002	1,085,475	9.71%	10,472,695
EXPENSE					
Salary and Benefits	1,247,921	85,116	154,897	12.41%	1,338,122
Services and Supplies	3,501,275	385,649	417,324	11.92%	3,084,543
Capital Outlay	3,020,000	-	-	0.00%	2,867,258
Insurance and Other Chargebacks	524,102	43,956	84,204	16.07%	504,784
Community Sponsored Organizations	-	-	-		-
Depreciation Expense	-	-	-		-
Contingencies	11,000	221	221	2.00%	5,910
Debt Service	4,331,771	-	-	0.00%	390,235
Miscellaneous	304,000	-	-	0.00%	238,064
Interfund Transfers	1,584,683	106,224	212,447	13.41%	1,303,783
EXPENSE TOTALS	14,524,752	621,166	869,094	5.98%	9,732,700
Fund 505 - PARKING SYSTEM FUND					
REVENUE TOTALS	11,173,922	658,002	1,085,475		10,472,695
EXPENSE TOTALS	14,524,752	621,166	869,094		9,732,700
Fund 505 - PARKING SYSTEM FUND	(3,350,830)	36,836	216,382		739,995



February 2017 Financial Report

Through 02/28/17

Prior Fiscal Year Activity Included

Detail Listing

Fund 510 - WATER FUND

Classification	2017 Budget	Feb Actual	YTD Actual	%	2016 Actual
Fund 510 - WATER FUND					
REVENUE					
Other Taxes	-	-	-		-
Licenses, Permits and Fees	70,000	4,554	9,743	13.92%	90,592
Charges for Services	17,495,000	1,969,438	3,629,421	20.75%	16,058,497
Interfund Transfers	-	-	-		-
Intergovernmental Revenue	-	-	-		-
Other Revenue	6,828,400	2,919	6,204	0.09%	306,143
Interest Income	1,600	2,001	3,785	236.58%	16,116
REVENUE TOTALS	24,395,000	1,978,912	3,649,153	14.96%	16,471,349
EXPENSE					
Salary and Benefits	4,589,411	335,408	626,924	13.66%	4,494,885
Services and Supplies	3,611,150	204,021	232,038	6.43%	2,635,607
Capital Outlay	189,300	-	(689)	-0.36%	166,709
Insurance and Other Chargebacks	1,174,064	97,192	179,832	15.32%	1,110,835
Community Sponsored Organizations	-	-	-		-
Depreciation Expense	-	-	-		-
Contingencies	1,000	-	-	0.00%	1,000
Debt Service	1,438,470	-	-	0.00%	633,708
Miscellaneous	62,980	-	-	0.00%	10,543
Interfund Transfers	3,502,313	298,526	597,052	17.05%	12,156,871
EXPENSE TOTALS	14,568,688	935,146	1,635,157	11.22%	21,210,158
Fund 510 - WATER FUND Totals					
REVENUE TOTALS	24,395,000	1,978,912	3,649,153		16,471,349
EXPENSE TOTALS	14,568,688	935,146	1,635,157		21,210,158
Fund 510 - WATER FUND Totals	9,826,312	1,043,766	2,013,996		(4,738,810)



February 2017 Financial Report

Through 02/28/17

Prior Fiscal Year Activity Included

Fund 515 - SEWER FUND

Classification	2017 Budget	Feb Actual	YTD Actual	%	2016 Actual
Fund 515 - SEWER FUND					
REVENUE					
Charges for Services	12,521,150	1,064,097	2,272,928	18.15%	13,048,760
Interfund Transfers	-	-	-		-
Other Revenue	604,165	-	-	0.00%	3,087
Interest Income	1,000	422	790	78.95%	4,450
REVENUE TOTALS	13,126,315	1,064,520	2,273,718	17.32%	13,056,297
EXPENSE					
Salary and Benefits	989,481	74,831	137,670	13.91%	985,218
Services and Supplies	1,000,800	2,019	2,261	0.23%	583,385
Capital Outlay	2,819,700	-	-	0.00%	790,772
Insurance and Other Chargebacks	432,953	36,918	70,288	16.23%	414,270
Depreciation Expense	-	-	-		-
Contingencies	-	-	-		-
Debt Service	8,370,946	426,184	606,637	7.25%	1,336,366
Miscellaneous	1,500	-	-	0.00%	5,000
Interfund Transfers	991,677	82,640	165,279	16.67%	773,873
EXPENSE TOTALS	14,607,057	622,592	982,135	6.72%	4,888,884
Fund 515 - SEWER FUND Totals					
REVENUE TOTALS	13,126,315	1,064,520	2,273,718		13,056,297
EXPENSE TOTALS	14,607,057	622,592	982,135		4,888,884
Fund 515 - SEWER FUND Totals	(1,480,742)	441,927	1,291,582		8,167,412



