



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Erika Storlie, Interim City Manager
Subject: Weekly City Manager's Update
Date: November 22, 2019

STAFF REPORTS BY DEPARTMENT



Weekly Report for November 14, 2019 – November 20, 2019

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule
2018 Firefighters' Pension Fund Municipal Compliance Report

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, November 25, 2019

Administration and Public Works Committee

www.cityofevanston.org/apw

Planning & Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

Tuesday, November 26, 2019

Age Friendly Task Force

www.cityofevanston.org/agefriendly

Wednesday, November 27, 2019

Design and Project Review Committee

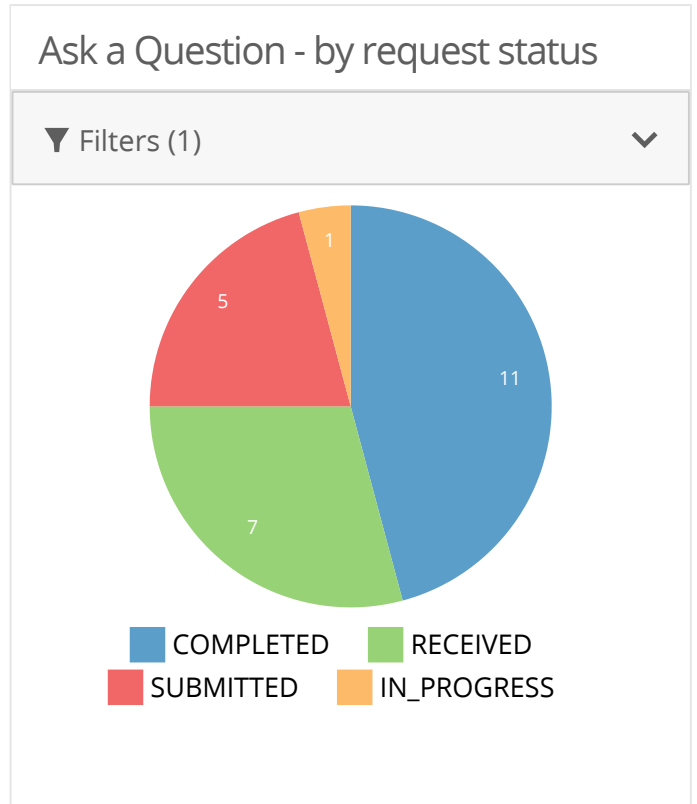
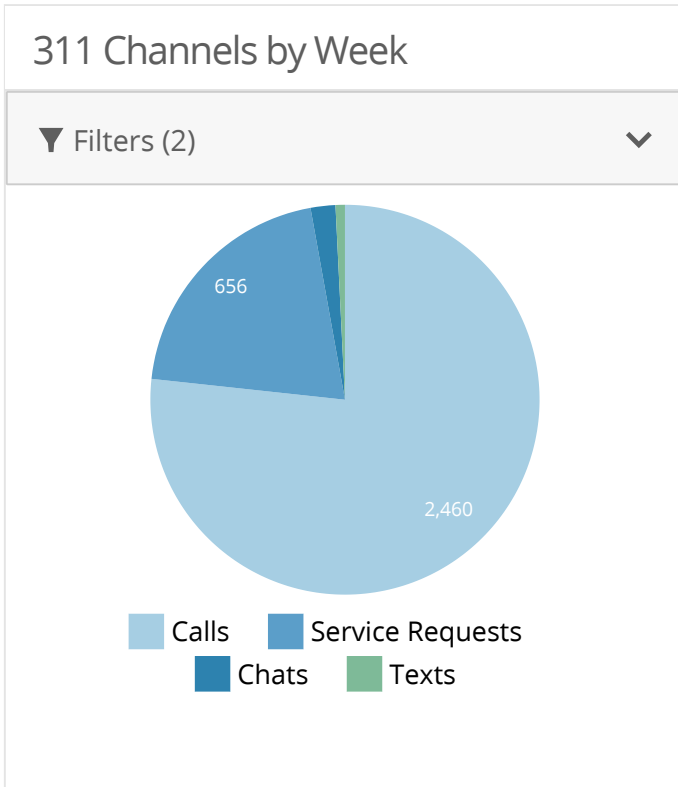
www.cityofevanston.org/dapr

Economic Development Committee – RESCHEDULED

www.cityofevanston.org/economicdev

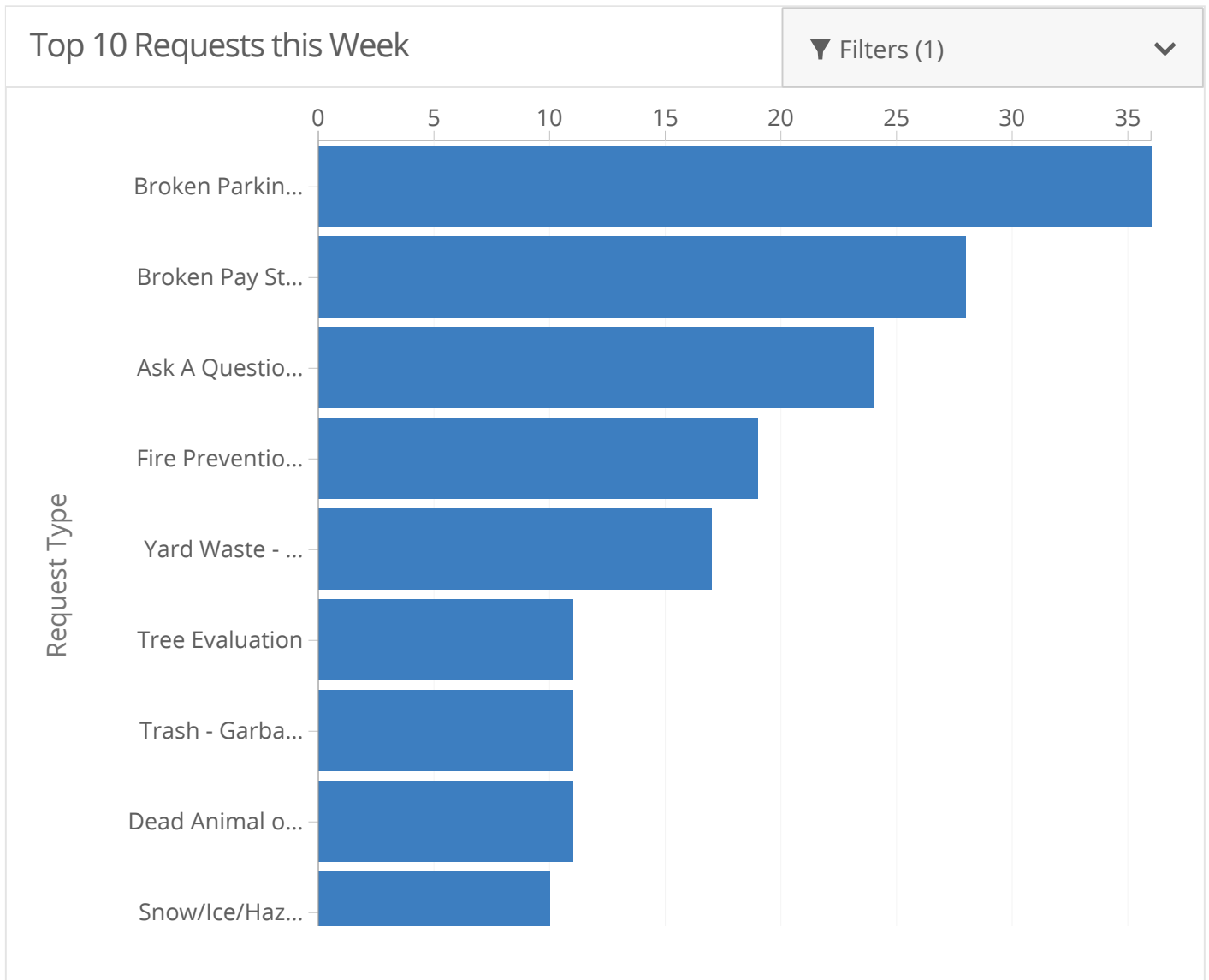
311 Weekly Report

For the week of November 14-November 20



Trending Topics

- Holiday Basket Info
- Street Cleaning
- Water Bills
- Last Yard Waste Pick Up Dates
- Leaves on Parkway
- Wheel Tax

