



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: August 25, 2017

STAFF REPORTS BY DEPARTMENT



Weekly Report for August 18, 2017 – August 24, 2017

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule
Audit Communication Letter

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

Wednesday, August 30, 2017

Joint Plan Commission and Zoning Board of Appeals Meeting

www.cityofevanston.org/zoningboard

www.cityofevanston.org/plancommission

Transportation & Parking Committee Meeting

www.cityofevanston.org/transandparking



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of August 18, 2017 through August 24, 2017.

| | CURRENT WEEK'S TOTALS | PREVIOUS WEEK'S TOTALS |
|-------------------------|----------------------------------|-----------------------------------|
| CALLS HANDLED | 2505 | 2579 |
| SERVICE REQUESTS | 717 | 715 |
| TOTAL CHATS | 20 | 35 |
| TOTAL TEXT | 31 | 26 |

Top 5 Service Requests

Total

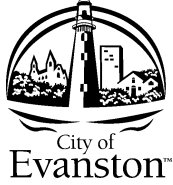
Most requested service requests (Source: PublicStuff - Open/Closed)

| | |
|---------------------------------------|-----|
| 1. Building Permit Inspection Request | 134 |
| 2. Trash-Special Pick-up | 80 |
| 3. Broken Parking Meter | 52 |
| 4. Tree Evaluation | 34 |
| 5. Water Bill – Final Bill for Seller | 24 |
| Rodents-Rats | |

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 | 315 |
| Administrative Services –Finance | 15 |
| Administrative Services -HR | 31 |
| Administrative Services – Other | 87 |
| City Manager’s Office | 45 |
| ComDev / Economic Development | 25 |
| ComDev/ Bldg Inspections | 269 |
| ComDev / Housing Rehab | 14 |
| ComDev / Planning/Zoning | 36 |
| General Assistance | 4 |
| Fire Life Safety | 34 |
| PublicStuff Request | 361 |
| Health | 140 |
| Information | 499 |
| Law | 6 |
| Library | 3 |
| Mayor’s Office | 3 |
| Other/311 | 94 |
| Other – Social Services | 6 |
| Parks – Maintenance | 1 |
| Parks – Programs/Picnics/Permits | 19 |
| Parks – Other | 4 |
| Parks/Recreation | 36 |
| Parks – Forestry | 32 |
| Parks- Recreation Programs | 46 |
| Police | 107 |
| Public Works / Fleet | 1 |
| Public Works / Street Sanitation | 108 |
| Public Works / Engineering | 38 |
| Tax Assessment Office | 14 |
| Utilities – Power | 3 |
| Utilities – Sewer | 5 |
| Utilities – Water | 104 |
| TOTAL | 2505 |



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 August 21, 2017

Date: August 25, 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 August 21, 2017

| Bid/RFP/RFQ Number and Title | Requesting Dept. | Description of Project | Budgeted Amount | Bid/RFP/RFQ Opening Date | Anticipated Council/ Library Board Date |
|--|---------------------|---|-----------------|--------------------------|---|
| Bid 17-50 Fleetwood-Jourdain Center HVAC and Electrical Improvements | Public Works Agency | Work on this project includes removal and replacement of existing HVAC and electrical equipment at the Fleetwood-Jourdain Community Center located at 1655 Foster Street in Evanston, Illinois. | \$1,729,000 | 9/19 | 10/9 |

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 |
|------------|--------------|--|----------------|----------------------|------------|----------------------|
| | 9/6/2017 | Human Services / City Manager Evaluation | | HS / CC | | |
| Fire | 9/11/2017 | National Preparedness Month | A | CC | Scott | |
| Mayor | 9/11/2017 | Mayor's Summer Youth Awards | P | CC | Francellno | |
| PWA | 9/11/2017 | Water Shut-Off Process Update | SPB | CC | Stoneback | |
| CMO | 9/11/2017 | Relationship of City/Library Bonds as Library Bonds are Retired | D | APW | Lyons | |
| CMO | 9/11/2017 | Report on Properties Exempt from Property-Tax | D/P | APW | Lyons | |
| CMO | 9/11/2017 | Overtime Report from All Depts | D | APW | Bobkiewicz | |
| CMO | 9/11/2017 | Budget Amendments - SSA4 | B | APW | Lyons | |
| CMO | 9/11/2017 | Armored Car Service Extension | B | APW | Lyons | |
| CMO | 9/11/2017 | Sculptor for Fountain Square | B | APW | Bobkiewicz | |
| Admin Svcs | 9/11/2017 | Sale of Surplus Property | B | APW | Storlie | |
| PWA | 9/11/2017 | Chicago Ave Speed Limit Reduction | B | APW | Stoneback | |
| PRCS | 9/11/2017 | Hoffman House Contract Award - Senior Meal Program | R | APW | Hemingway | |
| Legal | 9/11/2017 | NU Property | R | APW | Farrar | |
| PWA | 9/11/2017 | Solid Waste Contract Awards | R | APW | Stoneback | |
| CMO | 9/11/2017 | 1714-20 Chicago Land Sale Contract | R | APW | Lyons | |
| CD | 9/11/2017 | 2005 Grey - Authorize Development Deal | R | APW | Leonard | |
| CD | 9/11/2017 | 2005 Grey - Negotiate Sale | O | APW | Leonard | For Intro and Action |
| CMO | 9/11/2017 | G.O. Bond Issues | O | APW | Lyons | For Action |
| Legal | 9/11/2017 | Liquor License Change - The Barn (2) | O | APW | Farrar | For Action |
| CD | 9/11/2017 | Transit Oriented Develop. Parking Requirements | O | PD | Leonard | For Intro |
| CD | 9/11/2017 | 512 Main Street - Special Use - Amanecer Taco Shop | O | PD | Leonard | For Intro |
| CD | 9/11/2017 | 120 Dodge Ave - Special Use to Expand Retirement Home | O | PD | Leonard | For Intro |
| CD | 9/11/2017 | 2628 Gross Point Rd - Special Use - Type 2 - Nic's Organic Fast Food | O | PD | Leonard | For Intro |
| CD | 9/11/2017 | DAPR changes - Code Amendments | O | PD | Leonard | For Intro |
| CD | 9/11/2017 | Planned Develop - 318-320 Dempster Extension | O | PD | Leonard | For Intro |
| CD | 9/11/2017 | Notice Requirements for Zoning Applications and Hearings | O | PD | Leonard | For Action |
| CD | 9/11/2017 | Establish Front Lot Line | O | PD | Leonard | For Action |
| PRCS | 9/11/2017 | Special Olympic Polar Plunge - Clark St Beach | B | HS | Hemingway | |

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|-------|--------------|--|----------------|----------------------|-----------------|--------------------------|
| PRCS | 9/11/2017 | YJC - Fund Building Career Pathways to Employment | R | HS | Hemingway | |
| Mayor | 9/11/2017 | Appointments - Police Complaint Review, Alternatives to Arrest | | CC | Francellno | |
| | 9/11/2017 | Rules Committee - Equity & Empowerment Commission | O | RULES | | For Intro |
| | 9/11/2017 | Exec Session - Ligitation, Work Comp | | CC | | |
| | | | | | | |
| | 9/18/2017 | Budget - Afford Housing & Econ. Develop. Issues | | CC | Leonard / Lyons | |
| | | | | | | |
| Legal | 9/25/2017 | Litigation Settlement | SPB/R | CC | Farrar | |
| CMO | 9/25/2017 | Ex-Offender Hiring Policy | D | APW | Storlie | |
| CMO | 9/25/2017 | Role of Residency in City Employment | D | APW | Storlie | |
| CMO | 9/25/2017 | Single Audit Report | B | APW | Lyons | Accept and Place on File |
| CMO | 9/25/2017 | FRCC City Library Memo of Understanding | B | APW | Lyons | |
| CMO | 9/25/2017 | CCS Extension | B | APW | Lyons | |
| CMO | 9/25/2017 | Woodhouse Tinucchi Extension | B | APW | Lyons | |
| CMO | 9/25/2017 | 2005 Grey - Authorize Sale | O | APW | Lyons | For Intro and Action |
| CD | 9/25/2017 | App for Affordable Housing/HOME Fund - 2215 Dempster/1304 Pitner | B | PD | Leonard | |
| PRCS | 9/25/2017 | Removal of Expired Honorary St Name Signs | B | HS | Hemingway | |
| PWA | 9/25/2017 | Modify Weed and Turf Control | O | HS | Stoneback | For Intro |
| | | | | | | |
| CMO | 10/9/2017 | Overtime Report from All Depts | D | APW | Bobkiewicz | |
| PWA | 10/9/2017 | Fleetwood/Jourdain HVAC/Elec | B | APW | Stoneback | |
| PWA | 10/9/2017 | South Standpipe MCC Upgrade | B | APW | Stoneback | |
| | | | | | | |
| | 10/16/2017 | 2018 Budget Discussion - Operating Budget | | CC | | |
| | | | | | | |
| PRCS | 10/23/2017 | Congregate Meal Grant Acceptance | B | APW | Hemingway | |
| PWA | 10/23/2017 | Truck Route Modification Sheridan Road | O | APW | Stoneback | |
| PWA | 10/23/2017 | Greenwood/Ridge Traffic - Left Turn Restrictions | O | APW | Stoneback | |
| | 10/23/2017 | 2018 Budget Discussion - Capital Budget | | CC | | |
| | | | | | | |

