



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: Weekly City Manager's Update  
Date: June 28, 2019

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for June 20, 2019 – June 26, 2019

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report – May 2019

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Application Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, July 1, 2019**

Human Services Committee – CANCELED

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

**Tuesday, July 2, 2019**

Public Art Subcommittee

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

**Wednesday, July 3, 2019**

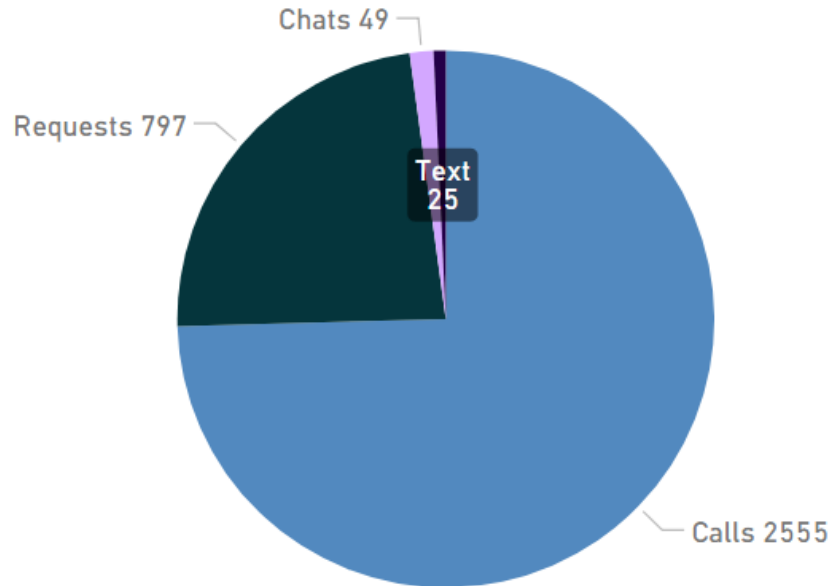
Design and Project Review Committee

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

June 20-26, 2019

## Service Requests

- Calls
- Requests
- Chats
- Text



Percentage Change From Last Week	
Service Requests	Difference
Chats	63.00 %
Text	19.00 %
Calls	6.00 %
Requests	-17.00 %

## Trending

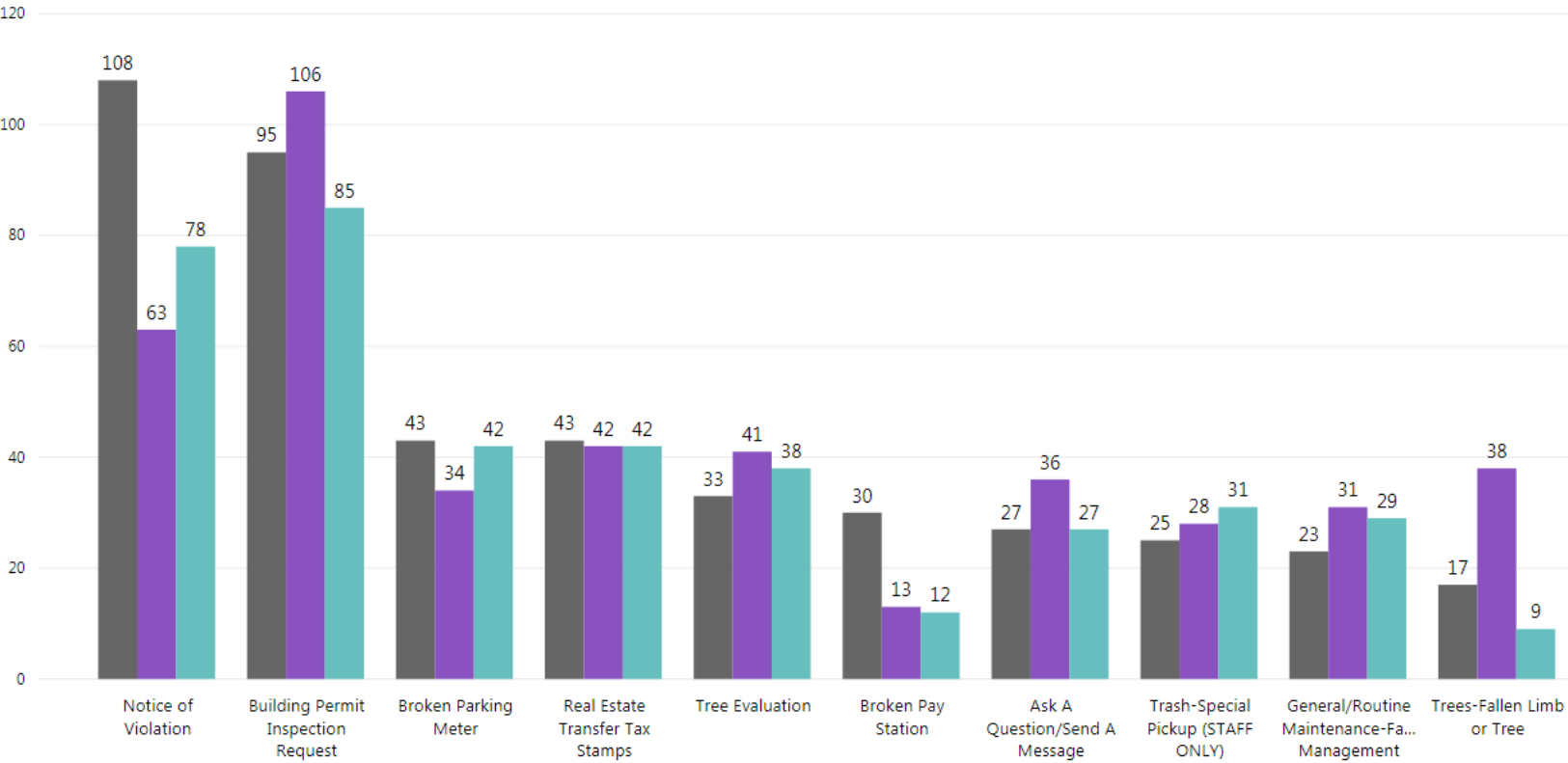
Water Shut Off  
 Beach Questions  
 Flooding  
 Down Tree Limbs



# Weekly Report

**June 20-26, 2019**

● This Week (June 20-26) ● Last Week (June 13-19) ● Two Weeks (June 6-12)