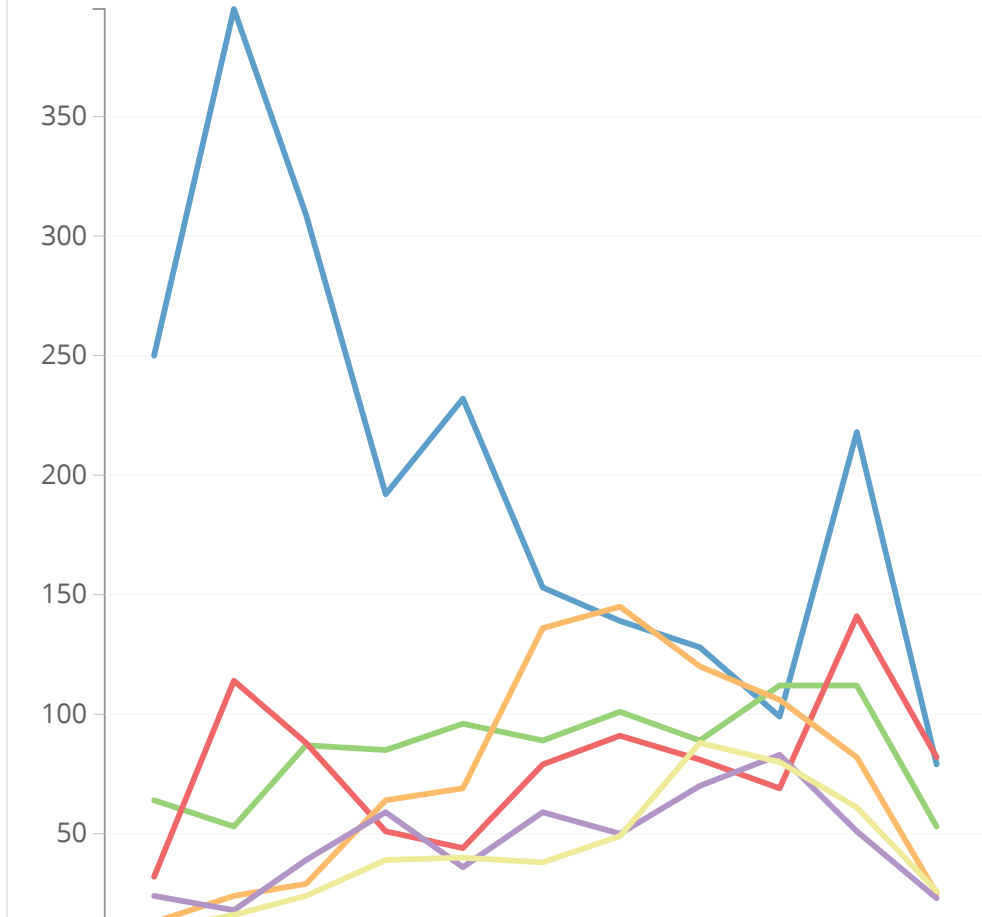


Top 6 Requests Trends

Filters (2)

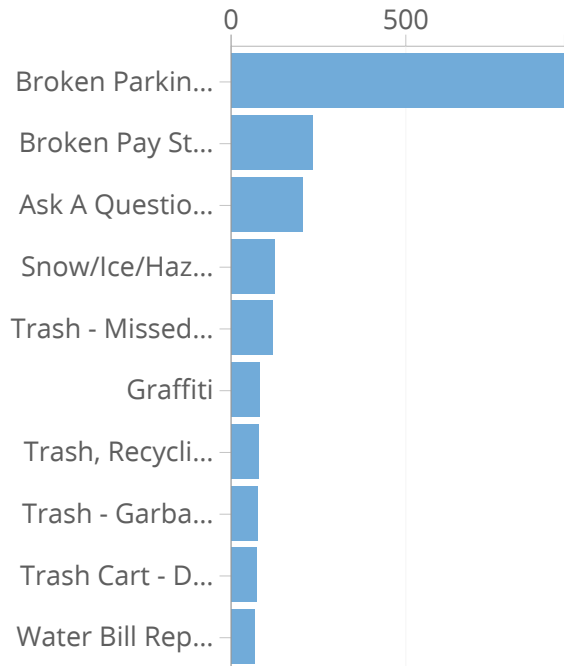


- Broken Parking Meter
- Ask A Question / Send A Message
- Broken Pay Station
- Tree Evaluation
- Graffiti
- Dead Animal on Public Property



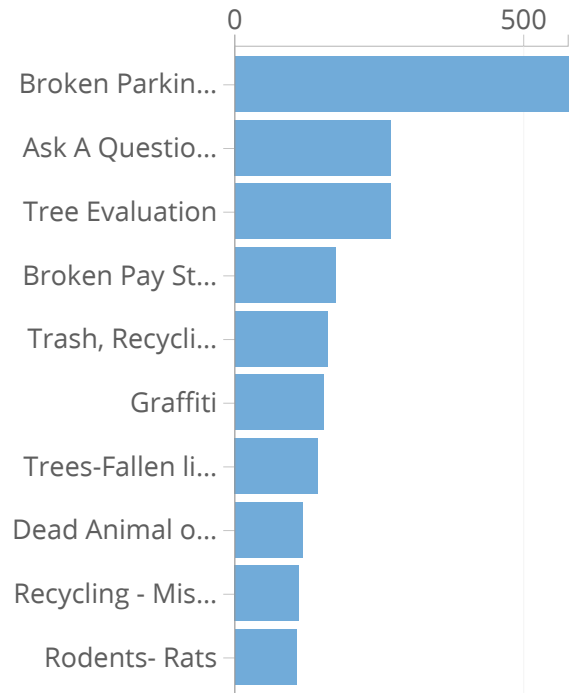
Top 10 - First Quarter

Filters (1)



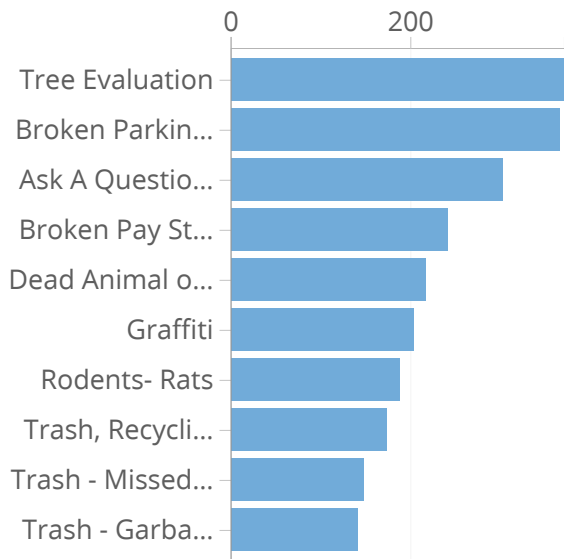
Top 10 - Second Quarter

Filters (1)



