



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: May 19, 2017

## STAFF REPORTS BY DEPARTMENT



Weekly Report for May 12, 2017 – May 18, 2017

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

MWEBE/LEP Compliance Tracking Report  
City Council Agenda Schedule  
First Quarter Financial Report for FY 2017

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Applications Report

### **Parks, Recreation & Community Services**

Weekly Facility Usage Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, May 22, 2017**

Administration and Public Works Committee

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

Planning & Development Committee

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

City Council

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

**Wednesday, May 24, 2017**

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)



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of May 12, 2017 through May 18, 2017.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2683</b>	<b>2688</b>
<b>SERVICE REQUESTS</b>	<b>780</b>	<b>587</b>
<b>TOTAL CHATS</b>	<b>32</b>	<b>31</b>
<b>TOTAL TEXT</b>	<b>34</b>	<b>26</b>

## **Top 5 Service Requests**

## **Total**

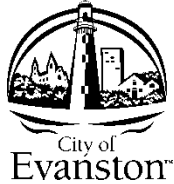
*Most requested service requests (Source: PublicStuff - Open/Closed)*

- |                                       |     |
|---------------------------------------|-----|
| 1. Building Permit Inspection Request | 105 |
| 2. Trees-Fallen limb or tree          | 58  |
| 3. Trash – Special Pick Up            | 33  |
| 4. Tree Evaluation                    | 31  |
| 5. Brokem Parking Meter               | 30  |

**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	312
Administrative Services -Finance	32
Administrative Services –HR	27
Administrative Services - Other	58
City Clerk’s Office	31
City Manager’s Office	24
ComDev / Economic Development	20
ComDev/ Bldg Inspections	266
ComDev / Housing Rehab	6
ComDev / Planning/Zoning	25
General Assistance	1
Fire Life Safety	28
PublicStuff Request	474
Health	93
Information	504
Law	12
Library	3
Mayor’s Office	3
Other/311	183
Other – Social Services	7
Parks – Maintenance	2
Parks – Programs/Picnics/Permits	16
Parks – Other	1
Parks/Recreation	42
Parks – Forestry	65
Parks- Recreation Programs	48
Police	116
Public Works / Fleet	1
Public Works / Street Sanitation	108
Public Works / Engineering	48
Tax Assessment Office	2
Utilities – Power	0
Utilities – Sewer	8
Utilities – Water	117
<b>TOTAL</b>	<b>2683</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Martin Lyons, Assistant City Manager/CFO  
Tammi Nunez, Purchasing Manager

Subject: MWEBE/LEP Compliance Tracking

Date: May 19, 2017

Attached please find the monthly Minority Women's Evanston Business Enterprise (MWEBE) and Local Employment Program (LEP) Compliance tracking report which is presented to the MWEBE Committee. This report tracks Bids and RFPs that can potentially have an MWEBE (25% goal) or LEP (15% requirement) component on a monthly basis. The final page also shows waivers that are granted and the rationale for those waivers.

When each of the attached projects goes to the City Council for approval, a MWEBE memo is attached explaining the process and compliance rate for the responses received. The attachment is a conglomeration of these individual memos.

During the April MWEBE meeting, the Committee requested that this information be conveyed to the Council in City Manager's Office Friday reports on a monthly basis after approval from the Committee. If you have any questions, please contact Martin Lyons (847-448-8082) or Tammi Nunez (847-448-8107).

## 2017 MWEBE Goal Compliant

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
FAC	1/9/2017	RFP 16-72	2017-19 Multi Year Janitorial Services	\$120,576.00	-		Eco Clean Maintenance Inc.					
						41.5%	Dust Em Clean	X				\$50,103.00
PWA	1/9/2017	RFP 16-73	Emerson Street Traffic Signals Moderization	\$86,100.00	-		Terra Engineering Ltd.					
						89.5%	Terra Engineering		X			\$77,100.00
PWA	1/9/2017	RFP 16-47	Main Street Corridor Improvement Project (Revised)	\$77,800.84	-		Stanley Consultants					
						5.5%	Vested Strategies			X		\$13,425.00
						19.4%	Environmental Design	X				\$47,613.84
						2.3%	AES Services	X				\$5,584.00
						4.6%	Rubino Engineering		X			\$11,178.00
PWA	1/23/2017	RFQ 16-61	Robert Crown Community Center Ice Complex	\$497,500.00	-		Woodhouse Tinucci Architects (RFQ not LEP eligible)					
						5%	Stearn-Joglekar	X				\$25,000.00
						1.6%	CCIM	X				\$8,000.00
						5.6%	Terra Engineering		X			\$28,000.00
						1%	Grumman/Butkus			X		\$5,000.00
						1%	Ann Kustner Lighting			X		\$5,000.00
<b>January Total</b>				\$781,976.84								\$276,003.84
<b>Total to Date</b>				\$781,976.84		<b>35.2%</b>		5	3	3	0	<b>\$276,003.84</b>
PWA	2/13/2017	RFP 16-74	Robert Crown Community Center Ice Complex	\$123,212.00	-		Stanley Consultants					

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
						25%	Milhouse Engineering Constr	X				\$30,803.00
<b>PWA</b>	2/27/2017	RFP 17-02	Material Testing Services	\$150,000.00	-		Interra Engineering Services					
						95%	Interra Engineering Services	X				\$142,500.00
<b>February Total</b>				\$273,212.00								\$173,303.00
<b>Total to Date</b>				\$1,055,188.84		<b>42.5%</b>		6	3	3	0	<b>\$449,306.84</b>
<b>PWA</b>	3/13/2017	RFQ 16-75	Howard Street Corridor Improvement Proj	\$289,820.70	-		Christopher Burke Engineering (RFQ not LEP eligible)					
						8.6%	Altamanu Inc.		X			\$25,000.00
						1.8%	Fish Transportation		X			\$5,000.00
						8.9%	GSG Consultants	X				\$26,075.00
						16.2%	Metro Strategies		X			\$46,990.00
<b>PWA</b>	3/13/2017	Bid 17-05	Fountain Square Renovation	\$5,847,266.70	\$2,700,000 / \$405,000		Copenhaver Construction (LEP Eligible)					
						27.2%	Alas Trucking	X				\$1,595,444.00
<b>PWA</b>	3/13/2017	Bid 17-12	50/50 Sidewalk Replacement Project	\$208,900.00	-		Schroeder & Schroeder Inc.					
						27.8%	Ozinga Ready Mix			X		\$58,000.00
<b>PWA</b>	3/13/2017	RFP 17-07	Howard Street Theater	\$150,455.00	-		Ross Barney Architects					
						47%	Ross Barney Architects		X			\$70,810.00
						35%	Primera Engineering		X			\$52,800.00
<b>PWA</b>	3/27/2017	RFP 17-08	Chandler- Newberger Community Center	\$80,965.00	-		Clark Dietz, Inc.					
						16.4%	Delta Engineering Group	X				\$13,300.00
						8.6%	Elliot Dudnik & Associates			X		\$7,000.00
<b>March Total</b>				\$6,577,407.40								\$1,900,419.00
<b>Total to Date</b>				\$7,632,596.24		<b>30.7%</b>		9	8	5	0	<b>\$2,349,725.84</b>

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	
PWA	4/10/2017	Bid 17-03	2017 Water Main Improvements & Street Resurfacing Project	\$2,659,267.00	\$200,000 / \$30,000		Joel Kennedy Constructing Corporaation (LEP Eligible)						
						7%	Ozinga Ready Mix			X		\$190,000.00	
						1.8%	E. King Construction		X			\$50,000.00	
						2%	Menini Cartage, Inc.		X			\$55,000.00	
						2.2%	Orient Express Service	X				\$60,000.00	
						3.5%	Chicagoland Truckin' Company	X				\$92,000.00	
						.3%	Midwest Rem Enterprises	X				\$10,000.00	
						.8%	Roughneck Concrete Drilling		X			\$23,769.00	
						6%	Barrera Construction Inc.	X				\$160,000.00	
PWA	4/17/2017	Bid 17-04	2017 Motor Fuel Tax Street Resurfacing Project	\$977,779.00			J.A. Johnson (not LEP Eligible - MFT federally funded)						
						9.8%	Ozinga Ready Mix			X		\$96,750.00	
						.7%	D2K Traffic Equipment	X				\$7,141.78	
						7.5%	Galaxy Underground, Inc		X			\$73,950.00	
						.8%	Highway Safety Group	X				\$8,000.00	
PWA	4/24/2017	RFQ 17-11	Street Light Master Plan Project	\$146,143.05			Christopher Burke Engineering						
						24%	Delta Engineering Group	X				\$35,333.09	
						25%	Altamanu Inc.		X			\$37,573.06	
PWA	4/24/2017	Bid 17-27	2017 Parking Lot Improvement Project	\$1,188,000.00	\$126,000 / \$18,000		Buidling Paving, Inc. (LEP Eligible)						
						4.2%	Ozinga Ready Mix			X		\$50,000.00	
						10.5%	Elmund & Nelson		X			\$124,825.00	
						1%	Highway Safety Group	X				\$11,540.00	
	<b>April Total</b>			\$4,971,189.05								\$1,085,881.93	
	<b>Total to Date</b>			\$12,603,785.29		<b>27.2%</b>		17	14	8		<b>\$3,435,607.77</b>	



Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	
LIB	5/22/2017	Bid 17-28	Main Library Underground Pkg Grg Upgrade - Phase 2	\$198,000.00			Reliable & Associates Construction Company						
						2.9%	Romero Steel Company	X				\$5,800.00	
						9.5%	Beton Construction		X			\$19,000.00	
						8%	Durango Painting	X				\$15,900.00	
LIB	5/22/2017	RFP 17-19	Back Up Electrical Generator Engineering	\$45,556.00			Clark Dietz, Inc.						
						23.6%	Delta Engineering Group	X				\$10,761.00	
						8.7%	Elliot Dudnik & Associates			X		\$4,000.00	
LIB	5/22/2017	Bid 17-18	Phase III North Branch Construction Upgrades	\$321,334.00			Structures Construction (LEP Eligible)						
						28.5%	O'Neill Contractors		X			\$91,814.00	
						2.3%	Central Rug & Flooring			X		\$7,250.00	
						1%	Windy City Heating & Cooling	X				\$3,200.00	
<b>May Total</b>				\$564,890.00								\$157,725.00	
<b>Total to Date</b>				\$13,168,675.29		<b>27.2%</b>		21	16	10		<b>\$3,593,332.77</b>	