Evanston City Council Agenda Schedule - 2017

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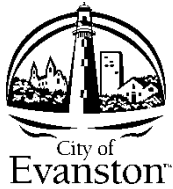
| DEPT | MEETING DATE | ITEMS | COUNCIL ACTION | COUNCIL or COMMITTEE | LEAD STAFF | NOTES |
|---|--------------|---|----------------|----------------------|------------|-------|
| | 10/28/2017 | Special City Council Meeting - Public Hearing - Truth in Taxation, FY18 Proposed Budget, Prelim Tax Levy Estimate | | CC | | |
| | | | | | | |
| | 10/30/2017 | Special City Council Meeting - Review of Downtown, West Evanston, West End and Lakefront Master Plans | | CC | | |
| | | | | | | |
| CMO | 11/6/2017 | Overtime Report from All Depts | D | APW | Bobkiewicz | |
| | 11/6/2017 | 2018 Budget Discussion | | CC | | |
| | | | | | | |
| | 11/13/2017 | 2018 Budget Discussion (if needed) | | CC | | |
| | | | | | | |
| | 11/20/2017 | Special City Council - Review of Strategic Plan, Livability Plan and Central St Master Plan | | CC | | |
| | | | | | | |
| | 11/27/2017 | 2018 Budget & 2017 Tax Levy Adoption | | CC | | |
| CMO | 11/27/2017 | Howard/Ridge Line of Credit Expansion | B | APW | Lyons | |
| PRCS | 11/27/2017 | Tennis RFP | B | APW | Hemingway | |
| PRCS | 11/27/2017 | Noyes Tenant Leases | R | APW | Hemingway | |
| | | | | | | |
| | | | | | | |
| Council & Committee Meetings | | | | | | |
| 8/30/2017 | 6:00 PM | Transportation/Parking Commission | | | | |
| 9/6/2017 | 6:00 PM | Human Services | | | | |
| 9/7/2017 | 7:00 PM | Housing, Homelessness and Human Relations Commission | | | | |
| 9/11/2017 | 6:00 PM | Administration & Public Works, Planning & Development, City Council | | | | |
| 9/13/2017 | 1:30 PM | Lighthouse Landing Complex Committee | | | | |
| 9/13/2017 | 7:00 PM | Fiscal Year 2018 Budget Outreach Event | | | | |
| 9/13/2017 | 7:00 PM | Joint Housing & Community Development Act Committee and Mental Health Board | | | | |
| 9/18/2017 | 7:00 PM | City Council | | | | |
| 9/19/2017 | 7:00 PM | Housing & Comm Develop Act | | | | |
| 9/19/2017 | 7:00 PM | Northwestern/City Committee | | | | |

8/24/2017 1:59 PM

Evanston City Council Agenda Schedule - 2017

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| DEPT | MEETING DATE | ITEMS | COUNCIL ACTION | COUNCIL or COMMITTEE | LEAD STAFF | NOTES |
| 9/20/2017 | 6:30 PM | M/W/EBE Develop. | | | | |
| 9/25/2017 | 6:00 PM | Administration & Public Works, Planning & Development, City Council | | | | |
| 9/26/2017 | 7:00 PM | Housing & Comm Develop Act | | | | |
| 9/27/2017 | 6:00 PM | Transportation/Parking Commission | | | | |
| 9/27/2017 | 7:00 PM | Economic Development | | | | |
| 9/28/2017 | 5:30 PM | City-School Liaison Committee | | | | |
| 9/28/2017 | 5:30 PM | Emergency Telephone System | | | | |
| | | | | | | |
| <u>DEFERRED</u> | Date | Item | Action | Committee | Staff | |
| CD | | Fines for bikes on sidewalks | O | APW | 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) |
| 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

From: Martin Lyons, Assistant City Manager/Treasurer

Subject: Auditor's Communication to the City Council

Date: August 25, 2017

As part of the annual audit process our independent auditors, Sikich, LLP, are required to have certain communications with those charged with governance. Those communications include information related to the audit process, the City's internal control and future accounting pronouncements.

The auditors proposed six adjusting journal entries which were posted in the general ledger. The staff's responses to the auditors' comments regarding internal control are also included in the report.

As noted in the Auditors' letter under Restriction on Use, this information is not intended for public use and therefore this report was not included in the Council's agenda on August 14, 2017.

Attachments:

Communication to Those Charged With Governance and Management

CITY OF EVANSTON, ILLINOIS

**AUDITOR'S COMMUNICATION TO THE
CITY COUNCIL**

For the Year Ended
December 31, 2016



CITY OF EVANSTON, ILLINOIS
AUDITOR’S COMMUNICATION TO THE BOARD OF TRUSTEES
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| • Passed Adjustments | |
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| FIRM PROFILE | |



630.566.8400 // www.sikich.com

1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

July 20, 2017

The Honorable Mayor
Members of the City Council
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by auditing standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was discussed with you in May 2017.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. Our management letter, as well as a listing of future pronouncements that may affect the City, are enclosed within this document.

This information is intended solely for the use of the Mayor, City Council and management of the City of Evanston and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Sikich LLP

Sikich LLP
By: Daniel A. Berg, CPA
Partner



1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

July 20, 2017

The Honorable Mayor
Members of the City Council
City of Evanston, Illinois

Ladies and Gentlemen:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Evanston, Illinois (the City) for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted accounting standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our letter dated October 26, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated October 26, 2016, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies

were adopted and the application of existing policies was not changed during the year ended December 31, 2016 with the exception of the implementation of GASB Statements No. 72, 76, 77 and 79. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate effecting the City's financial statements was:

Management's estimate of the book value of property held for resale is measured at the lower of carrying its amount or fair value less cost to sell and to cease depreciation. Additionally the net pension liabilities were calculated by the actuaries for each pension plan. We evaluated key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter, dated October 26, 2016.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole, with the exception of the adjustment numbered AJE01, AJE02, AJE04 and AJE05.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 20, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

The comprehensive annual financial report (CAFR) for the year ending December 31, 2016, contains an introductory section and statistical section which is unaudited and not covered by our report. In addition, we applied certain limited procedures to the required supplementary information (RSI) (pension and other post-employment benefit trend information, managements’ discussion and analysis and budget versus actual for major funds) included in the CAFR. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on combining and individual fund financial statements and schedules, which accompany the basic financial statements but are not RSI. With respect to the combining and individual fund financial statements and schedules accompanying the basic financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the combining and individual fund financial statements and schedules to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Mayor, City Council and management of the City of Evanston and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Sikich LLP

Sikich LLP
By: Daniel A. Berg, CPA
Partner

City of Evanston

Year End: December 31, 2016

Adjusting Journal Entries

Date: 1/1/2016 To 12/31/2016

Account No: AJE01 To AJE07

| Number | Date | Name | Account No | Amount |
|---------------|-------------|-------------------------------|-------------------|---------------|
| AJE01 | 12/31/2016 | PROPERTY TAX REC-CURRENT | 210-12010 SS-210 | 121,898.00 |
| AJE01 | 12/31/2016 | PROPERTY TAX REC - EST UNC | 210-12020 SS-210 | (6,724.00) |
| AJE01 | 12/31/2016 | DEFERRED REVENUE-PROPERTY TAX | 210-22709 SS-210 | (115,174.00) |
| AJE01 | 12/31/2016 | PROPERTY TAX REC-CURRENT | 350-12010 SSA-350 | 214,286.00 |
| AJE01 | 12/31/2016 | PROPERTY TAX REC - EST UNC | 350-12020 SSA-350 | (4,286.00) |
| AJE01 | 12/31/2016 | DEFERRED REVENUE-PROPERTY TAX | 350-22709 SSA-350 | (210,000.00) |

To adjust Property Tax Receivable and deferred in SSA#4
and SSA #6 to agree to levied amounts

| | | | | |
|-------|------------|----------------------------------|--------------------------|--------------|
| AJE02 | 12/31/2016 | ACCOUNTS PAYABLE | 415-21115 CI-415 | (108,500.00) |
| AJE02 | 12/31/2016 | ACCOUNTS PAYABLE | 520-21115 SW-520 | (135,880.38) |
| AJE02 | 12/31/2016 | OTHER IMPROVEMENTS | 415-40-4116-65515 CI-415 | 108,500.00 |
| AJE02 | 12/31/2016 | DEBRIS/REMOVAL CONTRACTUAL COSTS | 520-40-4310-62415 SW-520 | 135,880.38 |

To properly record AP/Expenditures for FY16

| | | | | |
|-------|------------|--------------------------|--------------------------|-------------|
| AJE03 | 12/31/2016 | ALLOWANCE FOR DOUBTFUL A | 100-12181 GF-100 | 24,800.00 |
| AJE03 | 12/31/2016 | LOANS RECEIVABLE | 100-12230 GF-100 | (24,720.00) |
| AJE03 | 12/31/2016 | MISCELLANEOUS REVENUE | 100-15-1560-56045 GF-100 | (80.00) |