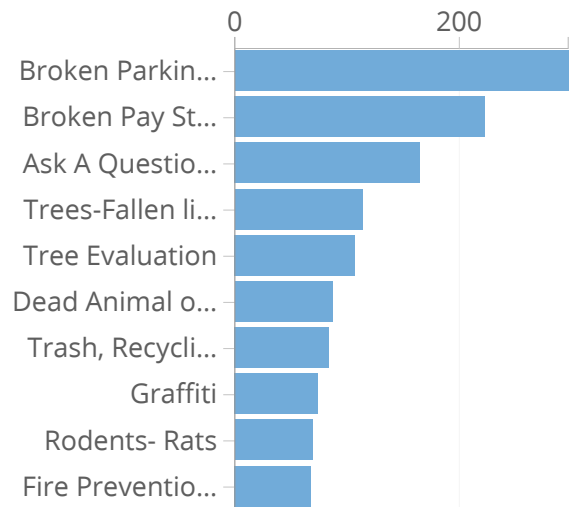
Top 10 - Third Quarter

Filters (1)



Top 10 - Fourth Quarter

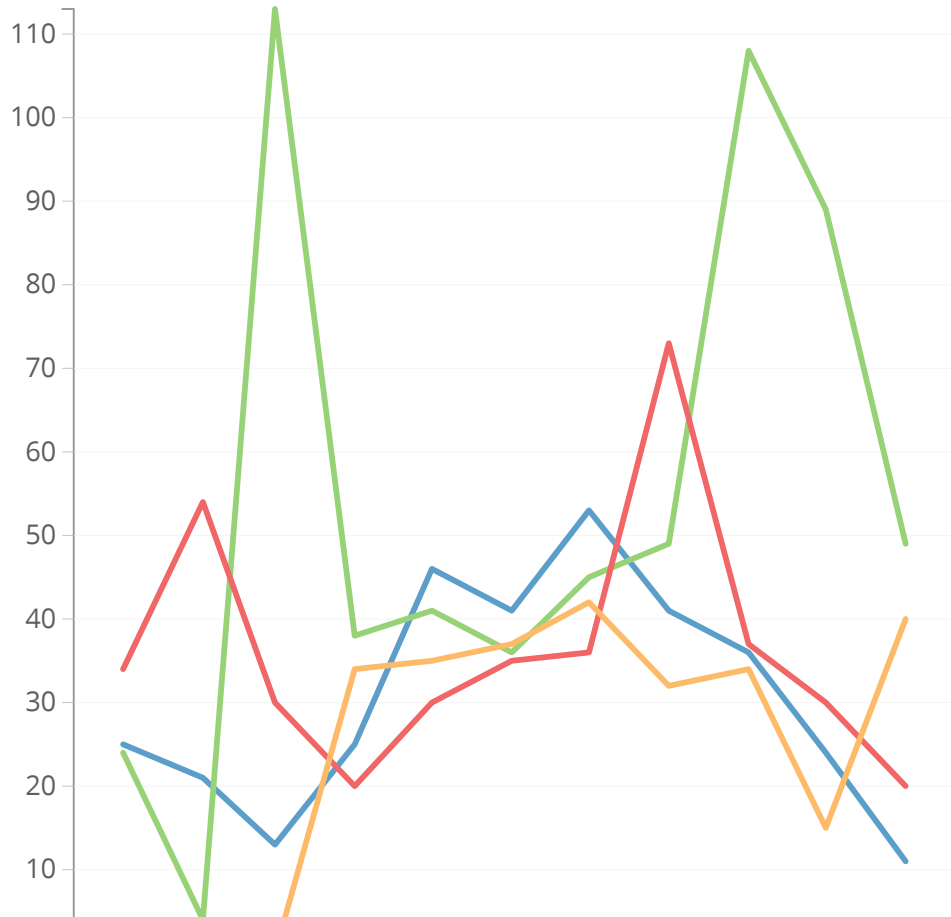
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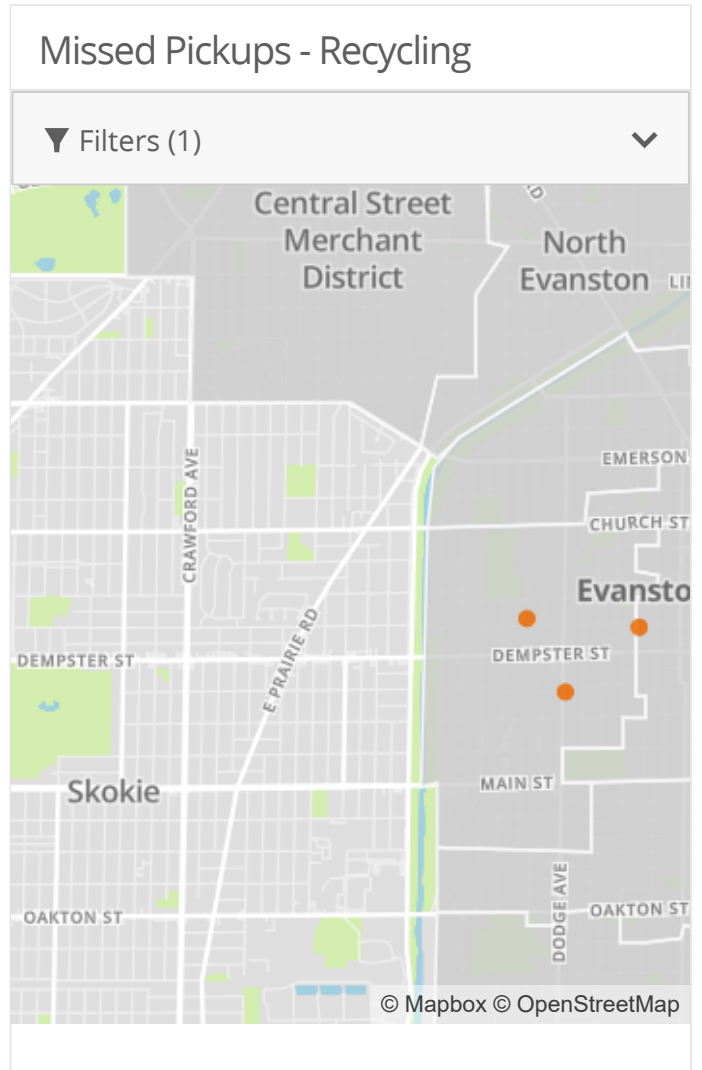
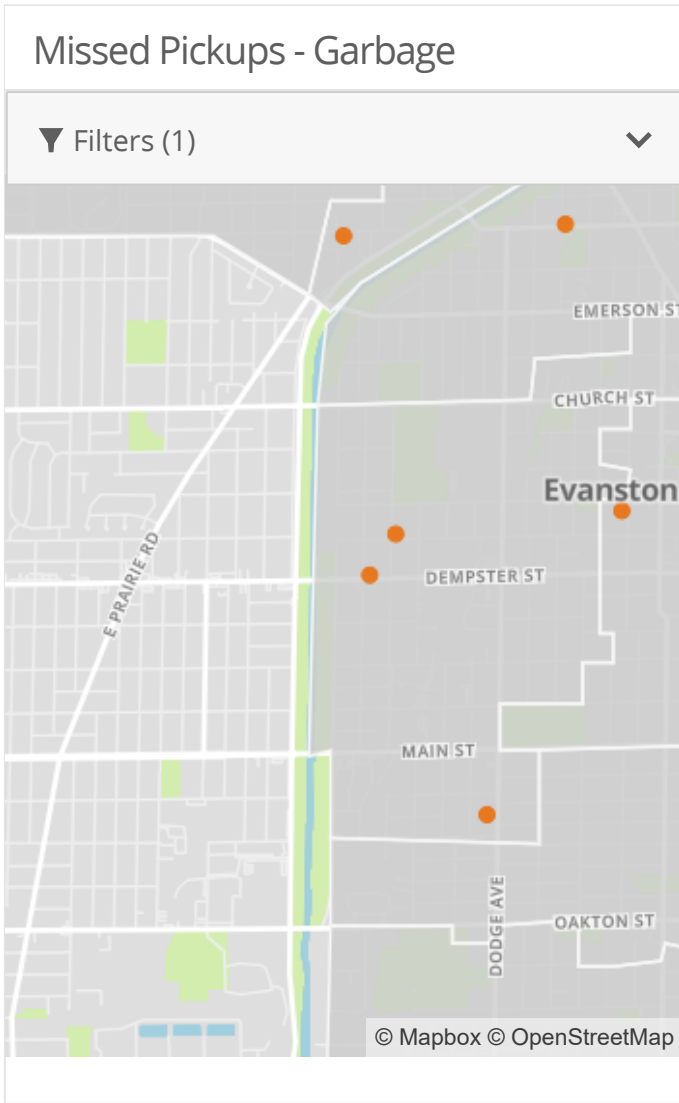