<u>M/W/EBE Tacking Report Legend</u>
- PWA Public Works Agency
- ADM Administration
- HLT Health
- IT Information Technology
- CED Com Econ Dev
- LIB Library

## 2017 MWEBE Goal Waived

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
HLT	1/23/2017	RFP 16-70	\$30,000.00	Agreement for City Wide Rodent Control	Smithereen Pest Control (Niles, IL)	Precludes Subcontracting Opportunities
		<b>January</b>	<b>\$30,000.00</b>			
		<b>To Date</b>	<b>\$30,000.00</b>			
PWA	2/13/2017	No Bid #	\$354,947.00	Fog House Roof & Masonry	DBS Garland (Cleveland, OH)	Precludes Subcontracting Opportunities
		<b>Feb</b>	<b>\$354,947.00</b>			
		<b>To Date</b>	<b>\$384,947.00</b>			
PWK	3/13/2017	Bid 17-15	\$210,078.00	2017 CIPP Sewer Rehab Contract A	Hoerr Construction (Peoria, IL)	Precludes Subcontracting Opportunities
PWK	3/27/2017	Skokie# 2017-01-07	\$23,900.00	Mowing Services	Cleanslate Chicago (Chicago, IL)	Precludes Subcontracting Opportunities
		<b>March</b>	<b>\$233,978.00</b>			
		<b>To Date</b>	<b>\$618,925.00</b>			
PWK	4/17/2017	Bid 17-25	\$693,079.80	Dutch Elm Disease Control Program	Robert Kinnucan Tree Experts (Lake Bluff)	Precludes Subcontracting Opportunities
		<b>April</b>	<b>\$693,079.80</b>			
		<b>To Date</b>	<b>\$1,312,004.80</b>			

LEP Penalty Total 2013-2015	Yr to Date 2016	Total
\$61,631.45	\$9,398.00	\$71,029.45

## 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

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	6/12/2017	Harley Clarke	SPB	CC	Bobkiewicz	
Legal	6/12/2017	NU Property	D	APW	Farrar	
CD	6/12/2017	Complete Streets Policy Revision	B	APW	Mangum	
PWA	6/12/2017	Downtown Transmission Main Engr Svcs	B	APW	Stoneback	
PWA	6/12/2017	Citywide Generator report	B	APW	Stoneback	
PWA	6/12/2017	Fleetwood-Jourdain Restroom Improvements	B	APW	Stoneback	
PWA	6/12/2017	James Park North Field Renovations	B	APW	Stoneback	
Admin Svcs	6/12/2017	Community Electricity Aggregation	B	APW	Stoneback	
Admin Svcs	6/12/2017	Pay Stations Parking Fees	B	APW	Storlie	
Admin Svcs	6/12/2017	Call One Renewal Contract	B	APW	Storlie	
Admin Svcs	6/12/2017	Accela Renewal Contract	B	APW	Storlie	
Admin Svcs	6/12/2017	Purchase of Vehicles (PWA)	B	APW	Storlie	
CD	6/12/2017	Sidewalk Café - Asian Cajun Too	B	APW	Mangum	
CD	6/12/2017	Sidewalk Café - Yeero Revolution	B	APW	Mangum	
CMO	6/12/2017	Quarterly Financial Report	B	APW	Lyons	Accept and Place on File
CMO	6/12/2017	2017 OPEB Report	B	APW	Lyons	Accept and Place on File
Admin Svcs	6/12/2017	City Clerk Eligible for IMRF	R	APW	Storlie	
Admin Svcs	6/12/2017	Sale of Surplus Vehicles	O	APW	Storlie	
Legal	6/12/2017	Drone Use	O	APW	Farrar	
CMO	6/12/2017	Lease of City-Owned Property at 633 Howard	O	APW	Lyons	
PWA	6/12/2017	4-Way Stop - Woodbine & Jenks	O	APW	Stoneback	
CD	6/12/2017	Text Amend - Location of Generators	O	PD	Mangum	
CD	6/12/2017	Text Amend - Mailed Noticing Requirements for P&D Cases	O	PD	Mangum	
CD	6/12/2017	831 Emerson Planned Development	O	PD	Mangum	For Action
Legal	6/12/2017	Amending the Penalty for Drug Paraphernalia Control	O	HS	Farrar	
	6/12/2017	Executive Session (Litigation)		CC		
PRCS	6/26/2017	Designation of Parks and Recreation Month	A	CC	Hemingway	
CD	6/26/2017	Preservation Awards	P	CC	Mangum	
PRCS	6/26/2017	Handyman Contract Renewal	B	APW	Hemingway	
PWA	6/26/2017	Noyes Theater Lighting Replacement	B	APW	Stoneback	
PWA	6/26/2017	Emerson St Meter Engr Svcs	B	APW	Stoneback	

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PWA	6/26/2017	Community Choice Electricity Aggregation Supplier Agmt	B	APW	Stoneback	
CMO	6/26/2017	Budget Amendments (SSA4 and Snow)	B	APW	Lyons	
CMO	6/26/2017	Purchasing Cards	B	APW	Lyons	
CMO	6/26/2017	CCS Contract Extension	B	APW	Lyons	
CMO	6/26/2017	1714-20 Chicago Land Sale Contract	R	APW	Lyons	
PWA	6/26/2017	Modify Weed and Turf Control	O	APW	Stoneback	
PWA	6/26/2017	Coal Tar Prohibition	O	APW	Stoneback	
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	
CD	6/26/2017	2506 Green Bay Rd - Special Use for ComEd and Fence Variation	O	PD	Mangum	
CD	6/26/2017	1324-1326 Dodge - Special Use - Indoor Recreation	O	PD	Mangum	
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	
<b>Council &amp; Committee Meetings</b>						
5/22/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
5/24/2017	6:00 PM	Transportation/Parking Commission				
5/24/2017	7:00 PM	Economic Development Committee				
6/1/2017	7:00 PM	Housing, Homelessness and Human Relations Commission				
6/5/2017	6:00 PM	Human Services Committee				
6/12/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
<b>DEFERRED</b>	<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Committee</b>	<b>Staff</b>	
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	
Administration	5/19/2017 8:38 AM	Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
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: Honorable Mayor and Members of the City Council

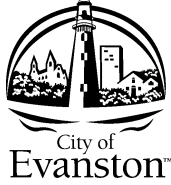
From: Martin Lyons, Assistant City Manager/CFO

Subject: First Quarter Financial Report

Date: May 19, 2017

Attached please find the First Quarter Financial Report for your review. This document has been moved to the June 12<sup>th</sup> agenda for discussion and presentation.

The normal distribution/presentation of quarterly reports is within 45 days of the close of the given quarter. Because there will be other financial discussions scheduled for the June 12, 2017 such as state budget activity (which will not be concluded in May), and bargaining unit negotiation updates, the actual presentation has been moved to the June date.



# Memorandum

To:                      Honorable Mayor and Members of the City Council

From:                  Martin Lyons, Assistant City Manager/Chief Financial Officer  
Ashley King, Budget & Finance Manager

CC:                      Wally Bobkiewicz, City Manager

Subject:                First Quarter Financial Report for Fiscal Year 2017

Date:                    May 19, 2017

Recommended Action:

Staff recommends City Council accept and place the First Quarter Financial Report for FY 2017 on file.

Funding Source: N/A

Summary:

The City ended the first quarter of the 2017 fiscal year in stable financial condition. The City's financial performance is the result of revenues remaining relatively consistent with budget targets and expenditures being below budgeted levels.

The chart below shows the Fund and Cash balance differences between the first quarter of 2016 and this first quarter 2017 report.

Balance Differences	Cash 2016	Fund Balance 2016	Cash 2017	Fund Balance 2017	Cash Difference	Fund Balance Difference
General Fund	8,182,090	17,193,730	11,561,044	19,734,012	3,378,954	2,540,282
Capital Fund	8,345,879	7,974,415	12,005,150	11,156,611	3,659,271	3,182,196
Parking Fund	11,261,199	11,431,692	6,959,523	7,111,190	(4,301,676)	(4,320,502)
Water Fund	6,521,738	7,066,592	7,585,169	6,753,008	1,063,431	(313,584)
Sewer Fund	2,457,374	4,407,356	3,443,076	6,194,629	985,702	1,787,273
Housing related funds	1,166,953	10,261,107	1,590,001	1,536,464	423,048	(8,724,643)
All Other Funds	31,541,382	32,943,674	26,720,310	29,193,898	(4,821,072)	(3,749,776)
<b>Total</b>	<b>69,476,615</b>	<b>91,278,566</b>	<b>69,864,273</b>	<b>81,679,812</b>	<b>387,658</b>	<b>(9,598,754)</b>

Of the \$9.5 million difference, approximately \$8.4 million of the decrease from 2016 to 2017 is attributable to housing programs being reclassified differently during the audit. This affects the CDBG, CDBG Loan, HOME, and Affordable Housing Funds. It has been City Staff's contention with our auditors for several years that the forgivable loans in these programs should not be treated as assets and thereby in Fund Balance. Sikich LLC auditors agreed to this position at the end of 2016. The Insurance Fund has a significant increase in fund balance due to the Advanced Disposal settlement (booked to the City's General Ledger on December 31, 2016). The General Fund balance has an increase due to the combination of the Economic Development Fund into the General Fund, effective January 1, 2017.

March represents the third month of the City of Evanston's 2017 fiscal year. As a result, it is too early to draw any meaningful conclusions or projections relative to the City's financial performance in FY 2017. One area that has been notable in 2017 is the winter weather. The lack of cold weather resulted in two outcomes:

1. Fewer overtime expenses for public works and snow crews
2. Fewer gas tax revenues from heating bills

The net positive effect of this phenomenon is approximately \$450,000 which can improve the City's fund balance which is still anticipated to be below the policy level of 16.6% at year end. Staff will continue to monitor City revenues and expenditures throughout FY 2017 and will provide regular updates to the City Council.

