

# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Erika Storlie, Interim City Manager  
Subject: Weekly City Manager's Update  
Date: May 1, 2020

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for April 23, 2020 – April 29, 2020  
*\*There will be no 311 report this week*

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

City Council Agenda Schedule  
January 2020 Financial Report  
February 2020 Financial 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, May 4, 2020**

Rules Committee – CANCELLED

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

Human Services Committee – CANCELLED

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

**Tuesday, May 5 2020**

Public Arts Subcommittee

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

**Wednesday, May 6 2020**

Design and Project Review Committee – CANCELLED

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

**Thursday, May 7, 2020**

Housing and Homelessness Commission

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

Compensation Committee

<https://www.cityofevanston.org/compensationcommittee>

**Friday, May 8, 2020**

Utilities Commission – CANCELLED

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

# City Council Agenda Schedule

Printed from Asana

## May 11

- David Stoneback:** Award of the Dutch Elm Disease Injection Program
  - Department: Public Works
  - Council Action: Bus
  - Council or Committee: CC
  
- Luke Stowe:** Simpson Loading Zone
  - Department: Admin Serv
  - Council Action: Ord
  - Council or Committee: CC
  - Action: For Introduction
  
- Luke Stowe:** Purchase of a Fleet Lift
  - Department: Admin Serv
  - Council Action: Bus
  - Council or Committee: CC
  
- dcook@cityofevanston.org:** NORTAF IGA
  - Department: Police
  - Council Action: Res
  - Council or Committee: CC
  
- Kelley Gandurski:** Restaurant Delivery Fee / Restaurant Help Fund
  - Department: Law
  - Council Action: Disc
  - Council or Committee: CC
  
- David Stoneback:** Emergency Generator repair contract award
  - Department: Public Works
  - Council Action: Bus
  - Council or Committee: CC
  
- David Stoneback:** Street Patching contract award
  - Department: Public Works
  - Council Action: Bus
  - Council or Committee: CC
  
- David Stoneback:** Extension to contract for the purchase of Natural Gas
  - Department: Public Works
  - Council Action: Bus
  - Council or Committee: CC
  
- David Stoneback:** Civic Center Boiler Repair contract award
  - Department: Public Works
  - Council Action: Bus
  - Council or Committee: CC
  
- Paulina Martínez:** Emergency Guidelines for Entrepreneurship Program
  - Department: CMO
  - Council Action: Bus
  - Council or Committee: CC
  
- Executive Session**
  - Council or Committee: CC
  
- Johanna Leonard:** Affordable Housing Fund Expenses

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

 **Luke Stowe:** Sale of Surplus Vehicles

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

 **Sarah Flax:** Affordable Housing Fund Referral

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

## May 26

 **Kimberly Richardson:** Equity Update

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

 **Lawrence C. Hemingway:** Summer Bus Transportation

Department: Parks & Rec  
Council Action: Bus  
Council or Committee: APW

 **David Stoneback:** Resolution to allow transfer of MFT funds to General Fund

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

 **David Stoneback:** Church St Pedestrian & Bike Path Engineering Services award

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

 **David Stoneback:** Parking Lot paving contract award

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

 **David Stoneback:** 2020 MFT Street Resurfacing contract award

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

 **Hitesh Desai:** Amusement Tax Expansion

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

 **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

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

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

**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

**June 22**

**July 13**

**Luke Stowe:** Purchase of PWA truck

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

**July 27**

**August 10**

**September 14**

**September 28**

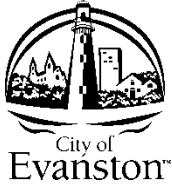
**October 12**

**October 26**

**November 9**

**November 23**

**December 14**



# Memorandum

To: Erika Storlie, City Manager

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

Subject: January 2020 Monthly Financial Report

Date: April 24, 2020

Please find attached the unaudited financial statements as of January 31, 2020. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