Sanitation Trends

Filters (2)

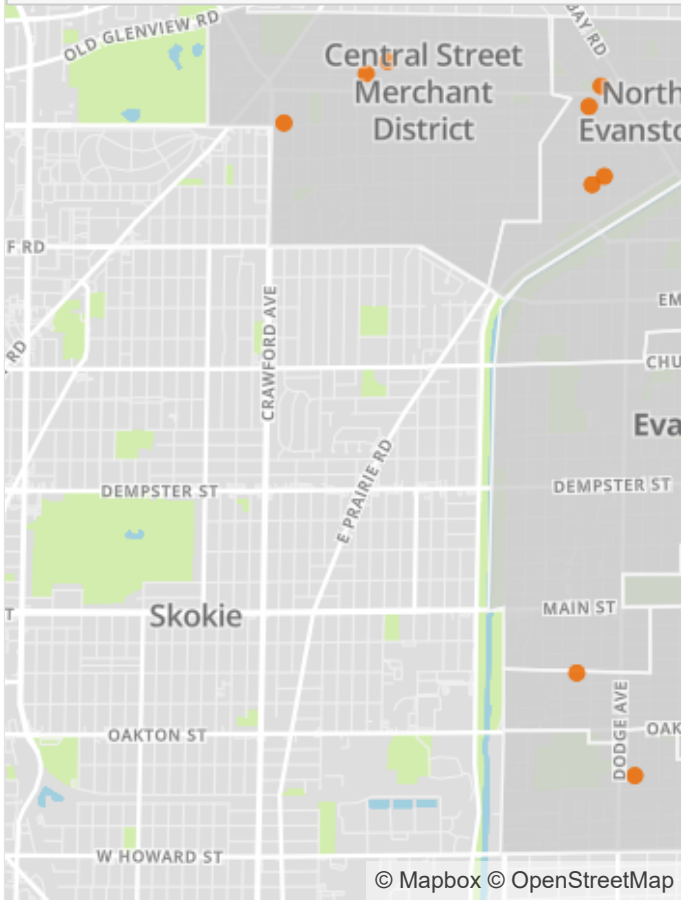
- Recycling - Missed Pickup
- Rodents- Rats
- Trash - Missed Garbage Pickup
- Yard Waste - Missed Pickup





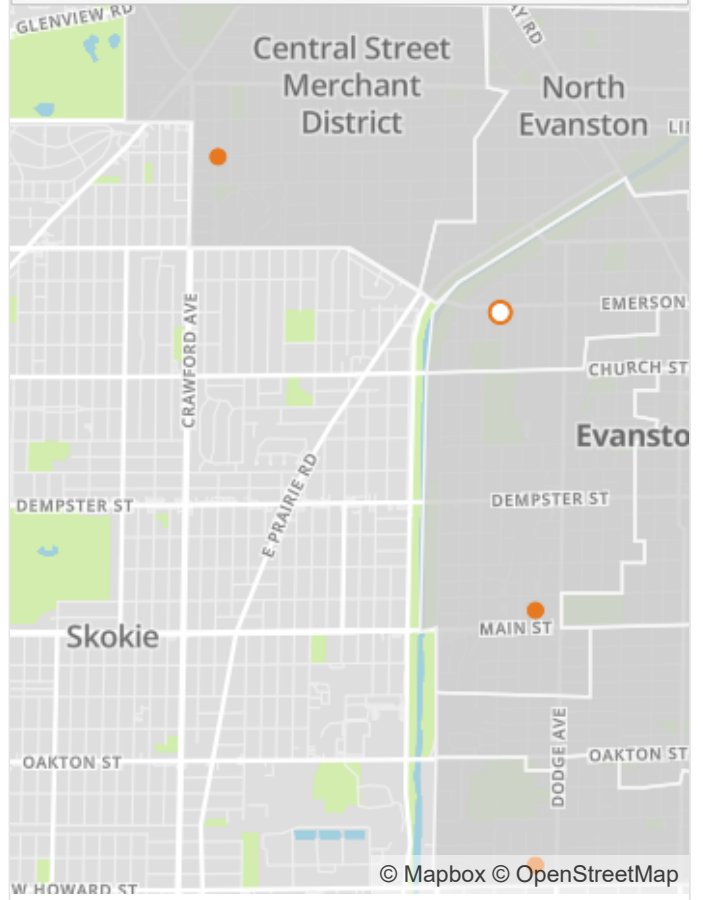
Missed Pickups - Yard Waste

Filters (1)



Rodents-Rats

Filters (1)



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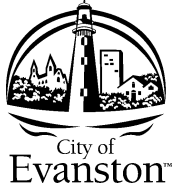
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Memorandum

To: Erika Storlie, Interim City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of November 18, 2019

Date: November 22, 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 November 18, 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 19-63 Duplex Air Compressor & Dryer	Public Works Agency	Work on this project includes a duplex air compressor system and dryer for use at the water treatment plant to be used for air powered tools and other plant equipment.	\$30,000	12/17	1/13
Bid 19-64 Distribution System Materials	Public Works Agency	Work on this project includes the supply of materials such as brass valves, fittings and gaskets to be used in the maintenance of the drinking water distribution system.	\$150,000	12/17	1/13
RFP 19-66 Oakton Street Corridor Improvement Study	Public Works Agency	The City of Evanston Bureau of Capital Planning & Engineering of the Public Works Agency is seeking proposals from experienced firms for the Oakton Street Corridor Improvement Study	\$175,000	1/7	2/17