To write off uncollectible loan receivable

| | | | | |
|-------|------------|----------------------------|--------------------------|-------------|
| AJE04 | 12/31/2016 | UTILITY TAX REC.-CURRENT | 100-12080 GF-100 | 66,676.08 |
| AJE04 | 12/31/2016 | A/R Miscellaneous | 520-12100 SW-520 | 44,740.16 |
| AJE04 | 12/31/2016 | IL BELL FRANCHISE FEE | 100-15-1560-52165 GF-100 | (66,676.08) |
| AJE04 | 12/31/2016 | SOLID WASTE FRANCHISE FEES | 520-40-4310-52186 SW-520 | (44,740.16) |

To book franchise fee revenue/receivable -
only 3 quarters recorded.

| | | | | |
|-------|------------|------------------------|--------------------------|--------------|
| AJE05 | 12/31/2016 | A/R MISCELLANEOUS | 100-12100 GF-100 | (740,763.06) |
| AJE05 | 12/31/2016 | A/R MISCELLANEOUS | 100-12100 GF-100 | (24,773.58) |
| AJE05 | 12/31/2016 | STATE INCOME TAX | 100-15-1560-51545 GF-100 | 740,763.06 |
| AJE05 | 12/31/2016 | TELECOMMUNICATIONS TAX | 100-15-1560-51625 GF-100 | 24,773.58 |

To remove overaccrued AR related
to Income Tax Revenues

| Number | Date | Name | Account No | Amount |
|--------|------------|---------------------------|--------------------------|--------------|
| AJE06 | 12/31/2016 | DEFERRED OUTFLOW-IMRF | 505-19501 PS-505 | (29,461.03) |
| AJE06 | 12/31/2016 | FUND BALANCE-SURPLUS CTRL | 505-42010 PS-505 | (103,848.57) |
| AJE06 | 12/31/2016 | DEFERRED OUTFLOW-IMRF | 510-19501 WF-510 | 33,071.46 |
| AJE06 | 12/31/2016 | FUND BALANCE-SURPLUS CTRL | 510-42010 WF-510 | (404,419.15) |
| AJE06 | 12/31/2016 | DEFERRED OUTFLOW-IMRF | 515-19501 SF-515 | 8,900.64 |
| AJE06 | 12/31/2016 | FUND BALANCE-SURPLUS CTRL | 515-42010 SF-515 | (95,209.42) |
| AJE06 | 12/31/2016 | DEFERRED OUTFLOW-IMRF | 520-19501 SW-520 | (1,560.18) |
| AJE06 | 12/31/2016 | FUND BALANCE-SURPLUS CTRL | 520-42010 SW-520 | (62,683.32) |
| AJE06 | 12/31/2016 | IMRF | 505-19-7005-61710 PS-505 | 133,309.60 |
| AJE06 | 12/31/2016 | IMRF | 510-71-7100-61710 WF-510 | 371,347.69 |
| AJE06 | 12/31/2016 | IMRF | 515-71-7400-61710 SF-515 | 86,308.78 |
| AJE06 | 12/31/2016 | IMRF | 520-71-7690-61710 SW-520 | 64,243.50 |

To adjust Enterprise Fund D/O to for restatement of NPL
adjusting for 2015 contributions subsequent to 12/31/14
measurement date

CITY OF EVANSTON

GENERAL, NONMAJOR,
GOVERNMENTAL
ACTIVITIES AND WATER
AND PARKING FUNDS
BUSINESS TYPE ACTIVITIES
(OPINION UNITS)

For the Year Ended 12/31/2016

All entries posted as Debit (Credit)

| Description | Assets | (Liabilities) | (Retained Earnings/Fund Balance) | (Profit) Loss |
|---|--------------|---------------|----------------------------------|---------------|
| GENERAL FUND | | | | |
| Current Effect of Prior Period Passed AJE's that have carried forward to Current Period | \$ - | \$ - | \$ 201,616 | \$ (201,616) |
| Understated current year telecomm taxes | - | - | 186,186 | (186,186) |
| TOTAL GENERAL FUND | - | - | 387,802 | (387,802) |
| DEBT SERVICE FUND | | | | |
| Current Effect of Prior Period Passed AJE's that have carried forward to Current Period | - | - | - | - |
| Amount of the IMET investment not reserved for by the City | (4,409) | - | 4,409 | - |
| TOTAL DEBT SERVICE FUND | (4,409) | - | 4,409 | - |
| NONMAJOR GOVERNMENTAL FUNDS | | | | |
| Current Effect of Prior Period Passed AJE's that have carried forward to Current Period | - | - | - | - |
| Amount of the IMET investment not reserved for by the City | (264,430) | - | 264,430 | - |
| TOTAL NONMAJOR GOVERNMENTAL FUNDS | (264,430) | - | 264,430 | - |
| GOVERNMENTAL ACTIVITIES | | | | |
| Current Effect of Prior Period Passed AJE's that have carried forward to Current Period | - | - | (107,492) | 107,492 |
| TOTAL GOVERNMENTAL ACTIVITIES | \$ (264,430) | \$ - | \$ 544,740 | \$ (280,310) |
| BUSINESS-TYPE ACTIVITIES | | | | |
| WATER FUND | | | | |
| Current Effect of Prior Period Passed AJE's that have carried forward to Current Period | \$ - | \$ - | \$ - | \$ - |
| Amount of the IMET investment not reserved for by the City | (51,354) | - | 51,354 | - |
| TOTAL WATER FUND | (51,354) | - | 51,354 | - |
| PARKING FUND | | | | |
| Current Effect of Prior Period Passed AJE's that have carried forward to Current Period | - | - | - | - |
| Amount of the IMET investment not reserved for by the City | (93,316) | - | 93,316 | - |
| TOTAL PARKING FUND | (93,316) | - | 93,316 | - |
| TOTAL BUSINESS-TYPE ACTIVITIES | \$ (144,670) | \$ - | \$ 144,670 | \$ - |

CITY OF EVANSTON, ILLINOIS

MANAGEMENT LETTER

December 31, 2016



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Naperville, Illinois 60563

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

The Honorable City Mayor
Members of the City Council
City of Evanston, Illinois

In planning and performing our audit of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of Evanston, Illinois (the City) as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we have identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The City's written response to the material weaknesses and other comments identified in our audit has not been subjected to the audit procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it. In addition, we reviewed the status of the deficiencies dated December, 31, 2015. The status of these is included in Appendix A.

This communication is intended solely for the information and use of the Mayor, City Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Sikich LLP

Naperville, Illinois
July 20, 2017

MATERIAL WEAKNESSES

1. Long-Term Debt Adjustments

While performing our audit procedures, we noted that the City's accrued interest payable was not supported by a schedule. We recommend that the accrued interest calculation be captured in a schedule that can be rolled forward on an annual basis to support entries. We recommend that the City add these areas to its year end closing and audit preparation processes.

Management Response

The bond amortization schedule is currently being maintained. Staff will update this schedule to include interest payable accrual.

2. External Reporting Support

During the course of our audit, we noted that the City's general ledger required adjustments even through significant improvement was made from prior year, a reduction from twenty to six, which equated to a 70% decline. Additionally, The City does not utilize its general ledger software to track governmental capital assets or long-term debt. We believe that the general ledger is the historical documentation for all of the City's financial transactions and should be used to support the external financial reporting. We recommend that the City discontinue the use of the reconciling spreadsheets and instead mirror the external financial reporting policies in its internal general ledger.

Management Response

The staff has created General Fixed Account Group and General Long-Term Debt Account Group in the General Ledger system. The 2015 balances have been set up, and the 2016 transactions will be posted when the final CAFR is completed. This is due to the auditors doing the GASB conversion of the government wide financial statements. Staff will be working on the New World's GASB module to be able to produce the CAFR in-house. The 2017 audit will include fixed assets and long-term debt in the general ledger as recommended.

OTHER COMMENTS

1. Future Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) has issued a number of pronouncements that will impact the City in the future.

GASB Statement No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68, establishes requirements for those pensions and pension plans that are not administered through a trust meeting specified criteria.

OTHER COMMENTS (Continued)

1. Future Accounting Pronouncements (Continued)

The provisions in Statement No. 73 are effective for the fiscal year ending December 31, 2016, except those provisions that address employers and governmental non-employer contributing entities for pensions that are not within the scope of Statement No. 68, which are effective for financial statements for the fiscal year ending December 31, 2017.

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, addresses reporting by OPEB plans that administer benefits on behalf of governments and replaces GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. Statement No. 74 addresses the financial reports of defined benefit OPEB plans that are administered through trusts that meet specified criteria. The statement builds upon the existing framework for financial reports of defined benefit OPEB plans, which includes a statement of fiduciary net position (the amount held in a trust for paying retirement benefits) and a statement of changes in fiduciary net position. Statement No. 74 enhances note disclosures and RSI for both defined benefit and defined contribution OPEB plans. Statement No. 74 also requires the presentation of new information about annual money-weighted rates of return in the notes to the financial statements and in 10-year RSI schedules. The provisions in Statement No. 74 are effective for OPEB plan or sponsoring employer financial statements for the fiscal year ending December 31, 2017.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, addresses reporting by governments that provide OPEB to their employees and for governments that finance OPEB for employees of other governments and replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as they relate to governments that provide benefits through OPEB plans administered as trusts or similar arrangements that meet certain criteria. Statement No. 75 requires governments providing defined benefit OPEB to recognize their long-term obligation for OPEB as a liability for the first time, and to more comprehensively and comparably measure the annual costs of OPEB benefits. The Statement also enhances accountability and transparency through revised and new note disclosures and required supplementary information (RSI). The provisions in Statement No. 75 are effective for the fiscal year ending December 31, 2018.

