



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: Weekly City Manager's Update  
Date: May 31, 2019

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for May 23, 2019 – May 29, 2019

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report - April 2019

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Application Report

### **Parks, Recreation and Community Services**

Robert Crown Emergency Replacement Compressor

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, June 3, 2019**

Rules Committee

<http://www.cityofevanston.org/rules>

Human Services Committee

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

**Wednesday, June 5, 2019**

Design and Project Review Committee

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

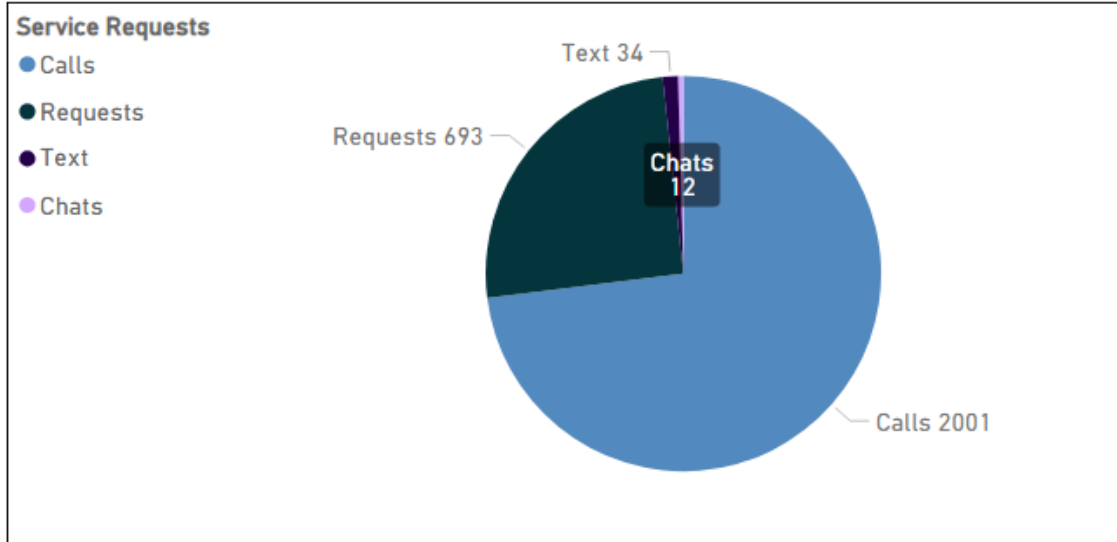
**Thursday, June 6, 2019**

Housing and Homelessness Commission

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

May 23-29, 2019

**\*This Week's Report Includes a Holiday\***



Percentage Change From Last Week	
Service Requests	Difference
Text	55.00 %
Requests	-7.00 %
Calls	-11.00 %
Chats	-73.00 %

**Trending**

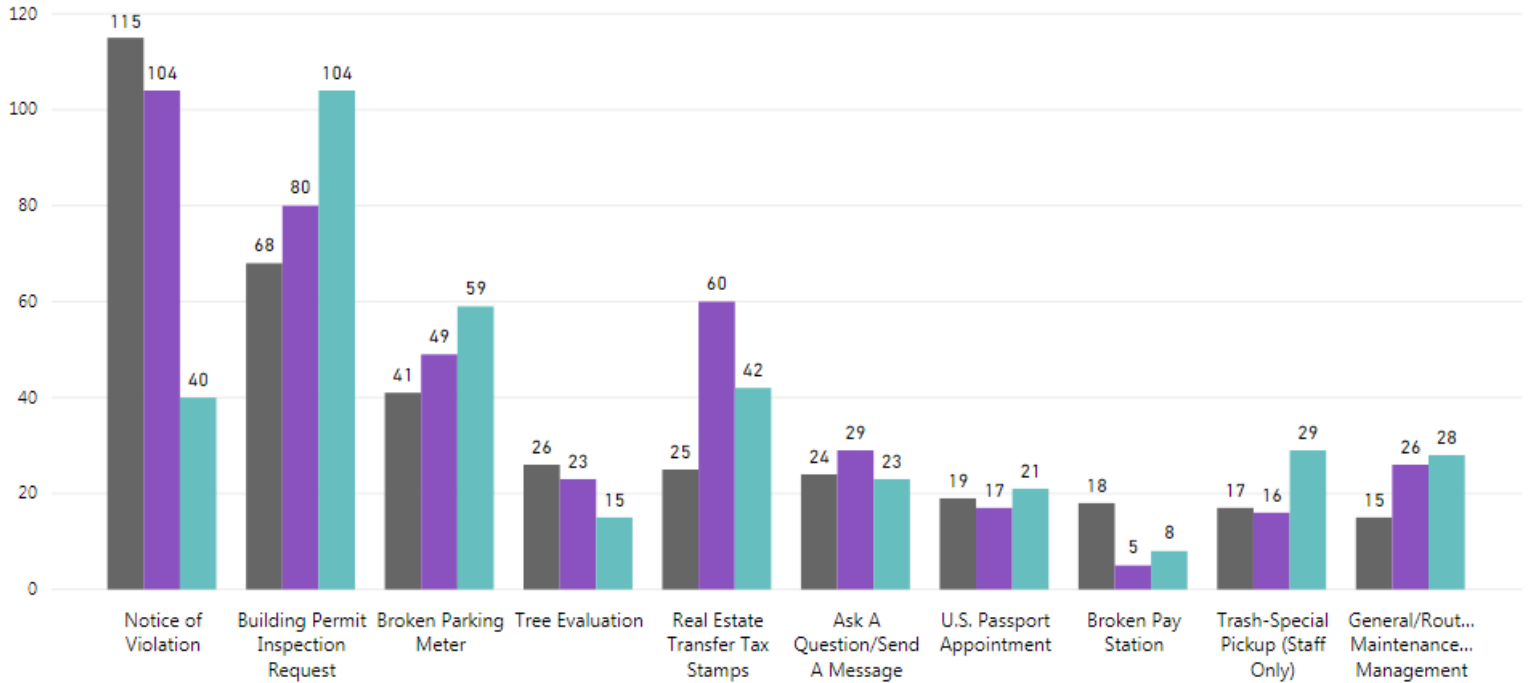
Nothing



# Weekly Report

May 23-29, 2019

● This Week (May 23-29) ● Last Week (May 16-22) ● Two Weeks (May 9-15)



### Missed Garbage Pickup

This week 5; Last week 11  
Below 3 year avg. of 14.2

### Missed Recycling Pickup

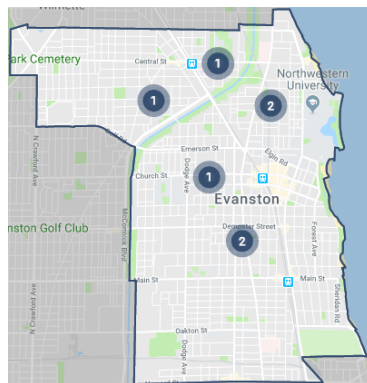
This week 7; Last week 11  
Below 3 year avg. of 13.1