		from the West City Limits to Asbury Avenue. Work shall include data collection, public & stakeholder engagement, and civil design services necessary to develop multiple improvement options.			
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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
	12/2/2019	Rules Committee				
	12/2/2019	Human Services Committee				
CMO	12/9/2019	2020 City Council Meeting Schedule	B	CC	Storlie	
PWA	12/9/2019	Filter Plant Freight Elevator Repairs	B	APW	Stoneback	
PRCS	12/9/2019	2020 Noyes Leases	R	APW	Hemingway	
PRCS	12/9/2019	Crown Movers	O	APW	Hemingway	
Admin Serv	12/9/2019	Cannabis & HR Policies	B	APW	Stowe	
Admin Serv	12/9/2019	Civic Center Security Guard	B	APW	Stowe	
Admin Serv	12/9/2019	Vehicle Replacements	B	APW	Stowe	
Admin Serv	12/9/2019	PharmaCann Lease	O	APW	Stowe	
Admin Serv	12/9/2019	Cook County Assessor Data Sharing Agreement	B	APW	Stowe	
Admin Serv	12/9/2019	1903 Church Loading Zone	O	APW	Stowe	Intro and Action
Admin Serv	12/9/2019	2200 Lincoln Street	O	APW	Stowe	Intro and Action
Admin Serv	12/9/2019	2600 Bryant	O	APW	Stowe	Intro and Action
CD	12/9/2019	Establishing Special Service Area Number 7	O	APW	Leonard	
CD	12/9/2019	Establishing Special Service Area Number 8	O	APW	Leonard	
CD	12/9/2019	Reestablishing Special Service Area Number 4	O	APW	Leonard	
CD	12/9/2019	Levying Taxes for Evanston Special Service Area Number 4	O	APW	Leonard	
CD	12/9/2019	Levying Taxes for Evanston Special Service Area Number 7	O	APW	Leonard	
CD	12/9/2019	Levying Taxes for Evanston Special Service Area Number 8	O	APW	Leonard	
CD	12/9/2019	Management agreement with EvMark (dba Downtown Evanston) for operation SSA #4	R	APW	Leonard	
CD	12/9/2019	Downtown Evanston Supplemental Maintenance Agreement/Funding Approval	B	ED	Leonard	
CD	12/9/2019	1815 Ridge/Oak Avenues - Planned Development Extension	O	PD	Leonard	
CD	12/9/2019	1804 Maple - Special Use for Cannabis Dispensary	O	PD	Leonard	
CD	12/9/2019	2441 Ridge Avenue Subdivision	R	PD	Leonard	
CD	12/9/2019	2503 Eastwood Ave./2510 Ashland Ave./1615 Lincoln St. - Special use	O	PD	Leonard	
CD	12/9/2019	1321 Brummel - Major Variations to increase from a 2-flat to a 4-unit building	O	PD	Leonard	
PRCS	1/13/2020	Parks & Recreation Strategic Plan	B	APW	Hemingway	
PRCS	1/13/2020	Crown Arts RFP	B	APW	Hemingway	
CD	1/21/2019	Affordable Housing Update	D	CC	Leonard	
CD	1/24/2020	Central Street SSA #7 Designation	D	CC	Leonard	
CD	1/24/2020	Central Street SSA #8 Designation	D	CC	Leonard	
Council & Committee Meetings						
11/27/2019	7:30PM	Economic Development Committee - RESCHEDULED				
12/2/2019	6:00PM	Rules Committee				
12/2/2019	7:00PM	Human Services Committee				
12/4/2019	7:00PM	Housing & Community Development Act Committee				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
12/5/2019	7:00PM	Housing and Homelessness Commission				
12/5/2019	7:30PM	Economic Development Committee				
12/9/2019	6:00PM	Administration & Public Works Committee/Planning and Development Committee/City Council				
12/11/2019	7:00PM	Housing & Community Development Act Committee				
12/12/2019	7:00PM	Mental Health Board				
12/13/2019	10:30AM	Joint Review Board				
12/17/2019	7:00PM	Housing & Community Development Act Committee				
12/18/2019	7:00PM	MWEBE Development Committee				
12/18/2019	7:00PM	Affordable Housing Plan Steering Committee				
12/19/2019	6:30PM	Equity & Empowerment Commission				
12/19/2019	7:00PM	Affordable Housing Plan Steering Committee				
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		
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		

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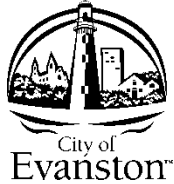
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PWA	6/10/2019	Standing water issues/responsibility of the City and homeowner	Fleming	Health Director		
PRCS	6/10/2019	Dog beach revenue/passholders; Lincoln St beach appropriate; Health Dept opinion; list of dog beach passholders in 2017	Fiske	PRCS	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	
Police	9/9/2019	NU Golf Carts on Sidewalks	Fiske	Police	Will be discussed at 10/14 APW	
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
CD		Fines for bikes on sidewalks	O	APW	Storlie	
CMO		Amendment to PEHP Resolution	R	APW	Desai	



Memorandum

To: Erika Storlie, Interim City Manager
Hitesh Desai, Treasurer / CFO

From: Andrew Villamin, Accounting Manager

Subject: 2018 Firefighters' Pension Fund Municipal Compliance Report

Date: November 19, 2019

Pursuant to House Bill 5088 (Public Act 95-950) of the Illinois Pension Code, the Board of Trustees of the City of Evanston Firefighters' Pension Fund (Fund) is required to presents its report on the condition of the Fund at the end of its most recently completed fiscal year.

Please find the attached Municipal Compliance Report for the year ended December 31, 2018.

CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND
HOUSE BILL 5088 - MUNICIPAL COMPLIANCE REPORT
FOR THE YEAR ENDED
DECEMBER 31, 2018

**CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended December 31, 2018**

The Pension Board certifies to the Board of Trustees of the City of Evanston, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total assets of the fund and their current market value of those assets:

	Current Fiscal Year	Preceding Fiscal Year
Total Assets	\$75,781,118	\$79,110,923
Market Value	\$75,781,118	\$79,110,923

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries or wages of firefighters' and from other sources:

Estimated Receipts - Employee Contributions	\$1,081,500
Estimated Receipts - All Other Sources	
Investment Earnings	\$2,500,000
Municipal Contributions	\$8,266,584

- 3) The estimated amount necessary during the fiscal year to meet the annual actuarial requirements of the pension fund as provided in Sections 4-118 and 4-120:

Actuarial Required Contribution as Determined by:	
Private Actuary - Foster & Foster	
Recommended Municipal Contribution	\$8,266,584

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	Current Fiscal Year	Preceding Fiscal Year
Net Income (Deficit) from Investment of Assets	(\$3,478,827)	\$7,974,296
Assumed Investment Return		
Private Actuary - Foster & Foster	6.50%	6.50%
Actual Investment Return	-4.54%	11.42%

- 5) The total number of active employees who are financially contributing to the fund: 104 103

- 6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	Number of	Total Amount Disbursed
(i) Regular Retirement Pension	82	\$6,105,726
(ii) Disability Pension	22	\$1,378,665
(iii) Survivors and Child Benefits	32	\$1,666,439
Total	136	\$9,150,830

**CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended December 31, 2018**

7) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Private Actuary - Foster & Foster	44.00%	45.60%

8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:	
Private Actuary - Foster & Foster	\$96,445,512

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached

Please see Index of Assumptions attached

**CERTIFICATION OF MUNICIPAL FIREFIGHTERS'
PENSION FUND COMPLIANCE REPORT**

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §4-134 of the Illinois Pension Code 40 ILCS 5/4-134, that the preceding report is true and accurate.

Adopted this 7TH day of NOVEMBER 2019

President 

Date 11/7/19

Secretary 

Date 11/12/19

**CITY OF EVANSTON
FIREFIGHTERS' PENSION FUND**

**House Bill 5088 (Public Act 95-950) - Municipal Compliance Report
For the Year Ended December 31, 2018**

INDEX OF ASSUMPTIONS

- 1) Total Assets - as reported in the Audited Financial Statements for the Years Ended December 31, 2018 and 2017.
Market Value - Same as Above.
- 2) Estimated Receipts - as presented in the 2019 Adopted Budget Report
- 3) Annual Requirement of the Fund as determined by:
Private Actuary - Foster & Foster
Recommended Amount of Tax Levy as Reported by Foster & Foster in the December 31, 2018 Actuarial Valuation.
- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended December 31, 2018 and 2017.
Assumed Investment Return
Private Actuary - Foster & Foster - Interest Rate Assumption as Reported by Foster & Foster in the December 31, 2018 and 2017 Actuarial Valuation.

Actual Investment Return - Net Income Received from Investments as Reported Above as a Percentage of the Average of the Beginning and End of Year Cash and Cash Equivalents and Investments as Reported in the Audited Financial Statements for the Years Ended December 31, 2018 and 2017.
- 5) Number of Active Members - as Reported by Foster & Foster in the December 31, 2018 Actuarial Valuation.
- 6) (i) Regular Retirement Pension - as Reported by Foster & Foster in the December 31, 2018 Actuarial Valuation.
(ii) Disability Pension - Same as above
(iii) Survivors and Child Benefits - Same as above
- 7) The funded ratio of the fund - as Reported by Foster & Foster in the December 31, 2018 Actuarial Valuation.
- 8) Unfunded Liability - as Reported by Foster & Foster in the December 31, 2018 Actuarial Valuation.

