



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: Weekly City Manager's Update
Date: August 30, 2019

STAFF REPORTS BY DEPARTMENT



Weekly Report for August 22, 2019 – August 28, 2019

City Manager's Office

City Council Agenda Schedule
Monthly Financial Report – July 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

Tuesday, September 3, 2019

Public Art Subcommittee – CANCELLED

www.cityofevanston.org/artscouncil

Wednesday, September 4, 2019

Design and Project Review Committee

www.cityofevanston.org/dapr

Human Services Committee

www.cityofevanston.org/humanservices

Thursday, September 5, 2019

Housing and Homelessness Commission

www.cityofevanston.org/housingcommission

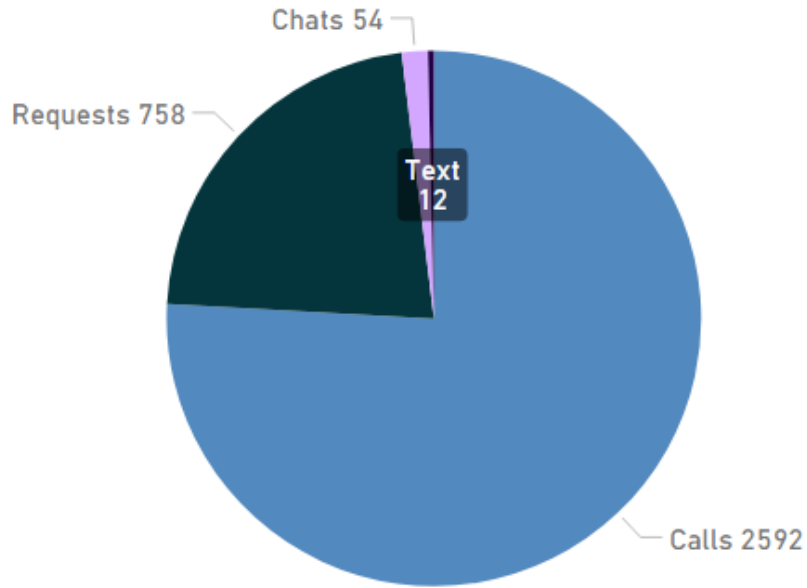


Weekly Report

August 22- 28, 2019

Service Requests

- Calls
- Requests
- Chats
- Text



Percentage Change From Last Week	
Service Requests	Difference
Text	-40.00%
Requests	3.00%
Chats	4.00%
Calls	15.00%

Trending

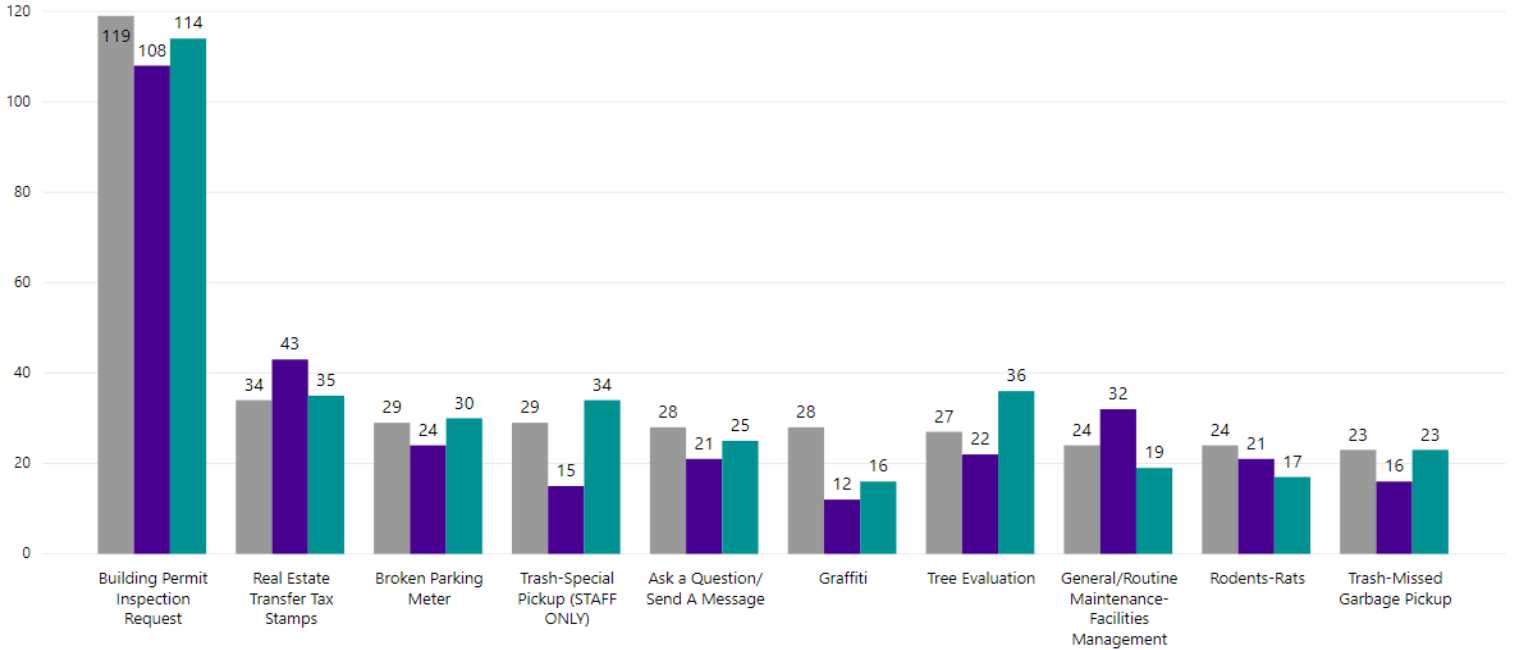
Water Shut Off
Dead Animals



Weekly Report

August 22- 28, 2019

● This Week (Aug 22-28) ● Last Week (Aug 15-21) ● Two Weeks (Aug 8-14)