### Missed Garbage Pickup

This week 4; Last week 16  
Below 3 year avg. of 14.2

### Missed Recycling Pickup

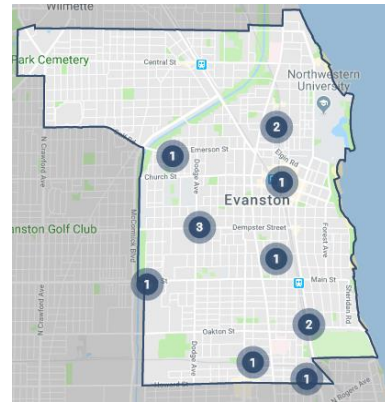
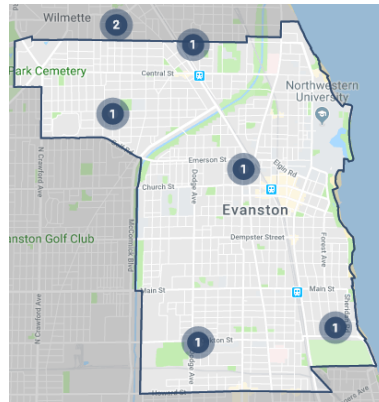
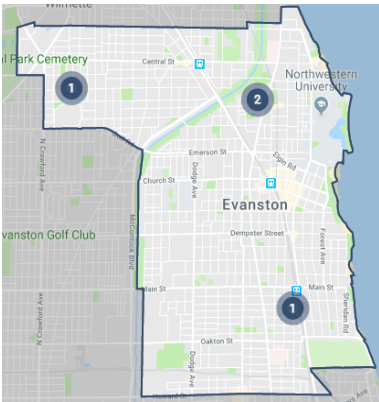
This week 6; Last week 11  
Below 3 year avg. of 13.1

### Missed Yard Waste

This Week 7; Last Week 7  
Below 3 year avg. of 11

### Rodents/Rats

This week 13; Last week 18  
Below 3 year avg. of 20.3



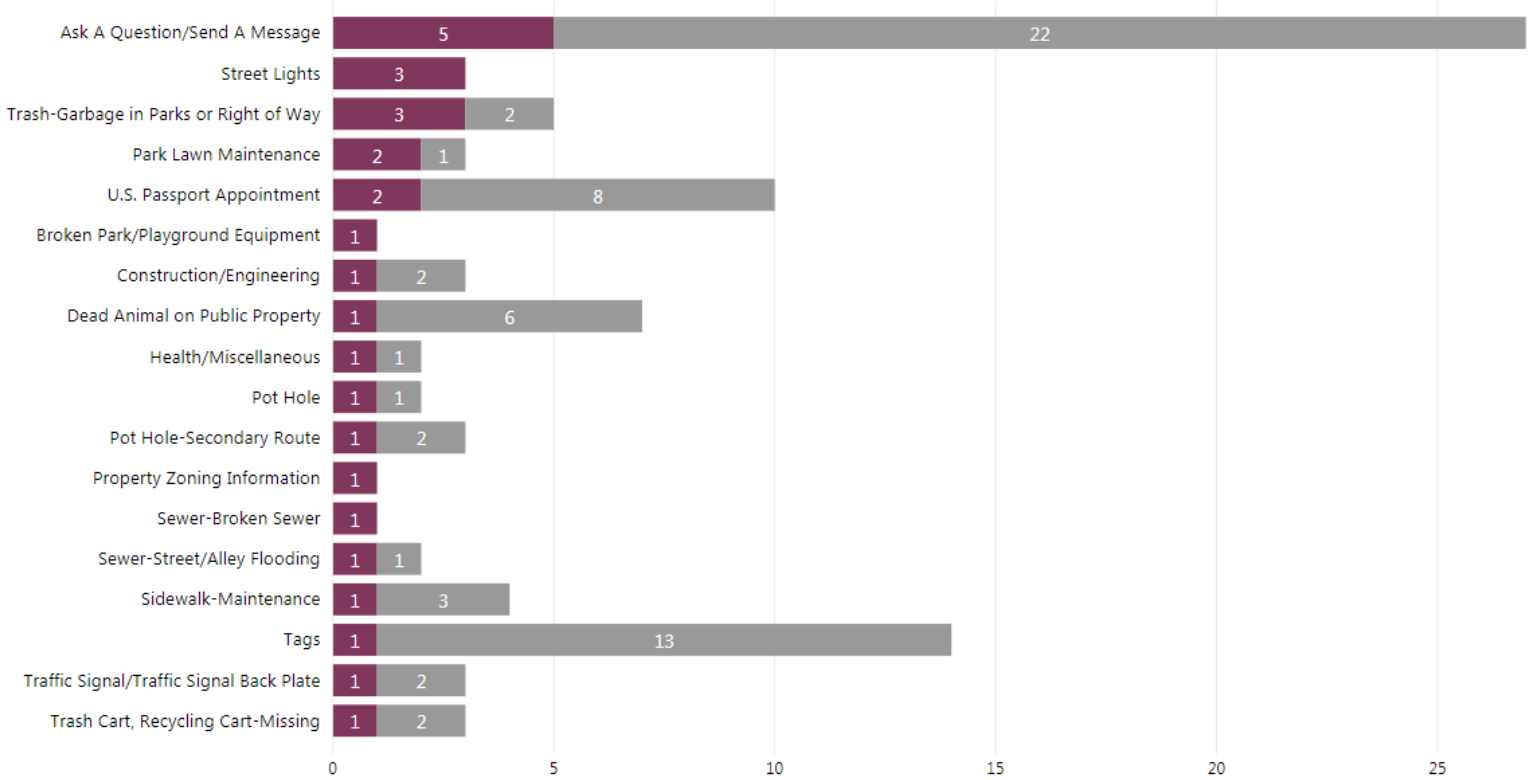


# Weekly Report

June 20-26, 2019

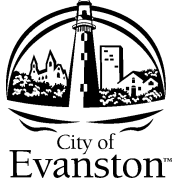
SLA Analysis

● # Late ● # OnTime



## Upcoming Events— July

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>1</b> 6:00 PM <a href="#">Human Services Committee</a>	<b>2</b> 6:00 PM <a href="#">Public Art Subcommittee</a>  7:00 PM <a href="#">Starlight Concerts - Petra's Recession Seven</a>	<b>3</b> 2:30 PM <a href="#">Design and Project Review Committee</a>	<b>4</b> 9:00 AM <a href="#">Fourth of July Celebration</a>  2:00 PM <a href="#">Evanston Haitian Community Festival</a>	<b>5</b>	<b>6</b> 7:30 AM <a href="#">Downtown Evanston Farmers' Market</a>  9:00 AM <a href="#">Evanston Recycles</a>	<b>7</b>



# 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 June 24, 2019

Date: June 28, 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 June 24, 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 19-40 Water Treatment Chemicals	Public Works Agency	Work on this project includes the purchase of chemicals to be used in the drinking water treatment process.	\$677,876	8/06	9/16
*Bid 19-42 2019 CIPP Sewer Rehabilitation Contract B	Public Works Agency	Work on this project includes rehabilitation of approximately 5,074 feet of combined sewer main and relief sewer main, 9-inch to 48-inch in diameter, using the cured-in-place pipe (CIPP) lining method of rehabilitation. All work is to be completed by November 2019.	\$375,000	7/30	8/12

Bid 19-43 2019 Salt Purchase	Public Works Agency	This contract is for purchase of rock salt to be used for snow and ice control of City roadways and public right-of- ways.	\$493,600	7/23	8/12
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\*Release to list of pre-qualified Vendors only – Bid was not be advertised.