CITY OF EVANSTON
EVANSTON FIREFIGHTERS PENSION FUND
INVESTMENT POLICY

APPROVED

November 2014

I. INTRODUCTION

A. State Law

The City of Evanston's Firefighters Pension Fund is a creation of state law. The Illinois Compiled Statutes Chapter 40 Article 4 defines all the laws for Firefighters' Pension Funds for municipalities under 500,000 in population. This is the law that governs Evanston's Firefighters Pension Fund and is regulated by the Illinois Department of Insurance.

B. Beneficiaries of the Fund

The Firefighters Pension Fund is for the benefit of its firefighters and their surviving spouses, children and certain other dependants.

C. Scope of the Policy

This investment policy applies to all assets of the Evanston Firefighter Pension Fund. The primary objective of the Evanston Firefighters Pension Fund is to provide eligible employees with retirement benefits.

II. STATEMENT OF PURPOSE

A. Mission of Statement

1. The Fundamental mission of the Evanston Firefighters Pension Fund is to provide retirement and other benefits to plan participants.
2. The investments are solely in the interests of the plan participants and beneficiaries, for the exclusive purpose of providing retirement and other benefits to plan participants and beneficiaries.

B. Investment Philosophy

1. **Asset Allocation** – Asset allocation is the key determinant of return and, therefore, commitments to asset allocation targets will be rebalanced on a periodic basis.
2. **Diversification** – Diversification, both by and within asset classes, is a primary risk control element.
3. **Passive and Active management** – Active and passive fund portfolios are suitable investment strategies.
4. **Market Timing** – Market timing is precluded as an acceptable investment strategy.
5. **Liabilities** – The investment program is ultimately for the purpose of meeting the pension system's obligations for benefit payments.

6. **Cash Flow** – The investment program must be cognizant of its cash flow obligations.

C. Goals and Objectives

For total plan assets, the goals are as follows:

1. To preserve the actuarial soundness of the plan in order to meet benefit obligations.
2. To achieve a long-term (one to two market cycles) rate of return of at ~ least the actuarial earnings rate.
3. To obtain a long-term (one to two market cycles) rate of return, net of fees, in excess of its policy benchmark by 50 basis points. The policy benchmark is a blend of approximately weighted indices established and monitored by the Board.
4. To prudently manage the inherent investment risks those are related to the achievement of investment goals.

III. ROLES AND RESPONSIBILITIES

A. Board of Trustees

1. **General Duties** – The Board has the responsibility of establishing and maintaining board policies and objectives for all aspects of the Fund’s operation.
2. **Investment-related Duties** – The Board will review and approve the development or revision of the following:
 - The Investment Policy and appendices
 - The Strategic Asset Allocation
 - Performance Benchmarks for the Strategic Asset allocation
 - All other issues of investment policy not specifically enumerated here.
3. **Investment Committee** – The Investment Committee of the Board consists of the President, one other member and Treasurer. The Committee meets as necessary to provide investment recommendations to the Board. The Committee also has authority to act on behalf of the Board if monies need to be invested or dispensed.

B. Internal Staff

1. **Investment-Related Duties** – The Treasurer with the assistance of the Finance Department staff monitors the performance of the investment portfolio; ensures that funds are invested in accordance with Board policies; studies, recommends and implements policy and operational procedures that will enhance the investment program of the Fund; and ensures that proper internal controls are developed to safeguard the assets of the Fund.

C. External Investment Consultant

1. Duties – The consultant’s duty is to work with the Board and Staff to manage the investment process. This can include:
 - a. Review of asset allocations and performance in conjunction with the Staff and making recommendations to the Board as appropriate;
 - b. Assistance with external money manager/fund selection and oversight; he or she will promptly inform the Board and discuss the impact of material changes taking place within any current manager’s investment process. “Watch” status may be triggered by any of the following:
 - Personal: Departure of key investment or business professional
 - Investment Process: Discovery of a material change in investment or decision making process; Potential deterioration of the quality of investment decisions
 - Business Evaluation: Change in the business ownership or structure that has the potential to impact performance
 - Legal/Compliance: Discovery of an issue that could cause unfavorable legal proceedings
 - c. Meetings with the Board to provide an independent perspective on the fund’s goals, structure, performance and managers.

D. Money Managers

1. Duties – Money managers will select, buy, and sell specific securities pursuant to this investment policy and guidelines in their contract with the Fund. Discretion is delegated to the managers to carry out investment actions as directed by the fund.
2. Standard of Care – The standard of prudence applied to money managers shall be the *prudent expert* standard.
3. Acknowledgement of Fiduciary Obligations – Money managers will acknowledge in writing that they are a fiduciary of the pension plan.
4. Communication – Money managers will provide the Fund with quarterly reporting and communicate any major changes in policy, economic outlook, or changes in the investment organization.

E. Other External Providers

The system will retain custodians, attorneys, actuaries, accounting professionals and a depository/financial institution(s) to implement its investment program.

1. The custodian(s) will hold all cash and securities. The custodian will be responsible for providing a records maintenance system, Fund accounting on a trade date basis and other services as defined in the contract, such as performance reporting.
2. A depository/financial institution will be utilized to accept and hold cash prior to allocating it to the investment managers and to invest such cash in liquid, interest-bearing instruments.
3. The Fund will retain an actuary to prepare annual actuarial valuations and periodically analyze the actuarial assumptions and experience of the Fund.
4. The Fund will retain accounting professionals to independently audit financial records and review internal controls.
5. Standard of care – The standard of prudence applied to other external providers shall be the prudent expert standard.

IV. ASSET ALLOCATION

A. Role and Importance of Asset Allocation

1. Priority – The asset allocation decision is generally regarded as the most important decision to be made in the investment management process.
2. Purpose – The purpose of a strategic asset allocation is to provide an optimal mix of investments that had the potential to produce the desired returns and meet current and future liabilities, with the least amount of fluctuation in the overall value of the investment portfolio. By spreading Funds among several styles or investment types, there is an increased probability that if one investment type is decreasing in value, another is increasing in value.
3. Scope – Most asset classes include a minimum of three broad categories of equities, bonds and cash equivalents. In addition, within the scope of an asset allocation strategy other asset classes may be included.

Asset allocation range. To further the long-term goal and objectives of the Fund set forth in Section II, the following allocation guidelines are established.

ASSET ALLOCATION RANGE

Equity	<u>Max</u> 65%	Fixed	<u>Max</u> 70%
Large Cap	90%	Governments	100%
Mid Cap	25%		
Small Cap	15%		
International	15%		
Other	25%		

The Investment Committee shall establish and monitor target allocations.

B. Rebalancing Policy

1. Purpose -- The primary purpose of rebalancing is to ensure that the Fund adheres to its strategic asset allocation, which is the Fund's explicit statement of its investment approach. Secondly, historical analysis of portfolio returns when rebalancing is used indicates that rebalancing reduces volatility and may add modest value, in comparison to similar portfolio that is not rebalanced.
2. Method of Rebalancing -- The Fund will carry out rebalancing in a cost effective manner. If feasible, cash, as well as indexed investment strategies, will be used to maintain target allocations. Securities may be liquidated from the over-funded managers until the target allocation are met.
3. The investment committee will review the portfolio at least annually for rebalancing.

V. INVESTMENT GUIDELINES

Permissible Investments

1. Permissible investments are defined in the Illinois compiled Statutes Chapter 40 Act 5 Sections 1-113.1 through Sections I - 113.10. (Appendix "A"), as it maybe amended from time to time. Equity and fixed income investments shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent to do so.

VI. REPORTING / PERFORMANCE MONITORING

The purpose of monitoring and reporting on investment performance is for the Board to be able to (a) ensure compliance with Fund policy and applicable law, (b) manage the risk of the portfolio and (c) assess the performance of money managers retained by the Fund.