Missed Garbage Pickup

This week 23; Last week 16
Above 3 year avg. of 14.2

Missed Recycling Pickup

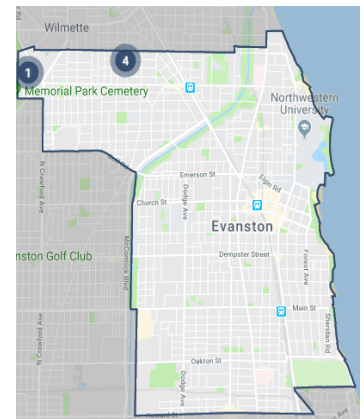
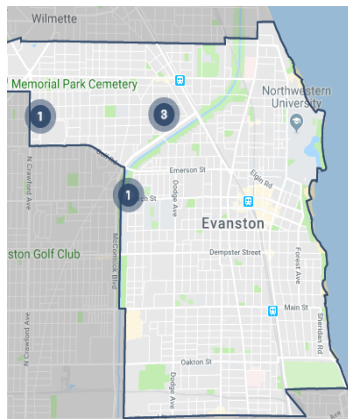
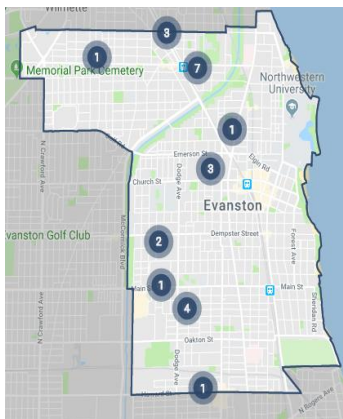
This week 5; Last week 15
Below 3 year avg. of 13.1

Missed Yard Waste

This Week 4; Last Week 7
Below 3 year avg. of 11

Rodents/Rats

This week 5; Last week 21
Below 3 year avg. of 20.3



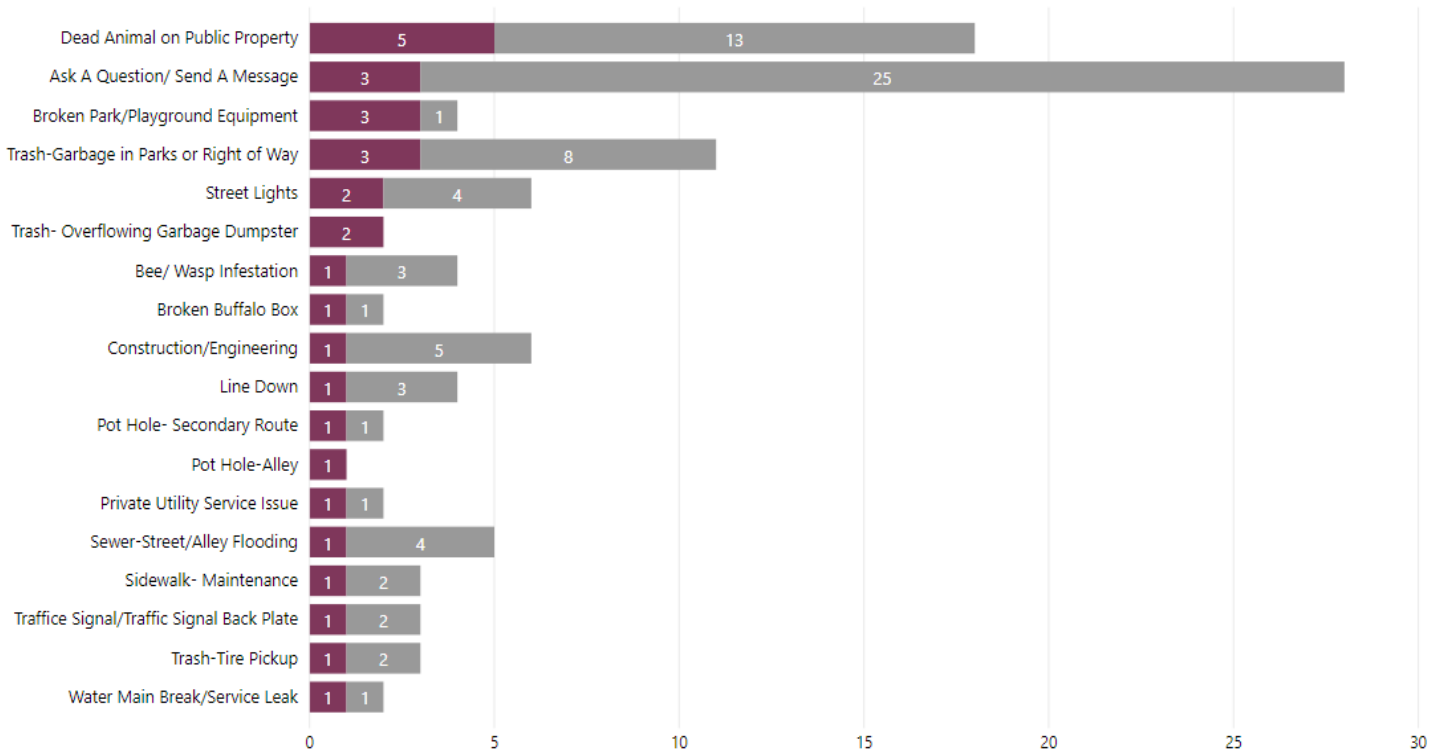


Weekly Report

August 22- 28, 2019

SLA Analysis

● # Late ● # OnTime



Upcoming Events- September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2	3 6:00 PM Public Art Subcommittee - CANCELED 7:00 PM 1st Ward Meeting	4 2:30 PM Design and Project Review Committee 6:00 PM Human Services Committee	5 4:00 PM Howard Street Open House 7:00 PM Housing and Homelessness Commission	6	7 10:00 AM Five-O Fitness Evanston 6:00 PM ETHS Boosterpalooza	8 1:00 PM Evanston Streets Alive & Green Living Festival

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
Admin Serv	9/16/2019	Discussion of Civic Center Next Steps	D	CC	Bobkiewicz	
Admin Serv	9/16/2019	Adult Use Cannabis	D	CC	Storlie	
Admin Serv	9/16/2019	Robert Crown	D	CC	Storlie	
CMO	9/16/2019	Equity in the Arts Program	B	CC	Bobkiewicz	
CD	9/16/2019	Evanston Development Cooperative	B	CC	Leonard	
Admin Serv	9/23/2019	Parking Garage Capacity Signs	O	APW	Storlie	
Admin Serv	9/23/2019	G Suite Renewal	B	APW	Storlie	
Law	9/23/2019	Outside Counsel and Litigation Procedures	B	APW	Masoncup	
Law	9/23/2019	Lease Agreement with North Shore Senior Center	R	APW	Masoncup	
PRCS	9/23/2019	Noyes 3 month lease	R	APW	Hemingway	
PWA	9/23/2019	Filter Plant Freight Elevator Repairs	B	APW	Stoneback	
CD	9/23/2019	Divvy Contract	O	PD	Leonard	
CD	9/23/2019	Electric Bikes	O	PD	Leonard	
CD	9/23/2019	Proposed Central Street SSA (East) #7	O	PD	Leonard	For Intro
CD	9/23/2019	Proposed Central Street SSA (West) #8	O	PD	Leonard	For Intro
CD	9/23/2019	Reconstitution Downtown Evanston SSA #4	O	PD	Leonard	For Intro
CD	9/23/2019	1321 Brummel - Major Variations to increase from a 2-flat to a 4-unit building	O	PD	Leonard	
CD	9/23/2019	1215 Church Street - Planned Development for the YWCA	O	PD	Leonard	For Intro
PRCS	10/14/2019	Chess RFP	B	APW	Hemingway	
CMO	10/28/2019	Truth in Taxation - 2019 Tax Levy	B	CC	Desai	
CMO	10/28/2019	Budget Introduction	O	APW	Desai	
CMO	10/28/2019	Tax Levy	O	APW	Desai	
CD	11/11/2019	Residential Care Home - Text Amendment	O	PD	Leonard	
CD	12/9/2019	Affordable Housing Update	D	CC	Leonard	