Attached are summaries of the City's funds for the first quarter of FY 2017. In reviewing these reports, please note the following:

- A majority of the revenues are recorded at the time they are actually received (permits, property taxes, fees, etc.), however, some revenues are recorded at the time of notification of the revenue being earned by the City (sales, income, telecommunications taxes, etc).
- State revenue sources are delayed by one to three months based on the revenue source in question.
- While some revenues are received on a monthly basis, other revenues are received less uniformly throughout the year. An example is property taxes, which are billed semi-annually and then distributed by the County as payments are received. This disbursal method contrasts with other revenue sources such as sales taxes, which are collected by the State and distributed on a monthly basis.
- Operating expenses, including payroll, are reported at the time they are incurred during the year. At year-end, the City often receives invoices after the close of



the year, for services used or items purchased during the year. These expenses are recorded into the previous year for which they were incurred.

- Operating expenses are incurred on a uniform basis for items such as payroll, utilities, fuel, etc., and on an as needed basis for supplies, equipment and specific outsourced services.

General Fund Revenues:

General Fund revenues through the March 31, 2017 were \$33,797,810 or 28.5% of budget. The first quarter performance of major General Fund revenue sources is summarized below:

- Through March 31, 2017 property tax revenue was \$15,063,444 or 54.9% of budget. The March and April Financial reports have now been adjusted to include all Police and Firefighter Pension property taxes in the General Fund. These taxes are then transferred to the respective pension funds. This is the reason that expenses for Police and Fire Departments are over the 25% goal for the month—55% of property taxes have been transferred (expensed) out of those departments into the Police and Fire Pension Funds.
- State income tax is \$2,297,815 through March 31, 2017, achieving 29% of the budget target for this revenue item. State income tax is typically received in arrears by one or two months.
- Sales tax revenue in the first quarter of FY 2017 was \$3,605,108 or 20.5% of budget. This is in line with the past two years of sales tax receipts for this quarter; typically sales tax has the highest collections in the third quarter.
- Real estate transfer tax through March 31, 2017 totaled \$624,470 achieving 20.14% of the budget target for this item. During the first quarter of 2016, this revenue source was only at 15% of budget; traditionally colder months equate fewer home sales.
- Through March 31, 2017, licenses, permits, and fees were approximately 14.6% of budget at \$2,523,539. During the first quarter of 2016, licenses permits and fees were over 18% of budget.

All of the above revenues are in line with those received in 2016 and 2015 with exceptions as noted.

General Fund Expenditures:

Through March 31, 2017, General Fund expenditures were \$28.9 million or 24.3% of budget for FY 2017. It is important to note, for the General Fund, many expenditures / disbursements are not made evenly throughout the year. For example:

- Seasonal employee wages in Parks, Recreation and Community Services are typically charged during the summer months.
- Police Department assigns additional patrol details during the summer months.
- The first paycheck paid in January (January 13, 2017) has been partially charged back to 2016 (payroll ended January 8, 2017). This means that January only has 1 ½ payrolls booked. These expenses will “catch up” at year-end when December 2017 has 3 ½ payrolls.
- As previously stated, the expenses for Police and Fire now include the transfer of property taxes to their respective pension funds. 55% of this expense has been charged to these departments, pushing both over the 25% expense goal.

Staff will continue to monitor expenditures throughout the year and will provide regular reports to the City Council. The City will also be monitoring the progress of the State of Illinois current and future budget for 2017/2018. Based on the decisions made by the State, the City may need to initiate expense reduction/containment measures in 2017 and this will be discussed during the second quarter financial review in August.

Overall, a comparison between the first quarter of 2016 and the first quarter of 2017 can be seen below. It is important to note that 2017 is the first year where Economic Development funds are included as revenues and expenses in the General Fund.

	Revenues	Expenses
First Quarter 2016	24,389,104	20,297,732
First Quarter 2017	33,797,810	28,860,790

Enterprise Funds:

Revenues and expenses for the Parking, Water, Sewer and Solid Waste Funds were all below the 25% budget target. Similar to the General Fund, many enterprise fund revenues and expenses / disbursements do not occur evenly throughout the fiscal year. In the case of the Water and Sewer Funds, pumpage levels are lower, which reduces both expense and revenues in these funds for the first quarter. In the case of Water, Sewer, and Parking, capital expenses do not usually occur until the second and third quarters each year. Staff will continue to monitor and report on the performance of City enterprise fund revenues and expenditures throughout FY 2017.

A summary of Enterprise Revenue and Expenses is below:

	Revenues	% of Budget	Expenses	% of Budget	Net Q1
Parking Fund	\$ 1,058,532	9.50%	\$ 1,729,507	11.90%	\$ (670,975)
Water Fund	\$ 3,931,560	16.10%	\$ 2,469,974	8.40%	\$ 1,461,586
Sewer Fund	\$ 3,071,997	23.40%	\$ 2,571,289	17.60%	\$ 500,708
Solid Waste Fund	\$ 1,256,398	24.20%	\$ 1,126,190	21.70%	\$ 130,208

Attachments

Attachment 1: Investment Report

Attachment 2: March 31, 2017 Monthly Financial Report



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Asst. City Manager/CFO

Subject: 1st Quarter 2017 - Cash and Investment Report

Date: May 5, 2017

Attached please find the Cash and Investment report as of March 31, 2017.

A comparison between the 2017 first quarter and 2016 fourth quarter investment report indicates an increase in combined cash & investments of \$9,460,891, from \$60,403,382 to \$69,864,273. Cash and investment changes from the previous period are summarized below:

	3/31/2017	12/31/2016	Change
Cash	34,930,970	26,985,840	7,945,130
Investments	34,933,303	33,417,542	1,515,761
TOTAL	69,864,273	60,403,382	9,460,891

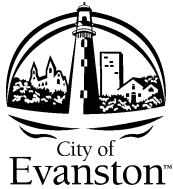
While individual cash balances vary as noted on the attached table, this stability in overall non-pension cash reserves will help the City respond to potential changes in the State Budget Crisis.

As of March 31, 2017, ledger balances showing the highest percentage of total deposits was held by First Bank and Trust at \$34.9M or 50.0% of the total, PMA Financial at approximately \$25.1M, or 35.9%, followed by U.S. Bank at \$8.3M or 11.8%. The net increase of \$9.5M in cash and investments was primarily due to property tax collection. The allocation of Cash and Investments is in compliance with the City's investment policy to ensure no financial institution should have greater than 50% of the city's total deposits.

If you have any questions on this report or would like to discuss in greater detail, please contact me by phone at (847) 448.8082 or by e-mail at [mlyons@cityofevanston.org](mailto:mlyons@cityofevanston.org).

	A	B	C	D	E	F	G	H
1	<b>City of Evanston</b>							
2	<b>Cash &amp; Investments Bank</b>							
3	<b>March 31, 2017</b>							
4								
5	Investment	Investment			Fiscal YTD	Investment		
6	Description	Type	Bank	Rate	Est. Income	Amount	Fund #	Fund
7								
8	IL Funds	MMA	US Bank	0.769	6,690	3,480,091	100	General
9	IL Funds	MMA	US Bank	0.769	29	14,846	175	General Assistance
10	IL Funds	MMA	US Bank	0.769	3,353	1,744,261	200	MFT
11	IL Funds	MMA	US Bank	0.769	1,249	649,571	205	E911
12	IL Funds	MMA	US Bank	0.769	0	-	225	Economic Development
13	IL Funds	MMA	US Bank	0.769	703	365,914	250	Affordable Housing
14	IL Funds	MMA	US Bank	0.769	0	121	300	Washington National
15	IL Funds	MMA	US Bank	0.769	630	327,929	310	HH TIF
16	IL Funds	MMA	US Bank	0.769	0	41	330	Howard Ridge TIF
17	IL Funds	MMA	US Bank	0.769	19	10,027	335	West Evanston TIF
18	IL Funds	MMA	US Bank	0.769	2,335	1,214,776	415	Capital Improvements
19	IL Funds	MMA	US Bank	0.769	422	219,388	420	Special Assessment
20	IL Funds	MMA	US Bank	0.769	122	63,566	505	Parking
21	IL Funds	MMA	US Bank	0.769	307	159,613	510	Water
22	IL Funds	MMA	US Bank	0.769	10	5,012	515	Sewer
23			<b>US BANK Total</b>		<b>15,871</b>	<b>8,255,156</b>		
24								
25	Money Market Fund	MMA	IMET	0.580	199	137,491	300	Washington National
26	Money Market Fund	MMA	IMET	0.580	154	106,397	310	Howard Hartrey TIF
27	Money Market Fund	MMA	IMET	0.580	37	25,778	320	Debt Service
28	Money Market Fund	MMA	IMET	0.580	6	3,954	330	Howard Ridge TIF
29	Money Market Fund	MMA	IMET	0.580	21	14,498	335	West Evanston TIF
30	Money Market Fund	MMA	IMET	0.580	564	389,020	415	Capital Improvements
31	Money Market Fund	MMA	IMET	0.580	1,047	721,878	420	Special Assessment
32	Money Market Fund	MMA	IMET	0.580	9	6,303	505	Parking
33	Money Market Fund	MMA	IMET	0.580	259	178,925	510	Water
34			<b>IMET Total</b>		<b>2,297.15</b>	<b>1,584,244</b>		
35								
36	Money Market Fund	MMA	PMA	0.800	11,329	5,664,433	300	Washington National
37	Money Market Fund	MMA	PMA	0.800	708	353,880	310	HH TIF
38	Money Market Fund	MMA	PMA	0.800	3,038	1,519,076	320	Debt Service
39	Money Market Fund	MMA	PMA	0.800	990	495,232	335	West Evanston TIF
40	Money Market Fund	MMA	PMA	0.800	8,017	4,008,619	415	Capital Improvements
41	Money Market Fund	MMA	PMA	0.800	14,074	7,036,872	505	Parking
42	Money Market Fund	MMA	PMA	0.800	11,037	5,518,692	510	Water
43	Money Market Fund	MMA	PMA	0.800	994	497,100	515	Sewer
44			<b>PMA Total</b>		<b>50,188</b>	<b>25,093,902</b>		
45								
46			<b>Grand Total</b>		<b>68,355</b>	<b>34,933,303</b>		
47								
48								
49	Cash							
50				Total		1st Bank		
51	Cash	Cash		5,881,819		5,881,819	100	General
52	Cash	Cash		908,127		908,127	175	General Assistance
53	Cash	Cash		213,998		213,998	176	Health and Human Services
54	Cash	Cash		1,000,000		1,000,000	180	Good Neighbor
55	Cash	Cash		3,903,413		3,903,413	185	Library
56	Cash	Cash		369,692		369,692	186	Library Debt Service
57	Cash	Cash		137,353		137,353	195	Neighbrhd Stablztn
58	Cash	Cash		0		0	205	E911
59	Cash	Cash		0		0	210	SSD 4
60	Cash	Cash		218,199		218,199	215	CDBG
61	Cash	Cash		211,029		211,029	220	CD Loan
62	Cash	Cash		0		0	225	Economic Dev.
63	Cash	Cash		169,915		169,915	235	Neighbrhd Improvemt
64	Cash	Cash		0		0	240	Home
65	Cash	Cash		1,046,227		1,046,227	250	Affordable Housing
66	Cash	Cash		2,712,948		2,712,948	300	Washington National TIF
67	Cash	Cash		0		0	305	SSD5
68	Cash	Cash		0		0	310	Howard Hartrey
69	Cash	Cash		5,224,632		5,224,632	320	Debt
70	Cash	Cash		242,584		242,584	330	Howard Ridge
71	Cash	Cash		0		0	335	West Evanston
72	Cash	Cash		0		0	340	Dempster-Dodge-TIF
73	Cash	Cash		94,986		94,986	345	Chicago-Main TIF
74	Cash	Cash		194,650		194,650	350	Special Service Area (SSA) #6
75	Cash	Cash		5,916,214		5,916,214	415	Capital Improvements
76	Cash	Cash		2,908,379		2,908,379	420	Special Assess
77	Cash	Cash		485,304		485,304	505	Parking
78	Cash	Cash		3,617,120		3,617,120	510	Water
79	Cash	Cash		4,235,113		4,235,113	515	Sewer
80	Cash	Cash		0		0	520	Solid Waste
81	Cash	Cash		125,705		125,705	600	Fleet
82	Cash	Cash		1,467,406		1,467,406	601	Equipment Replacemt
83	Cash	Cash		0		0	605	Insurance
84				41,284,814		41,284,814		
85								
86			Total Cash			41,284,814		
87			Interfunds & negative cash			(6,353,844)		
88			Net Cash			34,930,970		
89			Total Investments & Cash			69,864,273		
90								
91	CASH / INVESTMENT	Investments		Cash		Total		
92	GENERAL LEDGER	Amount	%	Amount	%	Amount	%	
93	1ST Bank			34,930,970	100.00%	34,930,970	50.00%	
94	Chase			-	0.00%	-	0.00%	
95	PMA	25,093,902	71.83%			25,093,902	35.92%	
96	IMET	1,584,244	4.54%			1,584,244	2.27%	
97	US Bank	8,255,156	23.63%			8,255,156	11.82%	
98	Total	34,933,303	100.00%	34,930,970	100.00%	69,864,273	100.00%	