A. Interim Reporting by Money Manager

On a quarterly basis, the Board of Trustees shall receive the following information:

1. An outline of current strategy and investments and
2. A statement of assets and investment activities.

B. Interim Reporting by External Investment Professionals

On an interim basis, the Board of Trustees shall receive the following information:

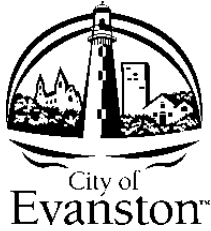
1. Portfolio performance versus the assigned benchmark index and peer group;
2. A summary of the largest holdings and
3. Portfolio composition relative to the asset allocation policy.

C. Annual Reporting

In addition to the specified elements of a quarterly report, yearly reports should contain the following:

1. A review of performance versus assigned benchmarks for the most recent quarter and, for one, three and five year periods ending with the most recent quarter and for the most recent period of not a quarter end. Performance versus assigned benchmarks will be reported for the total portfolio, for each asset class and for each money manager, net of fees.
2. A summary of the portfolio's diversification and fundamental characteristics.
3. An analysis of the portfolio by sector.

VII



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Manager
Subject: Weekly Zoning Report
Date: November 20, 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, November 14, 2019 - November 20, 2019

Backlog (business days received until reviewed): 5

Volume (number of cases pending staff review): 7

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	2333 Ridge Avenue	R1	Building Permit	Addition to detached garage	05/02/19	non-compliant, pending additional information from the applicant
1	1900 Sherman Avenue	R1	Zoning Analysis	15-story addition to Jane R. Perlman apartments, 4,150 sf of ground floor retail, remove 22 parking spaces, add 40 above ground parking spaces, 121 mixed-income apartments (Planned Development)	08/29/19	pending revisions from the applicant
1	320 Greenwood Street	R1	Zoning Analysis	Interior remodel, deck, ramp for wheelchair and eave	10/08/19	pending additional information from the applicant
1	1619 Chicago Avenue	D4	Building Permit	Interior build out (European Wax Center)	11/08/19	pending additional information from the applicant
1	2138 Orrington Avenue	R1	Zoning Analysis	Demolish garage and brick patio, construct coach house and stone walk	11/15/19	pending staff review
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
2	2400 Main Street	C1	Building Permit	Interior build out (Five Below)	11/13/19	pending DAPR
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	1210 Michigan Avenue	R1	Building Permit	Widen driveway	10/02/19	non-compliant, pending revisions from the applicant
3	1036 Forest Avenue	R1	Zoning Analysis	New single-family residence with detached garage	11/20/19	pending staff review
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	919 Grove Street/1555 Maple Avenue	D3	Zoning Analysis	3-story addition to existing 1-story commercial building	09/20/19	pending additional information from the applicant
4	1555 Ridge Avenue	R6	Zoning Analysis	Planned Development: new 5-story multi-family residence with 68 dwelling units and 62 parking spaces	09/24/19	non-compliant, pending revisions from the applicant
4	636 Church Street	D3	Building Permit	Relocated ADA entrance from Orrington St to Church St (Carlisle Building)	11/15/19	pending staff review
5	1950 Green Bay Road	C2	Building Permit	New 20amp air machine	08/21/19	pending revisions from the applicant
5	1825 Lemar Avenue, Unit C	R2	Building Permit	Deck	09/24/19	non-compliant, pending revisions or major variation application from the applicant

5	2000 Green Bay Road	WE1	Building Permit	Asphalt resurface, expand parking lot (Windy City Garden Center)	10/02/19	non-compliant, pending revisions, variation application
5	1818 Wesley Avenue	R1	Building Permit	Interior remodel, new deck, refurbish front porch	11/12/19	non-compliant, pending revision from the applicant
5	1739 Dodge Avenue	R4	Zoning Analysis	Construct driveway through adjacent property	11/15/19	pending staff review
6	2627 Lincolnwood Drive	R1	Building Permit	Deck	04/26/19	non-compliant, pending additional information from the applicant
6	3300 Park Place	R4/oCSC	Zoning Analysis	Shed	08/05/19	non-compliant, pending revisions from the applicant
6	2321 Thayer Street	R1	Building Permit	Extend existing patio, additional parking space, relocate fence, add gas line	10/16/19	non-compliant, pending revisions
6	3423 Central Street	R2	Building Permit	Brick paver walkway and patio enlargement	10/17/19	on-hold
6	2754 Crawford Avenue	R2	Building Permit	Replace sunroom with 1-story addition and bathroom remodel	10/25/19	non-compliant, pending revisions from the applicant
6	2300 Pioneer Road	R4	Zoning Analysis	Planned Development: Demo Landmarked portion of building, construct 3-story, 209,000 sf addition with 83 units/beds, new independent living, adding 125 underground parking spaces (Three Crowns)	11/13/19	pending staff review
6	41 Knox Circle	R4	Building Permit	Interior renovation to convert duplex to single-family dwelling	11/20/19	pending staff review
7	1724 Chancellor Street	R1	Building Permit	Installation of 10'x10' stone patio	10/10/19	pending additional information from the applicant
7	1803 Chancellor Street	R1	Zoning Analysis	New detached two-car garage	10/22/19	non-compliant, pending revisions from the applicant
7	2403 Ashland Avenue	R1	Building Permit	Interior renovation and dormer addition	10/29/19	non-compliant, pending revisions from the applicant
7	1210 Chancellor Street	R5/oCS	Building Permit	New 4-story, 3-dwelling unit multi-family building	11/06/19	pending revisions from the applicant
7	2027 Noyes Street	R1	Building Permit	Patio, deck, and paver walk	11/18/19	pending additional information 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	2222 Oakton Street	I2/oRD	Zoning Analysis	Planned Development: 4,999 sf, 64' tall addition for a climbing wall (First Ascent)	09/20/19	pending additional information from the applicant
8	1613-1617 Brummel Street	R2	Zoning Analysis	Subdivide zoning lot into 2 lots	11/15/19	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 DAPR
9	822 Seward Street	R5	Building Permit	Replace and enlarge walk, replace section of asphalt parking lot with concrete	09/06/19	pending revisions from the applicant
9	626 Florence Avenue	R2	Building Permit	Convert 1-car attached garage into home office	11/07/19	non-compliant, pending revisions from the applicant

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 PC
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 PC
1	2441 Ridge Avenue	R1	Plat of Subdivision	Plat of resubdivision to combine land under same ownership but two PINS into one lot of record	10/03/19	pending P&D 12/09/19
2	1804 Maple Avenue	RP	Special Use	Special Use for Cannabis Dispensary	10/14/19	pending P&D 12/09/19
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending ZBA 12/03/19
4	601 Davis Street	D2/D3	Planned Development	New 19-story office building with ground floor retail, 40 parking spaces	04/24/19	pending DAPR 12/04/19, PC
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 P&D 11/25/19
4	1224 Oak Avenue	R3	Major Variation	Building lot coverage, interior side yard setback, rear yard setback, deck within interior side yard setback for new attached garage with roof top deck and screened porch	09/13/19	pending ZBA 12/03/19
4	1012 Davis Street	D2	Special Use	Special use for a Daycare Center - Child	10/01/19	pending P&D 01/13/20
6	2727 Lincoln Street	R1	Minor Variation	Rear yard setback for addition	06/07/19	determination after 12/09/19
6	2431 Payne Street	R1	Minor Variation	Building lot coverage, impervious surface coverage, and interior side setbacks at 2nd story addition and 2-story addition	11/11/19	determination after 11/27/19
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 P&D 12/09/19
7	1713 Central Street	B1a/oCS C	Special Use	Special use for religious institution	10/29/19	pending ZBA 12/03/19
7	2510 Green Bay Road	B1a/oCS C	Special Use	Special use for indoor commercial recreation	10/29/19	pending ZBA 12/03/19
8	999 Howard Street	C1	Planned Development	New 4-story 60-dwelling unit multi-family building, affordable housing	02/19/19	pending DAPR 12/04/19, PC 12/11/19
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



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: November 22, 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.