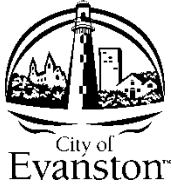
Council & Committee Meetings

8/28/2019	6:00 PM	Transportation and Parking Committee				
8/28/2019	7:30 PM	Economic Development Committee				
9/4/2019	6:00 PM	Human Services Committee				
9/5/2019	7:00 PM	Housing and Homelessness Commission				
9/9/2019	6:00 PM	Administration & Public Works/Planning & Development/City Council				
9/16/2019	6:00 PM	City Council				

REFERRALS AT CITY COUNCIL MEETINGS

Dept	Date of Referral	Item	Alderman/ Staff	Tentative Date	Outcome	
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		

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	3/11/2019	Opportunities/Barriers on local vendors	Braithwaite	Will discuss at May M/W/EBE		
CMO	4/8/2019	Phase Out Gas Lawn Mowers and Leaf Blowers	Revelle	Will discuss May Environ. Board		
CD/PWA	4/22/2019	Definition of "Heritage Trees"	Fiske	5/13/19 P&D		
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	Rezoning - Emerson between Wesley and Judson	Rue Simmons			
CD	5/13/2019	Demolition Tax - Why residential property only?	Rainey			
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	X	
Admin Svcs	5/28/2019	Healthy Workplace Environment Policy Process	Fleming	Will discuss at 8/5 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
CD	8/5/2019	Parking Transportation/Bikes on Sidewalks	Fiske	Community Development		Will be discussed at Trans/Parking
DEFERRED						
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: July 2019 Monthly Financial Report

Date: August 27, 2019

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

July 2019	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	74,243,695	68,694,430	5,549,265	19,181,628	13,286,786
175 GENERAL ASSISTANCE FUND	695,130	684,968	10,162	611,856	611,856
176 HEALTH AND HUMAN SERVICES	495,022	441,156	53,866	67,511	67,511
180 GOOD NEIGHBOR FUND	1,003,068	461,824	541,244	545,846	545,846
185 LIBRARY FUND	5,451,053	4,185,842	1,265,211	2,768,365	2,768,270
186 LIBRARY DEBT SERVICE FUND	175,000	85,438	89,562	94,143	94,143
187 LIBRARY CAPITAL IMPROVEMENT FD	1,893,266	1,504,933	388,333	1,356,882	1,356,882
200 MOTOR FUEL TAX FUND	1,092,393	575,449	516,945	2,552,999	2,391,218
205 EMERGENCY TELEPHONE (E911) FUND	735,469	588,989	146,480	908,545	665,884
210 SPECIAL SERVICE AREA (SSA) #4	328,247	262,500	65,747	(161,089)	(161,089)
215 CDBG FUND	95,719	537,566	(441,847)	(378,494)	(378,494)
220 CDBG LOAN FUND	91,822	56	91,766	264,959	264,959
235 NEIGHBORHOOD IMPROVEMENT	505	78	428	171,501	171,501
240 HOME FUND	87,234	106,176	(18,942)	(11,618)	(11,618)
250 AFFORDABLE HOUSING FUND	350,141	130,377	219,764	1,584,918	1,683,573
320 DEBT SERVICE FUND	10,294,234	2,565,046	7,729,188	8,147,169	8,258,537
330 HOWARD-RIDGE TIF FUND	437,134	218,465	218,669	2,435,531	2,417,169
335 WEST EVANSTON TIF FUND	501,897	378,710	123,187	743,567	737,316
340 DEMPSTER-DODGE TIF FUND	124,016	41,342	82,674	137,517	136,314
345 CHICAGO-MAIN TIF	592,215	58,694	533,521	707,430	701,424
350 SPECIAL SERVICE AREA (SSA) #6	164,722	1	164,721	167,820	166,412
415 CAPITAL IMPROVEMENTS FUND	9,673,052	4,383,504	5,289,548	19,187,796	20,556,983
416 CROWN CONSTRUCTION FUND	23,041,878	9,949,586	13,092,292	30,617,827	29,602,218
420 SPECIAL ASSESSMENT FUND	415,916	172,817	243,099	2,863,888	2,863,225
505 PARKING SYSTEM FUND	5,681,936	5,850,759	(168,823)	2,940,532	3,079,384
510 WATER FUND	18,498,658	13,499,708	4,998,950	10,499,692	8,826,251
515 SEWER FUND	7,155,382	6,562,692	592,690	4,982,750	3,695,266
520 SOLID WASTE FUND	2,982,236	2,815,080	167,156	(936,858)	(1,293,558)
600 FLEET SERVICES FUND	1,731,440	1,736,997	(5,556)	225,660	(817,562)
601 EQUIPMENT REPLACEMENT FUND	780,663	927,348	(146,685)	864,613	687,304
605 INSURANCE FUND	11,170,890	13,681,775	(2,510,885)	(11,304,732)	(6,985,532)
Grand Total	179,984,033	141,102,304	38,881,728	101,838,157	95,988,382

Included above are ending fund and cash balances as of July 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.

As of July 31, 2019, fund balances have been updated to reflect audited 2018 ending fund balances.

General Fund

The attached financials show General Fund revenues at 64.1% of budget and expenses at 60.2% of budget, compared to a 7-month target of 58%. Revenues are above target in a number of areas. Licenses, Permits and Fees appears above target due to building permit revenue, and Charges for Services is high due to recreation fees paid at the beginning of summer. As of July 31, 75.5% of property tax revenue has been received. Second installment bills were due on August 1, causing high receipts in July.

Expenses are above target of 58% in some departments. Police and Fire show expenses at 62.1% and 66.1% 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, nearly 75% of pension property taxes have been received and transferred to pension funds. When those transfers are removed, Police and Fire both show expense around 58% of budget.