January 2020	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	6,767,835	6,990,028	(222,193)	15,446,541	10,333,157
175 GENERAL ASSISTANCE FUND	657	86,229	(85,572)	277,467	277,467
176 HEALTH AND HUMAN SERVICES	14,245	37,252	(23,006)	7,752	7,752
177 REPARATIONS FUND	425	-	425	1,760	1,760
180 GOOD NEIGHBOR FUND	1,000,179	73,230	926,949	1,179,494	1,179,494
185 LIBRARY FUND	91,772	502,058	(410,286)	1,659,356	1,677,614
186 LIBRARY DEBT SERVICE FUND	-	-	-	1,144	1,144
187 LIBRARY CAPITAL IMPROVEMENT FD	-	-	-	1,378,484	1,378,484
200 MOTOR FUEL TAX FUND	330,643	186,941	143,702	2,812,734	2,485,765
205 EMERGENCY TELEPHONE (E911) FUND	130,705	72,789	57,916	1,328,876	945,127
210 SPECIAL SERVICE AREA (SSA) #4	-	-	-	(226,193)	(226,193)
215 CDBG FUND	-	34,335	(34,335)	28,962	3,417
220 CDBG LOAN FUND	2,918	-	2,918	230,304	244,504
235 NEIGHBORHOOD IMPROVEMENT	100	10	90	171,955	171,955
240 HOME FUND	4,455	691	3,764	11,290	11,290
250 AFFORDABLE HOUSING FUND	38,499	8,895	29,604	3,955,206	4,084,430
320 DEBT SERVICE FUND	277,481	-	277,481	694,912	717,936
330 HOWARD-RIDGE TIF FUND	7,836	14,430	(6,594)	2,118,171	2,323,972
335 WEST EVANSTON TIF FUND	2,621	11,251	(8,630)	701,846	701,846
340 DEMPSTER-DODGE TIF FUND	8,419	13,823	(5,404)	102,399	102,399
345 CHICAGO-MAIN TIF	546	21,718	(21,173)	665,581	665,581
350 SPECIAL SERVICE AREA (SSA) #6	4	0	4	5,346	5,346
415 CAPITAL IMPROVEMENTS FUND	64,948	(10,878)	75,826	12,672,807	13,886,340
416 CROWN CONSTRUCTION FUND	27,416	5	27,411	7,673,562	11,718,248
417 CROWN COMMUNITY CTR MAINTENANCE	14,583	-	14,583	14,583	14,583
420 SPECIAL ASSESSMENT FUND	78,338	39,833	38,505	2,966,311	2,963,128
505 PARKING SYSTEM FUND	1,068,847	965,702	103,145	1,638,207	2,791,114
510 WATER FUND	1,444,606	842,737	601,869	7,419,754	4,147,345
515 SEWER FUND	730,826	379,854	350,972	7,502,868	4,321,393
520 SOLID WASTE FUND	296,870	261,623	35,247	(498,418)	(1,089,465)
600 FLEET SERVICES FUND	258,292	101,906	156,386	277,244	(876,555)
601 EQUIPMENT REPLACEMENT FUND	123,660	682,210	(558,550)	270,994	73,436
605 INSURANCE FUND	1,628,393	1,323,310	305,083	(11,288,015)	(5,833,895)
<b>Grand Total</b>	<b>14,416,122</b>	<b>12,639,982</b>	<b>1,776,140</b>	<b>61,203,285</b>	<b>59,209,918</b>

Included above are ending fund and cash balances as of January 31, 2020. 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. All fund balances are unaudited.

**General Fund**

The unaudited financial statements show the General Fund as of January 31, 2020 with a fund balance of \$15,446,541 and cash balance of \$10,333,157. The 2019 ending balance for the General Fund changed slightly from the December 2019 financial report, increasing by \$200,000. All 2019 fund balances are unaudited through June, and will continue to change slightly.

The attached financials show year-end General Fund revenues at 5.7% of budget and expenses at 6.0% of budget. These are lower than target of 8.3%. For revenues, this is because some of the revenue received in January is booked back to December of the previous year. It is also because the City receives most of its property tax revenue in February and March, as the first installment was due on March 1, 2020. Expenses are also lower than target because January only has 1.5 payrolls. This will be made up in December which has 2.5.