### Missed Yard Waste

This Week 4; Last Week 3  
Below 3 year avg. of 11

### Rodents/Rats

This week 9; Last week 10  
Below 3 year avg. of 20.3



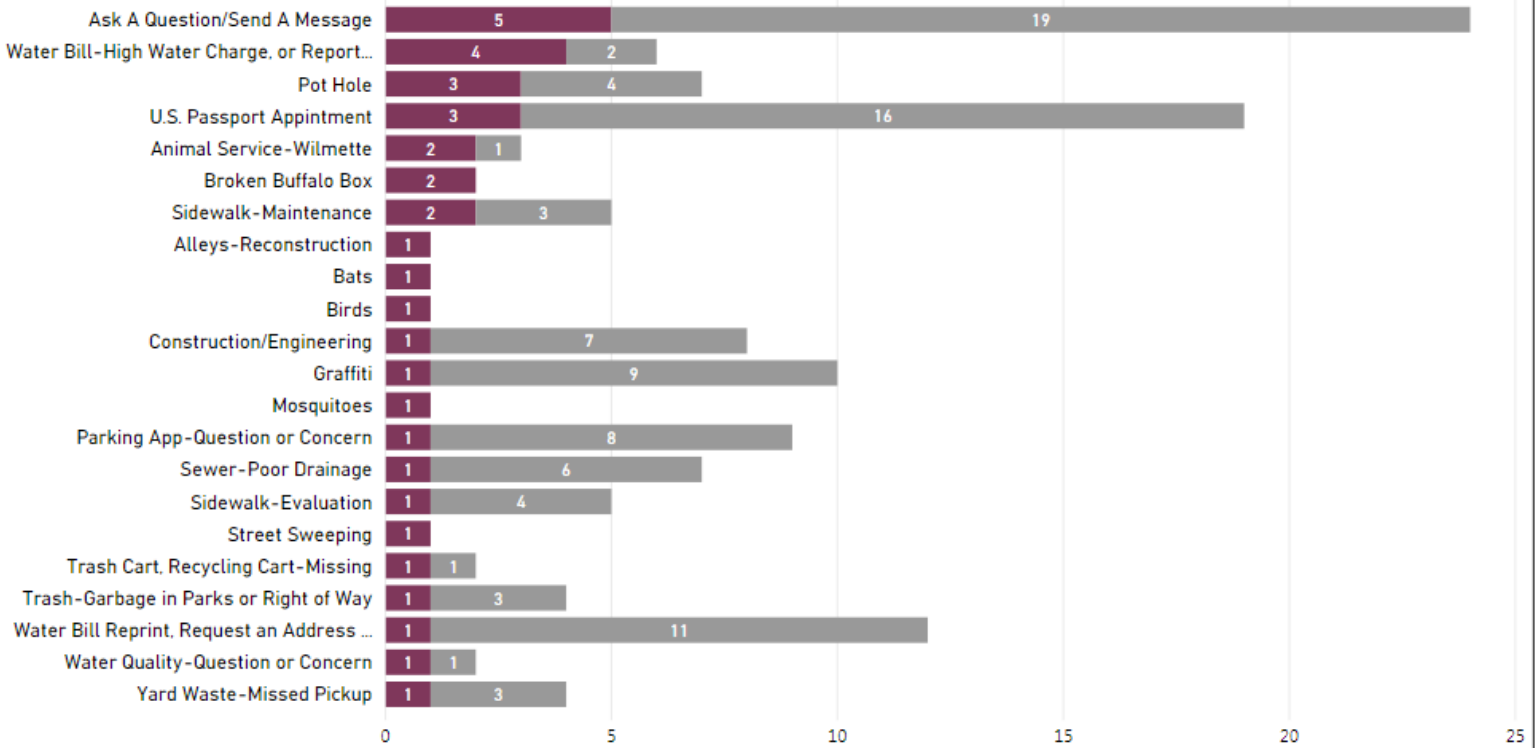


# Weekly Report

May 23-29, 2019

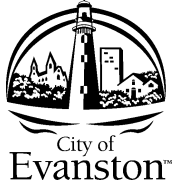
SLA Analysis

● # Late ● # OnTime



## Upcoming Events— June

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>3</b> 6:00 PM <a href="#">Rules Committee</a>  7:00 PM <a href="#">Human Services Committee</a>	<b>4</b> 6:00 PM <a href="#">Public Art Subcommittee</a>  7:00 PM <a href="#">1st Ward Meeting</a>  7:00 PM <a href="#">Starlight Concerts - Samuel Del Real Y Su Orquesta</a>	<b>5</b> 2:30 PM <a href="#">Design and Project Review Committee</a>	<b>6</b> 7:00 PM <a href="#">Housing and Homelessness Commission</a>	<b>7</b> 5:00 PM <a href="#">Jamming Jean Music Series</a>  7:00 PM <a href="#">Evanston Sings</a>	<b>8</b> 7:30 AM <a href="#">Downtown Evanston Farmers' Market</a>  1:00 PM <a href="#">Social Services Community Meeting</a>  7:30 PM <a href="#">Soul of Evanston</a>	<b>9</b> 11:00 AM <a href="#">EVP Northshore Challenge Series</a>  11:00 AM <a href="#">Evanston Made Kids</a>



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Hitesh Desai, CFO/ City Treasurer  
Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of May 27, 2019

Date: May 31, 2019

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 May 27, 2019**

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
BID 19-36 Oakton Street Water Supply Connection	Public Works Agency	Work on this project includes furnishing all labor, materials, equipment, supplies, and services for open-cut installation of approximately 2,500 feet of new 24-inch water transmission main, installation of a new below-grade flow meter vault, and demolition of approximately 2,700 feet of 6- and 10-inch water main including fire hydrants and water services. Work also includes horizontal directional drilling of two water services, installation of isolation valves and one blow-off assembly, installation of cathodic protection, traffic control, erosion and sedimentation	\$1,600,000	7/16	8/12

		control, storm and sanitary sewer replacement with water main quality pipe, restoration of roadways, restoration of landscape, and restoration of other existing utilities.			
--	--	---	--	--	--

<b>Evanston City Council Agenda Schedule - 2019 Dates</b>						
<b>(PLEASE NOTE: Dates for dates and agenda items are tentative and subject to change.)</b>						
<b>2019 Meeting Dates: Jan 14, Jan 22, Jan 28, Feb 4, Feb 11, Feb 18, Feb 25, Mar 11, Mar 18, Apr 8, Apr 15, Apr 22</b>						
<b>May 13, May 20, May 28, Jun 10, Jun 17, Jun 24, Jul 8, Jul 15, Jul 22, Aug 12</b>						
<b>Sept 9, Sept 16, Sept 23, Oct 14, Oct 21, Oct 28, Nov 11, Nov 18, Nov 25, Dec 9</b>						
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
HHS	6/3/2019	HS GA/EA Update and Admin Adjud.		HS		
CMO	6/3/2019	Rules (Citizen Participation - Decorum)		R		
PWA	6/10/2019	Alley Improvements Contract A	B	APW	Stoneback	
PWA	6/10/2019	Change Order - Lincolnwood Water Main	B	APW	Stoneback	
Admin Svcs	6/10/2019	Vehicle Replacement of Refuse Truck 722	B	APW	Storlie	
Admin Svcs	6/10/2019	Immobilization Code Amendment	O	APW	Storlie	
CMO	6/10/2019	IGA with District 65 for Video Communications Specialist	B	APW	Storlie	
CD	6/10/2019	Extension of Library Parking Lot	O	APW	Leonard	For Intro
CD	6/10/2019	Business License Registration	O	APW	Leonard	For Intro
CD	6/10/2019	HMIS Funding Application	B	PD	Leonard	
CD	6/10/2019	1424 Dewey Ave - Subdivision	O	PD	Leonard	For Intro
CD	6/10/2019	Elgin Road Pilot Project	D	PD	Leonard	
CD	6/10/2019	Zoning Ordinance Text Amendment - Inclusionary Housing Bonuses	O	PD	Leonard	For Intro
CD	6/10/2019	Zoning Ordinance - Municipal Use Exemption	D	PD	Leonard	
CD	6/10/2019	Public Benefits from Planned Developments	D	PD	Leonard	Contd from 3/11/19
CD	6/10/2019	DAPR	D	PD	Leonard	Contd from 3/11/19
CC	6/10/2019	Fountain Square Memorial Wall Policy	R	CC		SPB
CC	6/10/2019	Reconciliation Resolution	R	CC		SPB
PRCS	6/24/2019	Parks & Rec Month, July	PR	CC	Hemingway	
PRCS	6/24/2019	Handy Man Contract Renewal	B	APW	Hemingway	
CMO	6/24/2019	Washington National TIF Dissolution	B	APW	Desai	Accept Place on file
PWA	6/24/2019	Tallmadge Streetlight Purchasing	B	APW	Stoneback	
PWA	6/24/2019	2019 MFT Resolution	R	APW	Stoneback	
PRCS	6/24/2019	Honorary Street Name - Ernest W Jackson Way	R	HS	Hemingway	
	6/24/2019	Exec Session (CM Quarterly Goals)		CC		
PWA	7/8/2019	Central St Bridge Const. Engr	B	APW	Stoneback	
PWA	7/8/2019	Central St Bridge Constr Funding	B	APW	Stoneback	
Admin Svcs	7/8/2019	Parking Meter Amendments	O	APW	Storlie	
CMO	7/8/2019	Proposed Cost Savings - PSEBA health insurance	R	APW	Storlie	
PRCS	7/22/2019	Moran Center Rehab Agmt	R	APW	Hemingway	
PRCS	7/22/2019	YJC Career Pathways Agrmt	R	APW	Hemingway	
<b>Council &amp; Committee Meetings</b>						
6/3/2019	6:00 PM	Rules Committee				
6/3/2019	7:00 PM	Human Services Committee				
6/6/2019	7:00 PM	Housing & Homelessness Commission				
6/10/2019	6:00 PM	Administration & Public Works, Planning & Development, City Council				
6/17/2019	7:00 PM	City Council - CANCELLED				
6/18/2019	7:00 PM	Housing & Community Development Act Committee				



## Evanston City Council Agenda Schedule - 2019 Dates

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

2019 Meeting Dates: Jan 14, Jan 22, Jan 28, Feb 4, Feb 11, Feb 18, Feb 25, Mar 11, Mar 18, Apr 8, Apr 15, Apr 22

May 13, May 20, May 28, Jun 10, Jun 17, Jun 24, Jul 8, Jul 15, Jul 22, Aug 12

Sept 9, Sept 16, Sept 23, Oct 14, Oct 21, Oct 28, Nov 11, Nov 18, Nov 25, Dec 9

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
6/19/2019	6:30 PM	Minority Women and Evanston-based Enterprise Committee				
6/19/2019	7:00 PM	Affordable Housing Plan Steering Committee				
6/20/2019	6:30 PM	Equity & Empowerment Commission				