	2019 Budget	2019 YTD	% Actual to Budget
Police Department			
Total Expenses	\$38,737,094	\$24,062,641	62.1%
Pension Fund Transfer	\$10,462,704	\$7,709,275	73.7%
Expenses without Transfer	\$28,274,390	\$16,353,366	57.8%
Fire Department			
Total Expenses	\$24,379,850	\$16,110,353	66.1%
Pension Fund Transfer	\$8,344,947	\$6,502,232	77.9%
Expenses without Transfer	\$16,034,903	\$9,608,121	59.9%

Overtime in Police and Fire are trending high, as shown in the table below.

Overtime Expenses	2018 Actual	2019 Budget	2019 YTD	% Actual to Budget
Police	\$1,606,236	\$959,106	\$843,153	87.9%
Fire	\$1,007,263	\$759,956	\$834,516	109.8%

In the Police department, some of the additional overtime is reimbursed by businesses, community groups, and Northwestern University. As of July 31, \$220,518 had been received in reimbursements for overtime and special details on a budget of \$400,000. Based on outstanding invoices and upcoming events, the department expects to receive

\$600,000 in reimbursements for overtime by year end, exceeding the budgeted revenue by at least \$200,000. This fall, Northwestern University will reimburse the City for the Police presence within Ryan Field and on the streets around the stadium.

The Fire Department has expended its budget for overtime due to multiple vacancies and medical leaves, coupled with daily minimum staffing requirements. Through July 31, the department had spent 56% of budget in Regular Pay, a savings of \$220,000. The department has recently filled some of those vacancies, and hopes that overtime spending will slow down as the year continues. Revenue of \$58,559 in overtime reimbursements has also been received to offset some costs.

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.

Enterprise Funds

Parking fund revenues through July 31, 2019 are below target. Parking revenue 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 during the summer. Expenses also remain below target.

Through July 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 July 31, 2019, the Sewer Fund also appears low on expenses due to capital project budgets that will be spent later in the summer. These projects are also primarily funded through IEPA loan financing, budgeted as Other Revenue.

Through July 31, 2019, the Solid Waste Fund has a negative fund balance of \$1,616,654 and a negative cash balance of \$1,293,558. The Solid Waste Fund has received 50% of budgeted property tax revenue for the year, with the remainder to be received in August.

Other Funds

Through July 31, 2019, the SSA #4 Fund is showing a negative fund and cash balance of \$161,089.

Through July 31, 2019, the CDBG Fund has higher monthly and year-to-date expenses than revenues. This is due to a delay in reimbursements from government agencies. As of July 31, 2019 the fund has a negative fund and cash balance of \$378,494.

Through July 31, 2019, the Capital Improvements Fund is showing a fund balance of \$19,187,796 and a cash balance of \$20,556,983. The fund continues to spend down balances from the 2018B General Obligation Bonds received in August 2018, and has begun spending from the 2019B bond proceeds received in June 2019.

Through July 31, 2019, the Crown Construction fund is showing fund balance of \$30,617,827 and cash balance of \$29,602,218. A donation of \$5 million from Friends of the Robert Crown Center was received in May 2019, and proceeds from the 2019A bonds were received in June. The fund continues to spend down balances from General Obligation Bond proceeds.

Through July 31, 2019, the Insurance Fund is showing a negative fund balance of \$11,304,732 and a negative cash balance of \$6,985,532. The fund had 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 litigations.

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

CERTIFICATION OF ATTACHED FINANCIAL REPORTS

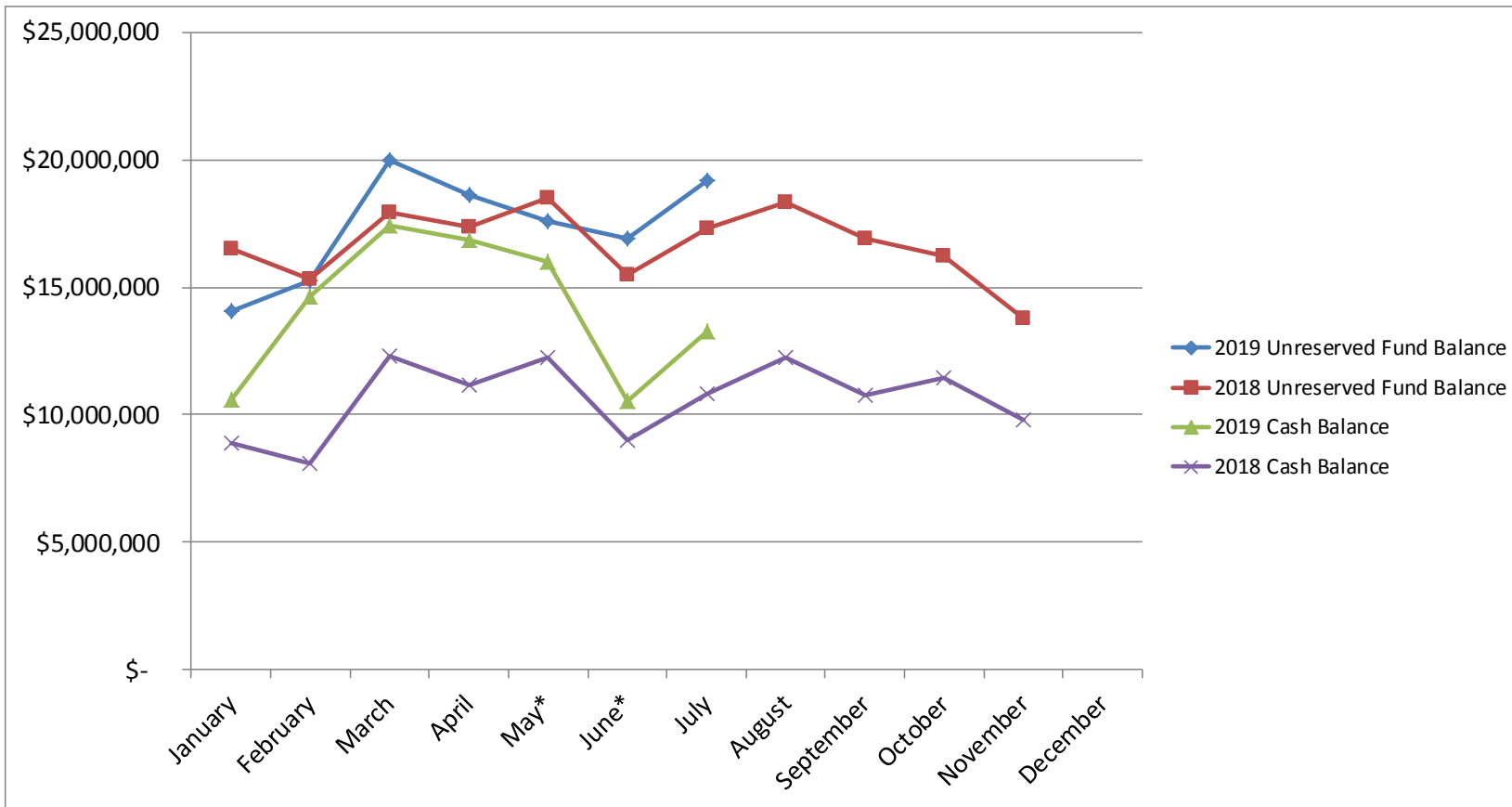
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the July 31, 2019 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