## 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
PRCS	7/22/2019	Moran Center Rehab Agreement	R	APW	Hemingway	
PRCS	7/22/2019	YJC Career Pathways Agreement	R	APW	Hemingway	
PWA	7/22/2019	2019 Alley Improvements Contract B	B	APW	Stoneback	
PWA	7/22/2019	Salt Purchase	B	APW	Stoneback	
PWA	7/22/2019	Risk Management Plan (RMP) Engineering Services Award	B	APW	Stoneback	
PWA	7/22/2019	Inclining Block Water Rate	D	APW	Stoneback	
CMO	7/22/2019	RFP - City Properties	B	APW	Desai	
CMO	7/22/2019	Orbi-Pay Agreement	B	APW	Desai	
CMO	7/22/2019	IGA with District 65 - Video Communications Specialist	R	APW	Storlie	
CMO	7/22/2019	Beacon Academy Use Agreement and Gift Agreement	R	APW	Storlie	
CMO	7/22/2019	Mid-year Budget Update	D	APW	Desai	
CMO	7/22/2019	2020-21 Budget Calendar	D	APW	Desai	
CMO	7/22/2019	Mid-year City Council Goals	D	APW	Bobkiewicz	
CD	7/22/2019	Subdivision of 1211-1217 Ridge Avenue	R	PD	Leonard	
CD	7/22/2019	Changes to R6 Zoning to Include Office Uses (Text Amendment)	O	PD	Leonard	
CD	7/22/2019	Residential Care Homes (Text Amendment)	O	PD	Leonard	
CD	8/12/2019	747 Howard St - Special Use in B3 Business District	O	PD	Leonard	For Intro
CD	8/12/2019	Heritage Tree/Preservation of Trees	D	PD	Leonard	

### Council & Committee Meetings

7/1/2019	6:00 PM	Human Services Committee - CANCELLED
7/8/2019	6:00 PM	Administration & Public Works, Planning & Development, City Council
7/11/2019	7:00 PM	Housing & Homelessness Commission
7/15/2019	6:00 PM	City Council - CANCELLED
7/17/2019	6:30 PM	Minority Women and Evanston-based Enterprise Committee
7/18/2019	6:30 PM	Equity & Empowerment Commission

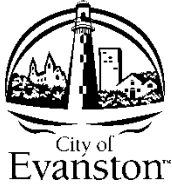
### REFERRALS AT CITY COUNCIL MEETINGS

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



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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
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		
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		

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
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	Discussed at 6/3 HS Meeting	
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			
PWA	6/10/2019	Coordination of PWA/Sustainability on green alley infrastructure and community outreach regarding improvements and recommendations made	Rue Simmons	PWA Director/Sustainability Officer		
CMO	6/10/2019	Provide CARP project recommendation memo for City Council members to understand goals and changes being made	Fleming	Sustainability Officer		
PWA	6/10/2019	Standing water issues/responsibility of the City and homeowner	Fleming	Health Director		
PRCS	6/10/2019	Dog beach revenue/passholders; Lincoln St beach appropriate; Health Dept opinion; list of dog beach passholders in 2017	Fiske	PRCS	Will be discussed at 7/8 APW	
<b>DEFERRED</b>						
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: May 2019 Financial Report

Date: June 27, 2019

Please find attached the unaudited financial statements as of May 31, 2019. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

May 2019	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	53,527,999	49,515,461	4,012,538	17,601,206	16,013,733
175 GENERAL ASSISTANCE FUND	521,379	485,473	35,906	637,600	637,600
176 HEALTH AND HUMAN SERVICES	345,232	255,767	89,465	103,110	138,943
180 GOOD NEIGHBOR FUND	1,002,507	355,265	647,242	651,844	651,844
185 LIBRARY FUND	4,033,006	2,893,834	1,139,171	2,642,327	2,642,231
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	792,578	411,632	380,946	2,417,001	2,255,219
205 EMERGENCY TELEPHONE (E911) FUND	486,181	369,977	116,204	878,269	635,608
210 SPECIAL SERVICE AREA (SSA) #4	197,722	131,250	66,472	(160,363)	(160,364)
215 CDBG FUND	72,066	282,252	(210,186)	(146,833)	(146,833)
220 CDBG LOAN FUND	86,209	56	86,152	259,347	259,346
235 NEIGHBORHOOD IMPROVEMENT	394	66	328	171,402	171,402
240 HOME FUND	60,052	70,459	(10,407)	(3,083)	(3,083)
250 AFFORDABLE HOUSING FUND	301,408	88,023	213,384	1,578,539	1,677,193
320 DEBT SERVICE FUND	7,640,625	36	7,640,590	8,058,570	8,134,439
330 HOWARD-RIDGE TIF FUND	366,138	148,433	217,705	2,434,567	2,436,837
335 WEST EVANSTON TIF FUND	124,886	271,211	(146,325)	474,056	474,056
340 DEMPSTER-DODGE TIF FUND	75,324	29,529	45,795	100,638	100,638
345 CHICAGO-MAIN TIF	127,883	41,921	85,962	259,871	259,871
350 SPECIAL SERVICE AREA (SSA) #6	123,936	-	123,936	127,035	127,035
415 CAPITAL IMPROVEMENTS FUND	107,726	2,048,324	(1,940,598)	11,957,651	9,459,637
416 CROWN CONSTRUCTION FUND	5,196,316	4,224,552	971,764	18,497,299	17,614,540
420 SPECIAL ASSESSMENT FUND	123,383	122,314	1,068	2,621,857	2,621,194
505 PARKING SYSTEM FUND	3,939,588	3,950,032	(10,444)	3,098,911	3,108,075
510 WATER FUND	9,451,133	9,401,830	49,303	5,550,045	4,075,628
515 SEWER FUND	4,495,745	4,094,919	400,826	4,790,885	3,440,496
520 SOLID WASTE FUND	2,259,864	1,927,347	332,517	(771,497)	(1,107,636)
600 FLEET SERVICES FUND	1,234,073	1,252,876	(18,803)	218,999	(830,809)
601 EQUIPMENT REPLACEMENT FUND	562,188	705,623	(143,435)	193,771	690,554
605 INSURANCE FUND	8,117,986	10,433,191	(2,315,205)	(11,109,052)	(6,789,852)
<b>Grand Total</b>	<b>105,548,525</b>	<b>93,716,130</b>	<b>11,832,395</b>	<b>74,077,625</b>	<b>69,531,197</b>

Included above are ending fund and cash balances as of May 31, 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 46.2% of budget and expenses at 43.5% of budget, compared to a 5-month target of 42%. Revenues are often above target at this point in the year due to first installment property tax payments in March and April. As of May 31, 53.3% of property tax revenue has been received. Expenses are slightly above target because May included three payrolls. This additional payroll reduced fund and cash balances in the General Fund, as shown in the attached chart.

Expenses are above target of 42% in some departments. Police and Fire show expenses at 46.3% and 49.2% of budget, respectively. This is partially due to pension fund transfers shown as expenses in the Police and Fire Departments. 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 expense around 42% of budget.