City of Evanston							
Cash & Investment Summary by Type							
March 31, 2017							
Investment Description	Investment Type	Bank	Rate	Fiscal YTD Est. Income	Investment Amount	Fund #	Fund
IL Funds	MMA	US Bank	0.769	6,690	3,480,091	100	General
IL Funds	MMA	US Bank	0.769	29	14,846	175	General Assistance
IL Funds	MMA	US Bank	0.769	3,353	1,744,261	200	MFT
IL Funds	MMA	US Bank	0.769	1,249	649,571	205	E911
IL Funds	MMA	US Bank	0.769	0	-	225	Economic Development
IL Funds	MMA	US Bank	0.769	703	365,914	250	Affordable Housing
IL Funds	MMA	US Bank	0.769	0	121	300	Washington National
IL Funds	MMA	US Bank	0.769	630	327,929	310	HH TIF
IL Funds	MMA	US Bank	0.769	0	41	330	Howard Ridge TIF
IL Funds	MMA	US Bank	0.769	19	10,027	335	West Evanston TIF
IL Funds	MMA	US Bank	0.769	2,335	1,214,776	415	Capital Improvements
IL Funds	MMA	US Bank	0.769	422	219,388	420	Special Assessment
IL Funds	MMA	US Bank	0.769	122	63,566	505	Parking
IL Funds	MMA	US Bank	0.769	307	159,613	510	Water
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Money Market Fund	MMA	IMET	0.580	154	106,397	310	Howard Hartrey TIF
Money Market Fund	MMA	IMET	0.580	37	25,778	320	Debt Service
Money Market Fund	MMA	IMET	0.580	6	3,954	330	Howard Ridge TIF
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Money Market Fund	MMA	IMET	0.580	564	389,020	415	Capital Improvements
Money Market Fund	MMA	IMET	0.580	1,047	721,878	505	Parking
Money Market Fund	MMA	IMET	0.580	9	6,303	420	Special Assessment
Money Market Fund	MMA	IMET	0.580	259	178,925	510	Water
Money Market Fund	MMA	PMA	0.800	11,329	5,664,433	300	Washington National
Money Market Fund	MMA	PMA	0.800	708	353,880	310	HH TIF
Money Market Fund	MMA	PMA	0.800	3,038	1,519,076	320	Debt Service
Money Market Fund	MMA	PMA	0.800	990	495,232	335	West Evanston TIF
Money Market Fund	MMA	PMA	0.800	8,017	4,008,619	415	Capital Improvements
Money Market Fund	MMA	PMA	0.800	14,074	7,036,872	505	Parking
Money Market Fund	MMA	PMA	0.800	11,037	5,518,692	510	Water
Money Market Fund	MMA	PMA	0.800	994	497,100	515	Sewer
				68,355	34,933,303		



# Memorandum

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

From: Ashley King, Finance & Budget Manager

Subject: March 2017 Monthly Financial Report

Date: April 24, 2017

Please find attached the unaudited financial statements as of March 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	Fund Balance	Cash Balance
100	GENERAL FUND	33,797,810	28,860,790	4,937,020	19,734,012	11,561,044
176	HEALTH AND HUMAN SERVICES	214,788	121	214,667	250,067	285,473
175	GENERAL ASSISTANCE FUND	451,875	200,404	251,471	836,116	837,859
180	GOOD NEIGHBOR FUND	1,000,000	250,000	750,000	750,000	750,000
185	LIBRARY FUND	3,375,148	1,401,264	1,973,884	2,734,702	2,625,046
195	NEIGHBORHOOD STABILIZATION	29	8,845	(8,816)	(37,105)	123,594
200	MOTOR FUEL TAX FUND	507,284	214,498	292,786	1,706,464	1,529,763
205	EMERGENCY TELEPHONE (E911)	234,250	187,666	46,584	58,888	(7,502)
210	SPECIAL SERVICE AREA (SSA) #4	157,151		157,151	(35,125)	(35,125)
215	CDBG FUND		106,562	(106,562)	(42,456)	(42,456)
220	CDBG LOAN	19,287	1,270	18,017	175,678	228,938
235	NEIGHBORHOOD IMPROVEMENT				169,915	169,915
240	HOME FUND	6,973	30,371	(23,398)	(21,021)	(21,020)
250	AFFORDABLE HOUSING FUND	43,416	20,076	23,340	1,424,263	1,424,529
186	LIBRARY DEBT SERVICE FUND				16,803	16,803
300	WASHINGTON NATIONAL TIF	2,417,651	87,500	2,330,151	8,954,827	8,033,746
310	HOWARD-HARTREY TIF	930		930	473,994	705,674
330	HOWARD-RIDGE TIF FUND	297,241	39,476	257,765	257,681	259,950
335	WEST EVANSTON TIF FUND	3,680	10,070	(6,390)	410,871	419,193
340	DEMPSTER-DODGE TIF FUND				(29,415)	(29,415)
345	CHICAGO-MAIN TIF		40,091	(40,091)	94,986	94,986
350	SPECIAL SERVICE AREA (SSA) #6	116,356		116,356	194,650	194,650
320	DEBT SERVICE FUND	6,472,328		6,472,328	7,218,383	7,223,178
415	CAPITAL IMPROVEMENTS FUND	138,259	608,107	(469,848)	11,156,611	12,005,150
420	SPECIAL ASSESSMENT FUND	173,755	65,857	107,898	3,107,114	3,103,577
505	PARKING SYSTEM FUND	1,058,532	1,729,507	(670,975)	7,111,190	6,959,523
510	WATER FUND	3,931,560	2,469,974	1,461,586	6,753,008	7,585,169
515	SEWER FUND	3,071,997	2,571,289	500,708	6,194,629	3,443,076
520	SOLID WASTE FUND	1,256,398	1,126,190	130,208	(796,290)	(1,490,123)
600	FLEET SERVICES FUND	857,371	667,929	189,442	962,681	242,030
601	EQUIPMENT REPLACEMENT FUND	426,207	17,379	408,828	1,692,550	1,294,161
605	INSURANCE FUND	4,247,254	4,411,711	(164,457)	(803,562)	362,886
	TOTAL	64,277,530	45,126,947	19,150,583	80,675,109	69,854,272

Included above are the ending balances as of March 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 March 31, 2017, the General Fund is reporting a net surplus of \$4,937,020. The General Fund balance is \$19,734,012 with a cash balance of \$11,561,044. 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 28.5% of budget and expenses lower at 24.3%. This revenue number reflects receipt of 50% of property taxes; permit revenue, however, is well-below estimates.

Through March 31, 2017, the SSA #4 Fund is showing a negative fund and cash balance of \$35,125. This is due to the timing of payments to the Downtown Evanston group.

Through March 31, 2017, the Home Fund is showing a negative cash balance of \$21,020.

Through March 31, 2017, the CDBG Fund is showing a negative cash balance of \$42,456. This will be reimbursed with draw-downs during March.

Through March 31, 2017, the Capital Fund is showing a fund balance of \$11,156,611 and a cash balance of \$12,005,150. 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 March 31, 2017, the enterprise funds (Parking, Water, and Sewer) have balances above average due to the timing of capital projects for 2017.

Through March 31, 2017, the Solid Waste Fund has a negative fund balance of \$796,290 and a negative cash balance of \$1,490,123.

Through March 31, 2017, the Insurance Fund is showing a negative fund balance of \$803,562 with a cash balance of \$362,886. Advanced Disposal fees were all held in escrow in the Insurance Fund. After the settlement, these are these are treated as revenues in the General Fund.