February 2017 Financial Report

Through 02/28/17

Prior Fiscal Year Activity Included

Fund 520 - SOLID WASTE FUND

Classification	2017 Budget	Feb Actual	YTD Actual	%	2016 Actual
Fund 520 - SOLID WASTE FUND					
REVENUE					
Licenses, Permits and Fees	275,000	-	44,740	16.27%	125,404
Charges for Services	3,632,394	301,317	591,677	16.29%	3,586,453
Interfund Transfers	1,055,967	87,997	175,995	16.67%	1,055,967
Intergovernmental Revenue	-	-	-		-
Other Revenue	238,000	715	1,165	0.49%	274,808
Interest Income	-	-	-		-
REVENUE TOTALS	5,201,361	390,029	813,576	15.64%	5,042,632
EXPENSE					
Salary and Benefits	750,241	48,171	83,820	11.17%	726,698
Services and Supplies	3,732,176	601,876	603,921	16.18%	3,357,198
Capital Outlay	25,750	199	199	0.77%	6,034
Insurance and Other Chargebacks	149,325	10,147	17,645	11.82%	138,618
Community Sponsored Organizations	-	-	-		-
Depreciation Expense	-	-	-		-
Contingencies	-	-	-		-
Debt Service	21,046	-	-	0.00%	2,251
Miscellaneous	15,000	-	-	0.00%	12,232
Interfund Transfers	504,807	42,067	84,135	16.67%	499,493
EXPENSE TOTALS	5,198,345	702,461	789,720	15.19%	4,742,523
Fund 520 - SOLID WASTE FUND Totals					
REVENUE TOTALS	5,201,361	390,029	813,576		5,042,632
EXPENSE TOTALS	5,198,345	702,461	789,720		4,742,523
Fund 520 - SOLID WASTE FUND Totals	3,016	(312,432)	23,856		300,109



Memorandum

To: Honorable Mayor and Members of the City Council

From: Scott Mangum, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: April 12, 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 if you have any questions or need additional information.

Zoning Weekly Update
Cases Received and Pending, April 5, 2017 - April 11, 2017

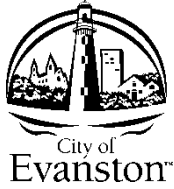
Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1715 Chicago Avenue	Building Permit	Interior remodel of existing ground floor package locker room (Evanston Place Apartments)	04/10/17	pending staff review
2	1216 Florence Avenue	Building Permit	Convert existing 2-flat into a SFR	03/23/17	pending staff review
2	2113 Greenleaf Street	Building Permit	Subdivide existing office/storage into 17 commercial units	03/23/17	pending revisions from application
3	1427 Chicago Avenue	Zoning Analysis	Install 90 sq. ft. of pavers to extend existing walk	04/10/17	pending staff review
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
4	1029 Asbury Avenue	Building Permit	Construct 2-story addition at SFR	02/28/17	non-compliant, pending revisions from applicant
4	1450-1508 Sherman Avenue	Zoning Analysis	Construct 16-story building with first floor commercial, 298 dwelling units and 192 parking spaces (Planned Development)	04/04/17	pending staff review
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	pending revisions
5	2210 Asbury Avenue	Building Permit	Addition and interior remodel to SFR	03/06/17	non-compliant, pending revisions
5	1829 Simpson Street	Zoning Analysis	Rezone property from R3 to B1 for existing building to be used for a restaurant	04/05/17	non-compliant, pending map amendment application
5	801-811 Simpson Street	Zoning Analysis	Convert garden office to apartment at multi-family dwelling	04/05/17	pending additional information from the applicant
6	2424 Grant Street	Building Permit	Remove existing walk, construct new paver walk	03/02/17	non-compliant, pending major variation application
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 major variation
6	2536 Gross Point Road	Building Permit	Maintenance of existing cell tower (T-Mobile)	03/17/17	pending staff review
6	2742 Bennett Avenue	Building Permit	Interior renovation and new concrete walk at SFR	04/07/17	pending staff review
7	2022 Central Street	Building Permit	Interior and exterior remodel (Lush Wine and Spirits)	04/15/16	pending final DAPR
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	pending final DAPR
7	2145 Sheridan Road	Building Permit	Foundation only permit (NU - Tech Institute)	03/23/17	pending additional information from the applicant
7	2522 Orrington Avenue	Building Permit	Remove existing concrete and asphalt driveway, install new snow melt system and new concrete and paver driveway	03/30/17	pending revisions from the applicant
7	2809 Lakeside Court	Building Permit	Sea wall remediation and new deck to replace existing at SFR	04/11/17	pending staff review

