

Memorandum

To: Mayor Hagerty and Members of the City Council
From: Erika Storlie, Interim City Manager
Subject: Weekly City Manager's Update
Date: April 3, 2020

STAFF REPORTS BY DEPARTMENT



Weekly Report for March 26, 2020 – April 1, 2020
**There will be no 311 report this week*

City Manager's Office

City Council Agenda Schedule
Monthly Financial Report – December 2019

Community Development

Weekly Zoning Report
Weekly Inspection Report
Monthly CV/Permit Fee Report – March 2020

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, April 6, 2020

Human Services Committee - CANCELED

www.cityofevanston.org/humanservices

Wednesday, April 8, 2020

Design and Project Review Committee - CANCELED

www.cityofevanston.org/dapr

Animal Welfare Board

www.cityofevanston.org/animalwelfareboard

Plan Commission - CANCELED

www.cityofevanston.org/plancommission

Thursday, April 9, 2020

Environment Board - CANCELED

www.cityofevanston.org/environmentboard

Mental Health Board - CANCELED

www.cityofevanston.org/mentalhealthboard

Friday, April 10, 2020

Utilities Commission - CANCELED

www.cityofevanston.org/utilitiescommission

2020 City Council Agenda Schedule

Printed from Asana

April 13, 2020

Lara Biggs: CIP Discussion

Department: CMO

Council Action: Disc

Council or Committee: CC

Johanna Leonard: Ordinances 38-O-20, 39-O-20, and 47-O-20, Amendments to Boards Committees and Commissions (Plan Commission, ZBA, and Design and Project Review Committee)

Department: Community Dev

Council Action: SPB

Council or Committee: CC

Action: For Introduction

OPS Complaints

Department: Police

Council Action: Comm

Council or Committee: CC

Kimberly Richardson: Appointments

Department: CMO

Council Action: Bus

Council or Committee: CC

Erika Storlie: Job Fair

Department: CMO

Council Action: Annouc

Council or Committee: CC

Johanna Leonard: Certificate for Economic Hardship - 2404 Ridge

Department: Community Dev

Council Action: SPB

Council or Committee: CC

Erika Storlie: Amended City Council Agenda Schedule

Department: CMO

Council Action: SPB

Council or Committee: CC

David Stoneback: Ordinance 41-O-20 Restrict Winter Excavations

Department: Public Works

Council Action: Bus

Council or Committee: APW

David Stoneback: Concrete Purchase

Department: Public Works

Council Action: Bus

Council or Committee: APW

David Stoneback: Vaisala Weather Station

Department: Public Works

Council Action: Bus

Council or Committee: APW

David Stoneback: Asphalt Purchase

Department: Public Works
Council Action: Bus
Council or Committee: APW

Luke Stowe: Cybersecurity

Department: Admin Serv
Council Action: Bus
Council or Committee: APW

David Stoneback: Contract Award of Public Canoe Launch Feasibility Study

Department: Public Works
Council Action: Bus
Council or Committee: APW

David Stoneback: Lincolnwood Construction Change Order

Department: Public Works
Council Action: Bus
Council or Committee: APW

Johanna Leonard: 1555 Ridge Ave - Planned Development for Residential Building

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Introduction

Johanna Leonard: 605 Davis - Planned Development for an Office Building

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Introduction

Johanna Leonard: Affordable Rental at 1930 Jackson Ave

Department: Community Dev
Council Action: Bus
Council or Committee: PD

Johanna Leonard: Resolution 33-R-20 Adopting the City of Evanston 2020-2024 Consolidated Plan; Resolution 34-R-20 Adopting the 2020 Action Plan; and Resolution 32-R-20 Approving the Reallocation of Unspent CDBG Funds from Prior Years

Department: Community Dev
Council Action: Res
Council or Committee: PD

Johanna Leonard: Ordinance 34-O-20 Amending the Zoning Map to Remove 2044 Wesley Ave. from the oWE West Evanston Overlay District

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Action

Johanna Leonard: Ordinance 33-O-20, Extending the Time for the Applicant to Obtain a Building Permit for 910-938 Custer Ave

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Action

Johanna Leonard: 2425 Oakton Street - Planned Development Extension Request

Department: Community Dev
Council Action: Ord

Council or Committee: PD
Action: For Intro and Action

Kimberly Richardson: Resolution 3-R-20 Donation Policy

Department: CMO
Council Action: Res
Council or Committee: HS

Kelley Gandurski: Ordinance 32-O-2 Sale of Dogs, Cats, Rabbits

Department: Law
Council Action: Ord
Council or Committee: HS
Action: For Action

April 27, 2020

Paulina Martínez: Jones Lang LaSalle RFP

Department: CMO
Council Action: SPB
Council or Committee: CC

Kimberly Richardson: Equity Update

Department: CMO
Council Action: SPB
Council or Committee: CC

Johanna Leonard: Affordable Housing Fund Expenses

Department: Community Dev
Council Action: SPB
Council or Committee: CC

Rotary Club's 100th Birthday - May 1, 2020

Council Action: Proc
Council or Committee: CC

Kelley Gandurski: Ordinance 40-O-20, Class C Liquor License Increase for Reza Restaurant

Department: Law
Council Action: Ord
Council or Committee: APW
Action: For Intro and Action

Kelley Gandurski: Resolution 31-R-20, Authorizing the Settlement and Release of all Claims in Lamaster v. City of Evanston, et al.

Department: Law
Council Action: Res
Council or Committee: APW

Luke Stowe: Ordinance 27-O-20, Amending Title 10, Chapter 11, Sections 10 "Limited Parking" and Title 10, Chapter 11, Section 18 "Residents Parking Only Districts"

Department: Admin Serv
Council Action: Ord
Council or Committee: APW
Action: For Action

Johanna Leonard: Ordinance 26-O-20 Requiring Sidewalk Installation or Replacement of Substandard Sidewalk Whenever New Construction is Erected

Department: Community Dev
Council Action: Ord
Council or Committee: APW
Action: For Action

- David Stoneback:** Ordinance 36-O-20, Preventing Access to the Rock Revement along the Lakefront
 - Department: Public Works
 - Council Action: Ord
 - Council or Committee: APW
 - Action: For Action

- Luke Stowe:** Ordinance 20-O-20 Stopping Standing Parking
 - Department: Admin Serv
 - Council Action: Ord
 - Council or Committee: APW
 - Action: For Action

- David Stoneback:** Ordinance 45-O-20 Borrow Funds from IEPA
 - Department: Public Works
 - Council Action: Bus
 - Council or Committee: APW
 - Action: For Intro and Action

- David Stoneback:** Contract Award of 2020 CIPP lining project
 - Department: Public Works
 - Council Action: Bus
 - Council or Committee: APW

- David Stoneback:** Purchase of Trees for 2020 spring planting
 - Department: Public Works
 - Council Action: Bus
 - Council or Committee: APW

- David Stoneback:** Contract Award for 2020 Pavement Marking Program
 - Department: Public Works
 - Council Action: Bus
 - Council or Committee: APW

- Erika Storlie:** First Amendment to TIF Agreement with Evanston Gateway LLC (128-32 Chicago Avenue)
 - Department: CMO
 - Council Action: Ord
 - Council or Committee: APW
 - Action: For Introduction

- Lawrence C. Hemingway:** PRCS Strategic Plan
 - Department: Parks & Rec
 - Council Action: Bus
 - Council or Committee: APW

- Lawrence C. Hemingway:** Summer Bus Transportation
 - Department: Parks & Rec
 - Council Action: Bus
 - Council or Committee: APW

- David Stoneback:** Approval of Contract Award of Engineering Services for Stormwater Master Plan
 - Department: Public Works
 - Council Action: Bus
 - Council or Committee: APW