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

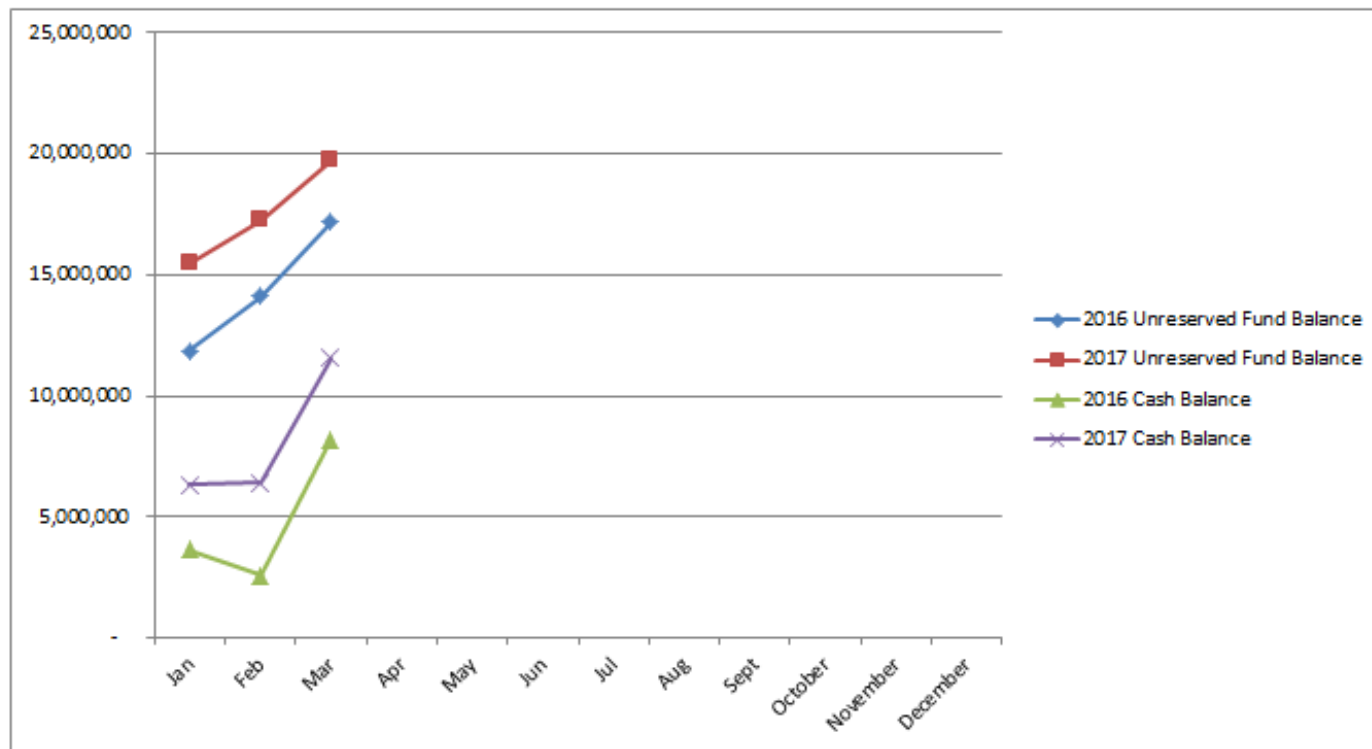
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the March 31, 2017 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

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
2016 Unreserved Fund Balance	11,859,782	14,097,256	17,193,730
2017 Unreserved Fund Balance	15,453,984	17,244,431	19,734,012
2016 Cash Balance	3,656,830	2,587,845	8,182,090
2017 Cash Balance	6,338,271	6,393,110	11,561,044



## March 2017 Financial Report

Through 03/31/17

Summary Listing

### Fund 100 - GENERAL FUND

Classification	2017 Budget	March Actual	YTD Actual	%	2016 Actual
Property Taxes	28,639,628	10,527,723	14,414,026 <span style="color: green;">▲</span>	50.3%	27,302,687
Other Taxes	49,402,274	3,167,760	11,651,566 <span style="color: green;">▲</span>	23.6%	44,922,404
License	5,496,150	178,883	1,093,219 <span style="color: green;">▲</span>	19.9%	6,784,745
Permit	11,648,000	319,325	1,343,319 <span style="color: green;">▲</span>	11.5%	11,012,646
Fee	115,500	4,429	87,001 <span style="color: green;">▲</span>	75.3%	70,395
Fines and Forfeitures	3,810,000	271,821	673,477 <span style="color: green;">▲</span>	17.7%	3,611,901
Parking Charges for Services	640,000	-	22,214 <span style="color: green;">▲</span>	3.5%	687,835
Parks and Recreation Charges for Services	5,650,895	469,033	1,483,823 <span style="color: green;">▲</span>	26.3%	5,401,563
Other Charges for Services	2,719,717	165,488	816,979 <span style="color: green;">▲</span>	30.0%	2,798,972
Interfund Transfers	7,705,774	613,976	1,881,929 <span style="color: green;">▲</span>	24.4%	8,709,861
Intergovernmental Revenue	839,965	84,757	162,741 <span style="color: green;">▲</span>	19.4%	988,671
Other Revenue	2,060,829	52,764	162,889 <span style="color: green;">▲</span>	7.9%	1,382,941
Interest Income	50,100	696	4,627 <span style="color: green;">▲</span>	9.2%	30,285
<b>REVENUE TOTAL</b>	<b>118,778,832</b>	<b>15,856,652</b>	<b>33,797,810</b>	<b>28.5%</b>	<b>113,704,908</b>
CITY COUNCIL	498,189	30,379	92,782	18.6%	433,601
CITY CLERK	275,488	21,096	68,450	24.8%	294,665
CITY MANAGER'S OFFICE	9,694,367	476,942	1,369,698	14.1%	6,985,591
LAW	1,038,137	62,468	164,194	15.8%	1,052,130
ADMINISTRATIVE SERVICES	9,700,879	727,465	1,958,654	20.2%	9,164,947
COMMUNITY DEVELOPMENT	2,804,668	188,492	521,641	18.6%	2,510,408
POLICE	38,223,842	5,572,678	11,407,455	29.8%	37,817,627
FIRE MGMT & SUPPORT	24,294,001	4,009,324	7,373,884	30.4%	23,235,714
HEALTH	3,582,312	238,584	662,644	18.5%	3,097,351
PUBLIC WORKS	-	-	- <span style="color: green;">▲</span>	#DIV/0!	(1,475)
PARKS, REC. AND COMMUNITY SERV.	12,361,460	841,221	2,070,351	16.7%	11,997,476
PUBLIC WORKS AGENCY	16,212,848	1,198,422	3,171,035	19.6%	14,738,137
<b>EXPENSE TOTAL</b>	<b>118,686,191</b>	<b>13,367,071</b>	<b>28,860,790</b>	<b>24.3%</b>	<b>111,326,171</b>
Fund 100 - GENERAL FUND Totals					
REVENUE TOTALS	118,778,832	15,856,652	33,797,810	28%	113,704,908
EXPENSE TOTALS	118,686,191	13,367,071	28,860,790	24%	111,326,997
Fund 100 - GENERAL FUND Net Gain (Loss)	92,641	2,489,581	4,937,020	5,329%	2,377,911



# March 2017 Financial Report

Through 03/31/17  
Summary Listing

## Fund 505 - PARKING SYSTEM FUND

Classification	2017 Budget	March Actual	YTD Actual	%	2016 Actual
Permit	-	-	600	#DIV/0!	3,350
Parking Charges for Services	6,737,875	(74,615)	1,014,646	15.1%	6,340,992
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	12,167	34,734	17.1%	195,895
Interest Income	35,070	3,216	8,552	24.4%	38,159
<b>REVENUE TOTAL</b>	<b>11,173,922</b>	<b>(59,232)</b>	<b>1,058,532</b>	<b>9.5%</b>	<b>10,458,663</b>
Employee Pay	26,000	2,050	3,870	14.9%	26,465
Benefits	1,117,119	77,097	217,133	19.4%	1,206,649
Pensions	104,802	7,272	20,313	19.4%	93,277
Services	3,222,411	265,192	659,653	20.5%	2,846,933
Supplies	278,864	14,468	37,332	13.4%	237,610
Capital Outlay	3,020,000	262,755	262,755	8.7%	(24,598)
Insurance and Other Chargebacks	524,102	43,124	127,328	24.3%	504,784
Depreciation Expense	-	-	-		2,836,672
Contingencies	11,000	468	689	6.3%	5,910
Debt Service	4,331,771	-	-	0.0%	390,235
Miscellaneous	304,000	81,763	81,763	26.9%	255,626
Interfund Transfers	1,584,683	106,224	318,671	20.1%	1,303,783
<b>EXPENSE TOTAL</b>	<b>14,524,752</b>	<b>860,413</b>	<b>1,729,507</b>	<b>11.9%</b>	<b>9,683,345</b>
Fund 505 - PARKING SYSTEM FUND Totals					
REVENUE TOTALS	11,173,922	(59,232)	1,058,532	9%	10,458,663
EXPENSE TOTALS	14,524,752	860,413	1,729,507	12%	9,683,345
Fund 505 - PARKING SYSTEM FUND Net Gain	(3,350,830)	(919,645)	(670,974)	20%	775,318