2018 v 2019 Fund and Cash Balance - General Fund

	January	February	March	April	May*	June*	July
2019 Unreserved Fund Balance	\$ 14,074,270	\$ 15,248,569	\$ 19,960,779	\$ 18,594,617	\$ 17,601,206	\$ 16,913,780	\$ 19,181,628
2018 Unreserved Fund Balance	\$ 16,512,558	\$ 15,306,742	\$ 17,933,253	\$ 17,384,626	\$ 18,479,429	\$ 15,488,721	\$ 17,279,434
2019 Cash Balance	\$ 10,603,771	\$ 14,634,340	\$ 17,403,563	\$ 16,875,201	\$ 16,013,733	\$ 10,547,544	\$ 13,286,786
2018 Cash Balance	\$ 8,905,448	\$ 8,120,225	\$ 12,288,418	\$ 11,184,339	\$ 12,226,888	\$ 9,006,016	\$ 10,816,697



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

	2018 Actual	2019 Budget	July 2019	YTD 2019	% YTD to Budget Target = 58%
100 GENERAL FUND					
Revenue					
Property Taxes	28,188,353	30,047,955	6,574,698	22,586,950	75.2%
Other Taxes	52,673,637	53,671,300	4,424,641	31,041,661	57.8%
Licenses, Permits and Fees	9,165,957	7,651,400	641,414	5,092,269	66.6%
Charges for Services	10,396,458	8,900,909	665,694	6,110,453	68.6%
Fines and Forfeitures	3,765,058	4,700,500	434,806	2,704,466	57.5%
Interest Income	94,681	55,100	14,742	106,433	193.2%
Intergovernmental Revenue	1,466,926	994,303	127,842	902,997	90.8%
Other Revenue	1,948,636	988,300	68,615	555,210	56.2%
Interfund Transfers	8,133,142	8,877,103	734,751	5,143,258	57.9%
Revenue Total	115,832,848	115,886,870	13,687,203	74,243,695	64.1%
Expenses					
13 CITY COUNCIL	547,350	528,173	37,471	318,131	60.2%
14 CITY CLERK	217,987	180,704	24,667	141,692	78.4%
15 CITY MANAGER'S OFFICE	7,325,385	7,997,018	660,726	4,216,137	52.7%
17 LAW	688,728	646,183	44,284	386,117	59.8%
19 ADMINISTRATIVE SERVICES	9,222,431	9,483,577	808,584	5,329,225	56.2%
21 COMMUNITY DEVELOPMENT	3,579,836	3,480,360	210,692	1,732,976	49.8%
22 POLICE	39,403,536	38,737,094	3,981,142	24,062,641	62.1%
23 FIRE MGMT & SUPPORT	24,816,621	24,379,850	2,753,507	16,110,353	66.1%
24 HEALTH	3,187,980	3,190,606	244,698	1,685,614	52.8%
30 PARKS, REC. AND COMMUNITY SER'	12,901,743	12,297,508	1,631,433	6,837,677	55.6%
40 PUBLIC WORKS AGENCY	13,524,988	13,232,299	993,876	7,873,867	59.5%
Expenses Total	115,416,584	114,153,372	11,391,079	68,694,430	60.2%
Net	416,264	1,733,498	2,296,124	5,549,265	
Beginning Fund Balance	13,216,099	13,632,363		13,632,363	Fund Balance %
Ending Fund Balance	13,632,363	15,365,861		19,181,628	16.8%

	2018 Actual	2019 Budget	July 2019	YTD 2019	% YTD to Budget
505 PARKING SYSTEM FUND					Target = 58%
Revenue					
Licenses, Permits and Fees	2,798		300	1,405	100.0%
Charges for Services	6,299,952	10,343,855	903,986	5,463,244	52.8%
Interest Income	109,598	20,000	10,499	75,788	378.9%
Intergovernmental Revenue	-			-	0.0%
Other Revenue	337,563	202,020	18,697	141,498	70.0%
Interfund Transfers	3,037,704			-	0.0%
Revenue Total	9,787,615	10,565,875	933,482	5,681,936	53.8%
Expenses					
Salary and Benefits	1,886,080	1,996,976	141,347	1,000,761	50.1%
Services and Supplies	3,887,706	3,546,775	343,944	1,863,455	52.5%
Insurance and Other Chargebacks	319,648	333,969	27,831	194,815	58.3%
Miscellaneous	231,879	304,000		51,535	17.0%
Contingencies	1,495	11,000		-	0.0%
Capital Outlay	81,227	3,510,000	124,965	894,674	25.5%
Interfund Transfers	1,440,417	3,512,807	263,567	1,844,971	52.5%
Debt Service	97,498	34,354		549	1.6%
Depreciation Expense	2,644,560			-	0.0%
Expenses Total	10,590,510	13,249,881	901,655	5,850,759	44.2%
Net	(802,896)	(2,684,006)	933,482	(168,823)	
Beginning Fund Balance	3,912,251	3,109,355		3,109,355	Fund Balance %
Ending Fund Balance	3,109,355	425,349		2,940,532	22.2%