- David Stoneback:** Approval of Contract Award of Green Bay Bioswale Landscaping
 - Department: Public Works
 - Council Action: Bus
 - Council or Committee: APW

May 11, 2020

- Luke Stowe:** Amend Parking on Oak from 12 to 4 hour limit

Department: Admin Serv
Council Action: Ord
Council or Committee: APW

- Luke Stowe:** Amend Parking on Davis to Short Term;

Department: Admin Serv
Council Action: Ord
Council or Committee: APW

- David Stoneback:** Approval of Contract Award of 50/50 Sidewalk Construction

Department: Public Works
Council Action: Bus
Council or Committee: APW

- David Stoneback:** Dutch Elm Disease Prevention Program

Department: Public Works
Council Action: Bus
Council or Committee: APW

May 18 , 2020 - Special Harley Clarke Meeting

- Harley Clarke Discussion

May 26, 2020

- Johanna Leonard:** Ordinance 35-O-20 Ground Floor uses in the D2 District

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Introduction

June 8, 2020

- Johanna Leonard:** St. A's Parking

Department: Community Dev
Council Action: SPB
Council or Committee: CC

- Johanna Leonard:** Ordinance 24-O-20 Sidewalks cleared of Snow, Ice, Dirt, Weeds

Department: Community Dev
Council Action: Ord
Council or Committee: APW
Action: For Action

- Johanna Leonard:** Ordinance 25-O-20 Tree Preservation

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Action



Memorandum

To: Erika Storlie, Interim City Manager

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

Subject: December 2019 Monthly Financial Report

Date: March 30, 2020

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

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	Fund Balance	Cash Balance
100	GENERAL FUND	116,977,668	115,172,414	1,805,253	15,437,616	11,290,625
175	GENERAL ASSISTANCE FUND	941,013	1,179,667	(238,654)	363,040	363,263
176	HUMAN SERVICES FUND	898,640	881,526	17,114	30,759	214,852
177	REPARATIONS FUND	1,335	-	1,335	1,335	1,335
180	GOOD NEIGHBOR FUND	1,004,307	756,364	247,943	252,545	1,255,161
185	LIBRARY FUND	7,955,983	7,388,180	567,803	2,070,957	2,211,171
186	LIBRARY DEBT SERVICE FUND	350,000	353,438	(3,438)	1,144	1,144
187	LIBRARY CAPITAL IMPROVEMENT	1,893,266	1,809,295	83,970	1,052,520	1,052,520
200	MOTOR FUEL TAX FUND	2,490,784	1,857,806	632,978	2,669,032	2,342,062
205	EMERGENCY TELEPHONE (E911)	1,347,069	979,263	367,807	1,129,872	893,605
210	SPECIAL SERVICE AREA (SSA) #9	447,701	447,058	642	(226,193)	(172,885)
215	CDBG FUND	1,841,737	1,841,793	(56)	63,297	(66,122)
220	CDBG LOAN FUND	111,645	57,453	54,192	227,385	258,261
235	NEIGHBORHOOD IMPROVEMENT	904	113	791	171,864	171,864
240	HOME FUND	260,149	259,948	201	7,526	13,143
250	AFFORDABLE HOUSING FUND	2,852,672	292,224	2,560,447	3,925,602	4,088,574
320	DEBT SERVICE FUND	15,260,156	15,260,706	(550)	417,431	440,454
330	HOWARD-RIDGE TIF FUND	768,465	860,562	(92,097)	2,124,765	2,672,839
335	WEST EVANSTON TIF FUND	733,126	643,031	90,096	710,476	710,476
340	DEMPSTER-DODGE TIF FUND	124,891	71,931	52,960	107,803	107,803
345	CHICAGO-MAIN TIF	614,522	101,677	512,844	686,753	686,753
350	SPECIAL SERVICE AREA (SSA) #6	225,611	223,368	2,243	5,342	5,342
415	CAPITAL IMPROVEMENTS FUND	10,587,676	11,167,536	(579,860)	13,318,388	15,852,814
416	CROWN CONSTRUCTION FUND	23,262,413	33,141,798	(9,879,384)	7,646,151	17,459,199
420	SPECIAL ASSESSMENT FUND	555,053	292,445	262,608	2,883,397	2,880,214
505	PARKING SYSTEM FUND	10,860,331	11,598,193	(737,861)	2,371,494	2,928,873
510	WATER FUND	20,539,714	16,309,657	4,230,057	9,730,799	5,072,724
515	SEWER FUND	11,851,109	6,268,616	5,582,493	9,972,553	3,484,892
520	SOLID WASTE FUND	5,638,226	5,256,498	381,728	(722,286)	(1,010,451)
600	FLEET SERVICES FUND	2,968,186	3,083,288	(115,102)	116,114	(834,664)
601	EQUIPMENT REPLACEMENT FUND	1,344,454	1,450,802	(106,348)	904,950	638,386
605	INSURANCE FUND	19,210,420	20,832,879	(1,622,460)	(10,416,307)	(6,048,935)
	Grand Total	263,919,225	259,839,529	4,079,696	67,036,124	68,965,292

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

General Fund

The unaudited financial statements show the General Fund with a 2019 year-end surplus of \$1,805,253, fund balance of \$15,437,616, and cash balance of \$11,290,625. The 2019 budget included surplus of \$1,733,498 in order to increase general fund balance.

The attached financials show year-end General Fund revenues at 101% of budget, which is \$1,090,798 higher than budget. The top 10 revenues that were higher than budget by the end of the year are shown in the table below:

Revenue Source	2019 Budget	2019 Actual	Over Budget
State Income Tax	\$7,210,000	\$7,991,868	\$781,868
Building Permits	3,875,100	4,617,598	742,498
State Use Tax	2,000,000	2,513,280	513,280
Police Overtime Reimbursement	-	354,262	354,362
Amusement Tax	315,000	662,116	347,116
Personal Property Replacement Tax	800,000	1,139,366	339,366
Transportation Network Provider Tax	680,000	1,000,030	320,030
Recreation Program Fees	5,549,409	5,867,736	317,967
Sales Tax – Basic	10,250,000	10,529,742	279,742
Grants and Aid	161,700	412,667	250,967
Total	\$30,841,209	\$412,667	\$4,247,095

Revenues that were significantly lower than budget were real estate transfer tax (\$1,478,721 under budget) wheel tax (\$530,525 under budget), and telecommunications tax (\$374,419 under budget). Real estate transfer tax was negatively impacted by changes in the market, and by delayed real estate sales during the property reassessment process. Wheel tax was under budget due to the change in due date from December 31 to October 1, which led to selling only 9 month wheel tax permits in November and December of 2019. Staff expects to make up this loss in 2020 as the new schedule is implemented. Telecommunication tax has been decreasing steadily over the years as a result of residents shifting away from landlines and cable.

The attached financials also show General Fund expenses at 101% of budget. The departments where expenses are higher than budget are shown below, with a brief description of the primary expense line that were over budget.

1. City Council - \$12,729 over budget
 - a. Membership dues
2. City Clerk - \$38,072 over budget
 - a. Seasonal employees
 - b. Service agreements/contracts

3. Law Department – \$59,894 over budget
 - a. Payment to MWRD for Canal Shores lease
4. Administrative Services - \$268,854 over budget
 - a. IT computer software
 - b. Building maintenance services
 - c. Service agreements/contracts
5. Police Department - \$225,861 over budget
 - a. Overtime pay, including hireback and special details
 - b. Payouts – annual sick leave and holiday payouts
6. Fire Department - \$953,000 over budget
 - a. Overtime pay, including hireback and special details
 - b. Payouts – annual sick leave and holiday payouts
7. Parks, Rec, and Community Services - \$64,190 over budget
 - a. Program assistants
 - b. Summer food program (partial reimbursement)

Overtime in Police and Fire continued to be a high expense, but operational changes brought spending down substantially by the end of the year. Together, Police and Fire overtime totaled \$2.8 million, compared to a combined budget of \$1.7 million.