### REFERRALS AT CITY COUNCIL MEETINGS

Dept	Date of Referral	Item	Alderman/ Staff	Tentative Date	Outcome
Admin Svcs	1/14/2019	Discussion/APW - Wheel Tax Payment to July	Ald. Suffredin	2/25/2019 - Discussion, Ordinance 4/22/19 and 5/13/19	
CD	1/14/2019	P&D - Report on DAPR Committee	Fiske	3/11/2019	Report given 3/11/19
CMO	1/28/2019	Harley Clarke - New Proposal	Wilson	3/11/2019	Return 4/15 with new RFP
CMO	2/4/2019	Harley Clarke - New Proposal	Fiske	3/11/2019	see above
CMO	2/4/2019	Set Special City Council - Aff Housing	Bobkiewicz	4/29/2019	Mtg set for 4/29
CMO	2/4/2019	Set Special City Council - Goals	Bobkiewicz	2/12/2019; final approval 4/29/19	Approved 4/29/19
PRCS	2/11/2019	Human Services - invite Lawrence on dog beach for 2019	Fiske	3/4/2019	Report given 3/4/19 at HS
PRCS	2/11/2019	Human Services - Special Events - Use of Parks - NonProfits	Fiske	3/4/2019	Report given 3/4/19 at HS
CMO/Admin Svcs	2/18/2019	Harley Clarke - how much does City spend to maintain?	Fleming		Report to Council 3/13/19
PWA	2/18/2019	How much money/how many contracts to Christopher Burke Engineering in last 5 years	Fleming	3/8/19 report	Report submitted 3/8/19
PWA	2/18/2019	P&D - Percentage of Property Owners to approve alley paving process	Fiske	3/8/19 report	Report submitted 3/8/19
PRCS	3/2/2019	Total Acres of Parks in Evanston, Skokie, Arlington Heights, and Schaumburg	X	X	Report submitted 5/10/19
CMO	3/2/2019	Local Government Sponsorships			
PRCS / Legal	3/2/2019	How to create own Park District - Budget of City's PRCS programs; Budget of Skokie, Arlington Heights and Schaumburg	Fleming	X	Report submitted 4/25/19
PWA	3/2/2019	Report on conditions of Parks in Ward 8	Rainey	X	Report submitted 3/12/19
PWA	3/2/2019	Summary/Memo of Civic Center Committee - Was Affordable Housing considered?			
Admin Svcs	3/11/2019	Incentives for Employees Living in Evanston	APW Committee	5/28/2019	
Police	3/11/2019	Domestic Violence Training	CC	X	Report submitted 3/18/19
CMO	3/11/2019	Opportunities/Barriers on local vendors	Braithwaite	Will discuss at May M/W/EBE	

## Evanston City Council Agenda Schedule - 2019 Dates

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

2019 Meeting Dates: Jan 14, Jan 22, Jan 28, Feb 4, Feb 11, Feb 18, Feb 25, Mar 11, Mar 18, Apr 8, Apr 15, Apr 22

May 13, May 20, May 28, Jun 10, Jun 17, Jun 24, Jul 8, Jul 15, Jul 22, Aug 12

Sept 9, Sept 16, Sept 23, Oct 14, Oct 21, Oct 28, Nov 11, Nov 18, Nov 25, Dec 9

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

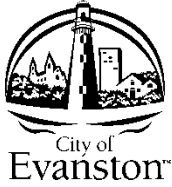
D=Discussion C=Communication P=Presentation A=Announcement PR=Proclamation SPB=Special Order Business

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
CMO	3/11/2019	Cost of Maintaining Harley Clarke to date	Fleming	4/15/19 CC	Report submitted 4/15/19	
CD	3/18/2019	Funding for Lighting in Alleys		Will discuss at ED- 4/24/19	Memo submitted 4/24/19	
Police	3/18/2019	Violence in Alley near Library	All	X	Report submitted 4/10/19	
CMO	4/7/2019	Overview of Local Employment Program	Rainey	X	Report submitted 4/13/19	
CMO	4/8/2019	Robert Crown - M/W/EBE Compliance	Rue Simmons	X	Report submitted 4/17/19	
CMO	4/8/2019	Phase Out Gas Lawn Mowers and Leaf Blowers	Revelle	Will discuss May Environ. Board		
Admin Svcs	4/15/2019	Crossing Guard on Emerson	Rue Simmons	4/22/19 CC	Approved 4/22/19	
CD/PWA	4/22/2019	Definition of "Heritage Trees"	Fiske	5/13/19 P&D		
CD	4/22/2019	Long Beach, CA Tenant Relocation Funds	Fleming	4/29/19 CC	Memo submitted 4/29/19	
Admin Svcs	4/22/2019	Pending Requests for Crossing Guards	Rainey	X		
CD	4/22/2019	Art Space	Fiske	Will discuss at P&D		
CD	5/13/2019	Rideshare/taxi acceptance of chip enabled credit cards	All	X	Response submitted 5/16/19	
CD	5/13/2019	Rezoning - Emerson between Wesley and Judson	Rue Simmons			
CMO	5/13/2019	Hiring Process/Diversity Training of Hearings Officers	Rue Simmons	Will discuss at 6/3 Human Services		
CD	5/13/2019	Demolition Tax - Why residential property only?	Rainey			
CD	5/13/2019	Use of Shuttle buses for paratransit	Fleming	X	Response submitted 5/16/19	
CD	5/13/2019	Shared Ride Accessible Vehicles	Rue Simmons	Friday Report		
PWA	5/28/2019	Twiggs Park Picnic Tables - Handicap Accessibility	Resident James Engelman	PWA Director in communication		
Admin Svcs	5/28/2019	Healthy Workplace Environment Policy Process	Fleming	Will discuss at Human Services		
CMO	5/28/2019	"Solutions Only" policy for reparations for the west end of the 5th Ward	Rue Simmons	Equity & Empowerment Commission		
CD	5/28/2019	Review of the Inclusionary Housing Ordinance language regarding deconversion of condominiums	Rainey	Will discuss at P&D		
CD	5/28/2019	Report detailing the amount of empty land the City owns	Fleming			

<b>Evanston City Council Agenda Schedule - 2019 Dates</b>						
<b>(PLEASE NOTE: Dates for dates and agenda items are tentative and subject to change.)</b>						
2019 Meeting Dates: Jan 14, Jan 22, Jan 28, Feb 4, Feb 11, Feb 18, Feb 25, Mar 11, Mar 18, Apr 8, Apr 15, Apr 22						
May 13, May 20, May 28, Jun 10, Jun 17, Jun 24, Jul 8, Jul 15, Jul 22, Aug 12						
Sept 9, Sept 16, Sept 23, Oct 14, Oct 21, Oct 28, Nov 11, Nov 18, Nov 25, Dec 9						
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
Dept	Date	Item	Action	Committee	Staff	
CD		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R	APW	Desai	



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Hitesh Desai, CFO/City Treasurer  
Kate Lewis-Lakin, Budget Coordinator

Subject: April 2019 Financial Report

Date: May 29, 2019

Please find attached the unaudited financial statements as of April 30, 2019. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

	March 2019	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND		44,747,683	39,741,734	5,005,949	18,594,617	16,875,201
175 GENERAL ASSISTANCE FUND		514,362	377,608	136,753	738,447	738,447
176 HEALTH AND HUMAN SERVICES		276,192	219,934	56,259	69,904	69,903
180 GOOD NEIGHBOR FUND		1,002,074	300,470	701,604	706,206	706,206
185 LIBRARY FUND		3,911,433	2,172,293	1,739,141	3,242,296	3,242,201
186 LIBRARY DEBT SERVICE FUND		175,000	-	175,000	179,581	179,582
187 LIBRARY CAPITAL IMPROVEMENT FD		-	204,478	(204,478)	764,072	764,072
200 MOTOR FUEL TAX FUND		621,970	327,632	294,338	2,330,393	2,168,611
205 EMERGENCY TELEPHONE (E911) FUND		368,933	290,059	78,874	840,939	598,278
210 SPECIAL SERVICE AREA (SSA) #4		194,569	131,250	63,319	(163,516)	(163,516)
215 CDBG FUND		6,101	167,925	(161,824)	(98,470)	(98,470)
220 CDBG LOAN FUND		83,413	56	83,357	256,552	256,551
235 NEIGHBORHOOD IMPROVEMENT		326	56	270	171,344	171,344
240 HOME FUND		57,892	67,226	(9,334)	(2,010)	(2,002)
250 AFFORDABLE HOUSING FUND		297,711	71,072	226,639	1,591,794	1,690,448
320 DEBT SERVICE FUND		7,226,961	28	7,226,933	7,644,913	7,720,782
330 HOWARD-RIDGE TIF FUND		383,008	119,264	263,743	2,480,605	2,482,875
335 WEST EVANSTON TIF FUND		120,523	217,555	(97,033)	523,347	523,347
340 DEMPSTER-DODGE TIF FUND		75,324	23,623	51,701	106,544	106,544
345 CHICAGO-MAIN TIF		123,570	33,537	90,033	263,942	263,942
350 SPECIAL SERVICE AREA (SSA) #6		123,562	-	123,562	126,661	126,661
415 CAPITAL IMPROVEMENTS FUND		87,894	934,643	(846,749)	13,051,500	10,420,838
416 CROWN CONSTRUCTION FUND		160,546	2,542,426	(2,381,880)	15,143,655	14,128,046
420 SPECIAL ASSESSMENT FUND		112,700	98,397	14,304	2,635,093	2,634,445
505 PARKING SYSTEM FUND		3,126,342	3,095,113	31,228	3,939,034	2,486,766
510 WATER FUND		5,858,274	5,020,540	837,734	7,530,705	3,919,622
515 SEWER FUND		3,736,044	2,516,316	1,219,729	9,816,008	2,923,880
520 SOLID WASTE FUND		1,785,417	1,448,933	336,484	(536,112)	(1,379,986)
600 FLEET SERVICES FUND		988,205	860,505	127,700	365,502	(684,306)
601 EQUIPMENT REPLACEMENT FUND		438,005	550,972	(112,967)	224,239	721,022
605 INSURANCE FUND		6,312,026	8,957,046	(2,645,020)	(11,438,867)	(7,119,667)
<b>Grand Total</b>		<b>82,916,059</b>	<b>70,490,689</b>	<b>12,425,370</b>	<b>81,098,918</b>	<b>66,471,667</b>

Included above are ending fund and cash balances as of April 30, 2019. Cash balance represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. Fund balance includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

2018 actual numbers are preliminary and unaudited and are subject to change. Fund balance numbers are also subject to change as a result. The 2018 audit will be completed by June 30, 2019.