GASB Statement No. 80, *Blending Requirements for Certain Component Units - an amendment of GASB Statement No. 14*, requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The requirements of this statement are effective for the fiscal year ending December 31, 2017.

GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, provides recognition and measurement guidance for situations in which a government is a beneficiary of a split-interest agreement. The requirements of this statement are effective for the fiscal year ending December 31, 2017.

OTHER COMMENTS (Continued)

1. Future Accounting Pronouncements (Continued)

GASB Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73*, addresses issues regarding (1) the presentation of payroll-related measures in the required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. The requirements of this statement are effective for the fiscal year ending December 31, 2017.

We will advise the City of any progress made by GASB in developing this and other future pronouncements that may have an impact on the financial position and changes in financial position of the City.

APPENDIX A
STATUS OF PRIOR YEAR COMMENTS

MATERIAL WEAKNESSES

1. Daily Deposit of Receipts

During the course of our internal control documentation, it was noted that the daily cash balancing and deposit was back logged from approximately February 5, 2016 to March 11, 2016. City staff had been storing the daily receipt packages in the filing cabinet in the revenue manager's office until each package could be balance, posted and then deposited. We recommended that all deposits be made as soon as possible and the reconciliations take place as soon thereafter as possible. Staff made all deposits within the following three days. We recommend that all receipts be deposited by the day after receipt in order to minimize the possibility of theft, fraud or accidental destruction.

Management Response

Daily deposits during and immediately after the wheel tax deadline have lagged behind in the past. The City took action and implemented the recommendation above on March 11 and 14. The delay in deposits was caused by staff turnover and miscommunication as a result. This situation has been corrected. A new Revenue Manager has been hired and is also in the process of implementing the recommended changes.

Status - Comment considered implemented as of December 31, 2016.

2. Long-Term Debt Adjustments

While performing our audit procedures, we noted that the City's accrued interest payable and unamortized premium/discounts on bonds had not been updated from the prior years. The City had relied upon the prior auditors to maintain the amortization schedules for the premium/discounts. We recommend that the City add these areas to its year end closing and audit preparation processes.

Management Response

The Chief Financial Officer reviewed the prior period debt schedules referenced by Sikich. Errors in the table included the carrying forward of an error in accrual information. This was discussed in detail and the CFO worked directly with Sikich to complete the table. The error was not material, and staff will prepare the schedule as a part of normal audit preparation for 2016 and going forward.

Status - Comment considered partially implemented for December 31, 2016. See current year comment for update.

MATERIAL WEAKNESSES (Continued)

3. External Reporting Support

During the course of our audit, we noted that the City's general ledger required significant adjustments to reconcile to the prior year audited financial statements. The City utilized Excel spreadsheets to adjust the amounts posted to the general ledger to track significant differences in the City's monthly financial reporting to the external reporting. For example, the City is primarily on the cash basis for property tax revenue recognition, but for the external financial report, an additional sixty day period was used in the recognition of revenue.

The City did not post this to the general ledger, but rather to the internally prepared spreadsheets. Additionally, the City does not utilize its general ledger software to track governmental capital assets or long-term debt. We believe that the general ledger is the historical documentation for all of the City's financial transactions and should be used to support the external financial reporting. We recommend that the City discontinue the use of the reconciling spreadsheets and instead mirror the external financial reporting policies in its internal general ledger.

Management Response

Previous CAFRs have not matched directly with the City's internal general ledger for a variety of reasons, most of which deal with the presentation of accrual basis data in the CAFR, versus cash basis reporting during the fiscal year. Most of the differences referenced refer to closing entries which reclassify activities.

The City has implemented the New World Software Asset tracking but it was not done in time for this audit. Staff will complete the entry of all assets into the accounting system for 2016. As noted above the recognition of property taxes will be changed to eliminate the 60 day accrual.

Status - Comment considered partially implemented for December 31, 2016. See current year comment for update.

4. Insurance Pool Accounting

We found that the City had not been recording its deposits that are available to be withdrawn from the Intergovernmental Personnel Benefit Cooperative (IPBC) in accordance with GAAP. Annual the IPBC moves excess funds into the terminal reserve account for each of its members. Because this amount is available for withdrawal, the City should be reflecting this as an asset and reduction of expenses in its general ledger. We recommended a prior period adjustment and the City recorded this to reflect the prior and current years' affect on the Insurance Fund. We recommend that the City record its terminal reserves with IPBC on an annual basis.

MATERIAL WEAKNESSES (Continued)

4. Insurance Pool Accounting (Continued)

Management Response

As a member of IPBC, the City maintains reserves for claims payable at the IPBC. Reserves above this need for claims payable and listed in the Terminal Reserve account at the IPBC are assets of the City. The City's balance at the IPBC in the Terminal Reserve is \$1.4 million and this amount has been recorded in the Insurance Fund as an asset for 2015 and 2014 (this will restate the beginning balance of this fund for the 2015 year).

Status - Comment considered implemented for December 31, 2016.

5. Year End Close Process

During the course of the audit, we recommended and management agreed to nineteen adjusting journal entries. Several of these adjustments were materials as noted in the Required Communication with Those Charged with Governance letter. Additionally, forty journal entries prepared by City staff after the start of fieldwork were given to us to post to the trial balances. This significantly added to our workload and time required to complete the audit. We were unable to work on the preparation of the financial statements due to the additional work. A contributing factor to this was the changes to City's finance department staffing shortly before and during the audit. We understand that was not controllable by the City. We do recommend that the City develop, document and adhere to a list of year end closing procedures that would facilitate its efficient and effective closing of the year and processing of adjusted trial balances.

Management Response

The Sikich staff team worked well with our Accounting and Finance team to help close out the 2015 without the presence of the Accounting Manager and a Senior Accountant. The City did hire back the Senior Accountant on a temporary basis to help complete the audit work papers, and as noted, this situation contributed to the delay in the completion of the report.

Status - Comment considered implemented for December 31, 2016.

6. Long-Term Loans Receivable

Prior City practice has been to recognize loans receivable as increase in fund equity. Revenues and other governmental fund financial resources should be recognized in the accounting period in which they become both measurable and available. When an asset is recorded in governmental fund financial statements but the revenue is not available, the government should report a deferred inflow of resources until such time as the revenue becomes available. We recommended adjustments and the City agreed to them that reverses prior year recognition of loans receivable as equity and reclassified them as a deferred inflow.

MATERIAL WEAKNESSES (Continued)

6. Long-Term Loans Receivable (Continued)

Management Response

The City agrees with this treatment and also agrees that the reduction in fund balances for funds with long-term loans receivable make the presentation more transparent as to the amount of resources available for current spending.

Status - Comment considered implemented for December 31, 2016.

Sikich Snapshot

Organization

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has more than 750 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 30 Certified Public Accounting firms and is among the top 10 of all enterprise resource planning solution partners in the country. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

Industries

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

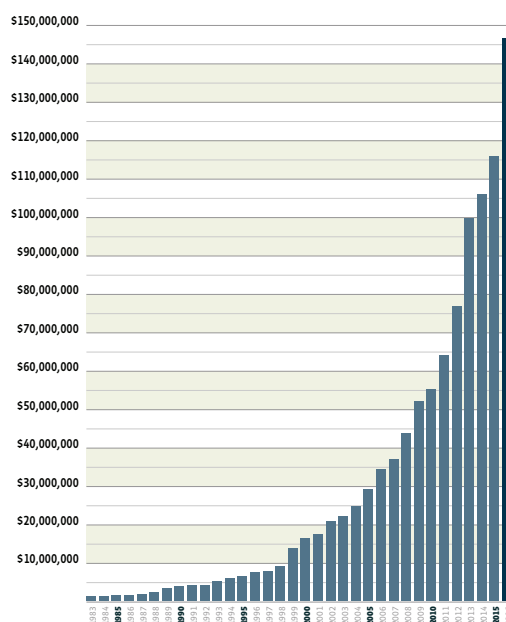
- Agriculture
- Construction & Real Estate
- Energy
- Government
- Manufacturing & Distribution
- Not-for-Profit

Statistics

| | |
|-----------------------|----------|
| 2016 Revenues | \$146.4M |
| Total Partners | 107 |
| Total Employees | 689 |
| Total Personnel | 796 |

Personnel count as of January 19, 2017

Sikich Total Revenues



SERVICES

- Accounting, Audit, Assurance & Tax
- Business Valuation
- Dispute Advisory
- ERP & CRM Software
- Human Resources Consulting
- Insurance Services
- Investment Banking & Corporate Finance
- IT Services
- Marketing & Public Relations
- Retirement Planning
- Supply Chain
- Wealth Management