Overtime Expenses	2018 Actual	2019 Budget	2019 YTD	Reimbursement Amount
Police	\$1,606,236	\$959,106	\$1,485,193	\$918,919
Fire	\$1,007,263	\$756,956	\$1,380,088	\$93,413

Overtime expenses are partially offset by higher reimbursements for services. The Police Department received a total of \$918,919 in reimbursements for special details and overtime, compared to a budget of \$400,000 for these sources. Much of this increase came from reimbursements from Northwestern University for Police presence within Ryan Field and surrounding streets during fall 2019 football games.

The Fire Department’s overtime spending was primarily due to multiple vacancies and medical leaves coupled with daily minimum staffing requirements. In regular pay, the Fire Department ended the year \$200,238 lower than budget, which offsets some of its high overtime costs. The Fire Department also received \$93,413 in reimbursements for services.

Multiple snow events in the first quarter of 2019 also contributed to high overtime spending in Police, Fire, and the Public Works Agency (PWA). Fortunately, the City experienced mild weather in November and December. Combined with savings in other areas, the Public Works Agency in the General Fund was able to end 2019 with expenses at 100% of budget.

Enterprise Funds

Parking fund revenues through December 31, 2019 have reached 2019 budgetd amounts. Charges for service ended the year about \$50,000 below budget, but this was made up in Other Revenue and Interest Income which were both higher than budget. Expenses for the parking fund were 86% of budget, mostly due to a delay in some capital improvement projects to 2020.

Through December 31, 2019, the Water Fund appears low on revenue and expenses. This is because the budget included multiple large capital projects, with IEPA loan funding budgeted in Other Revenue and expenses budgeted in Capital Outlay, and some of these projects have been delayed to 2020. Negative numbers are seen in the December 2019 for Other Revenue and Capital Outlay as capital expenses and corresponding loan and bond revenue were converted to capital assets. The fund ended the year with a surplus of \$4,230,057, which will be carried over to capital projects continuing in 2020.

The Water Fund revenues reflect payment from the Village of Skokie at the rate of \$0.81 per 1000 gallons against the billed rate of \$2.06 per 1000 gallons. This issue is currently being challenged in the court.

Through December 31, 2019, the Sewer Fund also appears low on expenses due to capital project budgets that will have spending continuing into 2020. These projects are primarily funded through IEPA loan financing, budgeted as Other Revenue. The fund ended the yar with a surplus of \$5,582,493, which will be carried over to capital projects continuing in 2020.

Through December 31, 2019, the Solid Waste Fund has a negative fund balance of \$722,286 and a negative cash balance of \$1,010,451. The fund ended the year with a surplus of \$381,728, and its fund balance has improved since the end of 2018. Staff plans to bring this fund into balance in the next 2-3 years by continuing to use property tax revenue and budgeted surpluses.

Other Funds

Through December 31, 2019, the SSA #4 Fund is showing a negative fund balance of \$226,193 and negative cash balance of \$172,885.

Through December 31, 2019, the Capital Improvements Fund is showing a fund balance of \$13,318,388 and a cash balance of \$15,852,814. The fund continues to spend down 2019B bond proceeds received in June 2019.

Through December 31, 2019, the Crown Construction fund is showing fund balance of \$7,646,151 and cash balance of \$17,459,199. 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 bond proceeds.

Through December 31, 2019, the Insurance Fund is showing a negative fund balance of \$10,416,307 and a negative cash balance of \$6,048,935. 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

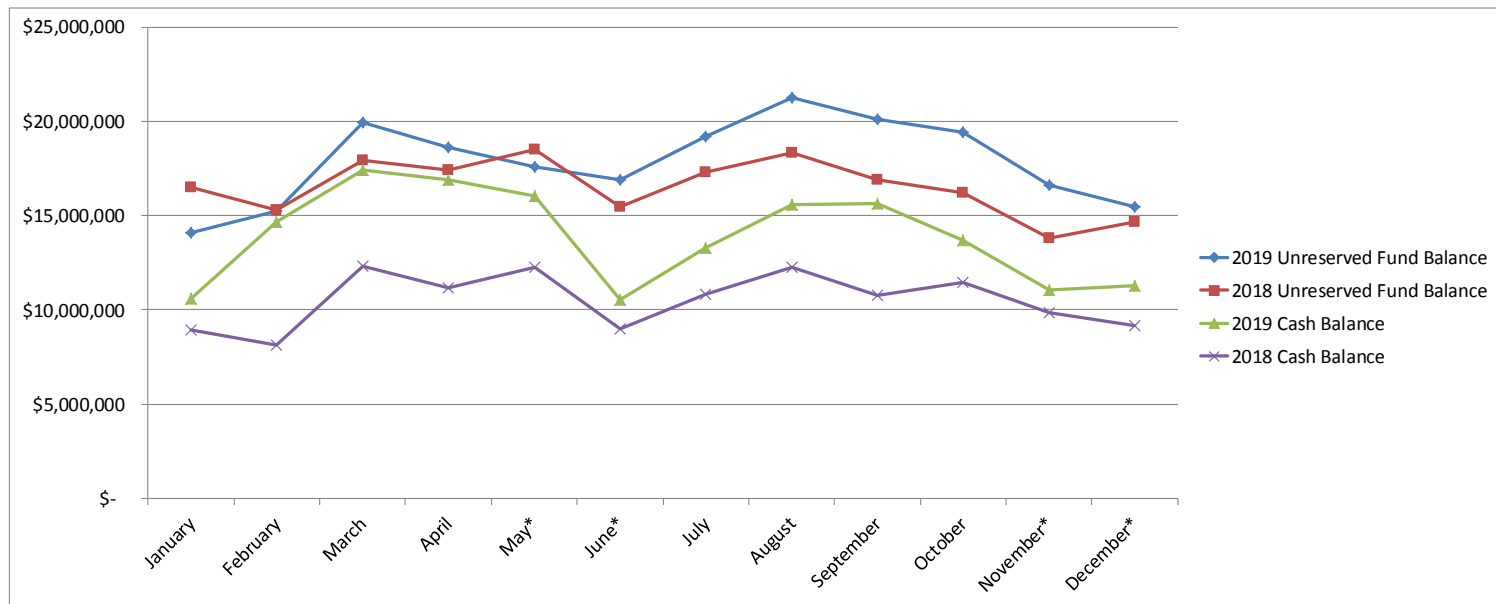
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the December 31, 2019 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

2018 v 2019 Fund and Cash Balance - General Fund

	January	February	March	April	May*	June*	July	August	September	October	November*	December*
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	\$ 21,272,425	\$ 20,103,645	\$ 19,396,425	\$ 16,634,199	\$ 15,437,616
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	\$ 18,345,522	\$ 16,923,253	\$ 16,225,727	\$ 13,799,783	\$ 14,642,444
2019 Cash Balance	\$ 10,603,771	\$ 14,634,340	\$ 17,403,563	\$ 16,875,201	\$ 16,013,733	\$ 10,547,544	\$ 13,286,786	\$ 15,561,077	\$ 15,627,196	\$ 13,669,397	\$ 11,039,528	\$ 11,290,625
2018 Cash Balance	\$ 8,905,448	\$ 8,120,225	\$ 12,288,418	\$ 11,184,339	\$ 12,226,888	\$ 9,006,016	\$ 10,816,697	\$ 12,252,460	\$ 10,763,842	\$ 11,463,410	\$ 9,825,856	\$ 9,178,128