# March 2017 Financial Report

Through 03/31/17

Summary Listing

## Fund 510 - WATER FUND

Classification	2017 Budget	March Actual	YTD Actual	%	2016 Actual
Fee	70,000	7,409	17,152	24.5%	90,592
Water Charges for Services	17,324,000	265,349	3,887,644	22.4%	15,851,052
Sewer Charges for Services	36,000	3,735	10,966	30.5%	51,737
Other Charges for Services	135,000	125	20	0.0%	168,482
Other Revenue	6,828,400	3,349	9,553	0.1%	306,143
Interest Income	1,600	2,440	6,225	389.1%	16,116
<b>REVENUE TOTAL</b>	<b>24,395,000</b>	<b>282,407</b>	<b>3,931,560</b>	<b>16.1%</b>	<b>16,484,123</b>
Employee Pay	183,365	7,755	33,725	18.4%	193,328
Benefits	4,037,387	300,179	848,692	21.0%	3,898,385
Pensions	368,658	28,122	80,563	21.9%	495,309
Services	2,250,760	253,175	404,658	18.0%	1,735,462
Supplies	1,360,390	110,316	184,171	13.5%	876,885
Capital Outlay	14,982,119	29,700	(232,508)	-1.6%	791
Insurance and Other Chargebacks	1,174,064	95,263	275,095	23.4%	1,110,835
Depreciation Expense	-	-	-	#DIV/0!	1,973,593
Contingencies	1,000	-	-	0.0%	1,000
Debt Service	1,438,470	-	-	0.0%	633,708
Miscellaneous	62,980	-	-	0.0%	238,468
Interfund Transfers	3,502,313	278,526	875,578	25.0%	3,502,313
<b>EXPENSE TOTAL</b>	<b>29,361,507</b>	<b>1,103,036</b>	<b>2,469,974</b>	<b>8.4%</b>	<b>14,660,077</b>
Fund 510 - WATER FUND Totals					
REVENUE TOTALS	24,395,000	282,407	3,931,560	16%	16,484,123
EXPENSE TOTALS	29,361,507	1,103,036	2,469,974	19%	14,660,077
Fund 510 - WATER FUND Net Gain (Loss)	(4,966,507)	(820,629)	1,461,586	13%	1,824,045



# March 2017 Financial Report

Through 03/31/17  
Summary Listing

## Fund 515 - SEWER FUND

Classification	2017 Budget	March Actual	YTD Actual	%	2016 Actual
Sewer Charges for Services	12,501,500	797,835	3,070,763	24.6%	13,027,160
Other Charges for Services	19,650	-	-	0.0%	21,600
Other Revenue	604,165	-	-	0.0%	3,087
Interest Income	1,000	444	1,234	123.4%	4,450
<b>REVENUE TOTAL</b>	<b>13,126,315</b>	<b>798,279</b>	<b>3,071,997</b>	<b>23.4%</b>	<b>13,056,297</b>
Employee Pay	57,040	790	7,932	13.9%	37,763
Benefits	859,043	66,243	185,198	21.6%	862,355
Pensions	73,398	6,150	17,723	24.1%	110,255
Services	908,500	28,201	28,201	3.1%	109,493
Supplies	92,300	1,016	3,278	3.6%	48,058
Capital Outlay	2,819,700	-	-	0.0%	15,370
Insurance and Other Chargebacks	432,953	36,580	106,868	24.7%	414,270
Depreciation Expense	-	-	-	#DIV/0!	3,461,103
Debt Service	8,370,946	1,367,533	1,974,170	23.6%	1,336,366
Miscellaneous	1,500	-	-	0.0%	5,000
Interfund Transfers	991,677	82,640	247,919	25.0%	773,873
<b>EXPENSE TOTAL</b>	<b>14,607,057</b>	<b>1,589,153</b>	<b>2,571,289</b>	<b>17.6%</b>	<b>7,173,906</b>
Fund 515 - SEWER FUND Totals					
REVENUE TOTALS	13,126,315	798,279	3,071,997	23%	13,056,297
EXPENSE TOTALS	14,607,057	1,589,153	2,571,289	18%	7,173,906
Fund 515 - SEWER FUND Net Gain (Loss)	(1,480,742)	(790,874)	500,708	(34%)	5,882,391

# March 2017 Financial Report

Through 03/31/17  
Summary Listing

## Fund 520 - SOLID WASTE FUND

Classification	2017 Budget	March Actual	YTD Actual	%	2016 Actual
License	275,000	41,263	86,004	31.3%	125,404
Other Charges for Services	3,632,394	301,358	893,035	24.6%	3,586,453
Interfund Transfers	1,055,967	87,997	263,992	25.0%	1,055,967
Other Revenue	238,000	12,203	13,368	5.6%	274,808
<b>REVENUE TOTAL</b>	<b>5,201,361</b>	<b>442,822</b>	<b>1,256,398</b>	<b>24.2%</b>	<b>5,042,632</b>
Employee Pay	45,000	1,424	2,750	6.1%	43,025
Benefits	644,768	43,664	119,115	18.5%	620,226
Pensions	60,473	4,154	11,197	18.5%	72,588
Services	3,679,126	232,568	833,514	22.7%	3,302,430
Supplies	53,050	660	3,635	6.9%	54,768
Capital Outlay	25,750	2,085	2,285	8.9%	6,034
Insurance and Other Chargebacks	149,325	9,847	27,492	18.4%	138,618
Debt Service	21,046	-	-	0.0%	2,251
Miscellaneous	15,000	-	-	0.0%	12,232
Interfund Transfers	504,807	42,067	126,202	25.0%	499,493
<b>EXPENSE TOTAL</b>	<b>5,198,345</b>	<b>336,470</b>	<b>1,126,190</b>	<b>21.7%</b>	<b>4,751,664</b>
Fund 520 - SOLID WASTE FUND Totals					
<b>REVENUE TOTALS</b>	5,201,361	442,822	1,256,398	24%	5,042,632
<b>EXPENSE TOTALS</b>	5,198,345	336,470	1,126,190	22%	4,751,664
Fund 520 - SOLID WASTE FUND Net Gain (Loss)	3,016	106,352	130,208	4,317%	290,968



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Scott Mangum, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: May 17, 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, May 10, 2017 - May 16, 2017**

**Zoning Reviews**

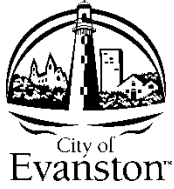
<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
2	1123 Pitner Avenue	Building Permit	Interior alterations and addition to SFR	05/03/17	non-compliant, pending revisions and additional information from the applicant
2	830 Grey Avenue	Building Permit	Replace existing concrete walks, add walk	05/10/17	pending staff review
3	605 Judson Avenue	Building Permit	Exterior and interior renovation of SFR, new terrace, stairs, walks, new 2-car detached garage	05/02/17	pending revisions from the applicant
3	324 Dempster Street	Building Permit	Remove and replace open rear porch at multi-family dwelling	05/10/17	pending staff review
3	527 Forest Avenue	Building Permit	12" stone retaining wall	05/10/17	pending staff review
3	416 Dempster Street	Zoning Analysis	Replace concrete patio with brick, replace concrete parking pad with concrete	05/11/17	pending staff review
3	425 Lee Street	Building Permit	Install permeable paver patio and walk	05/12/17	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 minor variation
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	non-compliant, pending revisions from applicant
4	1319 Maple Avenue	Building Permit	Reset existing patio, new walk at multi-family dwelling	04/27/17	pending additional information from the applicant
4	1202 Sherman Avenue	Building Permit	Interior renovation to SFR	05/08/17	pending staff review
4	1335 Asbury Avenue	Building Permit	Interior remodel	05/12/17	pending staff review
4	1239 Asbury Avenue	Zoning Analysis	Subdivide property to create new property lines around existing SFR, 2 options (Beth Emet)	05/16/17	pending staff review
5	1748 Brown Avenue	Building Permit	New detached garage at SFR	11/29/16	non-compliant, pending revisions from applicant
5	1925 Hartrey Avenue	Building Permit	New front porch	05/15/17	pending staff review
6	2742 Bennett Avenue	Building Permit	Interior renovation and new concrete walk at SFR	04/07/17	pending revisions from the applicant
6	2612 Noyes Street	Building Permit	Construct 2-tiered retaining wall and patio	04/17/17	non-compliant, pending minor variation application
6	2751 Reese Avenue	Building Permit	2nd-story addition to SFR	05/02/17	non-compliant, pending minor variation application
6	2200 Lincolnwood	Building Permit	Construct new detached garage	05/01/17	pending additional information from the applicant
6	2400 Marcy Avenue	Building Permit	Addition to SFR	05/05/17	pending additional information from the applicant
6	2500 Hartzell Street	Building Permit	Install paver and stone patio, and paver walk	05/08/17	pending additional information from the applicant
6	3308 Noyes Street	Building Permit	1-story addition	05/12/17	pending staff review

6	3610 Hillside Road	Building Permit	New patio and walk	05/12/17	pending staff review
6	2420 Noyes Street	Building Permit	Dormer addition to existing 2-story residence	05/16/17	pending staff review
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>final DAPR 05/24/17</b>
7	2705 Ashland Avenue	Building Permit	Construct new arena (NU - Welsh-Ryan Arena)	04/28/17	pending staff review
7	2315 Bryant Avenue	Building Permit	Reposition of existing wall, new sitting area	03/15/17	non-compliant, pending minor variation application
7	2145 Sheridan Road	Building Permit	Addition to existing university building, wing infill (NU - Technology Institute)	05/01/17	<b>pending Preservation and DAPR</b>
7	2119 Colfax Street	Building Permit	Interior remodel, new dormer	04/12/17	non-compliant, pending revisions from applicant
7	2200 Lincoln Drive	Building Permit	Construct detached garage	05/01/17	pending staff review
7	1620 Jenks Street	Building Permit	2nd story addition to SFR	05/05/17	non-compliant, pending minor variation application
7	630 Clinton Place	Building Permit	Interior renovation (NU)	05/08/17	pending staff review
7	2712 Bryant Avenue	Building Permit	Addition to SFR	05/08/17	pending staff review
7	802 Clinton Place	Zoning Analysis	New garage with living space above	05/10/17	pending staff review
7	2331 Grey Avenue	Building Permit	Interior renovation and 2nd-story addition	05/12/17	pending staff review
7	2233 Pioneer Road	Building Permit	Rebuild existing deck and steps, replace section of walk	05/12/17	pending staff review
7	587 Ingleside Place	Building Permit	New paver driveway, front walk and patio	05/12/17	pending staff review
7	2730 Sheridan Road	Building Permit	Rebuild stairs, landing and railing	05/16/17	pending staff review
7	2331 Sheridan Road	Building Permit	Interior alteration, new exterior stairs (NU - Phi Gamma Delta)	05/16/17	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 additional information from the applicant
9	1125 Madison Street	Building Permit	Construct paver patios at SFR	09/22/16	<b>pending ZBA</b>
9	2014 Cleveland Street	Building Permit	New deck	05/10/17	pending staff review
9	1029 South Boulevard	Zoning Analysis	Subdivide property into 2 lots	05/15/17	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	<b>pending Preservation, DAPR &amp; ZBA</b>
2	1324-1326 Dodge Avenue	Special Use	Commercial indoor recreation - Sharp Edge CrossFit	05/12/17	<b>DAPR 05/24/17, ZBA 06/06/17</b>
3	1018 Michigan Avenue	Appeal	Appeal denied minor variation for building lot coverage for a 3-car detached garage	05/05/17	<b>ZBA 06/20/17</b>
4	1029 Asbury Avenue	Minor Variation	Front yard setback for front porch to SFR	04/25/17	Determination after 05/18/17