	2018 Actual	2019 Budget	July 2019	YTD 2019	% YTD to Budget Target = 58%
510-513 WATER FUND					
☐ Revenue					
Charges for Services	15,223,033	22,615,529	1,428,872	9,775,945	43.2%
Interest Income	255,928	40,000	94,657	385,958	964.9%
Interfund Transfers	187,430			-	0.0%
Licenses, Permits and Fees	47,218	50,000	(200)	36,941	73.9%
Other Revenue	235,772	23,194,160	646	8,299,814	35.8%
Revenue Total	15,949,380	45,899,689	1,523,975	18,498,658	40.3%
☐ Expenses					
Salary and Benefits	5,804,716	5,533,772	440,929	3,213,555	58.1%
Services and Supplies	3,183,368	6,231,350	427,030	1,853,900	29.8%
Insurance and Other Chargebacks	470,397	489,481	40,790	287,436	58.7%
Capital Outlay	22,219	30,345,500	687,623	5,284,038	17.4%
Debt Service	819,926	2,081,841		565,930	27.2%
Interfund Transfers	3,682,309	3,932,313	327,693	2,293,849	58.3%
Miscellaneous	-	42,000		-	0.0%
Contingencies	-	1,000		1,000	100.0%
Depreciation Expense	2,581,863			-	0.0%
Expenses Total	16,564,798	48,657,257	1,924,065	13,499,708	27.7%
Net	(615,417)	(2,757,568)	(400,090)	4,998,950	
Beginning Fund Balance	6,116,159	5,500,742		5,500,742	Fund Balance %
Ending Fund Balance	5,500,742	2,743,174		10,499,692	21.6%

	2018 Actual	2019 Budget	July 2019	YTD 2019	% YTD to Budget
515 SEWER FUND					Target = 58%
Revenue					
Charges for Services	11,919,244	10,483,885	570,534	6,099,934	58.2%
Interest Income	56,455	5,000	(28,561)	23,695	473.9%
Other Revenue	3,002	3,104,000		1,031,752	33.2%
Interfund Transfers	187,430			-	0.0%
Revenue Total	12,166,129	13,592,885	541,973	7,155,382	52.6%
Expenses					
Salary and Benefits	1,400,023	1,354,512	100,978	754,182	55.7%
Services and Supplies	301,786	304,500	142,021	578,421	190.0%
Insurance and Other Chargebacks	269,988	282,083	23,507	164,548	58.3%
Miscellaneous	230	1,500		1,610	107.3%
Capital Outlay	(654)	4,890,636	256,544	258,612	5.3%
Interfund Transfers	991,677	1,773,532	64,461	1,451,227	81.8%
Debt Service	959,123	6,148,475	184,245	3,354,092	54.6%
Depreciation Expense	3,615,269			-	0.0%
Expenses Total	7,537,442	14,755,238	771,756	6,562,692	44.5%
Net	4,628,687	(1,162,353)	(229,783)	592,690	
Beginning Fund Balance	(238,627)	4,390,060		4,390,060	Fund Balance %
Ending Fund Balance	4,390,060	3,227,707		4,982,750	33.8%

	2018 Actual	2019 Budget	July 2019	YTD 2019	% YTD to Budget
520 SOLID WASTE FUND					Target = 58%
Revenue					
Property Taxes	410,000	820,000		410,000	50.0%
Charges for Services	3,672,193	4,239,270	390,036	2,284,731	53.9%
Other Revenue	124,222	138,000	3,266	73,026	52.9%
Interfund Transfers	705,967	150,000	12,500	87,500	58.3%
Licenses, Permits and Fees	286,662	486,000	22,758	126,979	26.1%
Revenue Total	5,199,044	5,833,270	428,560	2,982,236	51.1%
Expenses					
Salary and Benefits	1,075,012	1,076,209	96,550	611,384	56.8%
Services and Supplies	3,432,094	3,601,076	320,910	1,964,271	54.5%
Insurance and Other Chargebacks	1,520	-		898	100.0%
Miscellaneous	5,288	7,500	687	9,237	123.2%
Capital Outlay	14,013	386,650	8,441	40,882	10.6%
Interfund Transfers	322,362	322,362	26,864	188,045	58.3%
Debt Service	1,280	22,745		363	1.6%
Expenses Total	4,851,568	5,416,542	453,452	2,815,080	52.0%
Net	347,476	416,728	(24,892)	167,156	
Beginning Fund Balance	(1,451,490)	(1,104,014)		(1,104,014)	Fund Balance %
Ending Fund Balance	(1,104,014)	(687,286)		(936,858)	-17.3%

Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Manager
Subject: Weekly Zoning Report
Date: August 28, 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 if you have any questions or need additional information.

Cases Received and Pending, August 22, 2019 - August 28, 2019

Backlog (business days received until reviewed): 14

Volume (number of cases pending staff review): 10

Zoning Reviews

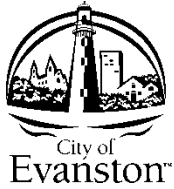
Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	242 Greenwood Street	R1	Building Permit	Replace asphalt driveway with pavers and add a 3-way turn on west side yard	03/20/19	non-compliant, pending revisions from the applicant
1	2333 Ridge Avenue	R1	Building Permit	Addition to detached garage	05/02/19	non-compliant, pending additional information from the applicant
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	pending revisions from the applicant
2	1420 Dewey Avenue	R3	Building Permit	New single-family residence	04/15/19	pending plat of subdivision recording
2	1245 Fowler Avenue	R2	Building Permit	Replace deck with brick pavers	04/15/19	pending revisions 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
3	1114 Hinman Avenue	R1	Building Permit	Outdoor sports patio	05/30/19	non-compliant, pending revisions from the applicant
3	1003-1005 Hinman Avenue	R5	Building Permit	Pave existing gravel parking lot	06/28/19	pending additional information from the applicant
3	634 Judson Avenue	R1	Building Permit	Remove concrete pad, install paver patio	07/19/19	pending additional information from the applicant
3	537 Judson Avenue	R1	Building Permit	Remove and replace front steps and landing	08/12/19	pending additional information from the applicant
3	711 Judson Avenue	R1	Building Permit	Rear and side addition	08/13/19	pending staff review
3	925 Edgemere Court	R1	Building Permit	Attached pool house	08/15/19	pending staff review
4	1555 Oak Avenue	R6	Building Permit	Interior renovation, floors 3 and 4 (King Homes)	05/23/19	pending revisions from the applicant
4	718-732 Main Street	B2/oDM	Zoning Analysis	New 5-story, mixed-use building with ground floor retail, 99 dwelling units, and 35 off-street parking spaces (Planned Development)	07/15/19	non-compliant, pending revisions from the applicant
4	705 Main Street	B2/oDM	Building Permit	Interior renovation for chiropractic clinic	07/26/19	pending revisions from the applicant to address special use approval
4	1031 Sherman Avenue	R3/MXE	Zoning Analysis	Expansion of legal non-conforming use at 1027 Sherman to 1031 Sherman for parking lot and outdoor storage (Evanston Lumber)	08/08/19	pending staff review
4	700 Main Street	B2/oDM	Building Permit	Interior alteration, converting seating area to bar, storefront replacement (La Principal)	08/15/19	pending DAPR 09/04/19
4	820 Davis Street	D3	Building Permit	Exterior renovation, new canopy, storefront trellis and paint, interior renovations	08/26/19	pending staff review, DAPR
4	1560 Sherman Avenue, 4th Floor	D3	Building Permit	Metal picket fence on part of 4th floor roof	08/27/19	pending staff review