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

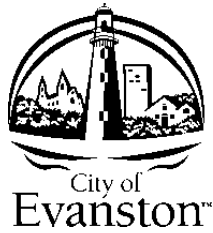
Classification	2019 Budget	December 2019	YTD 2019	%	2018 Actual
Fund 100 - GENERAL FUND					
REVENUE					
Property Taxes	30,047,955	68,322	29,888,938	99	28,188,353
Other Taxes	53,671,300	5,160,799	53,344,096	99	52,673,637
Licenses, Permits and Fees	7,651,400	446,660	7,667,185	100	9,165,957
Fines and Forfeitures	4,700,500	700,054	5,130,596	109	3,765,058
Charges for Services	8,900,909	856,323	9,270,750	104	10,396,458
Interfund Transfers	8,877,103	734,751	8,817,013	99	8,133,142
Intergovernmental Revenue	994,303	182,271	1,506,263	151	1,466,926
Other Revenue	988,300	(44,177)	1,142,631	116	1,948,636
Interest Income	55,100	10,676	210,194	381	94,681
REVENUE TOTALS	115,886,870	8,115,679	116,977,668	101%	115,832,848
EXPENSE					
13 - CITY COUNCIL	528,173	46,547	540,902	102	547,350
14 - CITY CLERK	180,704	15,979	218,776	121	217,987
15 - CITY MANAGER'S OFFICE	7,997,018	820,165	7,994,888	100	7,325,385
17 - LAW	646,183	45,635	706,077	109	688,728
19 - ADMINISTRATIVE SERVICES	9,483,577	1,076,553	9,752,431	103	9,222,431
21 - COMMUNITY DEVELOPMENT	3,480,360	338,323	3,082,258	89	3,579,836
22 - POLICE	38,737,094	2,705,230	38,962,955	101	39,403,536
23 - FIRE MGMT & SUPPORT	24,379,850	1,775,639	25,332,850	98	24,816,621
24 - HEALTH	3,190,606	238,142	2,975,767	93	3,187,980
30 - PARKS, REC. AND COMMUNITY SERV.	12,297,508	1,089,391	12,361,698	101	12,901,743
40 - PUBLIC WORKS AGENCY	13,232,299	1,206,371	13,243,824	100	13,524,988
EXPENSE TOTALS	114,153,372	9,357,965	115,172,414	101%	115,416,584
Fund 100 - GENERAL FUND Totals					
REVENUE TOTALS	115,886,870	8,115,679	116,977,668	101%	115,832,848
EXPENSE TOTALS	114,153,372	9,357,965	115,172,414	101%	115,416,584
Fund 100 - GENERAL FUND Totals	1,733,498	(1,242,286)	1,805,253		416,264
Beginning Fund Balance	13,632,363		13,632,363		
Net	1,733,498		1,805,253		
ENDING FUND BALANCE	15,365,861		15,437,616		

Classification	2019 Budget	December 2019	YTD 2019	%	2018 Actual
Fund 505 - PARKING SYSTEM FUND					
REVENUE					
Licenses, Permits and Fees	-	(10,691)	79,053	-	2,798
Charges for Services	10,343,855	952,264	10,298,674	100	6,299,952
Interfund Transfers	-	-	-	-	3,037,704
Other Revenue	202,020	140,939	368,707	183	337,563
Interest Income	20,000	16,100	113,897	569	109,598
REVENUE TOTALS	10,565,875	1,098,613	10,860,331	103%	9,787,615
EXPENSE					
Salary and Benefits	1,996,976	132,064	1,762,591	88	1,886,080
Services and Supplies	3,546,775	605,020	4,505,080	127	3,887,706
Capital Outlay	3,510,000	199,769	1,747,459	43	81,227
Insurance and Other Chargebacks	333,969	27,831	333,968	100	319,648
Depreciation Expense	-	-	-	-	2,644,560
Contingencies	11,000	-	-	0	1,495
Debt Service	34,354	33,805	34,353	100	97,498
Miscellaneous	304,000	400	51,935	17	231,879
Interfund Transfers	3,512,807	263,567	3,162,807	90	1,440,417
EXPENSE TOTALS	13,249,881	1,262,455	11,598,193	86%	10,590,510
Fund 505 - PARKING SYSTEM FUND					
REVENUE TOTALS	10,565,875	1,098,613	10,860,331	103%	9,787,615
EXPENSE TOTALS	13,249,881	1,262,455	11,598,193	86%	10,590,510
Fund 505 - PARKING SYSTEM FUND	(2,684,006)	(163,842)	(737,861)		(802,896)
Beginning Fund Balance	3,109,355		3,109,355		
Net	(2,684,006)		(737,861)		
ENDING FUND BALANCE	425,349		2,371,494		

Classification	2019 Budget	December 2019	YTD 2019	%	2018 Actual
Fund 510 - WATER FUND					
REVENUE					
Licenses, Permits and Fees	50,000	(9,600)	51,805	104	47,218
Charges for Services	22,615,529	1,198,714	16,810,050	74	15,223,033
Interfund Transfers	-	-	-	0%	187,430
Other Revenue	23,194,160	(6,190,127)	2,943,822	13	235,772
Interest Income	40,000	72,751	734,037	1835	255,928
REVENUE TOTALS	45,899,689	(4,928,262)	20,539,715	45%	15,949,380
EXPENSE					
Salary and Benefits	5,533,772	282,534	5,367,941	97	5,804,716
Services and Supplies	6,231,350	(150,028)	3,193,108	65	3,183,368
Capital Outlay	30,345,500	(13,164,238)	(263,673)	109	22,219
Insurance and Other Chargebacks	489,481	40,790	500,523	102	(629,963)
Depreciation Expense	-	2,581,863	2,581,863	0%	2,581,863
Contingencies	1,000	-	1,000	100	-
Debt Service	2,081,841	294,658	996,283	48	819,926
Miscellaneous	42,000	-	300	1	-
Interfund Transfers	3,932,313	(1,100,360)	3,932,313	64	3,682,309
EXPENSE TOTALS	48,657,257	(11,214,782)	16,309,657	89%	15,464,438
Fund 510 - WATER FUND Totals					
REVENUE TOTALS	45,899,689	(4,928,262)	20,539,715	45%	15,949,380
EXPENSE TOTALS	48,657,257	(11,214,782)	16,309,657	89%	15,464,438
Fund 510 - WATER FUND Totals	(2,757,568)	6,286,519	4,230,057		484,942
Beginning Fund Balance	5,500,742		5,500,742		
Net	(2,757,568)		4,230,057		
ENDING FUND BALANCE	2,743,174		9,730,799		

Classification	2019 Budget	December 2019	YTD 2019	%	2018 Actual
Fund 515 - SEWER FUND					
REVENUE					
Charges for Services	10,483,885	1,387,007	10,780,345	103	11,919,244
Interfund Transfers	-	-	-	-	187,430
Other Revenue	3,104,000	-	1,031,752	33	3,002
Interest Income	5,000	1,972	39,012	780	56,455
REVENUE TOTALS	13,592,885	1,388,979	11,851,109	87%	12,166,129
EXPENSE					
Salary and Benefits	1,354,512	90,964	1,310,085	97	1,400,023
Services and Supplies	304,500	117,173	1,240,663	398	301,786
Capital Outlay	4,890,636	66,928	791,407	15	(654)
Insurance and Other Chargebacks	282,083	23,507	282,082	100	269,988
Depreciation Expense	-	-	-	-	3,615,269
Debt Service	6,148,475	(4,981,221)	868,559	14	959,123
Miscellaneous	1,500	-	2,288	153	230
Interfund Transfers	1,773,532	64,461	1,773,532	100	991,677
EXPENSE TOTALS	14,755,238	(4,618,189)	6,268,616	42%	7,537,442
Fund 515 - SEWER FUND Totals					
REVENUE TOTALS	13,592,885	1,388,979	11,851,109	87%	12,166,129
EXPENSE TOTALS	14,755,238	(4,618,189)	6,268,616	42%	7,537,442
Fund 515 - SEWER FUND Totals	(1,162,353)	6,007,168	5,582,493		4,628,687
Beginning Fund Balance	4,390,060		4,390,060		
Net	(1,162,353)		5,582,493		
ENDING FUND BALANCE	3,227,707		9,972,553		