4	818 Lake Street	Major Variation	Front yard and interior side setbacks to raise roof and add a 2nd-story mezzanine	05/12/17	<b>pending DAPR, ZBA 06/20/17</b>
6	2751 Reese Street	Minor Variation	2nd-story addition to SFR	04/24/17	Pending additional information from the applicant
6	2749 Marcy Avenue	Minor Variation	Building lot coverage and impervious surface coverage for 2-story addition to SFR	04/25/17	Determination after 05/17/17
6	2612 Noyes Street	Minor Variation	Front yard setback for new front porch to SFR	05/04/17	Determination after 05/25/17
7	1410 Rosalie Street	Appeal	Appeal denied minor variation for building lot coverage for a one-story sunroom addition	04/26/17	<b>ZBA 06/06/17</b>
7	2506 Green Bay Road	Special Use/ Fence Variation	Replacing existing substation equipment with new equipment, remove fence with brick wall (ComEd substation)	04/26/17	<b>DAPR 05/24/17 &amp; ZBA 06/06/17</b>
7	1620 Jenks Street	Minor Variation	Front yard setback for 2nd story addition and front porch to SFR	05/05/17	Determination after 05/31/17
7	2315 Bryant Avenue	Minor Variation	Front yard setback for front porch	05/12/17	Pending public notice
8	120 Dodge Avenue	Special Use/Major Variation	Construct 1-story addition at Dobson Plaza	03/20/17	<b>pending DAPR &amp; ZBA</b>
9	1125 Madison Street	Appeal	Appeal of Zoning Administrator's determination that gravel improvements constitute a patio	05/16/17	<b>pending ZBA</b>
9	1404 Seward Street	Minor Variation	Building lot coverage for addition to SFR	05/08/17	Determination after 05/31/17



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: May 19, 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.

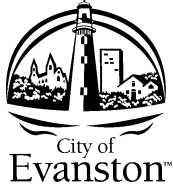
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

# Inspector Weekly Update

Cases Received, May 19, 2017

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences and sidewalks are in good condition. All other construction conditions comply. No construction activity at time of inspection. HOA agreement is with residents for signature.	5/15/2017
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Streets and sidewalks are in good condition. Construction fence has been removed. Exterior facade work has been completed and exterior site work has begun. Interior finish work is under way.	5/15/2017
4	1571 Maple Avenue	Mixed Use Building	Rough work for MEP contractors continues on floors 10 through 12. All perimeter walls are in place on all floors. Masonry work and windows are up to the 11th floor. Construction fencing and dust control screening is in place and plumb. Project site is orderly. Contractor has requested extension of Elmwood street closure to June 30, 2017.	5/17/2017
7	1620 Central Avenue	New 47 Unit Apartment Building	Interior work continues on all floors. Landscaping crews are finished. There were no obstructions in the public right of way at the time of inspection.	5/17/2017
7	2705 Ashland (Welsh-Ryan Arena)	New Athletic Arena	Demolition and removal of roof are under way. The super structure of the building and select cast concrete panel walls will stay in place and be incorporated into the new building. The fences have wind screens and lockable gates. The surrounding storm structures are protected by catch baskets.	5/16/2017
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Installation of arched spans has been completed. The webbing support work between arches continues to move forward. 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. Approval for Sunday work was granted with conditions.	5/17/2017
7	560 Lincoln (NU Residence Hall)	New Dormitory	Finishes are being installed at all floors. Flooring in the sleeping rooms and bathrooms are installed and tile shower enclosures are complete. Plumbing fixtures are installed. Job site is in good condition. Fences, silt fences and windscreens are present and in good condition. Neighboring storm structures are being emptied as needed.	5/17/2017



# Memorandum

To: Honorable Mayor and Members of the City Council

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

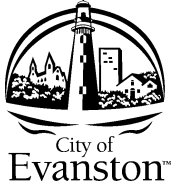
Subject: Food Establishment Application Weekly Report

Date: May 19, 2017

The table below is the weekly report of all applications for Food Establishments received during the week of May 14, 2017

Please contact me at 847/448-8289 or [iogbo@cityofevanston.org](mailto:iogbo@cityofevanston.org) if you have any questions or need additional information.

<b>Establishment Name</b>	<b>Address</b>	<b>Ward</b>	<b>Application Received on</b>	<b>Type</b>	<b>Proposed Opening Date</b>
Furious Spoon	1700 Maple	2	5/17/2017	Food Establishment	Not Yet Determined



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: May 19, 2017

There are no new liquor license applications pending for this week.

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



# PRCS Facility Usage Report

**Date:** Friday, May 19, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
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**Location: Bent Park**

Bent Park Soccer Field	4:30pm - 8:00pm	Evanston Soccer Association	Team Evanston Soccer Practice
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**Location: Butler Park**

Butler Park Soccer Field	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
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**Location: Channelside Park**

Channelside Park North Socc	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
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**Location: Fleetwood-Jourdain**

Foster Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
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**Location: James Park**

James Park Diamond 1 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 5	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 6	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 7	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 8	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 6	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices

**Location: Leahy Park**

Leahy Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
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**Location: Lighthouse Beach**

Fire Circle	5:00pm - 11:00pm	Dassia Posner	
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**Location: Lovelace Park**

Lovelace Picnic Tables	2:30pm - 7:30pm	Hilde M. KAiser	Birthday Party
Lovelace Park Soccer Field	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice

**Location: Mason Park**

Mason Park Picnic Tables	10:00am - 2:00pm	Roycemore School	Picnic
Mason Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games





# PRCS Facility Usage Report

Date: Saturday, May 20, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Baker Park</b>			
Baker Park	9:00am - 10:00am	Ev Baseball&Softball	EBSA Games
Baker Park	1:00pm - 4:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Bent Park</b>			
Bent Park Soccer Field	8:00am - 7:00pm	Evanston Soccer Association	Team Evanston Soccer Games
<b>Location: Butler Park</b>			
Butler Park Soccer Field	8:00am - 8:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Channelside Park</b>			
Channelside Park North Socc	8:00am - 12:00pm	AYSO Soccer	AYSO Soccer Games
<b>Location: Currey Park</b>			
Currey Park	1:00pm - 4:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Elliott Park</b>			
Elliott Park Picnic Table A	10:00am - 12:00pm	Cambras, Jon	Picnic
<b>Location: Fleetwood-Jourdain</b>			
Foster Park Field	8:00am - 6:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: James Park</b>			
James Park Diamond 1 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 5	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 6	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 7	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 8	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 6	8:00am - 12:00pm	AYSO Soccer	AYSO Soccer Games
James Park Soccer 1	9:00am - 5:00pm	Evanston Soccer Association	Team Evanston Soccer Games
James Park Soccer 2	9:00am - 5:00pm	Evanston Soccer Association	Team Evanston Soccer Games
<b>Location: Larimer Park</b>			
Larimer Park	2:00pm - 6:00pm	Aviva Miller	
<b>Location: Leahy Park</b>			
Leahy Park Field	8:00am - 4:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Lighthouse</b>			
Lighthouse Picnic Tables	3:00pm - 7:00pm	Jennifer Moran	Graduation Party
<b>Location: Lovelace Park</b>			
Lovelace Park Soccer Field	8:00am - 5:00pm	Evanston Soccer Association	Team Evanston Soccer Games
Lovelace Picnic Tables	2:00pm - 5:00pm	David Witt	Games
<b>Location: Mason Park</b>			
Mason Park Field	8:00am - 4:00pm	Ev Baseball&Softball	EBSA Games



# PRCS Facility Usage Report

**Date:** Saturday, May 20, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
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**Location: Mason Park**

**Location: Raymond Park**

Raymond Park	10:00am - 4:00pm	City of Evanston Recreation	Young Evanston Artist Festival
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**Location: Robert Crown Center**

Robert Crown Diamond West	8:00am - 8:00pm	Ev Baseball&Softball	EBSA Games
Robert Crown Diamond East	8:00am - 8:00pm	Ev Baseball&Softball	EBSA Games

**Location: Tallmadge Park**

Tallmadge Park Soccer Field	8:00am - 12:00pm	Lacrosse Evasnton Youth	Evanston Youth Lacrosse Practice & Games
Tallmadge Park North Ballfiel	1:00pm - 4:00pm	Ev Baseball&Softball	EBSA Games
Tallmadge Park South Ballfiel	1:00pm - 4:00pm	Ev Baseball&Softball	EBSA Games

**Location: Twiggs Park**

Twiggs Park Baseball/Open A	8:00am - 8:00pm	Ev Baseball&Softball	EBSA Games
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# PRCS Facility Usage Report

**Date:** Sunday, May 21, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Baker Park</b>			
Baker Park	3:00pm - 7:30pm	Cheryl Henley	Birthday Party
<b>Location: Bent Park</b>			
Bent Park Soccer Field	8:00am - 12:00pm	Evanston Soccer Association	Team Evanston Soccer Games
Bent Park Soccer Field	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
<b>Location: Butler Park</b>			
Butler Park Soccer Field	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
<b>Location: Channelside Park</b>			
Channelside Park North Socc	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
<b>Location: Dawes Park</b>			
Dawes Park Picnic Table C	12:00pm - 2:00pm	Wilson, Emily	Picnic
<b>Location: Elliott Park</b>			
Elliott Park Picnic Table A	4:00pm - 7:00pm	Bender, Andrew	
<b>Location: Fleetwood-Jourdain</b>			
Foster Park Field	12:00pm - 3:00pm	AYSO Soccer	AYSO Soccer Games
<b>Location: James Park</b>			
James Park Diamond 1 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	8:00am - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 1	9:00am - 5:00pm	Evanston Soccer Association	Team Evanston Soccer Games
James Park Soccer 2	9:00am - 5:00pm	Evanston Soccer Association	Team Evanston Soccer Games
James Park Soccer 3	9:00am - 12:00pm	Evanston Soccer Association	Team Evanston Soccer Games
James Park Soccer 4	9:00am - 12:00pm	Evanston Soccer Association	Team Evanston Soccer Games
James Park Soccer 3	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
James Park Soccer 4	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
James Park Soccer 5	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
James Park Soccer 6	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
James Park Soccer 7	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
James Park Soccer 8	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
James Park	2:00pm - 9:00pm	Barrera, Adela	Family Picnic
<b>Location: Leahy Park</b>			
Leahy Park Field	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
<b>Location: Lighthouse</b>			
Lighthouse Picnic Tables	9:00am - 2:30pm	Bierma, Kate	Picnic and Lunch
<b>Location: Lighthouse Beach</b>			
Fire Circle	1:00pm - 10:00pm	Marina Primosch	
<b>Location: Lovelace Park</b>			
Lovelace Park Soccer Field	8:00am - 5:00pm	Evanston Soccer Association	Team Evanston Soccer Games