	2019 Budget	2019 YTD	% Actual to Budget
<b>Police Department</b>			
Total Expenses	38,737,094	17,927,465	46.3%
Pension Fund Transfer	10,462,704	5,798,749	55.4%
Expenses without Transfer	28,274,390	12,128,716	42.9%
<b>Fire Department</b>			
Total Expenses	24,379,850	11,993,507	49.2%
Pension Fund Transfer	8,344,947	5,036,017	60.3%
Expenses without Transfer	16,034,903	6,957,490	43.4%

Overtime in Police and Fire are trending higher than target of 42% of budget, as shown in table below.

Overtime Expenses	2018 Actual	2019 Budget	2019 YTD	% Actual to Budget
Police	1,606,236	959,106	557,550	58.1%
Fire	1,007,263	759,956	559,291	73.6%

At current trends, Police and Fire still expect to end the year above 2019 budget for overtime 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). 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 has begun preparing the 2-year budget for 2020 and 2021. Budget calendar and initial projections will be presented at the July 22, 2019 City Council meeting.

### **Enterprise Funds**

Parking fund revenues through May 31, 2019 are below target. This is because the budget includes an increase in all parking meter rates which began on March 1, 2019. Parking revenue also tends to be higher in the summer months and during Northwestern football season. Revenue collected each month has increased since January and is expected to continue to increase through the summer months.

Through May 31, 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 May 31, 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 May 31, 2019, the Solid Waste Fund has a negative fund balance of \$540,079 and a negative cash balance of \$1,107,636. The Solid Waste Fund has received 50% of budgeted property tax revenue for the year.

### **Other Funds**

Through May 31, 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 May 31, 2019, the SSA #4 Fund is showing a negative fund and cash balance of \$160,364.

Through May 31, 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 May 31 funds the fund has a negative fund and cash balance of \$146,833.

Through May 31, 2019, the Capital Fund is showing a fund balance of \$11,957,651 and a cash balance of \$9,459,637. The fund continues to spend down balances from the 2018B General Obligation Bonds received in August 2018. Proceeds from the 2019B bonds were received in June.

Through May 31, 2019, the Crown Construction fund is showing fund balance of \$18,497,299 and cash balance of \$17,614,540. The fund continues to spend down balances from the 2018A General Obligation Bond proceeds received in August 2018. A donation of \$5 million from Friends of the Robert Crown Center was received in May. Proceeds from the 2019A bonds were received in June.

Through May 31, 2019, the Insurance Fund is showing a negative fund balance of \$11,109,052 and a negative cash balance of \$6,789,852. The fund had multiple 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

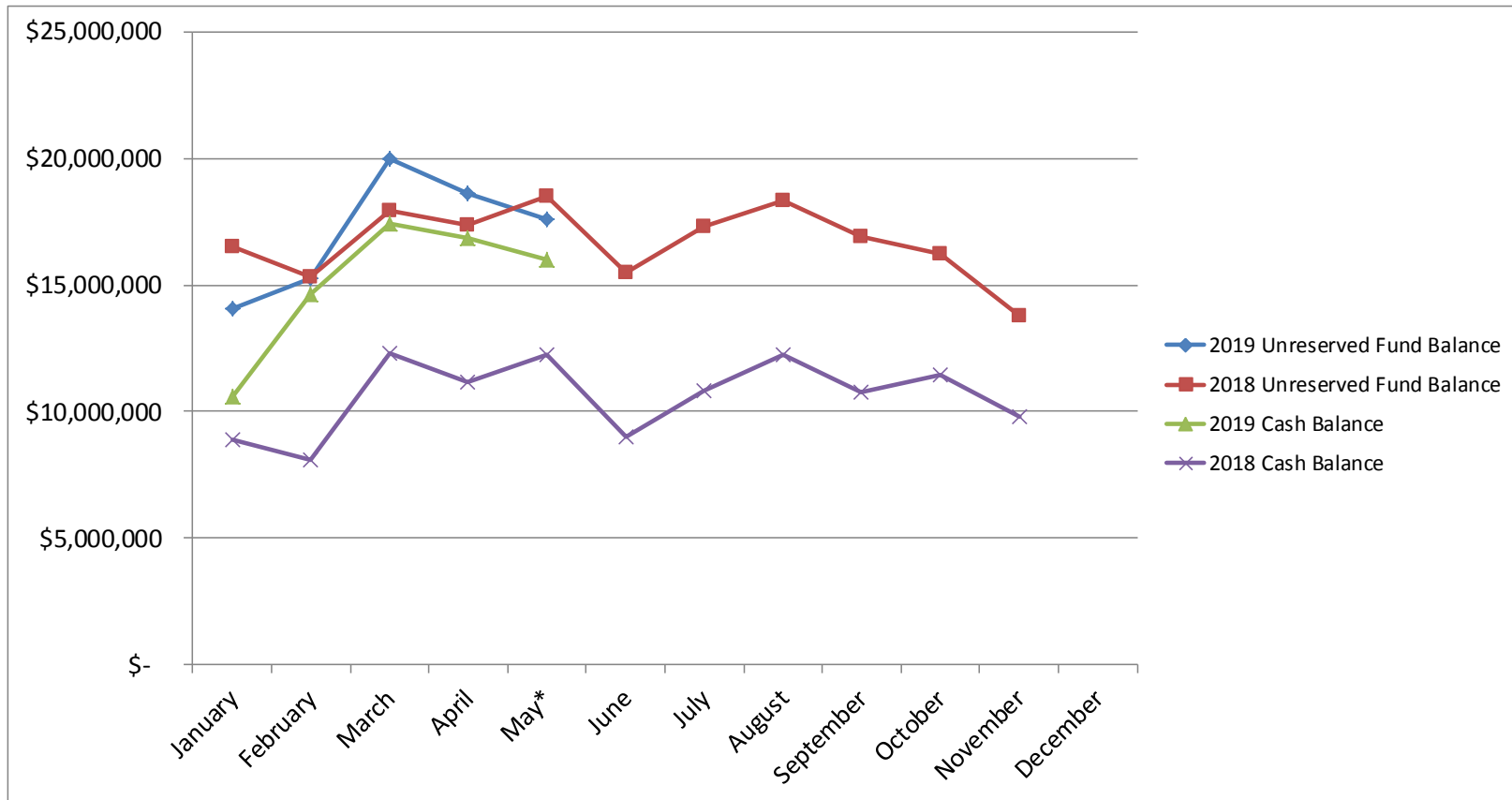
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the May 31, 2019 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

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

	January	February	March	April	May*
2019 Unreserved Fund Balance	\$ 14,074,270	\$ 15,248,569	\$ 19,960,779	\$ 18,594,617	\$ 17,601,206
2018 Unreserved Fund Balance	\$ 16,512,558	\$ 15,306,742	\$ 17,933,253	\$ 17,384,626	\$ 18,479,429
2019 Cash Balance	\$ 10,603,771	\$ 14,634,340	\$ 17,403,563	\$ 16,875,201	\$ 16,013,733
2018 Cash Balance	\$ 8,905,448	\$ 8,120,225	\$ 12,288,418	\$ 11,184,339	\$ 12,226,888



\*May 2019 includes 3 payrolls. In 2018, June and December had 3 payrolls. November 2019 will also have 3 payrolls.