7	2507 Green Bay Road	Zoning Analysis	Replace existing ComEd substation	04/05/17	pending staff review
8	128-130 Chicago Avenue	Zoning Analysis	Construct 4-story building with ground-floor retail to include retail landscape establishment, open garden yard, 10 dwelling units above, open parking lot	03/31/17	pending staff review
8	1418 Dobson Street	Building Permit	Second story addition to SFR	03/20/17	non-compliant, pending minor variation application
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	2425 Oakton Street	Zoning Analysis	Construct new car wash and new 2-tenant retail building (Planned Development)	03/31/17	pending additional information from the applicant
9	1404 Seward Street	Zoning Analysis	Rebuild and enlarge rear enclosed porch at multi-family dwelling	04/11/17	pending staff review
9	1718 Cleveland Street	Building Permit	Enlarge existing patio at SFR	04/11/17	pending staff review

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
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	pending Preservation, DAPR & ZBA
3	1018 Michigan Avenue	Minor Variation	Building lot coverage for new 3-car detached garage at SFR	03/28/17	Determination after 04/13/17
4	820 Davis Street	Special Use	Business/Vocational School - Knowledge Systems Institute (computer/technology classes)	03/08/17	P&D & CC 04/24/17
6	2149 Forestview Road	Minor Variation	Building lot coverage and front yard setback for 1st and 2nd floor addition to SFR	04/10/17	pending public notice
7	2658 Sheridan Road	Major Variation	Circular Driveway that is not on a Type 1 Street	01/26/17	CC 04/17/17
7	1707 Chancellor Street	Minor Variation	Interior side yard setback for new detached garage	03/28/17	Determination after 04/12/17
8	120 Dodge Avenue	Special Use/Major Variation	Construct 1-story addition at Dobson Plaza	03/20/17	pending DAPR & ZBA



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 14, 2017

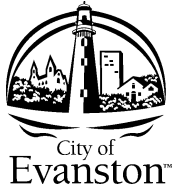
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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

Inspector Weekly Update
Cases Received, April 14, 2017

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences are in fair condition. All other construction conditions comply. No construction activity at time of inspection. Documents being circulated for resident signatures for drainage plan/permit.	4/10/2017
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Fences and sidewalks are in good condition. All construction conditions comply. Work on exterior brick continues.	4/10/2017
4	1571 Maple Avenue	Mixed Use Building	The roof deck is installed and crew is finishing the parapet wall. Rough work for MEP contractors continues on floors 1 through 11. Construction fencing and dust control screening is in place and plumb. Project site is orderly. Crane has been disassembled and sidewalk/curb installation is being completed.	4/10/2017
7	1620 Central Avenue	New 47 Unit Apartment Building	Interior work continues on all floors. Elevator car rails and doors have been installed. There were no obstructions in the public right of way at the time of inspection.	4/12/2017
7	2705 Ashland (Welsh-Ryan Arena)	New Athletic Arena	Demolition of arena has started. North/South walls and structural steel columns will remain. Staging areas and construction road from Isabella are being completed. Fences, silt fences and wind screen are in place and plumb.	4/13/2017
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Crews are installing the arched spans. Concrete has been poured for the upper and lower concourse and basement areas. Street cleaning is done on a regular basis. Construction and soil erosion fencing are in place and plumb. Job site is kept in order.	4/10/2017
7	560 Lincoln (NU Residence Hall)	New Dormitory	Rough inspection approvals have been obtained on all floors. Drywall is being installed on floors 1 through 7. Fences, silt fences and windscreen are in place and stand plumb. Job site is in order.	4/10/2017