### General Fund

The attached financials show General Fund revenues at 38.6% of budget and expenses at 34.8% of budget, compared to a 4-month target of 33%. Revenues are often above target at this point in the year due to first installment property tax payments in March. As of April 30, 52.8% of property tax revenue has been received.

Expenses are below target of 33% in most departments. Police and Fire show expenses at 38.5% and 41.5% of budget respectively. This is partially due to pension fund transfers which are booked as property taxes for this purpose are received. As shown in the table below, more than 50% of pension property taxes have been received and transferred to pension funds. When those transfers are removed, Police and Fire both show expenses of below 33% of budget.

	2019 Budget	2019 YTD	% Actual to Budget
<b>Police Department</b>			
Total Expenses	38,737,094	14,897,768	38.5%
Pension Fund Transfer	10,462,704	5,646,230	54.0%
Expenses without Transfer	28,274,390	9,251,538	32.7%
<b>Fire Department</b>			
Total Expenses	24,379,850	10,129,756	41.5%
Pension Fund Transfer	8,344,947	4,894,495	58.7%
Expenses without Transfer	16,034,903	5,235,261	32.6%

Overtime in Police and Fire are trending higher than target of 33% of budget, as shown in table below.

Overtime Expenses	2018 Actual	2019 Budget	2019 YTD	% Actual to Budget
Police	1,606,236	959,106	419,206	43.7%
Fire	1,007,263	759,956	401,288	52.8%

At current trends, Police and Fire still expect to end the year above 2019 budget but below 2018 actuals. This will be managed partially by greater reimbursement for Police Department overtime by Northwestern University during Dillo Day and home football games. Staff will continue to monitor overtime expenses closely and provide a year-end estimate after the second quarter.

Multiple snow events in the first quarter of 2019 also contributed to high overtime spending in Police, Fire, and the Public Works Agency (PWA). As of April 30, 2019, the Snow and Ice business unit in PWA, which includes overtime and other expenses related to snow events, had expenses of \$1,010,804 which is 89.9% of budget. Based on past years' trends, staff predicts that poor weather in November and December could put snow-related expenses \$300,000 over budget. Staff will continue to monitor these expenses closely as well as opportunities for savings in other areas.

Finance staff meet with departments on a monthly basis to review year-to-date revenue and spending. Staff is preparing for the creation of a 2-year budget for 2020 and 2021, which will begin later in the summer.

### **Enterprise Funds**

Parking fund revenues through April 30, 2019 are below target. This is because the budget includes an increase in all parking meter rates which began on March 1, 2019. Revenue is expected to rise as the new rates continue to be collected.

Through April 30, 2019, the Water Fund appears low on revenue and expenses. This is because the budget includes multiple large capital projects, with IEPA loan funding budgeted in Other Revenue and expenses budgeted in Capital Outlay.

The Water Fund revenues reflect payment from the Village of Skokie at the rate of \$0.78 per 1000 gallons against the billed rate of \$2.06 per 1000 gallons. This issue is currently being challenged in the court.

Through April 30, 2019, the Sewer Fund also appears low on expenses due to a delay in capital project spending until the summer months. These projects are also primarily funded through IEPA loan financing, budgeted as Other Revenue.

Through April 30, 2019, the Solid Waste Fund has a negative fund balance of \$536,112 and a negative cash balance of \$1,379,986. The Solid Waste Fund has received 50% of budgeted property tax revenue for the year.

### **Other Funds**

Through April 30, 2019, funds receiving property tax revenue tend to show revenue higher than target due to the receipt of the first installment of property taxes in March and April. This includes the General Assistance Fund, Library Fund, and TIF Funds. The second property tax installment will be due in August.

Through April 30, 2019, the SSA #4 Fund is showing a negative fund and cash balance of \$163,516.

Through April 30, 2019, the CDBG Fund has higher monthly and year-to-date expenses than revenues. This is due to a delay in reimbursements from state and federal

government agencies. As of April 30 funds the fund has a negative fund and cash balance of \$98,470.

Through April 30, 2019, the Capital Fund is showing a fund balance of \$13,051,500 and a cash balance of \$10,420,838. The fund continues to spend down balances from the 2018B General Obligation Bonds received in August 2018. Proceeds from the 2019 bonds

Through April 30, 2019, the Crown Construction fund is showing fund balance of \$15,143,655 and cash balance of \$14,128,046. The fund continues to spend down balances from the 2018A General Obligation Bond proceeds received in August 2018.

Through April 30, 2019, the Insurance Fund is showing a negative fund balance of \$11,438,867 and a negative cash balance of \$7,119,667. There were many high expenses in the first quarter from legal fees and settlements. Fund balance is significantly lower than cash balance due to accrued liabilities for pending litigation.

If there are any questions on the attached report, please contact me by phone at (847) 448-8082 or by email: [hdesai@cityofevanston.org](mailto:hdesai@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

#### CERTIFICATION OF ATTACHED FINANCIAL REPORTS

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the April 30, 2019 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

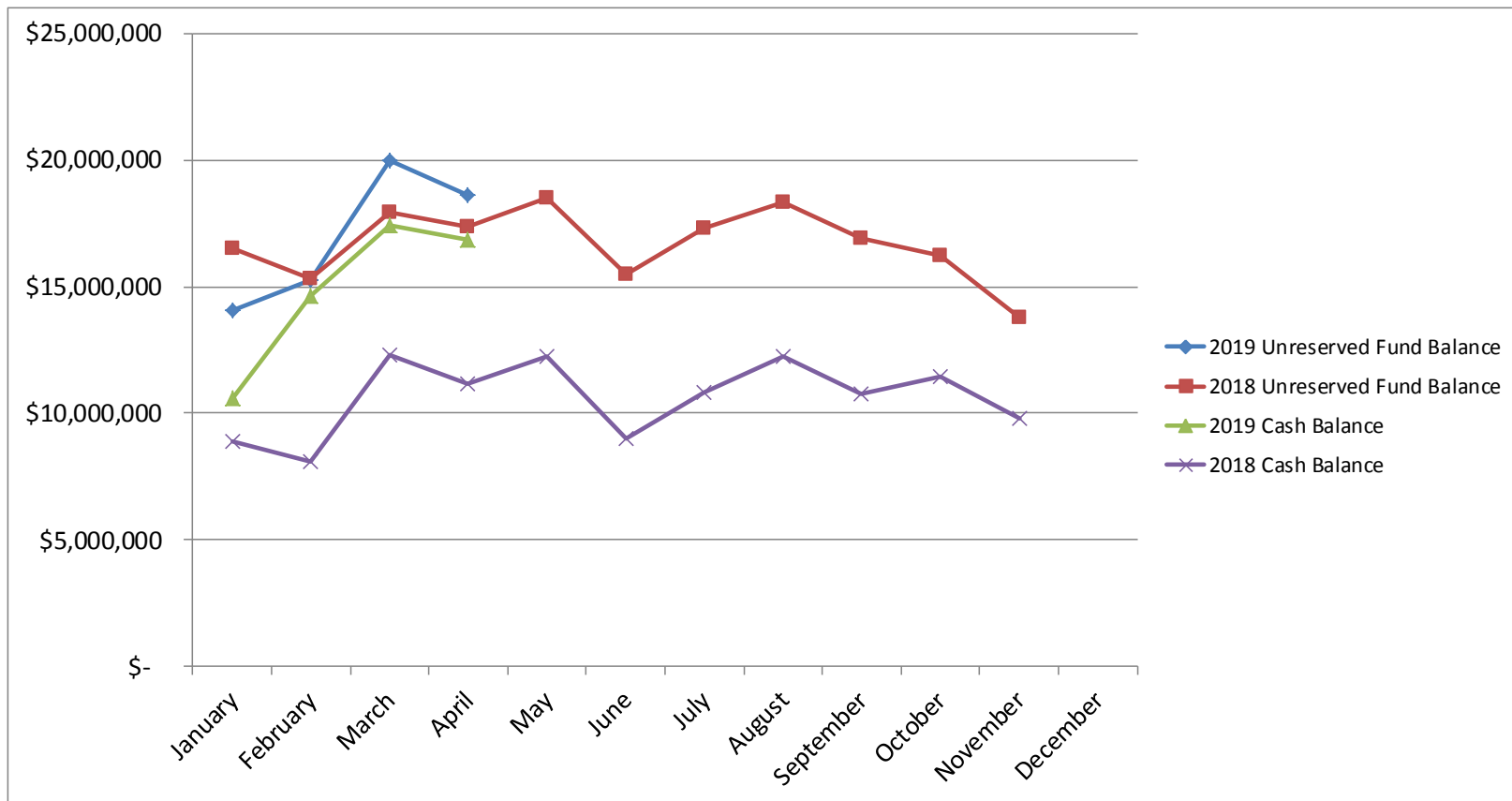


---

Hitesh Desai, Treasurer

## 2018 v 2019 Fund and Cash Balance - General Fund

	January	February	March	April
2019 Unreserved Fund Balance	\$ 14,074,270	\$ 15,248,569	\$ 19,960,779	\$ 18,594,617
2018 Unreserved Fund Balance	\$ 16,512,558	\$ 15,306,742	\$ 17,933,253	\$ 17,384,626
2019 Cash Balance	\$ 10,603,771	\$ 14,634,340	\$ 17,403,563	\$ 16,875,201
2018 Cash Balance	\$ 8,905,448	\$ 8,120,225	\$ 12,288,418	\$ 11,184,339