	2018 Actual	2019 Budget	May 2019	YTD 2019	% YTD to Budget Target = 42%
<b>100 GENERAL FUND</b>					
<b>Revenue</b>					
Property Taxes	28,188,353	30,047,955	153,450	16,012,252	53.3%
Other Taxes	50,175,772	50,796,300	5,019,205	21,661,446	42.6%
Licenses, Permits and Fees	11,663,822	10,526,400	740,157	4,729,931	44.9%
Charges for Services	10,396,458	8,900,909	1,428,436	4,663,598	52.4%
Fines and Forfeitures	3,765,058	4,700,500	532,008	1,772,915	37.7%
Interest Income	94,681	55,100	12,475	78,781	143.0%
Intergovernmental Revenue	1,466,926	994,303	59,908	695,584	70.0%
Other Revenue	1,948,636	988,300	99,925	239,737	24.3%
Interfund Transfers	8,133,142	8,877,103	734,751	3,673,755	41.4%
<b>Revenue Total</b>	<b>115,832,848</b>	<b>115,886,870</b>	<b>8,780,316</b>	<b>53,527,999</b>	<b>46.2%</b>
<b>Expenses</b>					
13 CITY COUNCIL	547,350	528,173	77,728	241,446	45.7%
14 CITY CLERK	217,987	180,704	22,093	89,159	49.3%
15 CITY MANAGER'S OFFICE	7,325,385	7,997,018	697,195	2,983,222	37.3%
17 LAW	688,728	646,183	72,164	289,011	44.7%
19 ADMINISTRATIVE SERVICES	9,222,431	9,483,577	1,035,343	3,703,634	39.1%
21 COMMUNITY DEVELOPMENT	3,579,836	3,480,360	361,074	1,198,882	34.4%
22 POLICE	39,403,536	38,737,094	3,029,697	17,927,465	46.3%
23 FIRE MGMT & SUPPORT	24,816,621	24,379,850	1,863,751	11,993,507	49.2%
24 HEALTH	3,187,980	3,190,606	305,596	1,199,150	37.6%
30 PARKS, REC. AND COMMUNITY SERV.	12,901,743	12,297,508	1,077,941	3,965,891	32.2%
40 PUBLIC WORKS AGENCY	13,524,988	13,232,299	1,412,781	5,923,677	44.8%
<b>Expenses Total</b>	<b>115,416,584</b>	<b>114,153,372</b>	<b>9,955,361</b>	<b>49,515,044</b>	<b>43.4%</b>
<b>Net</b>	416,264	1,733,498	(1,175,046)	4,012,955	
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>15,322,166</b>		<b>17,601,623</b>	15.4%

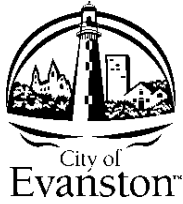


	2018 Actual	2019 Budget	May 2019	YTD 2019	% YTD to Budget
<b>505 PARKING SYSTEM FUND</b>					<b>Target = 42%</b>
<b>Revenue</b>					
Licenses, Permits and Fees	2,798		255	1,030	100.0%
Charges for Services	6,299,952	10,343,855	799,256	3,780,343	36.5%
Interest Income	109,598	20,000	9,697	49,371	246.9%
Intergovernmental Revenue	-			-	0.0%
Other Revenue	337,563	202,020	4,039	108,844	53.9%
Interfund Transfers	3,037,704			-	0.0%
<b>Revenue Total</b>	<b>9,787,615</b>	<b>10,565,875</b>	<b>813,247</b>	<b>3,939,588</b>	<b>37.3%</b>
<b>Expenses</b>					
Salary and Benefits	1,886,080	1,996,976	199,707	722,252	36.2%
Services and Supplies	3,887,706	3,546,775	183,667	1,259,417	35.5%
Insurance and Other Chargebacks	319,648	333,969	27,831	139,153	41.7%
Miscellaneous	231,879	304,000	51,535	51,535	17.0%
Contingencies	1,495	11,000		-	0.0%
Capital Outlay	81,227	3,510,000	128,611	459,839	13.1%
Interfund Transfers	1,440,417	3,512,807	263,567	1,317,836	37.5%
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>854,919</b>	<b>3,950,032</b>	<b>29.8%</b>
<b>Net</b>	(802,896)	(2,684,006)	813,247	(10,444)	
Beginning Fund Balance	3,912,251	3,109,355		3,109,355	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>3,109,355</b>	<b>425,349</b>		<b>3,098,911</b>	23.4%

510-513 WATER FUND	2018 Actual	2019 Budget	May 2019	YTD 2019	% YTD to Budget Target = 42%
<b>Revenue</b>					
Charges for Services	15,223,033	22,615,529	1,267,760	6,840,328	30.2%
Interest Income	255,928	40,000	53,565	235,327	588.3%
Interfund Transfers	187,430			-	0.0%
Licenses, Permits and Fees	47,218	50,000	6,295	30,961	61.9%
Other Revenue	235,772	23,194,160	2,265,239	2,344,516	10.1%
<b>Revenue Total</b>	<b>15,949,380</b>	<b>45,899,689</b>	<b>3,592,859</b>	<b>9,451,133</b>	<b>20.6%</b>
<b>Expenses</b>					
Salary and Benefits	5,804,716	5,533,772	622,475	2,346,829	42.4%
Services and Supplies	3,183,368	6,231,350	364,053	1,076,810	17.3%
Insurance and Other Chargebacks	470,397	489,481	40,790	205,855	42.1%
Capital Outlay	22,219	30,345,500	2,924,337	3,997,177	13.2%
Debt Service	819,926	2,081,841	101,943	135,695	6.5%
Interfund Transfers	3,682,309	3,932,313	327,693	1,638,464	41.7%
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>4,381,291</b>	<b>9,401,830</b>	<b>19.3%</b>
<b>Net</b>	(615,417)	(2,757,568)	(788,432)	49,303	
Beginning Fund Balance	6,116,159	5,500,742		5,500,742	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>5,500,742</b>	<b>2,743,174</b>		<b>5,550,045</b>	11.4%

	2018 Actual	2019 Budget	May 2019	YTD 2019	% YTD to Budget
<b>515 SEWER FUND</b>					<b>Target = 42%</b>
<b>Revenue</b>					
Charges for Services	11,919,244	10,483,885	750,271	4,449,572	42.4%
Interest Income	56,455	5,000	9,430	46,174	923.5%
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>759,701</b>	<b>4,495,745</b>	<b>33.1%</b>
<b>Expenses</b>					
Salary and Benefits	1,400,023	1,354,512	147,931	552,724	40.8%
Services and Supplies	301,786	304,500	318,314	344,184	113.0%
Insurance and Other Chargebacks	269,988	282,083	23,507	117,534	41.7%
Miscellaneous	230	1,500		1,610	107.3%
Capital Outlay	(654)	4,890,636	68	2,068	0.0%
Interfund Transfers	991,677	1,773,532	64,461	322,305	18.2%
Debt Service	959,123	6,148,475	1,024,321	2,754,494	44.8%
Depreciation Expense	3,615,269			-	0.0%
<b>Expenses Total</b>	<b>7,537,442</b>	<b>14,755,238</b>	<b>1,578,603</b>	<b>4,094,919</b>	<b>27.8%</b>
<b>Net</b>	4,628,687	(1,162,353)	(818,902)	400,826	
Beginning Fund Balance	(238,628)	4,390,059		4,390,059	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>4,390,059</b>	<b>3,227,706</b>		<b>4,790,885</b>	32.5%