Memorandum

To: Honorable Mayor and Members of the City Council

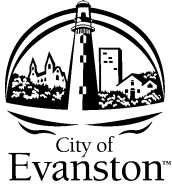
From: Ike Ogbo, Acting Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: April 14, 2017

There were no new applications for food establishments for the week of April 9, 2017.

Please contact me at 847/448-2829 or 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: April 14, 2017

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

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

Liquor Licensing Weekly Report

Liquor Applications Received and Pending

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROPOSED HOURS for LIQUOR SALES	DATE REC'D	STATUS ¹
2	Hilton Garden Inn (New Owner)	1818 Maple Ave	C	Hotel/Restaurant (Liquor)	Mon-Sun: Noon-Midnight	1/26/17	Pending City Council Introduction
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 City Council Introduction

¹ 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 APRIL 14, 2017

NWMC Board Approves Budget, Receives FY17-18 Officer Nominations

Thank you to the twenty-five NWMC members who attended Wednesday night's board meeting. Members unanimously approved the FY2017-2018 budget, which portrays a very stable financial future for the organization and does not call for a dues increase for the fourth consecutive year. The membership also received the following slate of NWMC officers for FY17-18:

President: *Harriet Rosenthal*
Mayor, Village of Deerfield

Vice-President: *Arlene Juracek*
Mayor, Village of Mount Prospect

Secretary: *Dan DiMaria*
President, Village of Morton Grove

Treasurer: *Ghida Neukirch*
Manager, City of Highland Park

The election of officers will occur at the May 10 NWMC Board meeting. In other action, the membership approved resolutions honoring *Evanston Mayor Elizabeth Tisdahl* and *Lincolnwood Mayor Jerry Turry* for their service to the organization. The board also presented a plaque to *Wheeling President Dean Argiris* for serving as Vice President this past year. The membership also approved participation in an editorial drafted by the DuPage Mayors and Managers Conference, which articulates concerns with a proposed permanent property tax freeze and the impact on local government operations. *Staff contacts: Mark Fowler, Larry Bury*

NWMC Awards New, Lower Priced EAP Contract

On Wednesday, the NWMC Finance Committee approved a new contract with Moreau Shepell to provide Employee Assistance Program (EAP) services. Municipalities, townships, park districts and libraries are eligible to participate in the program, which 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. Thirteen municipalities and organizations currently participate in this program.

We are pleased to report that the new fee for participants is \$23.50 per employee per year, a \$1.50 savings over the previous contract. The contract begins on May 1 and staff emailed an information packet to all NWMC members yesterday. 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. *Staff contact: Karol Heneghan*

NWMC Communicators to Meet Next Week

Handling your municipality's public information/communications/marketing efforts is no easy task, especially when you've been assigned the duty but have little to no experience in handling one of the most vital functions of any transparent government agency. The Northwest Municipal Conference Local Government Communicators Committee consists of those that have been in the communications/marketing arena for

decades and even those who have been newly appointed to positions responsible for handling the public information function. We welcome anyone to attend our quarterly meetings where we not only share our ideas, but look for new and innovative ways to better serve our citizens.