Classification	2019 Budget	December 2019	YTD 2019	%	2018 Actual
Fund 520 - SOLID WASTE FUND					
REVENUE					
Property Taxes	820,000	-	820,000	100	410,000
Licenses, Permits and Fees	486,000	83,327	300,733	62	286,662
Charges for Services	4,239,270	422,928	4,238,116	100	3,672,193
Interfund Transfers	150,000	12,500	150,000	100	705,967
Other Revenue	138,000	465	129,377	94	124,222
REVENUE TOTALS	5,833,270	519,220	5,638,226	97%	5,199,044
EXPENSE					
Salary and Benefits	1,076,209	108,885	1,081,587	100	1,075,012
Services and Supplies	3,601,076	260,755	3,521,985	98	3,432,094
Capital Outlay	386,650	20,984	294,038	76	14,013
Insurance and Other Chargebacks	-	-	898	-	1,520
Debt Service	22,745	22,382	22,746	100	1,280
Miscellaneous	7,500	1,047	12,882	172	5,288
Interfund Transfers	322,362	26,864	322,362	100	322,362
EXPENSE TOTALS	5,416,542	440,916	5,256,498	97%	4,851,568
Fund 520 - SOLID WASTE FUND Totals					
REVENUE TOTALS	5,833,270	519,220	5,638,226	97%	5,199,044
EXPENSE TOTALS	5,416,542	440,916	5,256,498	97%	4,851,568
Fund 520 - SOLID WASTE FUND Totals	416,728	78,304	381,728		347,476
Beginning Fund Balance	(1,104,014)		(1,104,014)		
Net	416,728		381,728		
ENDING FUND BALANCE	(687,286)		(722,286)		



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Manager
Subject: Weekly Zoning Report
Date: April 1, 2020

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, March 26, 2020 - April 1, 2020

Backlog (business days received until reviewed): 17

Volume (number of cases pending staff review): 6

Zoning Reviews

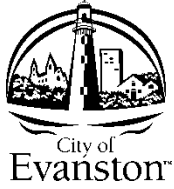
Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1900 Sherman Avenue	R1	Zoning Analysis	16-story addition to Jane R. Perlman apartments, remove 22 parking spaces, add 37 below-grade parking spaces, 168 mixed-income apartments (Planned Development)	08/29/19	pending revisions from the applicant
1	516 Church Street	R6	Building Permit	Interior remodel, replace exterior window and door	02/24/20	pending additional information from the applicant (Preservation)
1	1629 Judson Avenue	R1	Building Permit	New patio and terrace	03/09/20	pending staff review
1	1934 Orrington Avenue	R4a	Building Permit	Roof mounted solar panels	03/17/20	pending staff review
2	1001 Dewey Avenue	R3	Zoning Analysis	Deck, fence in front yard, roof coverings over side entrance and rear basement entrance	11/22/19	pending additional information from the applicant
2	1221 Fowler Avenue	R2	Building Permit	1st and 2nd story additions, deck	12/16/19	pending revisions from the applicant
2	1214 Florence Avenue	R3	Building Permit	2-story rear addition, relocate stairs and entry, 2nd floor renovation	02/28/20	pending additional information from the applicant
2	1508 Florence Avenue	R3	Zoning Analysis	Addition to single-family residence	03/10/20	pending staff review
2	2223 Washington Street	I1/oRD	Zoning Analysis	Determination of use - cannabis craft grower	03/11/20	pending staff review
3	1210 Michigan Avenue	R1	Building Permit	Widen driveway	10/02/19	non-compliant, pending revisions from the applicant
3	1212 Lake Shore Boulevard	R1	Building Permit	Roof mounted solar panels	03/17/20	pending staff review
4	1125 Wesley Avenue	R3	Building Permit	1-story addition and 3-car detached garage	12/05/19	pending revisions from the applicant
5	1825 Lemar Avenue, Unit C	R2	Building Permit	Deck	09/24/19	non-compliant, pending revision, fence variation application
5	1717 Simpson Street	B1	Building Permit	1-story addition over existing foundation	12/17/19	non-compliant, pending major variation application
5	2415 Wade Street	R2	Building Permit	Patio	01/09/20	non-compliant, pending revisions from the applicant
5	1735 Hartrey Avenue	R3	Building Permit	2nd story addition	01/16/20	non-compliant, pending revisions or variation application from the applicant
5	2021 Brown Avenue	R3	Building Permit	Detached garage, 20x20	03/13/20	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 minor variation application
6	3423 Central Street	R2	Building Permit	Brick paver walkway and patio enlargement	10/17/19	pending additional information from the applicant
6	2754 Crawford Avenue	R2	Building Permit	Replace sunroom with 1-story addition and bathroom remodel	10/25/19	non-compliant, pending revisions or major variation application 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	non-compliant, pending revisions and preservation submittal
6	2715 Hurd Avenue	R1	Zoning Analysis	Demolish existing structures, construct new 2-story building for a child daycare (Planned Development)	01/22/20	pending revisions, additional information from the applicant
6	2727 Lincoln Street	R1	Building Permit	Interior remodel and 1 and 2-story additions	02/21/20	pending additional information from the applicant
6	2200 Lincolnwood Drive	R1	Building Permit	Install paver patio	02/28/20	non-compliant, pending revisions from the applicant
6	2340 Prospect Drive	R1	Building Permit	New 24'X22' garage, replacement of stoop, and concrete walk	03/03/20	non-compliant, pending revisions from the applicant
6	2801 Central Street	B1a/oCS	Building Permit	Interior and exterior alterations	03/12/20	pending DAPR
6	2332 Prospect Avenue	R1	Building Permit	Patio	03/26/20	pending additional information from the applicant
6	3308 Harrison Street	R1	Zoning Analysis	2-story addition to rear of residence	03/27/20	pending additional information from the applicant
7	1724 Chancellor Street	R1	Building Permit	Installation of 10'x10' stone patio	10/10/19	pending additional information from the applicant
7	2640 Green Bay Road	C2	Building Permit	Demolish enclosed porch, construct new open porch, stairs and new parking pad	01/17/20	pending additional information from the applicant
7	719 Monticello Place	R1	Building Permit	Demolish existing 1-car garage, construct 2-car detached garage	01/30/20	non-compliant, pending variation application from the applicant
7	2672 Green Bay Road	C2/oCS	Building Permit	Interior alteration for fitness studio (Total Sona Fitness)	02/07/20	pending special use application
7	2011 Noyes Street	R1	Building Permit	2-story addition, front porch, deck, and interior renovation	02/10/20	non-compliant, minor variation application from the applicant
7	2435 Jackson Avenue	R1	Building Permit	Bay window, interior renovation	02/11/20	non-compliant, pending major variation application from the applicant
7	2225 Noyes Street	R1	Building Permit	New single-family residence	03/02/20	pending additional information from the applicant
7	1126 Grant Street	R1	Building Permit	New single-family residence	03/05/20	pending additional information from the applicant
7	2231 Wesley Avenue	R1	Building Permit	Interior remodel, windows, roof	03/09/20	non-compliant, pending revisions from the applicant
7	2145 Sheridan Road	U3	Building Permit	Interior renovation, converting 2 labs and an office into classroom (NU - Technological Institute)	03/18/20	pending staff review
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	non-compliant, pending revisions from the applicant
8	1907 Howard Street	C1	Building Permit	Interior remodel	03/24/20	pending additional information from the applicant
8	999-1015 Howard Street	B2	Building Permit	New 4-story, 60 dwelling unit multi-family residence with 58 parking spaces addition to CJE building, dwelling units for seniors (999-1015 Howard St. Planned Development)	03/26/20	pending additional information from the applicant, DAPR