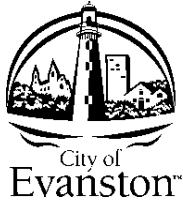
	2018 Actual	2019 Budget	April 2019	YTD 2019	% YTD to Budget
<b>100 GENERAL FUND</b>					<b>Target = 33%</b>
<b>Revenue</b>					
Property Taxes	28,188,353	30,047,955	413,342	15,858,802	52.8%
Other Taxes	50,175,772	50,796,300	5,120,551	16,642,241	32.8%
Licenses, Permits and Fees	11,663,822	10,526,400	534,084	3,989,774	37.9%
Charges for Services	10,396,458	8,900,909	779,825	3,235,162	36.3%
Fines and Forfeitures	3,765,058	4,700,500	383,426	1,240,907	26.4%
Interest Income	94,681	55,100	21,684	66,306	120.3%
Intergovernmental Revenue	1,466,926	994,303	149,476	637,731	64.1%
Other Revenue	1,948,636	988,300	61,134	137,756	13.9%
Interfund Transfers	8,133,142	8,877,103	734,751	2,939,004	33.1%
<b>Revenue Total</b>	<b>115,832,848</b>	<b>115,886,870</b>	<b>8,198,273</b>	<b>44,747,683</b>	<b>38.6%</b>
<b>Expenses</b>					
13 CITY COUNCIL	547,350	528,173	54,957	163,718	31.0%
14 CITY CLERK	217,987	180,704	21,833	67,066	37.1%
15 CITY MANAGER'S OFFICE	7,325,385	7,997,018	888,662	2,468,078	30.9%
17 LAW	688,728	646,183	64,038	216,847	33.6%
19 ADMINISTRATIVE SERVICES	9,222,431	9,483,577	947,239	2,668,292	28.1%
21 COMMUNITY DEVELOPMENT	3,579,836	3,480,360	270,397	837,808	24.1%
22 POLICE	39,403,536	38,737,094	3,063,424	14,897,768	38.5%
23 FIRE MGMT & SUPPORT	24,816,621	24,379,850	1,786,383	10,129,756	41.5%
24 HEALTH	3,187,980	3,190,606	278,304	893,555	28.0%
30 PARKS, REC. AND COMMUNITY SERV.	12,901,743	12,297,509	946,715	2,887,951	23.5%
40 PUBLIC WORKS AGENCY	13,524,988	13,232,299	1,242,482	4,510,896	34.1%
<b>Expenses Total</b>	<b>115,416,584</b>	<b>114,153,373</b>	<b>9,564,434</b>	<b>39,741,734</b>	<b>34.8%</b>
<b>Net</b>	416,264	1,733,497	(1,366,161)	5,005,949	
Beginning Fund Balance	13,172,404	13,588,668		13,588,668	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>13,588,668</b>	<b>15,322,165</b>		<b>18,594,617</b>	16.3%

	2018 Actual	2019 Budget	April 2019	YTD 2019	% YTD to Budget
<b>505 PARKING SYSTEM FUND</b>					<b>Target = 33%</b>
<b>Revenue</b>					
Licenses, Permits and Fees	2,798		775	775	100.0%
Charges for Services	6,299,952	10,343,855	1,291,437	2,981,086	28.8%
Interest Income	109,598	20,000	11,771	39,675	198.4%
Intergovernmental Revenue	-			-	0.0%
Other Revenue	337,563	202,020	28,205	104,804	51.9%
Interfund Transfers	3,037,704			-	0.0%
<b>Revenue Total</b>	<b>9,787,615</b>	<b>10,565,875</b>	<b>1,332,188</b>	<b>3,126,340</b>	<b>29.6%</b>
<b>Expenses</b>					
Salary and Benefits	1,886,080	1,996,976	172,199	522,544	26.2%
Services and Supplies	3,887,706	3,546,775	505,097	1,075,749	30.3%
Insurance and Other Chargebacks	319,648	333,969	27,831	111,323	33.3%
Miscellaneous	231,879	304,000		-	0.0%
Contingencies	1,495	11,000		-	0.0%
Capital Outlay	81,227	3,510,000	1,191	331,227	9.4%
Interfund Transfers	1,440,417	3,512,807	263,567	1,054,269	30.0%
Debt Service	97,498	34,354		-	0.0%
Depreciation Expense	2,644,560			-	0.0%
<b>Expenses Total</b>	<b>10,590,510</b>	<b>13,249,881</b>	<b>969,885</b>	<b>3,095,112</b>	<b>23.4%</b>
<b>Net</b>	(802,896)	(2,684,006)	362,303	31,228	
Beginning Fund Balance	4,710,701	3,907,805		3,907,805	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>3,907,805</b>	<b>1,223,799</b>		<b>3,939,034</b>	29.7%

	2018 Actual	2019 Budget	April 2019	YTD 2019	% YTD to Budget Target = 33%
<b>510-513 WATER FUND</b>					
<b>Revenue</b>					
Charges for Services	16,055,922	22,615,529	1,463,258	5,572,568	24.6%
Interest Income	255,928	40,000	50,159	181,762	454.4%
Interfund Transfers	187,430			-	0.0%
Licenses, Permits and Fees	47,218	50,000	11,391	24,666	49.3%
Other Revenue	235,772	23,194,160	15,204	79,278	0.3%
<b>Revenue Total</b>	<b>16,782,270</b>	<b>45,899,689</b>	<b>1,540,012</b>	<b>5,858,274</b>	<b>12.8%</b>
<b>Expenses</b>					
Salary and Benefits	5,804,716	5,533,772	548,816	1,724,354	31.2%
Services and Supplies	3,183,368	6,231,350	314,523	712,757	11.4%
Insurance and Other Chargebacks	470,397	489,481	40,790	165,065	33.7%
Capital Outlay	22,219	30,345,500	1,448,836	1,072,839	3.5%
Debt Service	819,926	2,081,841	33,752	33,752	1.6%
Interfund Transfers	3,682,309	3,932,313	327,693	1,310,771	33.3%
Miscellaneous	-	42,000		-	0.0%
Contingencies	-	1,000		1,000	100.0%
Depreciation Expense	2,581,863			-	0.0%
<b>Expenses Total</b>	<b>16,564,798</b>	<b>48,657,257</b>	<b>2,714,411</b>	<b>5,020,540</b>	<b>10.3%</b>
<b>Net</b>	217,472	(2,757,568)	(1,174,399)	837,734	
Beginning Fund Balance	6,475,499	6,692,971		6,692,971	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>6,692,971</b>	<b>3,935,403</b>		<b>7,530,705</b>	15.5%

	2018 Actual	2019 Budget	April 2019	YTD 2019	% YTD to Budget
<b>515 SEWER FUND</b>					<b>Target = 33%</b>
<b>Revenue</b>					
Charges for Services	11,919,244	10,483,885	1,029,325	3,699,301	35.3%
Interest Income	56,455	5,000	8,819	36,744	734.9%
Other Revenue	3,002	3,104,000		-	0.0%
Interfund Transfers	187,430			-	0.0%
<b>Revenue Total</b>	<b>12,166,129</b>	<b>13,592,885</b>	<b>1,038,143</b>	<b>3,736,044</b>	<b>27.5%</b>
<b>Expenses</b>					
Salary and Benefits	1,400,023	1,354,512	131,990	404,793	29.9%
Services and Supplies	301,786	304,500	9,013	25,869	8.5%
Insurance and Other Chargebacks	269,988	282,083	23,507	94,027	33.3%
Miscellaneous	230	1,500		1,610	107.3%
Capital Outlay	(654)	4,890,636		2,000	0.0%
Interfund Transfers	991,677	1,773,532	64,461	257,844	14.5%
Debt Service	959,123	6,148,475	66,000	1,730,172	28.1%
Depreciation Expense	3,615,269			-	0.0%
<b>Expenses Total</b>	<b>7,537,442</b>	<b>14,755,238</b>	<b>294,971</b>	<b>2,516,316</b>	<b>17.1%</b>
<b>Net</b>	4,628,687	(1,162,353)	743,172	1,219,729	
Beginning Fund Balance	3,967,592	8,596,279		8,596,279	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>8,596,279</b>	<b>7,433,926</b>		<b>9,816,008</b>	66.5%

	2018 Actual	2019 Budget	April 2019	YTD 2019	% YTD to Budget
<b>520 SOLID WASTE FUND</b>					<b>Target = 33%</b>
<b>Revenue</b>					
Property Taxes	410,000	820,000		410,000	50.0%
Charges for Services	3,672,193	4,239,270	289,313	1,220,690	28.8%
Other Revenue	124,222	138,000	26,833	62,362	45.2%
Interfund Transfers	705,967	150,000	12,500	50,000	33.3%
Licenses, Permits and Fees	286,662	486,000	255	42,364	8.7%
<b>Revenue Total</b>	<b>5,199,044</b>	<b>5,833,270</b>	<b>328,901</b>	<b>1,785,417</b>	<b>30.6%</b>
<b>Expenses</b>					
Salary and Benefits	1,075,012	1,076,209	103,300	314,433	29.2%
Services and Supplies	3,432,094	3,601,076	537,413	1,000,179	27.8%
Insurance and Other Chargebacks	1,520	-		898	100.0%
Miscellaneous	5,288	7,500	6,857	8,119	108.3%
Capital Outlay	14,013	386,650	15,199	17,849	4.6%
Interfund Transfers	322,362	322,362	26,864	107,454	33.3%
Debt Service	1,280	22,745		-	0.0%
<b>Expenses Total</b>	<b>4,851,568</b>	<b>5,416,542</b>	<b>689,633</b>	<b>1,448,933</b>	<b>26.8%</b>
<b>Net</b>	347,476	416,728	(360,732)	336,484	
Beginning Fund Balance	(1,220,072)	(872,596)		(872,596)	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>(872,596)</b>	<b>(455,868)</b>		<b>(536,112)</b>	-9.9%