Our next meeting will be held on Wednesday, April 19 from 11:30 am to 1 pm at Hoffman Estates Village Hall. If you are interested in attending, or have any questions regarding the committee, please contact chairperson *Samantha Brunell, Carpentersville Assistant to the Village Manager/HR Director*, at sbrunell@cville.org. *Staff contacts: Marina Durso, Mark Fowler*

Less Than 2 Weeks Until the April 25 Surplus Vehicle and Equipment Auction

The April 25 Municipal Surplus Vehicle and Equipment Auction at America's Auto Auction in Crestwood is less than two weeks away and continues to grow. We hope you will join Aurora, Crete, *Deerfield, Evanston, Glenview, Lincolnshire, Morton Grove, Northbrook, Orland Park, Oswego, Park Forest, Sauk Village, Skokie, Skokie Library, Steger, Wheeling and Wilmette* at the auction. There is still time to participate, so please review your fleets and plan to take advantage of this opportunity to receive top dollar for your vehicles and equipment.

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 this event and our upcoming auctions. 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 or sales representative Jim Fee, 773-315-0293 or jamesfee7522@yahoo.com. *Staff contact: Ellen Dayan*

Northwest Technical Committee Talks STP \$\$, Current Projects

The Northwest Council of Mayors Technical Committee met Thursday at the *Barrington Village Hall*. Staff from the Chicago Metropolitan Agency for Planning (CMAP) provided an update on discussions about the regional distribution of Surface Transportation Program (STP) funding. CMAP is working with partners including the Council of Mayors, Illinois Department of Transportation, City of Chicago and Federal Highway Administration to ensure that the region's use of STP funds meets new federal requirements for performance-based funding.

The committee held a lengthy discussion on the funding and ranking of projects in the active program. The council currently has more projects funded in FY 2017 and 2018 than available funding, necessitating a request for advanced funding from the Council of Mayors Executive Committee. The large number of projects will likely require additional requests for advanced funding and the committee may need to prioritize the requests based on project score and readiness. Staff will work to update project schedules and scores to ensure the funds are spent in a timely manner. The scheduled biannual call for projects was postponed until at least May, as the committee will wait until after the Council of Mayors' decision on the advanced funding request. The committee did approve lighting projects on Milwaukee Avenue and Waukegan Avenue in *Niles* to move into the council program in FY 2018, provided the council secures the advanced funding for the project. *Staff contact: Mike Walczak*

MMC Reschedules Quarterly Meeting

From the desk of Metropolitan Mayors Caucus (MMC) Executive Director Dave Bennett:

On behalf of the Caucus' Executive Board, I respectfully invite you to our rescheduled quarterly business meeting. The original date had been April 7th. However, a number of our Member Mayors said they were unavailable that day because it fell at the end of municipal election week. The new date is Thursday, May 4, 2017. The location is Venue One, 1034 West Randolph Street, in Chicago. The meeting will begin with lunch at 12:00 noon. The business meeting will be called to order at 12:30-12:45 pm.

I will have more information on agenda topics and meeting logistics in the weeks ahead. All interested Mayors are welcome to attend and engage in discussions on key regional issues. If you wish to join us, please contact Mark Fowler or me. We hope to see you on May 4th. *Staff contact: Mark Fowler*

Highway Safety Improvement Funds Available

Applications are now being accepted for the FY 2019 Local Highway Safety Improvement Program (HSIP) through Friday, June 2. The HSIP is a core federal-aid funding program with the goal of significantly reducing traffic fatalities and serious injuries on all public roads. The selected projects will be announced during the week of July 24, and the anticipated funding level is approximately \$35 million. The maximum federal funding level is 90 percent of the total eligible cost and all phases of safety improvement projects are eligible. Additional information can be obtained by visiting <http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/funding-opportunities/highway-safety-improvement-program>. *Staff contacts: Mike Walczak, Brian Pigeon*

Meetings and Events

NWMC Bicycle and Pedestrian Committee will meet Tuesday, April 18 at 10:30 a.m. at the NWMC offices.

NWMC Legislative Committee will meet Wednesday, April 19 at 8:30 a.m. **via conference call.**

NWMC Transportation Committee will meet Thursday, April 27 at 8:30 a.m. at the NWMC offices.

NWMC Executive Board will meet Wednesday, May 3 at 8:30 a.m. at the NWMC offices.