Staff continues to monitor Police and Fire overtime expenses. Through January, Police had spent 6.6% of budget for overtime, and Fire had spent 12.5% of budget. For Police, this is below target of 8.3%, as January is usually a slower month. For Fire it is higher, due to continuing vacancies in the department that require hirebacks to maintain minimum staffing. Overtime is typically higher in the summer months.

Overtime Expenses	2019 Actual	2020 Budget	2020 YTD	% Budget
Police	\$1,485,193	\$1,486,784	\$97,930	6.6%
Fire	\$1,380,088	\$859,956	\$107,431	12.5%

**Enterprise Funds**

Parking fund revenues through January 31, 2020 are at 8.2% of budget, and expenses are at 6.2% of budget. The 2019 ending fund balance was \$1,535,062.

Through January 31, 2020, 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. The 2019 ending fund balance has been adjusted to \$6,817,885.

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 January 31, 2020, 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 2019 ending fund balance was \$7,151,896.

Through January 31, 2020, the Solid Waste Fund has a negative fund balance of \$498,418 and a negative cash balance of \$1,089,465. The fund ended 2019 with a surplus of \$570,349, bringing it to an ending balance of negative \$533,665. Staff plans to bring this fund into balance in the next 2 years by continuing to use property tax revenue and budgeted surpluses.

### **Other Funds**

Through January 31, 2020, the SSA #4 Fund is showing a negative fund balance of \$226,193 and negative cash balance of \$226,193.

Through January 31, 2020, the Capital Improvements Fund is showing a fund balance of \$12,672,807 and a cash balance of \$13,886,340. The fund continues to spend down 2019B bond proceeds received in June 2019.


Through January 31, 2020, the Crown Construction fund is showing fund balance of \$7,673,562 and cash balance of \$11,718,248. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown in 2019.

Through January 31, 2020, the Insurance Fund is showing a negative fund balance of \$11,288,015 and a negative cash balance of \$5,833,895. 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](mailto:hdesai@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

### **CERTIFICATION OF ATTACHED FINANCIAL REPORTS**

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the January 31, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer



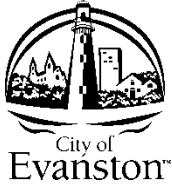
	2019 Actual	2020 Budget	January 2020	YTD 2020	% YTD to Budget
<b>100 GENERAL FUND</b>					<b>Target = 8.3%</b>
<b>Revenue</b>					
Property Taxes	29,888,938	29,362,987	622	622	0.0%
Other Taxes	53,637,882	55,240,000	4,314,574	4,314,574	7.8%
Licenses, Permits and Fees	7,667,185	7,663,550	584,649	584,649	7.6%
Charges for Services	9,222,780	10,187,350	590,981	590,981	5.8%
Fines and Forfeitures	5,108,236	4,670,500	287,784	287,784	6.2%
Interest Income	210,194	55,000	14,992	14,992	27.3%
Intergovernmental Revenue	1,506,263	1,006,967	165,465	165,465	16.4%
Other Revenue	1,152,940	1,655,100	60,511	60,511	3.7%
Interfund Transfers	8,817,013	8,979,103	748,259	748,259	8.3%
<b>Revenue Total</b>	<b>117,211,433</b>	<b>118,820,557</b>	<b>6,767,835</b>	<b>6,767,835</b>	<b>5.7%</b>
<b>Expenses</b>					
13 CITY COUNCIL	540,902	552,609	42,162	42,162	7.6%
14 CITY CLERK	218,776	182,073	11,282	11,282	6.2%
15 CITY MANAGER'S OFFICE	7,994,888	8,924,121	545,327	545,327	6.1%
17 LAW	706,077	683,577	45,499	45,499	6.7%
19 ADMINISTRATIVE SERVICES	9,752,431	10,312,914	524,444	524,444	5.1%
21 COMMUNITY DEVELOPMENT	3,082,258	3,425,044	228,455	228,455	6.7%
22 POLICE	38,962,955	41,131,727	2,396,429	2,396,429	5.8%
23 FIRE MGMT & SUPPORT	25,332,850	25,985,716	1,521,060	1,521,060	5.9%
24 HEALTH	2,975,767	1,374,177	118,395	118,395	8.6%
30 PARKS, REC. AND COMMUNITY SERV.	12,364,345	11,661,451	600,396	600,396	5.1%
40 PUBLIC WORKS AGENCY	13,243,824	12,967,082	956,579	956,579	7.4%
<b>Expenses Total</b>	<b>115,175,072</b>	<b>117,200,492</b>	<b>6,990,028</b>	<b>6,990,028</b>	<b>6.0%</b>
<b>Net</b>	2,036,361	1,620,065	(222,193)	(222,193)	
Beginning Fund Balance	13,632,363	15,668,724		15,668,724	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>15,668,724</b>	<b>17,288,789</b>		<b>15,446,531</b>	13.2%