5	2412 Wade Street	R3	Building Permit	New single-family residence	06/28/19	pending revisions per major variation determination
5	2047 Darrow Avenue	R4	Building Permit	New 20x20 detached garage	07/29/19	non-compliant, pending minor variation application
5	1950 Green Bay Road	C2	Building Permit	New 20amp air machine	08/21/19	pending staff review
6	2627 Lincolnwood Drive	R1	Building Permit	Deck	04/26/19	non-compliant, 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 revisions to comply with minor variation determination
6	2712 Isabella Street	R1	Building Permit	Addition of dormer and sunroom	08/05/19	pending additional information from the applicant
6	3300 Park Place	R4/oCSC	Zoning Analysis	Shed	08/05/19	pending additional information from the applicant
7	1210 Chancellor Street	R5/oCS	Building Permit	Foundation permit for new 4-story, 3 unit multi-family residence with garage parking	07/08/19	pending revisions from the applicant
7	1105 Grant Street	R1	Building Permit	New detached garage	07/25/19	non-compliant, pending revisions from the applicant
7	2614 Orrington Avenue	R1	Building Permit	Replace screen porch	08/21/19	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	2011 Brummel Street	R2	Building Permit	Remove parking pad, construct patio and extend walkways	07/01/19	non-compliant, pending revisions from applicant
8	1107 Hull Terrace	R3	Zoning Analysis	Open deck at 2nd story at rear of existing 2-flat	08/26/19	pending staff review
8	1032 Dobson Street	R2	Building Permit	Roof mounted solar panels	08/27/19	pending staff review
9	1210 Monroe Street	R2	Building Permit	Concrete patio	05/24/19	non-compliant; pending revisions from the applicant
9	2425 Oakton Street	I1/oRD	Building Permit	New car wash	07/17/19	pending staff review, DAPR
9	1814 Cleveland Street	R2	Building Permit	Egress window	08/05/19	pending additional information from the applicant
9	419 Ashland Avenue	R1	Building Permit	Detached garage, 22x22	08/06/19	non-compliant, pending minor variation application
9	2000 Cleveland Street	R2	Building Permit	Brick paver driveway and sidewalk	08/27/19	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 sf ground floor retail, and 85 underground parking spaces	12/31/18	pending DAPR, PC

1	818 Colfax Avenue	R1	Minor Variation	Interior side yard setback for detached garage	05/20/19	determination after 08/23/19
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	pending DAPR, PC
2	1215 Church Street/1726-1730 Ridge Avenue	R4	Special Use and Planned Development	Special Use to expand an existing Community Center - Public and Recreation Center - Public (YWCA), and a Planned Development to demolish two structures and to construct a 2-story entrance addition, a 4-story 23,661 sf addition for a Shelter for Abused Persons and administration offices, construct a 2nd-story addition to provide connection between the two structures, and to expand and reconfigure parking lots to provide 78 parking spaces	07/09/19	pending P&D 09/23/19
2	1245 Hartrey Avenue	I2	Special Use	Special Use for a Daycare Center - Animal, and Kennel (overnight boarding)	07/15/19	pending P&D
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending DAPR, ZBA 09/17/19
4	1211-1217 Ridge Avenue	R1	Plat of Subdivision	Subdivide zoning lot into 2 lots	04/23/19	pending P&D 09/09/19
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	1012 Church Street	D3	Planned Development	New 29,860 sf Cultural Facility, live theater performance venue, with a 289 seat main stage, roof top entertainment deck, and a building height of 41 ft.	07/30/19	pending PC 09/11/19, P&D 09/23/19
4	1570 Oak Street	R6	Major Variation	Locate required off-street parking for property located at 1570 Oak Street to the 1800 Maple Ave parking garage, location more than 1,000 ft. away	08/23/19	pending DAPR, ZBA
5	2047 Darrow Avenue	R4	Minor Variation	Street side yard setback for detached garage	08/14/19	determination after 09/05/19
6	2727 Lincoln Street	R1	Minor Variation	Rear yard setback for addition	06/07/19	pending Preservation, public notice
6	3101 Central Street	R4/oCSC	Major Variation	Expansion of nonconforming use and structure, parking variance for auto repair/body	08/05/19	pending P&D
7	2503 Eastwood Avenue	R1	Special Use	Special use to expand a parking lot for an existing religious institution (St. Athanasius)	07/23/19	pending DAPR, ZBA 09/17/19
8	999 Howard Street	C1	Planned Development	Map Amendment, new 4-story 60-dwelling unit multi-family building, affordable housing	02/19/19	pending complete Planned Development application
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	pending P&D 09/23/19
9	419 Ashland Avenue	R1	Minor Variation	Building lot coverage, impervious surface coverage and setback to roof overhang for 22x20 detached garage	08/28/19	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: August 30, 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.

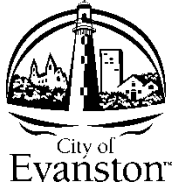
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, August 30, 2019

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	811 Emerson (Focus Development)	Mixed Use Building	Final inspections have begun for the project and the commercial space (7-11). Traffic on Emerson will be reduced to one lane with flaggers for three separate deliveries on August 29-30, September 4-5 and September 9-12. ROW and traffic violations are being addressed. Site is being maintained.	8/28/2019
2	1801 Main Street (Robert Crown)	Recreation Facility	Steel erection and detailing; mechanical, electrical, and plumbing rough-in; interior wall and ceiling framing; ice rink construction, curtain-wall framing and installation of the stormwater detention system continue to progress. Saturday work continues. Site is being maintained.	8/28/2019
2	2215 Dempster Street (HOW)	Multi-Unit Building	Project is nearing completion. Final inspections continue. Site is being maintained.	8/28/2019
5	2525 Church Street (Pumping Station)	Pumping Station	Interior work continues. Construction fencing is intact and site is being maintained.	8/28/2019
2	1727 Oak Ave (Avidor)	Multi-Unit Building	Floor deck installation continues as crews are currently forming for the 14th floor. Rough-in mechanical, plumbing and electrical continues through the 7th level. Masonry installation continues to progress. Site is being maintained.	8/28/2019
4	1500 Sherman (Albion at Evanston)	Mixed Use Building	Rough installations are being completed on the 14th floor. Drywall is being installed on the 11th floor and finishes continue through the 10th floor. Brick installation continues on the north side of the building. Site is being maintained.	8/28/2019