Awards

- Vault Accounting Top Ranked 2017
- *Accounting Today* Top 100 Firms: ranked 27th nationally, 2017
- *Accounting Today* Regional Leaders – Top Firms: Great Lakes: ranked 4th, 2016
- *Milwaukee Business Journal* Largest Management Consulting Firms: ranked 10th, 2016
- *Milwaukee Business Journal* Largest Milwaukee-Area Accounting Firms: ranked 11th, 2016
- *INSIDE Public Accounting* Top 50 Largest Accounting Firms: ranked 31st nationally, 2016
- When Work Works Award, 2016
- *WorldatWork* Work-Life 2016 Seal of Distinction
- Best Places to Work in Illinois, 2016
- Best Places to Work in Indiana, 2016
- Chicago's 101 Best and Brightest Companies to Work For®, 2016
- Milwaukee's 101 Best and Brightest Companies to Work For®, 2016
- WICPA Excellence Award - Public Service Award (Firm), 2016
- *Accounting Today* Top 100 Value Added Reseller: ranked 7th, 2016
- Bob Scott's Top 100 Value Added Reseller: ranked 9th, 2016
- US SMB Champions Club Heartland Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club, 2016
- 2016 US SMB Champions Club Heartland Influencer Partner of the Year, Microsoft's US Small and Mid-sized Business (SMB) Champions Club, 2016
- *Inc. 5000*: ranked #4613, 2016
- *Crain's List* Chicago's Largest Privately Held Companies: ranked #249, 2016
- Bob Scott's Top 100 Value Added Reseller: ranked 7th, 2016
- National Best & Brightest Companies to Work For®, 2015
- Chicago's 101 Best and Brightest Companies to Work For®, 2015
- National Best & Brightest in Wellness, 2015
- *Chicago Tribune's* Top Workplaces, 2015
- Edge Award - 2015 Community Service
- Microsoft Dynamics Inner Circle and President's Club, 2014



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Certifications

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2014, Sikich LLP received its 9th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

Gold Microsoft Partner



Microsoft Partner

Sikich has earned a Microsoft ERP Gold competency; ranked among the top 1 percent of all Microsoft Dynamics partners worldwide; and carries the following certifications:

- Microsoft Small Business Specialist
- MCP (Microsoft Certified Professional)
- MCSE (Microsoft Certified System Engineer)
- CCNA (Cisco Certified Network Associate)
- CCDA (Certified Cisco Design Associate)
- CCEA (Citrix Certified Enterprise Administrator)
- MRMS (Microsoft Retail Management Systems)
- CISA (Certified Information Systems Auditor)
- CNE (Certified Novell Engineer)
- MS CSM (Microsoft Customer Service Manager)
- MS CAE (Microsoft Certified Account Executive)
- MCDBA (Microsoft Certified Database Admin.)
- Certified for Microsoft Dynamics (NAV)



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The Leading Edge Alliance (LEA) is the second largest international association of independent accounting firms.* The LEA is an international professional association of independently-owned accounting and consulting firms. Members are top quality firms who share an entrepreneurial spirit and a drive to be the premier provider of professional services in their chosen markets. The Alliance provides Sikich with an unbeatable combination: the comprehensive size and scope of a large multinational company while offering their clients the continuity, consistency, and quality service of a local firm.

**International Accounting Bulletin, 2011*



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** Securities are offered through Sikich Corporate Finance LLC, a registered broker/dealer with the Securities and Exchange Commission and a member of FINRA and SIPC.*

*** Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor. Securities offered through Triad Advisors, Member FINRA and SIPC. Triad Advisors and Sikich Financial are not affiliated.*

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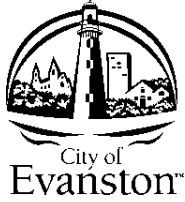
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Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: August 23, 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, August 16, 2017 - August 22, 2017

Current Backlog (business days received until reviewed): 14

Zoning Reviews

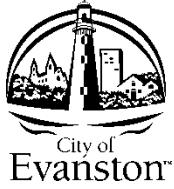
| Ward | Property Address | Zoning | Type | Project Description | Received | Status |
|------|-----------------------------|--------|-----------------|---|----------|---|
| 1 | 1943 Sherman Avenue | R5 | Building Permit | Convert SFR to 3-flat | 07/26/17 | non-compliant, pending revisions from the applicant |
| 1 | 811 Colfax Street | R1 | Building Permit | Addition and interior remodel, new garage | 08/16/17 | pending staff review |
| 1 | 1800 Sherman Avenue | D4 | Building Permit | Renovate office suite entry and exit door | 08/17/17 | pending staff review |
| 1 | 1518 Judson Avenue | R1 | Building Permit | Remove deck and part of concrete walk, replace with paver patio | 08/17/17 | pending staff review |
| 2 | 1711 Church Street | R4 | Building Permit | Building to be demolished, enlarge and reconfigure driveway and entrance onto Church Street (Advanced Disposal) | 05/26/17 | pending additional information from the applicant |
| 2 | 1512 Crain Street | R3 | Zoning Analysis | Remove existing 1-car detached garage, construct new 2-car detached garage | 07/20/17 | pending additional information from the applicant |
| 2 | 1015 McDaniel Avenue | R2 | Building Permit | Construct new 20x22 detached garage | 08/02/17 | non-compliant, pending minor variation application |
| 2 | 2215 Dempster/1305 Pitner | R5 | Building Permit | New 3-story, 16-unit multi-family dwelling, with 16 space parking lot (HOW) | 08/09/17 | pending final DAPR , pending additional information from the applicant |
| 2 | 1037 Darrow Avenue | R3 | Building Permit | Rebuild front porch | 08/15/17 | pending staff review |
| 3 | 935 Chicago Avenue | C1a | Building Permit | Repave parking lot, add landscaping (Chicago & Main Planned Development) | 05/17/17 | pending revisions from the applicant |
| 3 | 1043 Hinman Avenue | R1 | Building Permit | New 22x24 detached garage | 07/19/17 | non-compliant, pending revision from the applicant |
| 3 | 1112 Hinman Avenue | R1 | Building Permit | Replacement and addition to patio and walk | 08/09/17 | pending staff review |
| 3 | 1041 Judson Avenue | R1 | Building Permit | Rebuild interior stair, a/c units | 08/15/17 | pending staff review |
| 4 | 813 Crain Street | R3 | Zoning Analysis | Construct roofed front and side porch, landing and steps at multi-family dwelling | 06/27/17 | non-compliant, pending minor variation application |
| 4 | 1030 Maple Avenue | R1 | Building Permit | New 22x22 detached garage | 07/19/17 | non-compliant, pending revisions |
| 4 | 916 Maple Avenue | R1 | Zoning Analysis | Enlarge patio | 08/02/17 | pending additional information from the applicant |
| 4 | 1224 Dempster Street | R1 | Building Permit | New accessible entrance, interior renovation (Beth Emet) | 08/03/17 | pending major variation application |
| 4 | 1037 Ridge Avenue | R1 | Building Permit | Remove existing terrace and walk, install paver terrace and concrete walk | 08/03/17 | pending additional information from the applicant |
| 4 | 1560 Sherman Avenue, Unit 4 | D3 | Building Permit | Interior remodel (Rotary International) | 08/21/17 | pending staff review |
| 5 | 1925 Hartrey Avenue | R3 | Building Permit | New front porch | 05/15/17 | non-compliant, pending revisions or variation application |
| 5 | 1422 Hinman Avenue | R5 | Building Permit | Remove/replace front concrete walk, back patio and walk with pavers | 08/10/17 | pending additional information |
| 5 | 2204 Asbury Avenue | R1 | Building Permit | Basement finishing | 08/15/17 | pending staff review |
| 6 | 2604 Noyes Street | R1 | Zoning Analysis | Construct detached garage at SFR with future lot subdivision | 06/30/17 | pending additional information from the applicant |