9	2425 Oakton Street	I1/oRD	Building Permit	New car wash	07/17/19	pending DAPR
9	646 Florence Avenue	R2	Building Permit	Convert 1-car attached garage into home office	11/07/19	non-compliant, pending revisions from the applicant
9	1616 Main Street	R3	Building Permit	Addition to garage	02/24/20	pending additional information from the applicant
9	1613 Washington Street	R3	Building Permit	Paver patio installation	02/28/20	pending additional information from the applicant
9	1911 Keeney Street	R2	Building Permit	Detached garage, patio, and sidewalk	02/28/20	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 05/13/20
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 05/13/20
1	1607 Chicago Avenue	D4	Special Use	Special use for Type-2 restaurant, Happy Le	01/17/20	pending ZBA
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending ZBA
3	548 Judson Avenue	R1	Minor Variation	Building lot coverage and impervious surface coverage for construction of new single-family detached residence	02/19/20	pending additional information from the applicant (determination after 03/10/20)
4	605 Davis Street	D3	Planned Development	New 19-story office building with ground floor retail, 40 parking spaces	04/24/19	pending P&D 04/13/20
4	1555 Ridge Avenue	R6	Planned Development	New 5-story, multi-family dwelling with 68 dwelling units and 61 parking spaces	12/17/19	pending P&D 04/13/20
4	910-938 Custer Avenue	MUE	Planned Development	1-year extension to previously approved Planned Development	02/21/20	pending CC 04/13/20
5	1825 Lemar Avenue	R2	Fence Variation	Front yard fence	01/17/20	pending determination
5	1717 Simpson Street	B1	Special Use	Expansion of a noncomplying use, addition to single-family dwelling in a B1 zoning district	02/26/20	pending DAPR, ZBA
5	820 Gaffield Place	R4a	Special Use	Child Residential Care Home	03/02/20	pending DAPR, ZBA
5	824 Gaffield Place	R4a	Special Use	Child Residential Care Home	03/02/20	pending DAPR, ZBA
6	2767 Crawford Avenue	R2	Fence Variation	Front yard fence, 6' tall, solid	02/24/20	pending additional information from the applicant (determination after 03/13/20)
6	2321 Thayer Street	R1	Minor Variation	A/C unit in rear-yard, not within rearmost 30' of lot	02/27/20	determination after 03/30/20
7	2672 Green Bay Road	C2/oCS	Special Use	Special use for a commercial indoor recreation establishment (Total Sona Fitness)	02/11/20	pending ZBA
7	2435 Jackson Avenue	R1	Major Variation	1-story rear addition	02/27/20	pending DAPR, ZBA
7	2011 Noyes Street	R1	Minor Variation	Setbacks for addition	03/02/20	determination after 03/27/20
7	801 Central Street	R1	Minor Variation	Rear yard setback for covered, screen-in porch	03/06/20	determination after 03/27/20
9	2425 Oakton Street	I1	Planned Development	Time extension on previously approved Planned Development	03/05/20	pending P&D, CC 04/13/20



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 3, 2020

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.

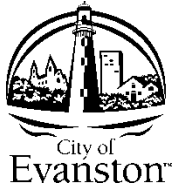
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, April 3, 2020

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
4	1801 Main Street (Robert Crown)	Recreation Facility	Demolition activity continues on the old center. Punch list items are being completed in the new center. Site is being maintained.	4/2/2020
2	1727 Oak Avenue (Avidor)	Multi-Unit Building	Contractor is preparing for final inspections. Right of way improvements continue. Site is being maintained.	4/2/2020
2	1815 Ridge Avenue	Senior Living Facility	Excavation activity continues. Foundation permit is in place and permit for the structure is being prepared for issuance. Site is being maintained.	4/2/2020
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Demolition permit for the residential structure at 1730 Ridge has been issued. Awaiting Metropolitan Water Reclamation District (MWRD) approval for permit issuance. Site is being maintained.	4/2/2020



To: Honorable Mayor and Members of the City Council

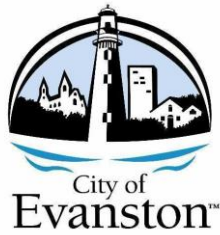
From: Gary Gerdes, Building and Inspection Services Manager

Subject: Monthly Construction Valuation and Permit Fee Report

Date: April 3, 2020

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2019. Month and year-to-date Right of Way permit fee totals are included.

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



DATE: April 3, 2020
 TO: Erika Storlie, Interim City Manager
 FROM: Gary Gerdes, Building and Inspection Services Division Manager
 SUBJECT: Building Permit & Construction Value Financial Report for March, 2020

BUILDING PERMIT FEES

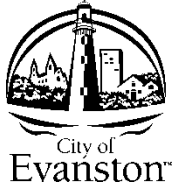
Total Permit Fees Collected for the Month of March 2020	\$ 256,070
Total Permit Fees Collected Fiscal Year 2020	\$ 688,877
Total Permit fees Collected for the Month of March 2019	\$ 1,261,516
Total Permit Fees Collected Fiscal Year 2019	\$ 1,825,818

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR MARCH 2020	\$ 8,313,452
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2020	\$ 29,275,636
TOTAL CONSTRUCTION VALUE FOR MARCH 2019	\$ 12,348,078
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2019	\$ 39,062,324

OTHER FEES

Total ROW Permit fees Collected for the Month of March 2020	\$ 48,236
Total ROW Permit Fees Collected Fiscal Year 2020	\$ 151,873



Memorandum

To: Honorable Mayor and Members of the City Council

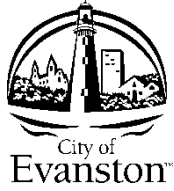
From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: April 3, 2020

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	2311 Campus Dr	The Protein Bar@NU	03/09/2020	Pending Inspections
2	1815 Ridge Ave	Solero Senior Living	03/03/2020	Pending Permit Issuance & Inspections
8	619 Howard St	Palmhouse 619	2/21/2020	Pending Permit Issuance & Inspections
8	633 Howard St	Estacion	2/4/2020	Pending Permit Issuance & Inspections
2	2434 Main St	Wingstop Restaurant	1/21/2020	Change of Ownership – Pending Inspections
4	1557 Sherman Ave	Reza's Restaurant	12/5/2019	Application Received – Pending Health Inspection
7	1729 Central St	Hewn Bakery	11/14/2019	Building Permit Issued – Pending Inspections
5	1723 Simpson St	Meals on Wheels	10/22/2019	Building Permit Issued – Pending Inspections
2	1924 Dempster St	Kid's Empire	10/17/2019	Building Permit Issued – Pending Inspections
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
1	533 Davis St	Joy Yee Noodle	7/6/2015	Relocation – Pending Final Fire Inspection & CO



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: April 3, 2020

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) 448-8097 or bgeorge@cityofevanston.org if you have any questions or need additional information.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of April 3, 2020

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
7	Compass (Kellogg Global Hub)	2211 Campus Drive, Evanston, IL	D	University	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Waiting on Liquor Control Board Meeting



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING APRIL 3, 2020

Editor's Note

Oakton Community College announced this week that it has extended the closure of its *Des Plaines* campus through Saturday, May 16. Therefore, staff will continue to work remotely and hope to return to our offices the following Monday, May 18. Should you need to contact staff, please see the directory on page 5 or contact me on my cell, 847-846-7699.