	2018 Actual	2019 Budget	May 2019	YTD 2019	% YTD to Budget
<b>520 SOLID WASTE FUND</b>					<b>Target = 42%</b>
<b>Revenue</b>					
Property Taxes	410,000	820,000		410,000	50.0%
Charges for Services	3,672,193	4,239,270	397,260	1,617,950	38.2%
Other Revenue	124,222	138,000	3,685	66,047	47.9%
Interfund Transfers	705,967	150,000	12,500	62,500	41.7%
Licenses, Permits and Fees	286,662	486,000	61,003	103,367	21.3%
<b>Revenue Total</b>	<b>5,199,044</b>	<b>5,833,270</b>	<b>474,447</b>	<b>2,259,864</b>	<b>38.7%</b>
<b>Expenses</b>					
Salary and Benefits	1,075,012	1,076,209	118,555	432,988	40.2%
Services and Supplies	3,432,094	3,601,076	322,020	1,322,199	36.7%
Insurance and Other Chargebacks	1,520	-		898	100.0%
Miscellaneous	5,288	7,500	431	8,550	114.0%
Capital Outlay	14,013	386,650	10,546	28,395	7.3%
Interfund Transfers	322,362	322,362	26,864	134,318	41.7%
Debt Service	1,280	22,745		-	0.0%
<b>Expenses Total</b>	<b>4,851,568</b>	<b>5,416,542</b>	<b>478,414</b>	<b>1,927,347</b>	<b>35.6%</b>
<b>Net</b>	347,476	416,728	(3,967)	332,517	
Beginning Fund Balance	(1,451,490)	(1,104,014)		(1,104,014)	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>(1,104,014)</b>	<b>(687,286)</b>		<b>(771,497)</b>	-14.2%



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Scott Mangum, Planning and Zoning Manager  
Subject: Weekly Zoning Report  
Date: June 26, 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, June 20, 2019 - June 26, 2019**

**Backlog (business days received until reviewed): 9**

**Volume (number of cases pending staff review): 24**

**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 additional information from the applicant
1	225 Greenwood Street	R1	Building Permit	Replace front stairs	06/17/19	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	revisions in, pending staff review
2	1420 Dewey Avenue	R3	Building Permit	New single-family residence	04/15/19	pending subdivision application, revisions from the applicant
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	1154 Ashland Avenue	R3	Building Permit	2nd story addition	05/24/19	pending revisions from the applicant
2	1742 Asbury Avenue	R1	Building Permit	Roof mounted solar panels	05/28/19	pending additional information from the applicant
2	1620 Darrow Avenue	R3	Building Permit	Addition, interior and exterior remodel, new brick paver driveway	06/05/19	pending revisions from applicant.
2	1622 Darrow Avenue	B2/oWE	Building Permit	New brick paver driveway	06/05/19	non-compliant, pending revisions from the applicant
2	942 Pitner Avenue	MXE	Building Permit	2nd floor addition and interior remodel	06/10/19	non-compliant, pending addition information from applicant
2	935 Grey Avenue	R2	Building Permit	Egress window well	06/17/19	pending staff review
2	1817 Greenwood Street	R3	Building Permit	New detached garage	06/21/19	pending staff review
2	1800 Greenwood Street	R3	Building Permit	Replace front stairs and stoop	06/24/19	pending staff review
2	1740 Ridge Avenue	O1	Building Permit	ADA ramp at existing building entrance	06/26/19	pending staff review
3	429 Lee Street	R5	Building Permit	Replace front steps	05/21/19	pending revisions from the applicant
3	1114 Hinman Avenue	R1	Building Permit	Outdoor sports patio	05/30/19	pending additional information from the applicant
3	1120 Forest Avenue	R1	Building Permit	Replace front patio and stairs	06/18/19	pending staff review
3	821 Chicago Avenue	C1a	Building Permit	Interior remodel	06/26/19	pending staff review
4	1012 Church Street	D3	Zoning Analysis	New performance theater (Northlight Theatre)	05/09/19	non-compliant, pending Planned Development application
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	revisions in, pending staff review
4	1321 Ashland Avenue	R3	Building Permit	Roof mounted solar panels	05/29/19	pending Preservation
4	1222 Dryden Place	R1	Building Permit	New single-family residence	06/11/19	pending additional information from the applicant
4	1121 Main Street	R1	Building Permit	Roof mounted solar panels	06/13/19	pending additional information from the applicant
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	2110 Darrow Street	R3	Building Permit	New single-family residence	05/14/19	pending revisions from the applicant, recorded plat of subdivision
5	1950 Green Bay Road	C2	Building Permit	Remodel existing mini-mart (Mobile service station)	05/23/19	<b>pending DAPR</b>
6	2627 Lincolnwood Drive	R1	Building Permit	Deck	04/26/19	non-compliant, pending additional information from the applicant
6	2622 Grant Street	R1	Building Permit	Remove concrete, replace with steppers and gravel	05/03/19	pending minor variation application
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 additional information from the applicant
6	3700 Glenview Road	R2	Building Permit	Front walk, patio	05/21/19	non-compliant, pending revisions from the applicant
6	3035 Thayer Street	R1	Building Permit	Garage	06/17/19	pending additional information from the applicant
6	3230 Park Place	R1	Building Permit	1-story and 2nd story additions, interior renovation	06/18/19	pending staff review
6	2718 Ewing Avenue	R1	Building Permit	Garage masonry repair	06/19/19	pending staff review
6	3310 Hayes Street	R1	Building Permit	1-story addition, interior remodel	06/19/19	pending staff review
6	2501 Thayer Street	R1	Building Permit	Replace deck	06/21/19	pending staff review
6	3507 Central Street	R2	Building Permit	New patio, replace sidewalk and patio	06/24/19	pending staff review
6	2922 Central Street	B1a/oCS	Building Permit	Interior renovation of existing cafe	06/25/19	pending staff review
6	2521 Princeton Avenue	R2	Building Permit	Demo and rebuild 3-season sunroom	06/26/19	pending staff review
7	2650 Sheridan Road	R1	Building Permit	New single-family residence	12/28/18	non-compliant, pending major variation application
7	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	non-compliant, pending additional information and revisions from the applicant
7	2505 Jackson Avenue	R1	Building Permit	Addition	06/03/19	non-compliant, pending revisions from the applicant
7	2504 Green Bay Road	B1a/oCS	Zoning Analysis	Maintain existing photography studio at 1st floor, convert remaining interior space in existing building to 3 dwelling units	06/19/19	pending staff review
7	2500 Hartrey Avenue	R1	Building Permit	1-story addition	06/20/19	pending staff review
7	2736 Asbury Avenue	R1	Building Permit	Detached garage, 22x22	06/24/19	pending staff review
7	2636 Broadway Avenue	R1	Building Permit	Roof mounted solar panels	06/24/19	pending staff review