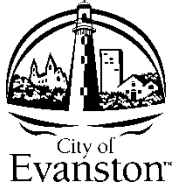
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, November 22, 2019

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	811 Emerson (Focus Development)	Mixed Use Building	Project is substantially complete. Punchlist items remain. Site is being maintained.	11/20/2019
2	1801 Main Street (Robert Crown)	Recreation Facility	Mechanical, electrical, and plumbing rough-in, interior wall framing, site concrete preparations, gymnasium equipment, interior glass and floor/tile installations continue. Crews continue to work on Saturdays. Site is being maintained.	11/20/2019
5	2525 Church Street (Pumping Station)	Pumping Station	Minimal activity since last report. Awaiting final inspection requests. Site is being maintained.	11/20/2019
2	1727 Oak Ave (Avidor)	Multi-Unit Building	Window installation has been completed. Interior framing, mechanical, electrical and plumbing work continues through the 15th floor. Site is being maintained.	11/20/2019
4	1500 Sherman (Albion at Evanston)	Mixed Use Building	Repavement of Sherman Avenue tentatively rescheduled for the week of November 25th weather permitting. Final Building and Fire inspections are on-going. Sidewalks should be reopened by Thanksgiving. Site is being maintained.	11/20/2019



Memorandum

To: Honorable Mayor and Members of the City Council

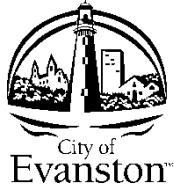
From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: November 22, 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
7	1729 Central St	Hewn Bakery	11/14/2019	Pending Permit Issuance
4	610 Davis St	The Olive Mountain	11/05/2019	Change of Ownership – Pending Inspections
1	1743 Benson Ave	Papa John’s Pizza	10/23/2019	Change of Ownership – Pending Inspections
5	1723 Simpson St	Meals on Wheels	10/22/2019	Pending Permit Issuance
2	1924 Dempster St	Kid’s Empire	10/17/2019	Pending Permit Issuance
1	812 Church St	Eggsperience Express Café	9/4/2019	Building Permit Issued – Pending 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 (On Hold)
5	2121 Ashland Av	Double Clutch	2/13/2019	Building Permit Issued - Pending Inspections
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: November 22, 2019

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

Please contact me at (847) 448-8090 or 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 NOVEMBER 22, 2019

HAPPY THANKSGIVING!

Editor's Note: THANK YOU and We'll Return December 6!

As this is the season to give thanks, we are truly thankful for the over three hundred dedicated member elected officials and staff who take time out of their schedules to participate on our thirteen standing and ad hoc committees. We offer our sincere gratitude to you all for making the Northwest Municipal Conference Illinois' local government leader!

The NWMC Director's Weekly Briefing will return on Friday, December 6. Happy Thanksgiving to you and yours!

Still Time to Provide Multimodal Plan Input – Attend a Pop-Up Workshop!

NWMC's Multimodal Transportation Plan has gathered a great deal of valuable public feedback in the past few weeks and there are still additional opportunities for stakeholders to make comments and participate in the public outreach process. Two more pop-up workshops are scheduled for *Deerfield's* Winter Celebration on December 6 and *Morton Grove's* Indoor Farmer's Market on December 7. Those who are unable to attend in person can make comments online via an [interactive Priority Corridors map](#). Please visit the [project website](#) for pop-up workshop event details and more information about the plan. *Staff contact: Kendra Johnson*

Order Liquid Calcium Chloride Before Prices Go Up!

The Suburban Purchasing Cooperative (SPC) Governing Board has awarded the 2019/2020 Liquid Calcium Chloride Contract (#194) to Sicalco Ltd. of Hinsdale. The contract is effective December 5, 2019 to December 4, 2020 with four (4) possible, one-year extensions upon mutual agreement of both the vendor and the Conference on a negotiated basis.

The current contract (#166) remains in effect until December 4, 2019, so staff recommends ordering now to avoid a price increase. The current pricing is as follows:

Price/Gal 12/5/18 – 12/4/19	Delivery	Total Delivered Price
\$0.4800	\$0.13	\$0.61

Effective December 5, the pricing will be:

Price/Gal 12/5/19 – 12/4/20	Delivery	Total Delivered Price
\$0.4828	\$0.140	\$0.6228

Billing shall also include a line item for the SPC administrative fees per gallon purchased. For questions or additional information, please contact staff or Frank Sibr, 630-317-2655 or fsibr@sicalco.net. *Staff contact: Ellen Dayan*

Bicycle and Pedestrian Committee Learns About New Modeling and Data

On Tuesday, the NWMC Bicycle and Pedestrian Committee met to hear a presentation from Craig Heither about the Chicago Metropolitan Agency for Planning's (CMAP) new Activity Based Model for travel demand data and how it differs from standard travel demand models. Mr. Heither also provided a brief overview of the Replica analysis

tool that the Illinois Department of Transportation (IDOT) is making available to public agencies for planning and data analysis purposes. The Committee discussed the progress of the Multimodal Transportation Plan (see article on p. 1) and local project updates. *Staff contact: Kendra Johnson*

2020 Census Ideas Exchange Around the Corner

On Tuesday, December 10, the Northwest Municipal Conference and Metropolitan Mayors Caucus are hosting an event entitled “The 2020 Census: Municipal Ideas Exchange.” The workshop will be held from 8:00 a.m. to 1:00 p.m. in Rooms 1604-1606 at Oakton Community College, 1600 E. Golf Road in *Des Plaines*. The goal of the exchange is to “facilitate the necessary conversation on all things decennial for local government leaders, municipalities and CCC (Complete Count Committee) members. The Exchange will educate on the importance of a complete, accurate and equitable count as well as give specific steps that can be taken through your Complete Count Committees to reach your hardest-to-count residents.

Representatives from the United States Census Bureau, Forefront-IL Count Me In 2020, the Chicago Metropolitan Agency for Planning (CMAP) and other census front line organizations will participate in the exchange. To RSVP for the event, please visit the [Exchange event page](#). For questions or additional information, please contact staff or Metropolitan Mayors Caucus Housing and Community Fellow LaTiyfa Fields, LFields@mayorscaucus.org or 312-386-8687. *Staff contacts: Mark Fowler, Karol Heneghan*

Last Call for UIC Capstone Proposals

The University of Illinois at Chicago (UIC) Departments of Public Administration and Urban Planning and Policy are seeking proposals from local government units in the Chicago area for Capstone Projects for both graduate and undergraduate 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 capstones are a great opportunity for municipalities to pursue projects for which they otherwise don’t have the time, staff or resources. The deadline for project proposals for the spring 2020 semester is Monday, December 2. To apply, please visit UIC’s [Public Administration](#) or [Urban Planning](#) department websites. For questions about the Urban Planning capstone program, please contact Curt Winkle, cwinkle@uic.edu, and for the Public Administration capstone program, please contact James Thompson, jthomp@uic.edu. *Staff contact: Kendra Johnson*

Meetings and Events

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

NWMC Transportation Committee will meet on Thursday, December 5 at 8:30 a.m. at the NWMC offices.

NWMC and Metropolitan Mayors Caucus event, “The 2020 Census: Municipal Ideas Exchange” will be held on Tuesday, December 10 from 8:00 a.m. to 1:00 p.m. in Rooms 1604-1606 at Oakton Community College in *Des Plaines*.

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

NWMC Bicycle & Pedestrian Committee meeting scheduled for December 17 has been **Cancelled**.