Memorandum

To: Honorable Mayor and Members of the City Council

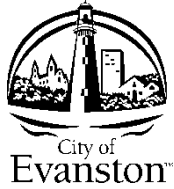
From: Ike Ogbo, Interim Health Director

Subject: Food Establishment License Application Weekly Report

Date: August 30, 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	1823 Church St	Litehouse Evanston @Gibbs-Morrison	8/6/2019	Pending Inspections
4	1009 Davis St	Every Body Eat/Whole and Free Foods	7/30/2019	Pending Inspections
1	707 Church St	Genghis Grill (formerly Flat Top Grill)	7/25/2019	Remodel on Hold
4	804 Davis St	Clarke's Off Campus	6/19/19	Relocation – Pending Health inspection
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 (On Hold)
4	1030 Davis St	Philz Coffee	3/7/2019	Building Permit Issued – Pending Inspections
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



Memorandum

To: Honorable Mayor and Members of the City Council

From: Hugh DuBose, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: August 30, 2019

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

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

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of August 30th 2019

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
4	MTOG Inc., d/b/a Mid Kitchen	1512 Sherman Ave	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Pending City Council Approval
7	Comida, LLC d/b/a Comida Cantina	1926 Central Street	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Pending City Council Approval



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING AUGUST 30, 2019

Have a Happy and Safe Labor Day Weekend!!!

Editor's Note: The NWMC offices will be closed on Monday, September 2.

Legislative Committee Issues Call for 2020 Initiatives

On Thursday, the Northwest Municipal Conference Legislative Committee launched the process of developing the 2020 NWMC Legislative Program by issuing a call for legislative initiatives. Members are asked to identify issues and concerns on the local, state and federal levels that require a legislative solution. Members are also asked to describe any actions taken locally or collectively to address these issues or concerns. In addition to providing recommendations for consideration in the Legislative Program, member responses will provide the Legislative Committee and staff with the local government context necessary to review legislation and engage legislators as highlighted issues emerge.

Member responses are critical to informing the Conference's legislative work plan for the year. Please return the completed form to Chris Staron via email, cstaron@nwmc-cog.org or fax, 847-296-9207 by Friday, September 13. *Staff contacts: Chris Staron, Mark Fowler, Larry Bury*

What's the 411?

The Suburban Purchasing Cooperative (SPC) will host Booth #411 at the upcoming Illinois Municipal League annual conference. NWMC staff along with representatives of SPC member councils of government the DuPage Mayors and Managers Conference, South Suburban Mayors and Managers Association and Will County Governmental League will be on hand to greet municipal officials and promote the forty-two products and services offered by SPC.

The exhibit hall will be open on Thursday, September 19 from 2:00 p.m. to 5:00 p.m. and on Friday, September 20 from 10:00 a.m. to 5:00 p.m. For additional information, please contact NWMC Purchasing Director Ellen Dayan, edayan@nwmc-cog.org or 847-296-9200, ext. 132. Stop by and say hi! *Staff contact: Ellen Dayan*

Winter's Coming – Sign Up for the Fall Surplus Vehicle & Equipment Auction

With winter looming right around the corner (depressing thought), it is time to sell off your municipality's surplus vehicles and equipment at the October 22 NWMC Surplus Vehicle and Equipment Auction before they get buried in snow. America's Auto Auction in Crestwood offers a variety of additional services to maximize resale value along with reasonable rates to transport your vehicles and equipment to the auction site. Please note this is the final live auction before winter hits.

If you can't make the October event, the NWMC agreement with America's Auto Auction also provides for year round Internet sales, so participants do not have to wait for one of the live sales in order to dispose of surplus vehicles and equipment. For questions or additional information, please contact staff or Berry Ellis, (312)371-5993 or berry.ellis@americasautoauction.com. *Staff contact: Ellen Dayan*

Results of NWMC Bicycle Quiz to Help Inform Multimodal Plan

Two hundred and eighty-eight cyclists from around the region responded to the NWMC quiz asking them to rank their comfort and confidence level when it comes to biking—and the results are in! The survey showed that while many NWMC-area riders are “enthused & confident”, the vast majority of cyclists (74%) would ride more if roadways were safer and more comfortable. The results of the quiz will inform recommendations for the NWMC Multimodal Transportation Plan and help determine the types of bicycle facilities recommended for the priority corridors. Learn more about the results on the project [website](#). *Staff contacts: Josh Klingenstein, Kendra Johnson*

CMAP Releases Sidewalk Inventory Database

To help communities prioritize investments in pedestrian infrastructure, the Chicago Metropolitan Agency for Planning (CMAP) has developed a sidewalk inventory that documents the existence of sidewalks in Cook, Lake, Will, Kane, Kendall, DuPage, and McHenry counties. The inventory also notes whether the sidewalks are buffered or barrier-protected. The data and accompanying documentation are available on the [CMAP Data Hub](#). For more information, contact staff or CMAP Senior Planner Lindsay Bayley, lbayley@cmaphillinois.gov. *Staff contacts: Josh Klingenstein, Kendra Johnson*

ITEP Applications Open October 1

The Illinois Department of Transportation (IDOT) has announced that applications for the Illinois Transportation Enhancement Program (ITEP) will be accepted from Tuesday, October 1 until Friday, December 6. ITEP provides funding for a variety of projects that help to expand alternative modes of transportation and improve the cultural, historic, aesthetic or environmental value of the state's transportation infrastructure. New for this cycle, ITEP will no longer fund Phase I Engineering or street lighting that is not co-located with a transportation alternative facility. Applicants who have not yet completed Phase I Engineering may apply for the 2019-2020 cycle as long as a Final Project Development Report (PDR) has been submitted to IDOT for review. Potential grantees will need to include the PDR submittal date in their application. For more information, please see the [IDOT website](#). *Staff contacts: Josh Klingenstein, Kendra Johnson*

Meetings and Events

NWMC Executive Board will meet on Wednesday, September 4 at 8:30 a.m. at the NWMC offices.

NWMC Finance Committee will meet on Wednesday, September 11 at 12:00 p.m. at the NWMC offices.

NWMC Board of Directors will meet on Wednesday, September 11 at 7:00 p.m. in room 1604 at Oakton Community College in Des Plaines.

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, September 17 at 10:30 a.m. at the NWMC offices.

NWMC Legislative Committee will meet on Wednesday, September 25 at 8:30 a.m. at the NWMC offices (**note date change – originally scheduled for September 18**).

NWMC Transportation Committee will meet on Thursday, September 26 at 8:30 a.m. at the NWMC offices.