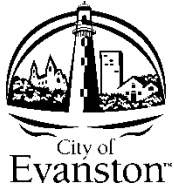
8	999 Howard Street	C1	Zoning Analysis	Existing CJE Adult Daycare Building + New 4 Story Multiple Family Residence with 60 units And 57 Parking Spaces.	01/29/19	non-compliant, pending revisions from the applicant
8	140 Chicago Avenue	C1	Building Permit	New automobile service station (Mobile)	05/23/19	<b>non-compliant, pending revisions from the applicant, DAPR</b>
8	1723 Dobson Street	R2	Building Permit	1-story addition	06/21/19	pending staff review
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	non-compliant; pending revisions from the applicant
9	1421 Cleveland Street	R2	Building Permit	Relocate egress door, add stairs	06/13/19	pending staff review
9	2201 Oakton Street	I1	Building Permit	Roof mounted solar panels	06/18/19	pending staff review
9	707 Asbury Avenue	R2	Building Permit	Remove and replace front stoop	06/20/19	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	<b>pending DAPR 07/17/19, PC</b>
1	818 Colfax Avenue	R1	Minor Variation	Interior side yard setback for detached garage	05/20/19	pending Preservation, public notice
1	1619 Chicago Avenue	D4	Major Adjustment to a Planned Development	Subdivision of existing parcel and Major Adjustment of the Merion Planned Development (Ordinance 86-O-13)	06/10/19	<b>pending DAPR 07/17/19, PC</b>
2	1815 Oak-Ridge Avenue	D4	Planned Development	Major Adjustment to approved 1815 Oak Avenue Planned Development	04/30/19	<b>pending PC 07/24/19</b>
2	1710 Lake Street	R3	Minor Variation	Rear setback for det-garage (under construction)	06/07/19	determination after 07/11/19
2	1000 Florence Avenue	R3	Major Variation	Front, interior side, and street side yard setbacks for 2nd floor addition	06/20/19	<b>pending DAPR, ZBA</b>
4	1211-1217 Ridge Avenue	R1	Plat of Subdivision	Subdivide zoning lot into 2 lots	04/23/19	<b>pending staff review, P&amp;D 07/22/19</b>
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
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 07/16/19</b>
6	2622 Grant Street	R1	Minor Variation	Interior side and rear yard setbacks for paver patio	05/24/19	determination after 06/20/19
6	2727 Lincoln Street	R1	Minor Variation	Rear yard setback for addition	06/07/19	pending Preservation, 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	2510 Green Bay Road	B1a/oCS C	Special Use	Special Use for Commercial Indoor Recreation, escape room	06/11/19	pending staff review



8	999 Howard Street	C1	Planned Development	Map Amendment, new 4-story 60-dwelling unit multi-family building, affordable housing	02/19/19	pending Planned Development application
8	747 Howard Street	B3	Special Use	Special Use for Religious Institution	05/02/19	<b>pending DAPR, ZBA 07/16/19</b>
8	1321 Brummel Street	R4	Major Variation	Number of dwelling units, lot width, building height, parking for 2-story addition for 2 additional dwelling units	06/06/19	<b>pending DAPR, ZBA</b>
8	1723 Dobson Street	R2	Minor Variation	Interior side yard setback for a/c unit	06/19/19	pending public notice
8	100 Chicago Avenue	B3	Planned Development	Major Adjustment to approved 100 Chicago Avenue Planned Development	06/21/19	<b>pending DAPR 07/03/19, PC 07/10/19</b>
9	900 South Boulevard	R1	Minor Variation	Interior side yard setback for shed	05/28/19	determination after 06/25/19



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: June 28, 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.

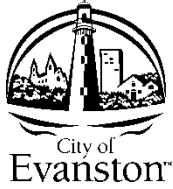
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

# Inspector Weekly Update

Cases Received, June 28, 2019

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	811 Emerson (Focus Development)	Mixed Use Building	Column repairs are completed and shoring columns continue to be removed. Masons are now installing brickwork at the southwest corner. Crews continue rough-in work (plumbing, electrical and interior walls) on all floors. 2nd shift work is being done on an as needed basis. Site is being maintained.	6/27/2019
2	1801 Main Street (Robert Crown)	Recreation Facility	Work continues to move forward with roof construction, steel erection and detailing. Mason crews continue moving forward on the exterior walls. The site is being maintained.	6/27/2019
2	2215 Dempster Street (HOW)	Multi-Unit Building	Drywall finishing continues to move forward. Interior fixtures, base/wall cabinets are being installed in the 2nd floor units. Exterior cladding is nearing completion. Site is being maintained.	6/27/2019
2	1727 Oak Ave (Avidor)	Multi-Unit Building	Deck installation continues. Crews are currently forming the 4th floor deck. Rough-in plumbing and electrical continues to move forward at ground level and 1st floor deck. Street cleaning is being addressed regularly. Catch baskets are in place and clean.	6/27/2019
4	1500 Sherman (Albion at Evanston)	Mixed Use Building	Interior rough-in work (plumbing, electric and wall installation) continues floor to floor. Glazing unit installation has been completed to the 11th floor deck. Site is being maintained.	6/27/2019
5	2525 Church Street (Pumping Station)	Pumping Station	Exterior work on the structure is nearing completion (soffits and fascia); hardscape areas adjacent to the building are complete. Crews continue to move forward on the interior work, (pump, and electrical installations). Exterior grading is still rough. Site is being maintained.	6/27/2019



# Memorandum

To: Honorable Mayor and Members of the City Council

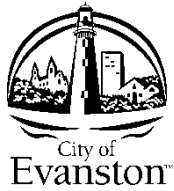
From: Ike Ogbo, Interim Health Director

Subject: Food Establishment License Application Weekly Report

Date: June 28, 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
4	804 Davis	Clarke's	6/19/19	Relocation – Pending Inspections
3	1322 Chicago Ave	Shinsen	5/23/2019	Pending Inspections
5	910 Noyes St	Coffee Lab & Roasters-Evanston	5/6/2019	Change of Ownership – Pending Re-Inspections
7	1926 Central St	Comida	4/1/2019	Building Permit Issued - Pending Inspections
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 CO
5	2121 Ashland Ave	Double Clutch	2/13/2019	Building Permit issued - Pending Inspections
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



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Hugh DuBose, Deputy City Attorney

Subject: Weekly Liquor License Application Report

Date: June 28, 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.