| | | | | | | |
|---|------------------------|----|-----------------|--|----------|--|
| 6 | 2108 McDaniel Avenue | R1 | Building Permit | Construct new 14x22 detached garage | 07/05/17 | non-compliant, pending minor variation application |
| 6 | 2753 Central Park Ave | R1 | Building Permit | Brick walkway and driveway brick ribbons | 07/19/17 | non-compliant, pending revisions from the applicant |
| 6 | 3700 Glenview Road | R2 | Building Permit | Construct new SFR and detached garage | 07/21/17 | non-compliant, pending revisions from the applicant |
| 6 | 2750 Hurd Avenue | R1 | Building Permit | New paver patio | 08/03/17 | pending staff review |
| 6 | 3250 Hartzell Street | R1 | Building Permit | Remove concrete walk, replace with paver walk | 08/03/17 | pending staff review |
| 6 | 2321 Hastings Avenue | R1 | Building Permit | New patio and pavers around house | 08/04/17 | pending staff review |
| 6 | 2620 Central Street | R5 | Zoning Analysis | Convert ground floor space to legal dwelling unit in multifamily building | 08/07/17 | non-compliant, pending major variation |
| 6 | 2122 Central Park Ave. | R1 | Building Permit | Remove front entrance hardscape, replace with paver landings | 08/07/17 | pending staff review |
| 6 | 2332 Prospect Avenue | R1 | Building Permit | New 20x22 detached garage | 08/08/17 | pending staff review |
| 6 | 3315 Dartmouth Place | R1 | Zoning Analysis | Demolish existing SFR, construct new SFR with attached garage | 08/14/17 | pending staff review |
| 6 | 3131 Hartzell Street | R1 | Zoning Analysis | One story addition and deck | 08/22/17 | pending staff review |
| 7 | 2316 Bryant Avenue | R1 | Zoning Analysis | Remove concrete walk, replace with paver walk, enlarge front stoop | 06/22/17 | pending additional information from the applicant |
| 7 | 1501 Central Street | U2 | Building Permit | Renovate existing parking lot (NU - Ryan Field east parking lot) | 06/30/17 | non-compliant, pending revisions or major variation application |
| 7 | 1317 Livingston Street | R1 | Building Permit | New front patio | 07/27/17 | non-compliant, pending minor variation application |
| 7 | 2124 Pioneer Road | R1 | Building Permit | Concrete patio and rear stoop | 07/27/17 | pending additional information from the applicant |
| 7 | 824 Ingleside Place | R1 | Building Permit | New front stoop and walk, paver patio | 07/28/17 | pending additional information from the applicant |
| 7 | 2001 Sheridan Road | U3 | Zoning Analysis | 6th floor addition, interior remodel (NU - Jacobs Center) | 07/31/17 | pending additional information from the applicant, 09/19/17 Preservation and DAPR |
| 7 | 2000 Grant Street | R1 | Building Permit | New 16x22 detached garage | 08/08/17 | pending staff review |
| 7 | 801 Roslyn Terrace | R1 | Building Permit | Basement remodel, new furnace and a/c | 08/10/17 | pending staff review |
| 7 | 2145 Sheridan Road | U3 | Building Permit | Addition to Technological Institute, Wing F-G (NU) | 08/16/17 | pending staff review |
| 7 | 2762 Eastwood Avenue | R1 | Building Permit | Interior remodel of 2 dwelling units (two-flat) | 08/18/17 | pending staff review |
| 7 | 2530 Ashland Avenue | R1 | Zoning Analysis | New detached garage, deck and patio | 08/18/17 | pending staff review |
| 8 | 721 Howard Street | B3 | Building Permit | Interior remodel for a dinner theater (Howard Street Theater) | 06/07/17 | pending final DAPR |
| 8 | 1002 Mulford Street | R2 | Building Permit | Interior remodel, deck and patio | 08/01/17 | pending revisions from the applicant |
| 8 | 739 Brummel Street | R5 | Building Permit | Rehab of existing 4-unit multi-family dwelling | 08/07/17 | pending staff review |
| 8 | 222 Chicago Avenue | C1 | Building Permit | Remove and replace antennas and associated radio equipment at existing wireless cell tower (Verizon) | 08/07/17 | pending staff review |
| 8 | 337 Wesley Avenue | R1 | Building Permit | Brick patio, driveway | 08/08/17 | pending staff review |
| 8 | 1426 Mulford Street | R2 | Building Permit | Replace front walk and stoop, gravel maintenance strips and patio | 08/15/17 | pending staff review |

| | | | | | | |
|---|------------------------|----|-----------------|---|----------|--|
| 8 | 2115 Dobson Street | R2 | Building Permit | 2nd-floor addition to SFR | 08/21/17 | pending staff review |
| 9 | 918 Madison Street | R1 | Building Permit | 2-car garage | 06/16/17 | non-compliant, pending revisions |
| 9 | 1711 Washington Street | R3 | Building Permit | Construct detached garage at SFR | 06/29/17 | non-compliant, pending minor variation application |
| 9 | 1419 Washington Street | R3 | Building Permit | Replace existing antennas with new, replace RRUs at multi-family dwelling | 07/13/17 | pending additional information from the applicant |
| 9 | 1619 Washington Street | R3 | Building Permit | Paver patio and walk | 07/28/17 | pending additional information from the applicant |
| 9 | 1029 South Boulevard | R2 | Building Permit | New 24x26 detached garage | 08/10/17 | pending staff review |
| 9 | 704 South Boulevard | R3 | Building Permit | New 22x20 detached garage | 08/22/17 | pending staff review |

Miscellaneous Zoning Cases

| Ward | Property Address | Zoning | Type | Project Description | Received | Status |
|------|------------------------|--------|---|--|----------|--|
| 1 | 2014 Orrington Avenue | R1 | Special Use/ Major Variation | Expansion of use of a Religious Institution, front yard setback and third story addition | 02/17/17 | pending Preservation 08/29/17, DAPR & ZBA |
| 3 | 512 Main Street | C1a | Special Use | Type 2 restaurant (Amanecer Taco Shop) | 07/19/17 | pending P&D 09/11/17 & CC 09/25/17 |
| 4 | 1224 Dempster Street | R1 | Major Variation | Building lot coverage for a roofed entry at Beth Emet Synagogue | 08/03/17 | pending ZBA 09/05/17 |
| 5 | 1829 Simpson Street | R3 | Map Amendment/ Special Use/ Major Variation | Rezone to B1 for a Type 2 Restaurant (European dumplings), interior side yard setback for a rear addition and roofed patio | 07/25/17 | pending joint Plan Commission/ZBA 08/30/17 |
| 5 | 2317 Emerson Street | R3 | Fence Variation | Install 4' aluminum fence in front and street side yard with 0' setback | 08/07/17 | Determination after 08/30/17 |
| 6 | 2507 Colfax Street | R1 | Major Variation | Establish one open parking space in the front yard | 08/08/17 | pending DAPR & ZBA 10/02/17 |
| 6 | 2620 Central Street | R5 | Major Variation | Convert ground floor space to legal dwelling unit in multifamily building | 08/08/17 | pending DAPR 08/30/17 & ZBA 09/05/17 |
| 6 | 2628 Gross Point Rd | B1a | Special Use/Major Variations | New 2-story building for type 2 restaurant with drive-through (Nic's Organic) | 07/24/17 | pending P&D 09/11/17 & CC 09/25/17 |
| 6 | 2108 McDaniel Street | R1 | Minor Variation | Building lot coverage for 14x20 detached garage | 07/28/17 | Determination after 08/18/17 |
| 7 | 1317 Livingston Street | R1 | Minor Variation | Front setback for front porch | 07/27/17 | Determination after 08/18/17 |
| 8 | 633 Howard Street | B3 | Special Use | Type 2 Restaurant (Cafe Coralie) | 08/04/17 | pending ZBA 09/05/17 & P&D 09/25/17 |
| 8 | 120 Dodge Avenue | R4 | Special Use/Major Variation | Construct 1-story addition at Dobson Plaza | 03/20/17 | pending P&D 09/11/17 |
| 9 | 1029 South Boulevard | R2 | Major Variation | Side yard setbacks and an accessory structure on a lot without a principal structure, to split a zoning lot | 08/07/17 | pending ZBA 09/05/17 |
| 9 | 1711 Washington Street | R3 | Minor Variation | Street side yard setback for 22x22 detached garage | 07/28/17 | Determination after 08/18/17 |



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: August 25, 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.

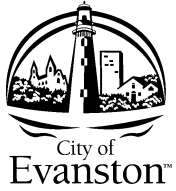
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, August 25, 2017

Field Reports

| Ward | Property Address | Construction Type | Inspector Notes | Received |
|------|--|------------------------------------|--|-----------|
| 1 | 711 Colfax Street (Kendall Place) | New Residential Building (SFRs) | First floor framing is completed and second floor framing has begun. Erosion and construction fencing are in place and in good condition and grass on parkway is maintained. City has requested plan submittal and work schedule dates from contractor for drainage installation. | 8/21/2017 |
| 2 | 1711 Church Street (Advanced Disposal) | Demolition/ Site Improvement | Demolition is complete. Site remains fenced and in good condition. | 8/22/2017 |
| 4 | 1571 Maple Avenue | Mixed Use Building | Construction fences and sidewalks are in good condition. Streets are clean of debris and dirt. All construction conditions comply. | 8/17/2018 |
| 5 | 824 - 828 Noyes (828 Lofts) | Mixed Use Building | Fences, barricades and sidewalks are in good condition. All construction conditions comply. Work on interior structural footings continues. | 8/21/2017 |
| 7 | 2705 Ashland (Welsh-Ryan Arena) | New Athletic Arena | Site is well managed with gate attendants directing traffic and trucks at the haul out road entrance on Isabella Street. Tire washing is present and enforced. Surrounding streets and right of ways are clean and in good condition. The roof decking of the arena is almost complete and steel work has begun at the southeast corner for upper level seating. | 8/24/2017 |
| 7 | 2255 Campus (Ryan/Walter Athletic Center) | Lakeside Athletic Facility | Installation of the roof covering of dome continues. Perimeter wall installation continues on the north section on floors 1 and 2 of the concourse. Electrical and HVAC ductwork continues to move forward on the 2nd floor. The paving of Campus Drive is completed. Construction and soil erosion fencing are in place and plumb. Truck cleaning station is in place and functional. | 8/23/2017 |
| 7 | 560 Lincoln (NU Residence Hall) | New Dormitory | Construction fence and wind screen are in place and in good condition. Overall site conditions are good and well managed. The project roof is completed with slate tile and the interior is in the finishing stages. Certificate of Occupancy has been requested and will be issued pending final Fire Department approval. | 8/22/2017 |



Memorandum

To: Honorable Mayor and Members of the City Council

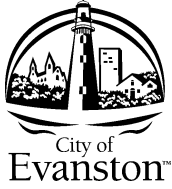
From: Ike Ogbo, Acting Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: August 25, 2017