Here to Help Update

On Thursday, staff sent the fourth in a series of NWMC member responses to the Business/Resident Assistance and Best Practices document created by staff in response to the COVID-19 pandemic. Thank you to *Evanston, Highland Park, Niles* and *Northbrook* for providing new and/or updated information. Eight additional communities responded on Thursday (*Barrington, Grayslake, Lake Bluff, Park Ridge, Rolling Meadows, Schaumburg, Wheeling* and *Wilmette*), bringing the total to twenty NWMC members that have contributed to the list.

Keep the responses coming in and staff will send periodic updates as significant member responses and updates are received. In addition, staff has sent six COVID-19 related surveys requested by the membership to assist in dealing with the impact of the pandemic. We will continue to monitor federal, state and local COVID-19 news, conference calls and press conferences, and share pertinent information as it becomes available (please see federal reimbursement article on p. 2).

In addition, it is important to know that we are in constant contact with our partner Councils of Government and the Metropolitan Mayors Caucus (MMC), sharing information and other assistance to benefit our collective members. On Thursday, the Councils and MMC joined together to send two letters seeking support for communities responding to the COVID-19 crisis. The first was a letter to Governor Pritzker requesting that he direct the Illinois Department of Public Health and/or county health departments to share COVID-19 positive address information with local first responders. The letter was drafted by *Buffalo Grove Village Manager Dane Bragg*, in conjunction with the village's police and fire chiefs. The second was a letter drafted by the DuPage Mayors and Managers Conference requesting that Illinois' legislative leaders work to ensure that funding from the Coronavirus Aid, Relief and Economic Security (CARES) Act will be shared with local municipalities. In addition, the MMC on Thursday launched a [COVID-19 Resources](#) page on its website, which contains resources most requested by municipalities. It also contains a fascinating link to the Institute of Health Metrics and Evaluation's projections of infection and death rates by state and the nation through the coming months.

Please continue to use NWMC staff as a resource and do not hesitate to contact us at any time. Stay safe and we stand ready to help in any way we can! *Staff contacts: Mark Fowler, Larry Bury*

Warehouse Direct Has Critical Supplies in Stock, But Act Fast

The Suburban Purchasing Cooperative (SPC) has been advised that as of April 1, Warehouse Direct has a number of critical supply items available via the SPC Janitorial and Office Supplies Contract (#189). Staff sent an email announcing the product availability to the NWMC membership on Thursday afternoon. Available items include: cleaners; disinfectant; facial tissues; gloves; sanitizer; soap; and, toilet paper. Warehouse Direct recommends that priority be given to healthcare personnel and first responders. Please note that the list of items changes daily, so place your orders before they're gone.

For questions or additional information, please contact staff or Warehouse Direct Team Leader Spencer Touchie, 847-631-7188 office, 708-473-2907 (cell) or stouchie@warehousedirect.com or Account Executive Rick Schackle, 847-631-7428 or rschackle@warehousedirect.com. *Staff contact: Ellen Dayan*

ALL IN ILLINOIS

On Tuesday, Governor JB Pritzker announced the extension of the Stay at Home Executive Order and school closures through April 30. To reinforce the message, on Thursday he announced the "[All In Illinois](#)" campaign, which seeks to "unite residents across the state and remind them that we are all in this together." "All in Illinois" contains public service messages featuring famous Illinois natives as well as a digital [toolkit](#) to spread the message via social media and other activities. *Staff contacts: Mark Fowler, Larry Bury*

STAY HOME, SAVE LIVES

On a related note, many mayors from around the region have joined Chicago Mayor Lori Lightfoot by adopting the "Stay Home, Save Lives" campaign. The campaign was announced last week in conjunction with the closure of the city's lakefront and parks after large crowds were observed exercising, playing contact sports and failing to maintain social distancing. Mayors are stressing the need for the region's residents to stay home and help stem the tide of the COVID-19 pandemic. *Mount Prospect Mayor Arlene Juracek* was featured in a recent [article](#) promoting the campaign and numerous municipalities including *Evanston* and *Park Ridge* have embraced the "Keep Calm and Carry Out" theme to support local restaurants.

On a lighter note, please take 2:49 of your time and watch an entertaining video from Mayor Lightfoot: <https://twitter.com/i/status/1244762897743351808>. *Staff contacts: Mark Fowler, Larry Bury*

Executive Board Sets April 15 Membership Meeting Agenda

The NWMC Executive Board met Wednesday via teleconference to approve items for consideration by the full membership at the April 15 NWMC Board meeting. Highlighting the agenda will be consideration of the FY2020-2021 NWMC Budget and announcement of the slate of NWMC officers for the coming year. Staff will discuss activities taken to support NWMC members in responding to the COVID-19 pandemic (see p. 1 for details), and the Board will be briefed on the Northwest and North Shore Councils of Mayors recent call for Local Surface Transportation Program (STP-L) projects.

Please note that the April 15 NWMC Board meeting will begin at 7:00 p.m. and will be held via teleconference. The date is one week later than usual due to the Passover holiday on April 8. We look forward to virtually seeing everyone then! *Staff contacts: Mark Fowler, Larry Bury*

April 12 Deadline to Submit Intent to Seek Federal Reimbursement of COVID-19 Costs

From the desk of Cook County Department of Emergency Management & Regional Security Executive Director William Barnes (Note: applies statewide):

As you may know, the Federal government declared a disaster specific to the COVID-19 pandemic on March 13, 2020. This step, in conjunction with the State and Cook County disaster declarations, means that local units of government may be entitled to Federal reimbursement of up to 75% of their pandemic response costs. Such reimbursements will come through the Public Assistance (PA) grant program. Each local unit of government must register for PA through the State of Illinois no later than April 12, 2020 if they intend to submit for reimbursement.

The PA Program may provide federal disaster assistance to local units of government (Counties, Townships, Cities, Villages, School Districts and Special Districts) for emergency protective measures taken as a result of the COVID-19 declaration. Actions that may be deemed reimbursable include steps to manage, control and reduce immediate threats to public health and safety (Emergency Operations Center costs, training, disinfection of eligible public facilities), emergency medical care, medical sheltering, and the purchase and distribution of consumable goods including personal protective equipment.

Local units of government seeking reimbursement must make an initial Request for Public Assistance (RPA) to IEMA within 30 days of the declaration date. This is not a submission of costs for which you seek reimbursement. Rather, it tells the State that you will be seeking reimbursement for response costs in the future. Your application must be submitted no later than April 12, 2020.

Each unit of government must apply for PA and submit their reimbursement claim separately. One of the basic eligibility criteria for PA is that work and costs be the legal responsibility of an eligible applicant. As such, the County cannot submit claims on your behalf. While we will provide guidance how to gather and review your costs,

it is up to you to submit a claim for reimbursement on behalf of your local unit of government.

Each applicant will need to complete the attached form FEMA Form 009-0-49 with your FEIN written in the upper left-hand corner as well as your DUNS written in the upper right-hand corner. Please ensure that separate, unique emails are provided for the Primary and Alternate contact persons. The system will not allow for a single email address to be used by both. Once completed, please e-mail the form to PA.grants@illinois.gov to request an invitation to register in the PA Grants Portal. The State will then process the RPA and an invitation will be sent to the Primary and Alternate POC's emails. Questions about grant eligibility and the application process should be directed to Illinois Emergency Management Agency (IEMA) PA staff at (217) 782-8719. *Staff contacts: Mark Fowler, Larry Bury*

FEMA Offers COVID-19 Procurement Training

On Wednesday, April 8 from 10:30 a.m. to 11:30 a.m., the Federal Emergency Management Agency (FEMA) is conducting a webinar to explain how to properly contract during emergency or exigent circumstances when using federal funds. Topics include: sole sourcing under Emergency or Exigency (E&E); additional procurement under grant requirements under E&E; and, use of pre-existing contracts during E&E.