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Scott Mangum, Planning and Zoning Manager  
Subject: Weekly Zoning Report  
Date: May 29, 2019

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

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

**Cases Received and Pending, May 23, 2019 - May 29, 2019**

**Backlog (business days received until reviewed): 15**

**Volume (number of cases pending staff review): 37**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Zoning</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	242 Greenwood Street	R1	Building Permit	Replace asphalt driveway with pavers and add a 3-way turn on west side yard	03/20/19	non-compliant, pending revisions from the applicant
1	2333 Ridge Avenue	R1	Building Permit	Addition to detached garage	05/02/19	non-compliant, pending comments from applicant
1	1934 Orrington Avenue	R4a	Building Permit	Clay paver patio	05/13/19	pending staff review
1	1820 Chicago Avenue	U1	Building Permit	Renovation of Allison Hall (NU)	05/23/19	pending staff review
1	321 Lake Street	R1	Building Permit	New rear screened porch, side entry, interior remodel	05/24/19	pending staff review
2	1815 Ridge/Oak Avenue	D4	Building Permit	Foundation permit for new 10-story senior living residential building with 163 dwelling units, 67 parking spaces (1815 Ridge/Oak Avenue Planned Development)	04/03/18	<b>pending adjustment to the PD, DAPR</b>
2	1215 Church Street	R4	Zoning Analysis	4-story addition, renovate existing YWCA, demo 2 houses, expand parking, site improvements (YWCA)	02/14/19	non-compliant, pending additional information and revisions from the applicant
2	1820 Greenwood Street	R3	Building Permit	Addition, interior and exterior renovation	04/01/19	pending additional information from the applicant
2	1420 Dewey Avenue	R3	Building Permit	New single-family residence	04/15/19	pending staff review, subdivision application
2	1245 Fowler Avenue	R2	Building Permit	Replace deck with brick pavers	04/15/19	pending revisions from the applicant
2	1201 Pitner Avenue	R2	Building Permit	Replace deck	04/18/19	pending additional information from the applicant
2	1616 Thelin Court	R2	Building Permit	Paver patio	05/01/19	pending minor variation application on separate permit
2	2200 Main Street	R2	Building Permit	1-story addition (Infant Welfare Society of Evanston)	05/08/19	pending staff review
2	1926 Dempster Street	C1	Building Permit	Tenant build out for future tenant	05/21/19	pending staff review
2	1803 Lake Street	R3	Building Permit	Convert 2-flat to single-family residence, open front porch, new side porch and 2-story rear deck	05/24/19	pending staff review
2	1154 Ashland Avenue	R3	Building Permit	2nd story addition	05/24/19	pending staff review
2	1616 Thelin Court	R3	Building Permit	New 16x20 detached garage	05/28/19	pending staff review
2	1742 Asbury Avenue	R1	Building Permit	Roof mounted solar panels	05/28/19	pending staff review
2	1209 Dewey Avenue	R3	Building Permit	Rebuild front porch	05/29/19	pending staff review
3	935 Forest Avenue	R5	Building Permit	Converting basement into dwellings (multi-family dwelling)	05/07/19	pending staff review
3	1426 Chicago Avenue, #2S	R6	Building Permit	Interior renovation (multi-family dwelling)	05/14/19	pending staff review
3	1221 Hinman Avenue	R1	Zoning Analysis	1-story addition and new coach house	05/17/19	pending staff review
3	429 Lee Street	R5	Building Permit	Replace front steps	05/21/19	pending staff review
4	1555 Oak Avenue	R6	Building Permit	Interior renovation, 2nd floor (King Homes)	04/22/19	pending additional information from the applicant
4	1603 Orrington Avenue	D3	Building Permit	Repair to parking structure	05/08/19	pending staff review
4	1012 Church Street	D3	Zoning Analysis	New performance theater (Northlight Theatre)	05/09/19	non-compliant, pending additional information from the applicant

4	930 Sherman Avenue	R3	Building Permit	Replace patio and walk, install fire pit and walk	05/20/19	pending additional information from the applicant
4	1555 Oak Avenue	R6	Building Permit	Interior renovation, floors 3 and 4 (King Homes)	05/23/19	pending staff review
4	930 Sherman Avenue	R3	Building Permit	Remodel existing deck	05/24/19	pending staff review
4	1034 Elmwood Avenue	R1	Building Permit	Interior remodel and addition	05/29/19	pending staff review
4	1321 Ashland Avenue	R3	Building Permit	Roof mounted solar panels	05/29/19	pending staff review
5	2211 Maple Avenue	R5	Zoning Analysis	New 6-story, 13 dwelling unit multi-family residence with parking at existing garage across alley	01/14/19	revisions submitted, incomplete, pending additional information
5	1103-1105 Emerson Street	R6	Zoning Analysis	New 10-unit multi-family dwelling with 16 parking spaces	04/08/19	non-compliant, pending additional information and revisions from the applicant
5	1728 Darrow Avenue	R4	Building Permit	Replace exterior steps with wooden front porch and steps	05/21/19	pending additional information from the applicant
5	2110 Darrow Street	R3	Building Permit	New single-family residence	05/14/19	pending staff review
5	1950 Green Bay Road	C2	Building Permit	Remodel existing mini-mart (Mobile service station)	05/23/19	pending staff review
5	2129 Darrow Avenue	R4	Building Permit	New garage	05/24/19	pending staff review
5	1728 Darrow Avenue	R4	Building Permit	Replace front steps	05/24/19	pending staff review
5	1915 Dewey Avenue	R4	Building Permit	Patio	05/29/19	pending staff review
6	2627 Lincolnwood Drive	R1	Building Permit	Deck	04/26/19	non-compliant, pending comments from applicant
6	2622 Grant Street	R1	Building Permit	Remove concrete, replace with steppers and gravel	05/03/19	pending public notice for minor variation
6	2644 Central Park Avenue	R1	Building Permit	New and Replacement Concrete Patio and Walkways	05/15/19	Non-Compliant: pending additional information from the applicant
6	3131 Hartzell Street	R1	Building Permit	New garage	05/10/19	pending staff review
6	2428 Hastings Avenue	R1	Building Permit	Remove sidewalk, construct patio	05/20/19	non-compliant, pending revisions from the applicant
6	2534 Lawndale Avenue	R1	Building Permit	New detached garage	05/21/19	non-compliant, pending revisions from the applicant
6	2424 Lincoln Street	R1	Building Permit	2 stone pillars, hot tub, fireplace and built-in grill	05/21/19	pending staff review
6	3700 Glenview Road	R2	Building Permit	Front walk, patio	05/21/19	non-compliant, pending revisions from the applicant
6	2424 Grant Street	R1	Building Permit	New paver patio, 19x22	05/24/19	pending staff review
6	309 Trinity Court	R4	Building Permit	Interior renovation of existing duplex into a single-family residence	05/28/19	pending staff review
7	2650 Sheridan Road	R1	Building Permit	New single-family residence	12/28/18	non-compliant, pending major variation application
7	2304 Grey Avenue	R1	Building Permit	New 20x20 detached garage	04/17/19	non-compliant, pending minor variance application
7	2244 Wesley Avenue	R1	Building Permit	1st floor addition, interior remodel	04/26/19	revisions submitted, pending staff review
7	2643 Eastwood Avenue	R1	Building Permit	2-story addition, interior remodel, demo existing detached garage, construct new detached garage with coach house	05/28/19	pending staff review
7	712 Ingleside Place	R1	Building Permit	Rear porch	05/28/19	pending staff review
7	2773 Garrison Avenue	R1	Building Permit	New paver walk and patio	05/28/19	pending staff review
8	1304 Kirk Street	R3	Building Permit	Rehabilitation of 2-story multiple family apartment building	11/07/18	pending additional information from the applicant



8	999 Howard Street	C1	Zoning Analysis	Existing CJE Adult Daycare Building + New 4 Story Multiple Family Residence with 60 units And 57 Parking Spaces.	01/29/19	non-compliant, pending revisions from the applicant
8	414 Dewey Avenue	R1	Building Permit	New 172 sf rear-yard patio	04/23/19	non-compliant, pending revisions from the applicant
8	1321 Brummel Street	R4	Zoning Analysis	Addition of 2 dwelling units to existing 2-unit apartment building	04/22/19	non-compliant, pending revisions from the applicant
8	414 Dewey Avenue	R1	Building Permit	Paver patio	04/23/19	non-compliant, pending revisions from the applicant
8	140 Chicago Avenue	C1	Building Permit	New automobile service station (Mobile)	05/23/19	pending staff review
8	301 Asbury Avenue	R3	Zoning Analysis	New single-family residence and garage/coach house	05/28/19	pending staff review
9	644 Asbury Avenue	R3	Building Permit	Solar panels on roof	04/02/19	pending additional information from the applicant
9	705 Ridge Avenue	R1	Building Permit	Repair and enlarge deck	04/23/19	non-compliant, pending revisions from the applicant
9	409 Florence Avenue	R1	Building Permit	Deck, stairs and handrails	04/29/19	pending additional information from the applicant
9	1404 South Boulevard	R3	Building Permit	New garage	05/21/19	non-compliant, pending revisions from the applicant
9	1210 Monroe Street	R2	Building Permit	Concrete patio	05/24/19	pending staff review

#### Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-1631 Chicago Avenue	D4	Planned Development	Planned Development for a 19-story mixed-use building with 240 dwelling units, 3,540 sq ft ground floor retail, and 85 underground parking spaces.	12/31/18	non-compliant, pending revisions from the applicant
1	818 Colfax Avenue	R1	Minor Variation	Interior side yard setback for detached garage	05/20/19	pending public notice
2	1424 Dewey Avenue	R3	Plat of Subdivision	Subdivide zoning lot into 2 lots	04/08/19	<b>pending P&amp;D 06/10/19</b>
2	1124 Florence Avenue	B1	Major Variation	Off-street parking and setback at roof overhang at 2nd floor for addition to commercial building	04/25/19	<b>pending ZBA 06/18/19</b>
2	1815 Oak-Ridge Avenue	D4	Planned Development	Major Adjustment to approved 1815 Oak Avenue Planned Development	04/30/19	<b>pending DAPR, PC</b>
3	901 Edgemere Court	R1	Minor Variation	Interior side yard setbacks for deck	05/06/19	determination after 06/11/19
4	1211-1217 Ridge Avenue	R1	Plat of Subdivision	Subdivide zoning lot into 2 lots	04/23/19	pending staff review
4	601 Davis Street	D2/D3	Planned Development	New 19-story office building with ground floor retail, 40 parking spaces	04/24/19	non-compliant, pending revisions from the applicant
4	1136 Sherman Avenue, Unit B	R3	Major Variation	Interior and rear yard setbacks for addition	05/08/19	<b>pending DAPR, ZBA 06/18/19</b>
5	1800 Leland Avenue	R2	Fence Variation	0' street side yard setback for fence	05/08/19	determination after 06/06/19
5	2211 Maple Avenue	R5	Major Variation	Number of dwelling units, lot width, and parking for new 5-story, 15 dwelling unit multifamily residence, with 2 on-site affordable units and off-site parking	05/24/19	<b>pending ZBA 06/18/19</b>

6	2409 Noyes Street	R1	Minor Variation	Setbacks for 2nd story addition	05/06/19	determination after 06/05/19
6	2620 Bennett Avenue	R1	Minor Variation	Rear yard setback and building height for addition	05/13/19	determination after 06/18/19
6	2024 Ewing Avenue	R1	Major Variation	Interior side and street side yard setbacks at 2nd floor addition	05/16/19	<b>pending DAPR, ZBA</b>
6	2320 Park Place	R1	Minor Variation	Front yard setback for front addition	05/22/19	determination after 06/05/19
6	2622 Grant Street	R1	Minor Variation	Interior side and rear yard setbacks for paver patio	05/24/19	pending public notice
7	2650 Sheridan Road	R1	Major Variation	Driveway off street where there is alley access	04/05/19	<b>pending P&amp;D 06/24/19</b>
7	2304 Grey Avenue	R1	Minor Variation	Building lot and impervious surface coverage for new 20x20 detached garage	05/07/19	determination after 06/07/19
8	999 Howard Street	C1	Planned Development	Map Amendment, new 4-story 60-dwelling unit multi-family building, affordable housing	02/19/19	pending staff review
8	747 Howard Street	B3	Special Use	Special Use for Religious Institution	05/02/19	<b>pending DAPR, ZBA 06/18/19</b>
8	1009 Harvard Terrace	R2	Minor Variation	Building lot and impervious surface coverage, separation between residence and garage for new garage	05/07/19	determination after 06/11/19
9	900 South Boulevard	R1	Minor Variation	Interior side yard setback for shed	05/28/19	pending public notice



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: May 31, 2019

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

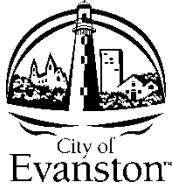
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

# Inspector Weekly Update

Cases Received, May 31, 2019

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	811 Emerson (Focus Development)	Mixed Use Building	Floor jacking and reinforcement of columns not at design strength has begun. Structural engineered plans have been submitted to the Building Division. Project has City Manager approval for 7am-10pm work hours. Contractor will begin extended work hours 1st week in June.	5/30/2019
2	1801 Main Street (Robert Crown)	Recreation Facility	Roof, support beam and column installation is ongoing. Construction fencing is in place. Site is being maintained. Contractor is addressing graffiti concern.	5/30/2019
2	2215 Dempster Street (HOW)	Multi-Unit Building	Exterior cladding is nearing completion. Drywall installation is ongoing. The site is secure and contact signage is posted. Drainage and grading work delayed due to continued rains.	5/30/2019
2	1727 Oak Ave (Avidor)	Multi-Unit Building	Column and deck installation is at 3rd floor. Construction fence, screening, site and street are being maintained. Signage of sidewalk closures is in place.	5/30/2019
4	1500 Sherman (Albion at Evanston)	Mixed Use Building	Installation of top decking is ongoing. Crane disassembly scheduled for beginning of June. Exterior glazing installation and interior mechanical, electrical and plumbing work are progressing. Further ComEd work will be done June 3rd through June 13th. Site is being maintained.	5/30/2019
5	2525 Church Street (Pumping Station)	Pumping Station	Exterior work is nearing completion. Interior work is ongoing. Fence and screening have been repaired. Site is being maintained.	5/30/2019
7	2145 Sheridan Rd (Tech A/B Infill)	Academic Facility	Construction trailers and fencing have been removed from site. Project has occupancy certificate for furniture move-in. Project will be removed from weekly report.	5/30/2019



# Memorandum

To: Honorable Mayor and Members of the City Council

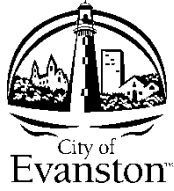
From: Ike Ogbo, Interim Health Director

Subject: Food Establishment License Application Weekly Report

Date: May 31, 2019

The table below is the weekly report of food establishment license applications received and pending. The report includes the ward, property address, business name, date received, and current status.

Ward	Property Address	Business Name	Date Received	Current Status
5	910 Noyes St	Coffee Lab & Roasters-Evanston	5/6/2019	Change of Ownership – Pending Re-Inspections
4	1639 Orrington Ave	Kokomo	4/17/2019	Pending Inspections
7	1926 Central St	Comida	4/1/2019	Pending Building Permit Issuance
8	1731 Howard St	Montelimar Bread Co	3/27/2019	Pending Zoning Approval
4	1030 Davis St	Philz Coffee	3/7/2019	Pending Building Permit Issuance
4	622 Davis St	Newport Coffee House	2/20/2019	Pending Inspections
5	2121 Ashland Ave	Double Clutch	2/13/2019	Pending Building Permit Plan Review
1	817 Emerson St	7-Eleven	1/28/2019	Building Permit Issued – Pending Inspection
5	1905 Church St	Spice	12/13/2018	Building Permit Issued - Pending Inspections
4	710 Main St	Reprise Coffee Roasters	9/14/2018	Building Permit Issued – Pending Inspections
7	2022 Central St	Lush Wine & Spirits	10/24/2016	Pending Liquor License Issuance



# Memorandum

To: Honorable Mayor and Members of the City Council

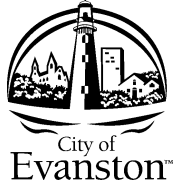
From: Hugh DuBose, Deputy City Attorney

Subject: Weekly Liquor License Application Report

Date: May 31, 2019

There are no pending liquor license applications to report for this week.

Please contact me at (847) 448-8090 or [hdubose@cityofevanston.org](mailto:hdubose@cityofevanston.org) if you have any questions or need additional information.



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Karen Hawk, Assistant Director - Parks, Recreation & Community Services

Subject: Emergency Replacement of Compressor #2 at Robert Crown


Date: May 30, 2019

Enclosed is the memo approved by City Manager Wally Bobkiewicz on December 4, 2018 for the emergency compressor replacement at Robert Crown from Dual Temp for \$31,034.45. The emergency compressor replacement is funded by the Capital Improvement Fund 2018 General Obligation Bond.



# Memorandum

To: Wally Bobkiewicz, City Manager  
Erika Storlie, Assistant City Manager

From:  Lawrence C. Hemingway, Director Parks, Recreation & Community Services  
Karen Hawk, Assistant Director Parks, Recreation & Community Services  
Ann Marie Heiser, Recreation Manager, Robert Crown

Subject: Emergency Replacement of Compressor #2 at Robert Crown

Date: December 4, 2018

## Recommended Action:

Staff Recommends approval of the replacement of Compressor #2 at Robert Crown by Dual Temp of Illinois (4301 South Packers Ave, Chicago, IL) as a sole source vendor in the amount of \$31,034.45.

## Funding Source:

This project is funded from the Capital Improvement Fund 2018 General Obligation Bond (Account No. 415.40.4118.65515-618038) using funding set aside for Facilities Contingency which was budgeted at \$275,000 for FY 2018 and has \$90,521 remaining.

## Livability Benefits:

Built Environment: Provide People-Friendly Streets, Buildings, Parks, and Neighborhoods; Enhance Public Spaces

## Summary:

On November 19, 2018 Compressor #2 at Robert Crown went offline due to mechanical failure. Staff contacted the technician from Total Mechanical Solutions, who has been maintaining the compressors for over ten years, and it was determined that the compressor #2 original to the building could not be repaired. To be fully operational three compressors are needed. Currently two compressors are working at full capacity but if one of these two compressors go offline there will be a substantial impact to ice conditions to the possibility of losing the ice as one compressor is unable maintain the ice.