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING JUNE 28, 2019**

## HAPPY BIRTHDAY AMERICA!!

**Editor's Note:** The NWMC offices will be closed on Thursday, July 4.

### ***Welcome Kendra!***

On Tuesday, Kendra Johnson began her career with the Northwest Municipal Conference as our new Program Associate for Transportation. Kendra has a Master's Degree in Public Policy from DePaul University and previously served as Program Manager for the Midwest High Speed Rail Association. Her duties include staffing the North Shore Council of Mayors, the NWMC Transportation and Bicycle/Pedestrian Committees as well as the regional watershed planning councils established by the Metropolitan Water Reclamation District. Please join us in welcoming Kendra to the Conference family! *Staff contacts: Mark Fowler, Larry Bury*

### ***There is Still Time to Register for the Suburban Purchasing Cooperative Vendor Fair!***

The Suburban Purchasing Cooperative (SPC) will host its first Vendor Fair on Thursday, July 11. Thank you to NWMC members *Barrington, Buffalo Grove, Deerfield, Elk Grove Village, Evanston, Glencoe, Highland Park, Hoffman Estates, Lincolnshire, Lincolnwood, Niles, Northfield, Northfield Township, Palatine, Park Ridge, Prospect Heights, Skokie, Wheeling and Wilmette* for registering for the fair, which will be held from 11:00 a.m. to 2:00 p.m. in Room 1610 and Parking Lot C at Oakton Community College, 1600 E. Golf Road, in *Des Plaines*.

Representatives from DuPage Mayors & Managers Conference (DMMC), South Suburban Mayors & Managers Association (SSMMA) and Will County Governmental League (WCGL) will also be on hand to support their attending members including Addison, Aurora, Elmhurst, Glendale Heights, Midlothian, Naperville, Olympia Fields, Oswego, Steger Police Department and Westmont. We also thank DuPage County Forest Preserve, Geneva, Maine Township, Oak Park Library and Oakton Community College for registering.

The SPC Vendor Fair is 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
- Gas Depot - Fuel
- 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.

For more information and to complete the RSVP form for the event, please visit <http://www.nwmc-cog.org/SPC-Documents/2019-SPC-Vendor-Fair-Vendor-Invitation-07-11-19.aspx>. 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*

### ***North Shore Technical Committee Finalizes Draft STP Methodology***

The North Shore Council of Mayors Technical Committee met Thursday at the *Skokie Village Hall* and received a presentation from NWMC staff on the latest draft of the council’s updated Surface Transportation Program (STP) methodology. The final draft has been sent to the Chicago Metropolitan Agency for Planning (CMAP) for feedback and will be released for 30-day public comment following CMAP staff’s review. The final version will be presented for approval by the Technical Committee at its meeting on August 27, after which it will go to the full North Shore Council for approval in September.

In other business, the Technical Committee received updates from several agencies on area projects. Pace staff informed the committee that the agency’s Pulse service along Milwaukee Avenue is set to begin on August 11 and staff from the Cook County Department of Transportation informed the committee that the department has begun the process to adopt a new county-wide transit plan. CMAP staff also provided updates, noting that scores had been released for CMAQ, TAP-L, and STP-Shared Fund applications. Draft programs for each fund source will go before the relevant Project Selection Committee on July 18, after which they will be released for public comment. *Staff contacts: Kendra Johnson, Josh Klingenstein*

### ***Sign Up Today for the July 23 NWMC Surplus Vehicle & Equipment Auction!***

Make plans today to participate in the July 23 NWMC Surplus Vehicle and Equipment Auction, which will be held at 2:00 p.m. at America’s Auto Auction in Crestwood. In addition to the live auctions, America’s also offers Internet auctions on par with GovDeals and Public Surplus. The last live auction of the year will be held on September 22. For questions or additional information, please contact Keegan Hero, [keegan.hero@americasautoauction.com](mailto:keegan.hero@americasautoauction.com) or 708-389-4488 (office) or 815-616-0434 (cell). *Staff contact: Ellen Dayan*

### ***IDOT Requests Agency Compliance with Bridge Inspection Program***

In order to improve compliance with the National Bridge Inspection Program (NBIP), [IDOT released a letter](#) last Thursday clarifying policies for installing load posting signs and bridge closures. A recent Federal Highway Administration (FHWA) review of the state’s bridge inspection program revealed deficiencies in the program, specifically relating to NBIP Metric 14 (inspection procedures). IDOT is asking those involved in the bridge inspection program to incorporate applicable procedures into agency inspection protocol as soon as possible.

For more information, see the IDOT circular letter, or contact the IDOT Bridge Management and Inspection Unit office, 217-785-4537. *Staff contacts: Kendra Johnson, Josh Klingenstein*

### ***Illinois EPA Announces CMAQ Green Fleets Funding Opportunity***

On June 19, the Illinois Environmental Protection Agency (EPA) announced the availability of \$860,329 in funding for the purchase of new natural gas or propane fleet vehicles as well as for retrofitting conventional vehicles to run on natural gas or propane. Eligible vehicles must be owned by applicants and operate at least 70 percent of the time in the Chicago ozone nonattainment area. Applications are due by 5:00 p.m. on September 17. Please visit [Driving a Cleaner Illinois NOFO](#) or contact Darwin Burkhart, [epa.cmaqgrants@illinois.gov](mailto:epa.cmaqgrants@illinois.gov) for further information. *Staff contacts: Kendra Johnson, Josh Klingenstein*

### ***IDOT Issues Updates to Bureau of Local Roads and Streets Forms***

The IDOT Bureau of Local Roads and Streets (BLRS) has issued updates to a number of forms on its website. Each revised form now contains instructions on how to properly complete the required information, and each form is also now presented in a fillable Adobe format with drop-down options for certain fields. Revised forms are available on the IDOT website under the [resources tab](#). Additional form revisions will be released in sets as they are completed.

In addition to the revision of a number of forms, BLRS has worked to eliminate unnecessary or duplicative forms. Old forms will be deleted from the website, but they may be used until August 1, 2019. For more information and a list of revised forms that have been released, please see the [IDOT circular letter released on June 17, 2019](#). *Staff contacts: Kendra Johnson, Josh Klingenstein*

### ***UIC Seeks Municipal Capstone Projects***

*From the desk of University of Illinois at Chicago Public Administration Associate Professor James Thompson:*  
Does your municipality collect data that no one has time to analyze? Do you have projects that get postponed due to a lack of resources? Do you need expertise to assess a human resources or financial management challenge facing your municipality? The University of Illinois at Chicago Department of Public Administration is seeking proposals from local government units in the Chicago area for Capstone Projects for teams of graduating Master of Public Administration students.

These “learning in action” projects give students the opportunity to work on practical problems with the support of faculty in a real-world situation. The deadline for project proposals for the fall semester is July 19. The request for proposals and application form can be found at the following URL - <https://cuppa.uic.edu/academics/pa/pa-programs/master-public-administration/mpa-capstone/>.

Questions? Contact the instructor, Professor James Thompson at [jthomp@uic.edu](mailto:jthomp@uic.edu) or 312.355.0304. *Staff contact: Mark Fowler*

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

*Suburban Purchasing Cooperative Vendor Fair* will be held on Thursday, July 11, 11:00 a.m. to 2:00 p.m. in Room 1610 and Parking Lot C at Oakton Community College, 1600 E. Golf Road, in *Des Plaines*.

*NWMC Bicycle & Pedestrian Committee* will meet on Tuesday, July 16 at 10:30 a.m. at the NWMC offices in *Des Plaines*.

*NWMC Surplus Vehicle and Equipment Auction* will be held on Tuesday, July 23, 2:00 p.m. at America’s Auto Auction.