# PRCS Facility Usage Report

**Date:** Sunday, May 21, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Lovelace Park</b>			
Lovelace Picnic Tables	10:00am - 3:00pm	ETHS School	Annual Picnic
<b>Location: Mason Park</b>			
Mason Park Field	8:00am - 12:00pm	Evanston Soccer Association	Team Evanston Soccer Games
Mason Park Field	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games
<b>Location: Robert Crown Center</b>			
Robert Crown AYSO Mini Fiel	12:00pm - 6:00pm	AYSO Soccer	AYSO Soccer Games
Robert Crown Diamond West	6:00pm - 7:00pm	City of Evanston Recreation	
Robert Crown Diamond East	6:00pm - 7:00pm	City of Evanston Recreation	
Robert Crown Diamond West	7:00pm - 8:00pm	City of Evanston Recreation	
<b>Location: Tallmadge Park</b>			
Tallmadge Park Soccer Field	12:00pm - 6:30pm	AYSO Soccer	AYSO Soccer Games



# PRCS Facility Usage Report

**Date:** Monday, May 22, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Bent Park</b>			
Bent Park Soccer Field	4:30pm - 8:00pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Butler Park</b>			
Butler Park Soccer Field	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Channelside Park</b>			
Channelside Park North Socc	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Fleetwood-Jourdain</b>			
Foster Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: James Park</b>			
James Park Diamond 1 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 5	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 6	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 7	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 8	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 6	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
James Park Soccer 1	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
James Park Soccer 2	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Leahy Park</b>			
Leahy Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Lovelace Park</b>			
Lovelace Park Soccer Field	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Mason Park</b>			
Mason Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Robert Crown Center</b>			
Robert Crown Football Field	2:30pm - 6:00pm	ETHS School	ETHS Ultimate Frisbee Club
Robert Crown Diamond West	6:45pm - 8:00pm	City of Evanston Recreation	
Robert Crown Diamond East	6:45pm - 8:00pm	City of Evanston Recreation	
Robert Crown Diamond West	8:00pm - 9:15pm	City of Evanston Recreation	
Robert Crown Diamond East	8:00pm - 9:15pm	City of Evanston Recreation	



# PRCS Facility Usage Report

Date: **Tuesday, May 23, 2017**

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Bent Park</b>			
Bent Park Soccer Field	4:30pm - 8:00pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Butler Park</b>			
Butler Park Soccer Field	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Channelside Park</b>			
Channelside Park North Socc	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Fleetwood-Jourdain</b>			
Foster Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: James Park</b>			
James Park Diamond 1 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 5	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 6	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 7	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 8	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 6	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
James Park Soccer 1	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
James Park Soccer 2	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Leahy Park</b>			
Leahy Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Lighthouse Beach</b>			
Fire Circle	4:00pm - 8:00pm	Kathleen O'connor	
<b>Location: Lovelace Park</b>			
Lovelace Park Soccer Field	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Mason Park</b>			
Mason Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Robert Crown Center</b>			
Robert Crown Football Field	3:30pm - 6:00pm	ETHS School	ETHS Ultimate Frisbee Club
Robert Crown Diamond West	4:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
Robert Crown Diamond East	4:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Tallmadge Park</b>			
Tallmadge Park Soccer Field	6:00pm - 7:30pm	Lacrosse Evasnton Youth	Evanston Youth Lacrosse Practice & Games



# PRCS Facility Usage Report

Date: **Wednesday, May 24, 2017**

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Bent Park</b>			
Bent Park	9:00am - 2:00pm	Lincolnwood School	Annual School Picnic
Bent Park Soccer Field	4:30pm - 8:00pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Butler Park</b>			
Butler Park Soccer Field	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Channelside Park</b>			
Channelside Park North Socc	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Fleetwood-Jourdain</b>			
Foster Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: James Park</b>			
James Park Diamond 1 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 5	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 6	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 7	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 8	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 6	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
James Park Soccer 1	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
James Park Soccer 2	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Leahy Park</b>			
Leahy Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Lovelace Park</b>			
Lovelace Picnic Tables	12:00pm - 3:30pm	ETHS School	End of year picnic
Lovelace Park Soccer Field	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Mason Park</b>			
Mason Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Robert Crown Center</b>			
Robert Crown Football Field	3:30pm - 6:00pm	ETHS School	ETHS Ultimate Frisbee Club
Robert Crown Diamond West	6:45pm - 8:00pm	City of Evanston Recreation	
Robert Crown Diamond East	6:45pm - 8:00pm	City of Evanston Recreation	
Robert Crown Diamond West	8:00pm - 9:15pm	City of Evanston Recreation	
Robert Crown Diamond East	8:00pm - 9:15pm	City of Evanston Recreation	
Robert Crown Diamond West	9:15pm - 10:30pm	City of Evanston Recreation	
Robert Crown Diamond East	9:15pm - 10:30pm	City of Evanston Recreation	
<b>Location: Tallmadge Park</b>			
Tallmadge Park Soccer Field	6:00pm - 7:30pm	Lacrosse Evasnton Youth	Evanston Youth Lacrosse Practice & Games



# PRCS Facility Usage Report

Date: Thursday, May 25, 2017

Facility	Reserved Time	Reservee	Reservation Purpose
<b>Location: Bent Park</b>			
Bent Park	9:00am - 2:30pm	Lincolnwood School	Annual School Picnic
Bent Park Soccer Field	4:30pm - 8:00pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Butler Park</b>			
Butler Park Soccer Field	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Channelside Park</b>			
Channelside Park North Socc	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
<b>Location: Fleetwood-Jourdain</b>			
Foster Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: James Park</b>			
James Park Diamond 1 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 2 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 3 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 4 (Light	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 5	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 6	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 7	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Diamond 8	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
James Park Soccer 6	4:00pm - 7:30pm	AYSO Soccer	AYSO Soccer Games & Practices
James Park Soccer 1	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
James Park Soccer 2	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Leahy Park</b>			
Leahy Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Lovelace Park</b>			
Lovelace Park Soccer Field	4:30pm - 7:30pm	Evanston Soccer Association	Team Evanston Soccer Practice
<b>Location: Mason Park</b>			
Mason Park Field	3:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Robert Crown Center</b>			
Robert Crown Football Field	3:30pm - 6:00pm	ETHS School	ETHS Ultimate Frisbee Club
Robert Crown Diamond West	4:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
Robert Crown Diamond East	4:00pm - 10:00pm	Ev Baseball&Softball	EBSA Games
<b>Location: Tallmadge Park</b>			
Tallmadge Park Soccer Field	6:00pm - 7:30pm	Lacrosse Evasnton Youth	Evanston Youth Lacrosse Practice & Games





# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING MAY 19, 2017**

## ***NWMC to Welcome New Mayors/Presidents***

Invitations were sent this week for the NWMC New Mayors Dinner, scheduled for Wednesday, June 14, 6:00 p.m., at the NWMC offices, 1600 E. Golf Road, Suite 0700 in *Des Plaines* (on the campus of Oakton Community College). The event is a great opportunity to meet your fellow newly elected mayors/presidents, NWMC leadership and staff while learning about the programs and services provided by the Northwest Municipal Conference. We look forward to seeing our new mayors on June 14! *Staff contacts: Mark Fowler, Larry Bury*

## ***RSVP Today for the NWMC Annual Gala***

As a reminder, the 2017 NWMC Annual Gala will be held on Wednesday, June 21 at Manzo's Banquets in *Des Plaines*. The reception and silent auction will begin at 5:30 p.m. with dinner to follow at 7:00 p.m. The Annual Gala is the organization's only fundraising event and we look forward to building upon last year's successes.

Highlights of the evening will be the inauguration of the NWMC officers for FY2017-2018 and the awarding of the NWMC Communicopia Award, to be presented to the Conference member who contributes the most popular gift basket as selected by the Gala attendees. In preparation for the Gala, staff has distributed the call for members to again submit gift baskets and compete for the Communicopia Award. Please RSVP for the Gala and submit gift baskets by Friday, June 9 to Marina Durso, [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org) or 847-296-9200, ext. 122. *Staff contact: Marina Durso*

## ***Bicycle and Pedestrian Committee Discuss Maintenance Best Practices, Bike Plan Updates***

Even with temperatures in the 80's this week, winter is never far from our minds here in the Chicago region. That was true on Thursday when the NWMC Bicycle and Pedestrian Committee met and discussed snow removal and bike path maintenance. Staff presented the results of a recent NWMC survey on the topic and the committee discussed how the issue is addressed in their communities. At a future meeting, staff will present case studies on how municipalities in other parts of the country deal with winter weather.

The committee approved a revised draft of a request for qualifications (RFQ) for updates to the NWMC Bicycle Plan and recommended it be sent to the other relevant NWMC committees for approval. Staff discussed possible funding opportunities for the plan update, notably the Chicago Metropolitan Agency for Planning (CMAP) Local Technical Assistance (LTA) program. The LTA program provides assistance to municipalities conducting planning projects that advance the goals of GOTO 2040, the region's current long-term plan. A call for LTA applications is currently underway and applications are due by Thursday, June 29. Please visit <http://www.cmap.illinois.gov/programs-and-resources/lt> for more information on the LTA program and to access the application materials. *Staff contacts: Mike Walczak, Brian Pigeon*

## ***Meetings and Events***

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

*NWMC Executive Committee* will meet Wednesday June 7 at 8:30 a.m. at the NWMC offices.