The webinar may be accessed by visiting <https://fema.connectsolutions.com/rnd274kiljhu/> using Adobe Connect. Participants can also visit https://fema.connectsolutions.com/common/help/en/support/meeting_test.htm to test the connection to Adobe Connect in advance. The webinar may also be accessed by phone, 1-888-270-9936, access code 101-7496. For additional information, guidance and trainings on the Federal procurement standards, please visit the Procurement Disaster Assistance Team website, <https://www.fema.gov/procurement-disaster-assistance-team>. *Staff contact: Ellen Dayan*

NWMC Employee Assistance Program Turns 30 – Enrollment Now Open

In 1990, the NWMC launched its Employee Assistance Program (EAP), which is still going strong. The program is open to municipalities, townships, park districts and libraries and offers confidential, cost free referrals and assessment service twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters. Currently, there are thirteen municipalities and organizations that participate in this program, which is provided by Morneau Shepell.

Enrollment information and participation forms were emailed to all members on Wednesday. The fee for program participation remains the same at \$23.50 per employee per year and the contract year begins May 1. If you are not currently a member of the EAP program and would like to join or obtain additional information, please contact Karol Heneghan, 847-296-9200, ext. 124 or kheneghan@nwmc-cog.org. *Staff contact: Karol Heneghan*

NWMC Spring Surplus Vehicle & Equipment Auction Still Set for April 21

The spring NWMC Surplus Vehicle and Equipment Auction will still be held on Tuesday, April 21, 2:00 p.m. at America's Auto Auction, 14001 S. Karlov Avenue in Crestwood. America's AA has notified staff that it will run the vehicles and equipment through their auction lane and only accept online bids. To date, the villages of Beecher and *Wilmette* have committed vehicle for the auction.

It's not too late to inventory vehicles and equipment for disposal in the NWMC auction, the proceeds of which help support operations of the organization. If you can't make the April event, the summer auction will be held on July 21 and the fall date is set for October 20. In addition, America's Auto Auction hosts online sales on par with other government surplus Internet auctions. For questions or additional information, please contact staff or General Manager Larry Hero, 708-259-0464 or Larry.Hero@AmericasAutoAuction.com. *Staff contact: Ellen Dayan*

Call One Offers Free Voice/Collaboration Capabilities to Essential Public Sector Personnel

During this unprecedented time of workforce disruption, Suburban Purchasing Cooperative (SPC) Telecommunications Program Vendor Call One is offering to provide voice and collaboration capabilities to essential Public Sector personnel free of charge until June 30, 2020. There are no strings attached and the offer applies to our entire membership, not just current Call One SPC customers.

These Call One cloud-based tools are easily downloaded to remote worker laptops and cellular phones. To expedite your request to support essential public sector personnel, please use the Call One form that is posted on the NWMC website by visiting <https://www.nwmc-cog.org/SPC-Documents/Work-From-Home-SPC-and-Call-One-Form.aspx>. The form allows you to provide Call One with a concise list of your critical Police, Fire, Health Care personnel, triaged by critical need. Additional information may be found by visiting <https://www.nwmc-cog.org/SPC-Documents/Call-One-Community-Commitment-Work-From-Home.aspx> and <https://www.nwmc-cog.org/SPC-Documents/Call-One-Association-Essential-Services-Letter-to.aspx>.

The collaboration tool allows users to create and conduct meetings with audio, video and screen sharing capabilities for up to ten people. Tools to support up to 100 participants are also available to a limited number of users. Once registered, users should forward their office phone numbers to the Call One soft phone numbers they are provided to start making and taking calls. The soft phone operates seamlessly on a PC or cellular phone. The platform allows users to switch calls between devices as needed. The numbers Call One provides for this free service are temporary through June 30, but you can make arrangements with Call One after that date for permanent numbers. Please visit <https://www.nwmc-cog.org/Suburban-Purchasing-Cooperative/Telecommunications-Program.aspx> for additional information.

For those not familiar with Call One, the company is a premiere vendor partner of the NWMC. As the SPC Telecommunications Vendor (Contract #188), Call One provides voice and data services to customers throughout the United States, including a full portfolio of advanced Unified Communications services. More information about Call One may be found by viewing the company's website, www.callone.com.

For questions or additional information regarding these solutions please contact staff or Call One Account Executive Patrick Doolin, 312-252-4964 (office), 708-514-5127 (cell) or pdoolin@callone.com or Account Executive Paul Goldenberg, 312-496-6692 (office), 847-272-3882 (cell) or pgoldenberg@callone.com. *Staff contact: Ellen Dayan*

SPC Extends Street Sweeper Contract

Due to extraordinary circumstances in the time of COVID 19, the Suburban Purchasing Cooperative (SPC) Governing Board has decided that it is in the best interest of our members to extend the SPC 2020 Rear Steer with Front Dump Sweeper (Contract #155) with Standard Equipment of Chicago through December 31, 2020. The contract extension includes a 2.5% base price increase and 2% increase on options, bringing the base price to \$204,697. Additional information and the complete price list/order form may be found by visiting <https://www.nwmc-cog.org/Suburban-Purchasing-Cooperative/Street-Sweepers.aspx>. For questions or additional information, please contact staff or Bob Donlon, 847-804-6017 or bdonlon@standardequipment.com. *Staff contact: Ellen Dayan*

SPC Extends Ford Transit Connect Contract

The SPC Governing Board has approved the first of three (3) possible, one-year contract extensions on the Ford Transit Connect Plus Options and Other Options (Contract #190) with Roesch Motors of Bensenville. The duration of the contract extension is April 22, 2020 through April 21, 2021. The SPC reserves the right to extend this contract for up to two (2) additional, one-year terms upon mutual agreement of the both the vendor and the SPC on a negotiated basis. For questions or additional information, please contact staff or Brian Kilduff, 630-279-6000, ext. 2245 or briankilduff@roeschtrucks.com. *Staff contact: Ellen Dayan*

IDOT Extends FY 2022 Local Highway Safety Improvement Program Deadline

The Illinois Department of Transportation (IDOT) has extended the due date to submit candidate projects for the FY2022 Highway Safety Improvement Program (HSIP). Applications for this funding program will now be received through Friday, June 12, and announcement of the selected projects for funding will be made during the week of August 17.

The goal of the HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. Fatal and serious injury crashes associated with roadway departures, intersections, and pedestrians are high priority emphasis areas based on the current Illinois Strategic Highway Safety Plan. For more information, please visit the program's [NOFO](#), or the [HSIP website](#). *Staff contacts: Kendra Johnson, Matt Pasquini*

Last Call to Apply for Great Lakes Water Quality Improvement Grants

The Great Lakes Commission has issued a Request for Proposals for its Great Lakes Sediment and Nutrient Reduction Program, the goal of which is to reduce phosphorus contributions and untreated stormwater runoff to waters within the Great Lakes Basin. Maximum funding per project is capped at \$200,000 and requires a 25% match from the local project sponsor. Applications are due online by 5:00 p.m. on Monday, April 6. More information about the application process and requirements is available on the [program website](#) or by contacting Nicole Zacharda, nzacharda@glc.org. *Staff contact: Kendra Johnson*

Meetings and Events

NWMC Finance Committee will meet Wednesday, April 8 at 12:00 p.m. via teleconference.

North Shore Council of Mayors Technical Committee will meet Thursday, April 9 at 8:30 a.m. via teleconference.

NWMC Board of Directors will meet Wednesday, April 15 at 7:00 p.m. via teleconference.

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