There were no new applications for food establishments for the week of August 20, 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: August 25, 2017

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

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



PRCS Facility Usage Report

Date: Friday, August 25, 2017

| Facility | Reserved Time | Reservee | Reservation Purpose |
|----------------------------------|------------------|---|----------------------------------|
| Location: Bent Park | | | |
| Bent Park Soccer Field | 4:30pm - 8:00pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Centennial Park | | | |
| Centennial Park Picnic Table | 7:00am - 10:00pm | Rotary International | Rotary Staff Picnic |
| Centennial Park Picnic Table | 7:00am - 10:00pm | Rotary International | Rotary Staff Picnic |
| Centennial Park Picnic Table | 7:00am - 10:00pm | Rotary International | Rotary Staff Picnic |
| Location: Dawes Park | | | |
| Dawes Park Lagoon Shelter | 4:00pm - 7:00pm | Kisiel, Cassandra | |
| Location: Elliott Park | | | |
| Elliott Park Picnic Table A | 5:00pm - 9:00pm | Litoff, Jewish Reconstructionist Congregati | |
| Elliott Park Picnic table B | 5:00pm - 9:00pm | Litoff, Jewish Reconstructionist Congregati | |
| Location: James Park | | | |
| James Park Field House | 7:00am - 10:00pm | AYSO Soccer | AYSO Soccer Uniform Distribution |
| James Park Diamond 1 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 2 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 3 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 4 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| Location: Lovelace Park | | | |
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Park Soccer Field | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Lovelace Picnic Tables | 5:00pm - 8:30pm | Dina Berne | Worship and dinner |
| Location: Mason Park | | | |
| Mason Park Field | 3:30pm - 5:30pm | Roycemore School | Roycemore Soccer Practice |
| Location: Tallmadge Park | | | |
| Tallmadge Park Soccer Field | 4:30pm - 7:00pm | Beacon Academy | Beacon Academy Soccer Practice |



PRCS Facility Usage Report

Date: Saturday, August 26, 2017

| Facility | Reserved Time | Reservee | Reservation Purpose |
|-------------------------------------|------------------|-------------------------------|----------------------------------|
| Location: Centennial Park | | | |
| Centennial Park Picnic Table | 11:00am - 3:00pm | Shari Calver | |
| Centennial Park Picnic Table | 11:00am - 3:00pm | Julia Moore | |
| Location: Clark St Beach | | | |
| Clark St. Beach - SAND REN | 2:30pm - 5:30pm | Burgess, Jacqueline | Wedding Ceremony |
| Location: Dawes Park | | | |
| Dawes Park Picnic Table A | 11:00am - 3:00pm | mark, victoria | |
| Dawes Park Picnic Table D | 3:00pm - 7:00pm | Renteria, Anel | |
| Dawes Park Lagoon Shelter | 5:00pm - 8:00pm | Conrad, Adelaida V | |
| Location: Elliott Park | | | |
| Elliott Park Picnic table C | 1:00pm - 5:00pm | Dickerson, Jamie | |
| Elliott Park Picnic table B | 3:00pm - 5:00pm | Gebremeskel, Frewoini | |
| Location: Fleetwood-Jourdain | | | |
| Foster Park Field | 8:00am - 11:00am | Evanston Jr. Wildkit Football | Jr. Wildkit Football Practice |
| Location: Harbert Park | | | |
| Harbert Park Picnic Tables | 9:00am - 9:00pm | Neighbors, Canal Park | |
| Location: Ingraham Park | | | |
| Ingraham Park | 2:00pm - 6:00pm | Muse of Fire Theatre Company | |
| Location: James Park | | | |
| James Park Field House | 7:00am - 10:00pm | AYSO Soccer | AYSO Soccer Uniform Distribution |
| James Park Diamond 1 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 2 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 3 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 4 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 5 | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 6 | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 7 | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Cricket Field | 9:00am - 5:00pm | Evanston Cricket Club | Evanston Cricket Club Games |
| Location: Lovelace Park | | | |
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Picnic Tables | 4:00pm - 8:00pm | Harris, Gabrielle | Birthday Party |
| Location: Mason Park | | | |
| Mason Park Field | 8:00am - 5:00pm | Evanston Soccer Association | Team Evanston Soccer Games |
| Location: Twiggs Park | | | |
| Twiggs Park Picnic Tables | 7:00am - 1:00pm | City of Evanston Recreation | F.A.A.M. Fun Run |



PRCS Facility Usage Report

Date: Sunday, August 27, 2017

| Facility | Reserved Time | Reservee | Reservation Purpose |
|----------|---------------|----------|---------------------|
|----------|---------------|----------|---------------------|

Location: Dawes Park

| | | | |
|---------------------------|------------------|-------------------------|--|
| Dawes Park Picnic Table D | 11:00am - 3:00pm | Laura Paz | |
| Dawes Park Picnic Table D | 3:00pm - 7:00pm | Raimondo, Corinna | |
| Dawes Park Lagoon Shelter | 4:00pm - 7:00pm | Lifeworks Psychotherapy | |

Location: Elliott Park

| | | | |
|-----------------------------|-----------------|-----------------|--|
| Elliott Park Picnic Table A | 1:00pm - 5:00pm | AL White | |
| Elliott Park Picnic table B | 3:00pm - 7:00pm | Weinberg, Caryl | |

Location: Ingraham Park

| | | | |
|---------------|-----------------|------------------------------|--|
| Ingraham Park | 2:00pm - 6:00pm | Muse of Fire Theatre Company | |
|---------------|-----------------|------------------------------|--|

Location: James Park

| | | | |
|-----------------------------|------------------|-----------------------|--|
| James Park Field House | 7:00am - 10:00pm | AYSO Soccer | AYSO Soccer Uniform Distribution |
| James Park Diamond 1 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 2 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 3 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 4 (Light | 8:00am - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Cricket Field | 9:00am - 5:00pm | Evanston Cricket Club | Evanston Cricket Club Games |
| James Park | 12:00pm - 6:00pm | Smith, Mike | 15yr Anniversary and Back to school Celebratio |

Location: Lighthouse

| | | | |
|--------------------------|-------------------|--------------|---------------------|
| Lighthouse Picnic Tables | 11:00am - 10:00pm | Ann Hennessy | 60th Birthday Party |
|--------------------------|-------------------|--------------|---------------------|

Location: Lighthouse Beach

| | | | |
|-------------|------------------|--------------|--|
| Fire Circle | 4:00pm - 11:00pm | Ann Hennessy | |
|-------------|------------------|--------------|--|

Location: Lovelace Park

| | | | |
|---------------------------|------------------|-----------------------------|---------------|
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Picnic Tables | 12:00pm - 4:00pm | Novil, Rose | Picnic |

Location: Mason Park

| | | | |
|------------------|------------------|-----------------------------|----------------------------|
| Mason Park Field | 8:00am - 12:00pm | Evanston Soccer Association | Team Evanston Soccer Games |
|------------------|------------------|-----------------------------|----------------------------|



PRCS Facility Usage Report

Date: Monday, August 28, 2017

| Facility | Reserved Time | Reservee | Reservation Purpose |
|--------------------------------------|------------------|-----------------------------|--|
| Location: Bent Park | | | |
| Bent Park Soccer Field | 4:30pm - 8:00pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: James Park | | | |
| James Park Field House | 7:00am - 10:00pm | AYSO Soccer | AYSO Soccer Uniform Distribution |
| James Park Soccer 1 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 2 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 4 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Diamond 1 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 2 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 3 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 4 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| Location: Lovelace Park | | | |
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Park Soccer Field | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Mason Park | | | |
| Mason Park Field | 3:30pm - 5:30pm | Roycemore School | Roycemore Soccer Practice |
| Location: Robert Crown Center | | | |
| Robert Crown Football Field | 4:30pm - 9:00pm | Evanston Soccer Association | Team Evanston Lighted Soccer Practices |
| Robert Crown Football Field | 6:00pm - 7:30pm | ETHS School | ETHS Field Hockey |
| Location: Tallmadge Park | | | |
| Tallmadge Park Soccer Field | 4:30pm - 7:00pm | Beacon Academy | Beacon Academy Soccer Practice |



PRCS Facility Usage Report

Date: **Tuesday, August 29, 2017**

| Facility | Reserved Time | Reservee | Reservation Purpose |
|--------------------------------------|------------------|-------------------------------|--|
| Location: Bent Park | | | |
| Bent Park Soccer Field | 4:30pm - 8:00pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Fleetwood-Jourdain | | | |
| Foster Park Field | 5:30pm - 7:30pm | Evanston Jr. Wildkit Football | Jr. Wildkit Football Practice |
| Location: James Park | | | |
| James Park Soccer 1 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 2 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 4 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Diamond 1 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 2 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 3 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 4 (Light | 5:00pm - 9:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| Location: Lovelace Park | | | |
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Park Soccer Field | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Mason Park | | | |
| Mason Park Field | 3:30pm - 6:00pm | ETHS School | ETHS Ultimate Frisbee |
| Location: Robert Crown Center | | | |
| Robert Crown Football Field | 4:30pm - 9:00pm | Evanston Soccer Association | Team Evanston Lighted Soccer Practices |