Both Dual Temp of Illinois and Derrell Sanders of Total Mechanical Solutions made several inquiries out of state to locate a rebuilt compressor for replacement. A rebuilt



compressor cannot be located. However, the current MK340 compressors are now obsolete so neither a rebuild or replacement is possible. Vilter offers the MK320 compressor as a replacement as the frame is the same size.

Approved:

  
\_\_\_\_\_  
Wally Bobkiewicz, City Manager

  
\_\_\_\_\_  
Date



**CORPORATE OFFICE**  
4301 South Packers Avenue  
Chicago, IL 60609  
PHONE 773•254•9800  
FAX 773•254•9840

Refrigeration Design, Construction, Air Treatment, Controls, Parts, Service & Government Compliance

Robert Crown Center  
1701 Main Street  
Evanston, IL 60202

November 30, 2018

**RE: VILTER MK328 COMPRESSOR REPLACEMENT**

Charles,

Dual Temp is pleased to submit the following proposal to replace your damaged Vilter MK340 compressor with a Vilter MK328 compressor. The following is included:

<b><u>LABOR</u></b>	<b>\$6,120.00</b>
<ul style="list-style-type: none"><li>• Isolate and pump out compressor, perform LOTO, confirm zero energy</li><li>• Set gantry and remove compressor</li><li>• Install new compressor and connect tubing, open valves</li><li>• Perform pressure check and leak check</li><li>• Perform compressor start up and verify proper alignment, verify proper operation</li></ul>	
<b><u>MATERIAL</u></b>	
<ul style="list-style-type: none"><li>• Qty (1) – New Vilter MK328 Compressor <i>Note: Current lead time is 6 weeks</i></li></ul>	\$24,914.45
<ul style="list-style-type: none"><li>• Qty (1) – Reman Vilter MK328 Compressor <i>Note: Current lead time is 6-8 weeks</i></li></ul>	\$22,283.72
<b><i>TOTAL COST FOR NEW</i></b>	<b><i>\$31,034.45</i></b>
<b><i>TOTAL COST FOR REMAN</i></b>	<b><i>\$28,403.72</i></b>

**CLARIFICATIONS:**

- **Freight NOT included**
- **Tax NOT included.** Please add \$2,553.73 for new or \$2,284.08 for reman if required.
- **Overtime NOT included**
- **Lift and Rental Equipment NOT included**
- **This proposal shall remain valid for 30 days**
- **Any work found beyond the scope of this proposal shall be completed on a time and material or quoted basis**

Thank you for your continued trust in the Dual Temp Companies to assist you with your refrigeration needs. If you have any questions or need further assistance, do not hesitate to contact me.

Respectfully Submitted,  
**DUAL TEMP OF ILLINOIS, INC.**

Chelsea DiCaprio  
Service Sales



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING MAY 31, 2019**

## ***Recreational Cannabis Bill Passes – Can They Do the Rest?***

Although today was to be the last scheduled day of the General Assembly's spring session, it was announced this afternoon that "due to the volume of workload", legislators will be in session at least through Sunday, June 2. After more than three hours of debate, the House approved Senate Amendment #2 to House Bill 1438, the Cannabis Regulation and Tax Act by a vote of 66-46-2. Major items left to be considered include the SFY2020 Budget, capital bill and gaming legislation. Due to the overwhelming number of issues pending that will not be resolved in time for publication, staff will issue the *NWMC Legislative Update* next week. *Staff contacts: Chris Staron, Larry Bury, Mark Fowler*

## ***RSVP Today for the 2019 NWMC Gala***

We look forward to seeing you at the 2019 NWMC Gala, scheduled for Wednesday, June 19 at Victoria In The Park in *Mount Prospect*. Attendees will celebrate the NWMC's 61<sup>st</sup> anniversary and inaugurate the organization's FY2019-2020 officers. The evening begins at 6:00 p.m. with a reception, followed by dinner at 7:00 p.m. Dinner tickets are available for \$80.00 per person. Please RSVP by Friday, June 7 to Marina Durso, [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org) or 847-296-9200, ext. 122. *Staff contacts: Mark Fowler, Larry Bury, Karol Heneghan, Marina Durso*

## ***Take the New NWMC Multimodal Plan Quiz Today!***

How do you define your comfort and confidence level when it comes to biking? Take the new NWMC Multimodal Plan quiz to find out what type of cyclist you are! The results of the quiz will help the planning team better understand how to design bikeways that are safe and comfortable for everyone. To take the quiz, please visit the project website, <http://www.nwmc-multimodalplan.org>. While you're there, be sure to sign up for project updates to stay in the loop on the plan's development. *Staff contact: Josh Klingenstein*

## ***Suburban Purchasing Cooperative Vendor Fair Continues to Grow – RSVP Today!***

The Suburban Purchasing Cooperative (SPC) will host its first Vendor Fair on Thursday, July 11. The event will be held from 11:00 a.m. to 2:00 p.m. in Room 1610 and Parking Lot C located at Oakton Community College, 1600 E. Golf Road, in *Des Plaines*. The SPC Vendor Fair presents a unique opportunity for local government officials to meet one-on-one with key vendors and learn about the products, services and solutions offered by the SPC.

We are pleased to have received commitments from the following vendors:

- America's Auto Auction – Surplus vehicle & equipment auction
- Auto Truck Group – Truck parts
- Call One – Telecommunications
- Currie Motors – Chevrolet & Ford vehicles
- EJ Equipment – Sewer cleaners
- Fire Service, Inc. – Type III ambulance
- Foster Coach – Type I and Type III ambulance
- Napleton Fleet – Dodge vehicles
- Roesch Ford – Ford vehicles
- Sourcewell – NAPA auto parts and vendor managed inventory programs
- Standard Equipment Company – Sewer cleaners and street sweepers
- Sutton Auto Group – Ford vehicles
- Warehouse Direct – Office & Janitorial supplies

Vendors will have individual display areas where you can discuss all of your joint purchasing needs. Oakton Community College has designated Parking Lot C to exhibit vehicles and heavy equipment, providing attendees the opportunity to “kick the tires” and compare various makes and models side-by-side. In addition, a catered lunch will be provided for all attendees.

We are excited to host the SPC Vendor Fair and hope to make it an annual event. For more information and to complete the RSVP form for the event, please visit the NWMC Vendor Fair webpage. Please visit <http://www.nwmc-cog.org/Suburban-Purchasing-Cooperative.aspx> for more information on the vendors and programs listed above as well as all of the programs offered by the SPC. For questions or additional information, please contact NWMC Purchasing Director Ellen Dayan, [edayan@nwmc-cog.org](mailto:edayan@nwmc-cog.org) or 847-296-9200, ext. 132. *Staff contact: Ellen Dayan*

### ***SPC Awards New Telecommunications Contract***

The Suburban Purchasing Cooperative (SPC) is pleased to announce the award of the 2019 Telecommunication Services Vendor for Term (Contract #188) to Call One, Inc. of Chicago. The contract term runs from June 1, 2019 through May 31, 2020 and contains no price increases. The SPC reserves the right to extend the contract for up to four (4) additional, one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

Call One provides a one-stop source for:

- Local Services
- Long Distance Service
- Analog and Digital Circuits
- Data Services
- Data Center
- Equipment Solutions
- Support
- Billing
- Continuity
- Cloud Based Solutions

Effective July 1, and for existing SPC Telecommunications contract customers, Plain Old Telephone Service (POTS) lines will see a price reduction from \$23.00 to \$19.90 and unlimited local usage on those lines. Call One is also adding dedicated sales and sales engineering resources to better serve the SPC participants. The SPC looks forward to continuing our relationship with Call One. For questions or additional information, please contact Call One Association & Government Relations Director Larry Widmer at 312-252-4955 or [lwidmer@callone.com](mailto:lwidmer@callone.com). *Staff contact: Ellen Dayan*

### ***U.S. DOT Soliciting Applications for BUILD Transportation Grants***

The United States Department of Transportation (U.S. DOT) has announced that applications are open for FY 2019 BUILD Transportation grants. More than \$900 million in total funding is available for road, bridge, transit, rail, port, or intermodal projects that have a significant local or regional impact. The maximum award for a single grant is \$25 million. States, local governments, metropolitan planning organizations, transit agencies, port authorities and other political subdivisions of state and local governments are eligible to apply. Interested applicants should view the [application instructions](#) on the U.S. DOT website. The deadline to apply for funding is 8:00 p.m. EDT on July 15, 2019. *Staff contact: Josh Klingenstein*

### ***IDOT District One Releases New Agreement Requirements***

IDOT District One released a letter on Wednesday informing local agencies that locally executed agreements must be submitted by close-of-business two days prior to the service bulletin date for any project on a state letting. This requirement will go into effect starting with the September 20, 2019 state letting. The service bulletin date can be viewed as part of the [letting schedule](#) available on the IDOT website. Questions may be directed to IDOT Bureau of Local Roads and Street Program and Office Engineer Chad Riddle, [Charles.riddle@illinois.gov](mailto:Charles.riddle@illinois.gov) or 847-705-4406. *Staff contact: Josh Klingenstein*

## ***Meetings and Events***

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

The *61<sup>st</sup> NWMC Gala* will be held Wednesday, June 19, 6:00 p.m. at Victoria In The Park in *Mount Prospect*.