PRCS Facility Usage Report

Date: **Wednesday, August 30, 2017**

| Facility | Reserved Time | Reservee | Reservation Purpose |
|--------------------------------------|------------------|-------------------------------|--|
| Location: Bent Park | | | |
| Bent Park Soccer Field | 4:30pm - 8:00pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Dawes Park | | | |
| Dawes Park Picnic Table C | 3:00pm - 7:00pm | Bowman, Elizabeth | |
| Location: Fleetwood-Jourdain | | | |
| Foster Park Field | 5:30pm - 7:30pm | Evanston Jr. Wildkit Football | Jr. Wildkit Football Practice |
| Location: James Park | | | |
| James Park Diamond 3 (Light | 4:30pm - 9:00pm | Evanston Soccer Association | Team Evanston Lighted Soccer Practices |
| James Park Diamond 4 (Light | 4:30pm - 9:00pm | Evanston Soccer Association | Team Evanston Lighted Soccer Practices |
| James Park Soccer 1 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 2 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 4 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Lovelace Park | | | |
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Park Soccer Field | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Mason Park | | | |
| Mason Park Field | 3:30pm - 5:30pm | Roycemore School | Roycemore Soccer Practice |
| Location: Robert Crown Center | | | |
| Robert Crown Football Field | 6:00pm - 7:30pm | ETHS School | ETHS Field Hockey |
| 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 - 10:00pm | City of Evanston Recreation | |
| Robert Crown Diamond East | 9:15pm - 10:30pm | City of Evanston Recreation | |
| Location: Tallmadge Park | | | |
| Tallmadge Park Soccer Field | 4:30pm - 7:00pm | Beacon Academy | Beacon Academy Soccer Practice |



PRCS Facility Usage Report

Date: Thursday, August 31, 2017

| Facility | Reserved Time | Reservee | Reservation Purpose |
|--------------------------------------|------------------|-------------------------------|--|
| Location: Bent Park | | | |
| Bent Park Soccer Field | 4:30pm - 8:00pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Dawes Park | | | |
| Dawes Park Lagoon Shelter | 11:00am - 2:00pm | Trisha Stayton | |
| Location: Fleetwood-Jourdain | | | |
| Foster Park Field | 5:30pm - 7:30pm | Evanston Jr. Wildkit Football | Jr. Wildkit Football Practice |
| Location: James Park | | | |
| James Park Diamond 1 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 2 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 3 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Diamond 4 (Light | 4:00pm - 10:00pm | Ev Baseball&Softball | EBSA Practices & Games |
| James Park Soccer 1 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 2 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| James Park Soccer 4 | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Lighthouse Beach | | | |
| Fire Circle | 6:30pm - 10:00pm | Claire Wootton | |
| Location: Lovelace Park | | | |
| Lovelace Park Field House | 7:00am - 10:00pm | City of Evanston Recreation | Camp Clean Up |
| Lovelace Park Soccer Field | 4:30pm - 7:30pm | Evanston Soccer Association | Team Evanston Soccer Practices |
| Location: Mason Park | | | |
| Mason Park Field | 3:30pm - 6:00pm | ETHS School | ETHS Ultimate Frisbee |
| Location: Robert Crown Center | | | |
| Robert Crown Football Field | 4:30pm - 9:00pm | Evanston Soccer Association | Team Evanston Lighted Soccer Practices |
| Location: Tallmadge Park | | | |
| Tallmadge Park Soccer Field | 4:30pm - 7:00pm | Beacon Academy | Beacon Academy Soccer Practice |



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING AUGUST 25, 2017

Everett Lorenzo Carney

Congratulations to Larry and Jen Bury on the birth of their first grandchild, Everett Lorenzo Carney! He was born on Friday, August 18 to daughter Rebekkah and her husband Matt Carney. All are happy and healthy and we congratulate Everett on picking such wonderful grandparents!

2018 Legislative Proposals Starting to Roll In

Last week, staff emailed the membership to solicit initiatives and issues for inclusion in the 2018 NWMC Legislative Program. Members are requested to complete the form provided in the email to identify local issues, highlight those that require a legislative approach and describe any actions taken to date to address them. We also encourage members to submit federal issues for the program. The NWMC Legislative Committee will review and discuss the submissions to determine which should be included in the 2018 Legislative Program.

Please return the completed form to Chris Staron via email, cstaron@nwmc-cog.org, or fax, 847-296-9207, by Friday September 15. *Staff contacts: Mark Fowler, Chris Staron, Larry Bury*

Today's the Day! Register Your Delegates to the NWMC Board of Directors

Today is the deadline to register your delegates and alternate delegates for the NWMC Board of Directors. If you haven't done so already, please remit the form to Karol Heneghan via fax, 847-296-9207 or email, kheneghan@nwmc-cog.org. The NWMC Board will resume its monthly meeting schedule on Wednesday, September 13. *Staff contact: Karol Heneghan*

NWMC Communicators to Meet September 20

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 individuals experienced in the communications/marketing arena as well as those 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.

The next meeting will be held on Wednesday, September 20 from 11:30 a.m. to 1:00 p.m. at the *Mount Prospect Village Hall*, 3rd floor executive conference room. This will be a brown bag meeting, so please feel free to bring your own lunch. If you are interested in attending, or have any questions regarding the committee, please contact staff or *Mount Prospect Community Engagement Liaison Marianthi Thanopoulos*, 847-818-5308, or mthanopoulos@mountprospect.org or *Hoffman Estates Director of Operations and Outreach – Office of the Mayor and Board Jennifer Djordjevic*, 847-781-2610 or Jennifer.djordjevic@hoffmanestates.org. *Staff contacts: Marina Durso, Mark Fowler*

Ditka to Kick Off IML Annual Conference

On September 21-23, the Illinois Municipal League (IML) is hosting its annual conference at the Hilton Chicago. IML recently announced that former Chicago Bears Coach and NFL Hall of Famer Mike Ditka will speak at the opening general session on Friday, September 22 at 9:00 a.m.

The conference offers educational sessions germane to the operations of local government as well as the opportunity to network with elected officials and staff from every region of the state. Conference sessions are divided into multiple tracks including: Attorneys; Clerks; Communication; Economic Development; Finance;

General; Management; Public Safety; Public Works; and, Risk Management. For more information and to register, please visit <http://conference.impl.org/>. Staff contacts: Mark Fowler, Larry Bury

RSVP Today for Next Week's Mayors Caucus Climate Forum

From the Desk of Metropolitan Mayors Caucus Director of Environmental Initiatives Edith Makra:

The Environment Committee of the Metropolitan Mayors Caucus will host a Mayors Climate Forum on August 31, 8:30 – 11:30 a.m. at the University Club in Chicago. This forum will be a robust discussion about the science of climate disruption; its impacts on communities and residents; and the role of local mayors in leading communities towards solutions that mitigate pollution and manage risks.

An expert panel, including WGN-TV's Chief Meteorologist, Tom Skilling; Argonne scientists Seth Darling and Doug Sisterson; Congressman Bill Foster and more will present information about climate change tailored to local communities. The event is free, though space is limited to mayors, managers, and key community sustainability leaders. More information and registration is [here](#). Contact Edith Makra, Director of Environmental Initiatives, emakra@mayorscaucus.org or 312-201-4506. Staff contact: Mark Fowler

Federal Transportation Grants Available

The United States Department of Transportation (USDOT) recently announced that applications are being accepted for the competitive transportation grant program known as the Infrastructure for Rebuilding America (INFRA) Grants (formerly FASTLANE). Applications must be submitted through www.Grants.gov and must be received by 8:00 p.m. EST on November 2, 2017. The USDOT anticipates \$710 million will be available nationwide for FY2017 and \$850 million will be available nationwide for FY2018.

Local units of government are eligible and projects must be located on the National Highway Freight Network, the National Highway System, at a railway-highway grade crossing, a grade separation, or be considered a freight project. Please visit www.transportation.gov/buildamerica/infragrants for more information or direct questions to INFRAgrants@dot.gov. Staff contacts: Mike Walczak, Brian Pigeon

Pace Announces Public Meetings on North Shore Coordination Plan

Residents, commuters and other stakeholders are encouraged to attend upcoming open houses to learn more about the Pace/CTA North Shore Coordination Plan and share input on the initial recommendations. The plan will examine existing transit service in the North Shore area with the goal of improving coordination of Pace and CTA services on overlapping corridors, as well as investigate opportunities for new service in the study area.

The first open house will be held on Monday, September 18, at the *Skokie Public Library*, 5215 Oakton Street (served by Pace routes 226 and 210, as well as CTA route 97). On Tuesday, September 19, an open house will be held at the Levy Senior Center, 300 Dodge Avenue in *Evanston* (served by CTA routes 93 and 97). Please note that both open houses will run from 5:00 p.m. to 7:00 p.m. For additional information, please visit http://pacebus.com/sub/initiatives/north_shore_2016.asp. Staff contacts: Mike Walczak, Brian Pigeon

Meetings and Events

The *NWMC Executive Board* will meet on Wednesday, September 6 at 8:30 a.m. at the NWMC offices.

The *NWMC Finance Committee* will meet on Wednesday, September 13 at 12:00 noon at the NWMC offices.

The *NWMC Board of Directors* will meet on Wednesday, September 13 at 7:00 p.m. in Room 1604 on the campus of Oakton Community College in *Des Plaines*.