	2019 Actual	2020 Budget	January 2020	YTD 2020	% YTD to Budget
<b>505 PARKING SYSTEM FUND</b>					<b>Target = 8.3%</b>
<b>Revenue</b>					
Licenses, Permits and Fees	79,053			-	0.0%
Charges for Services	10,298,674	12,638,475	1,046,525	1,046,525	8.3%
Interest Income	113,897	20,000	2,520	2,520	12.6%
Other Revenue	484,328	356,700	19,802	19,802	5.6%
<b>Revenue Total</b>	<b>10,975,952</b>	<b>13,015,175</b>	<b>1,068,847</b>	<b>1,068,847</b>	<b>8.2%</b>
<b>Expenses</b>					
Salary and Benefits	1,750,358	1,756,950	125,770	125,770	7.2%
Services and Supplies	4,505,080	4,913,316	500,012	500,012	10.2%
Insurance and Other Chargebacks	333,968	350,667	29,222	29,222	8.3%
Miscellaneous	51,935	100,000	-	-	0.0%
Contingencies	-			-	0.0%
Capital Outlay	50,801	1,575,000	49,706	49,706	3.2%
Interfund Transfers	3,162,807	4,631,907	260,992	260,992	5.6%
Debt Service	1,006	34,354	-	-	0.0%
Depreciation Expense	2,694,291			-	0.0%
<b>Expenses Total</b>	<b>12,550,246</b>	<b>13,362,194</b>	<b>965,702</b>	<b>965,702</b>	<b>7.2%</b>
<b>Net</b>	(1,574,293)	(347,019)	103,145	103,145	
Beginning Fund Balance	3,109,355	1,535,062		1,535,062	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>1,535,062</b>	<b>1,188,043</b>		<b>1,638,207</b>	12.3%

	2019 Actual	2020 Budget	January 2020	YTD 2020	% YTD to Budget Target = 8.3%
<b>510 WATER FUND</b>					
☐ <b>Revenue</b>					
Charges for Services	16,810,050	23,068,270	1,330,224	1,330,224	5.8%
Interest Income	734,037	70,000	80,246	80,246	114.6%
Licenses, Permits and Fees	51,805	50,000	9,016	9,016	18.0%
Other Revenue	448,762	24,935,200	25,121	25,121	0.1%
<b>Revenue Total</b>	<b>18,044,655</b>	<b>48,123,470</b>	<b>1,444,606</b>	<b>1,444,606</b>	<b>3.0%</b>
☐ <b>Expenses</b>					
Salary and Benefits	5,355,120	5,774,506	458,489	458,489	7.9%
Services and Supplies	3,196,372	5,794,210	10,407	10,407	0.2%
Insurance and Other Chargebacks	500,523	1,513,955	42,830	42,830	2.8%
Capital Outlay	168,327	30,785,000	-	-	0.0%
Debt Service	924,577	2,291,201	-	-	0.0%
Interfund Transfers	3,932,313	3,972,140	331,012	331,012	8.3%
Miscellaneous	300	15,000	-	-	0.0%
Contingencies	1,000	1,000	-	-	0.0%
Depreciation Expense	2,648,980			-	0.0%
<b>Expenses Total</b>	<b>16,727,512</b>	<b>50,147,012</b>	<b>842,737</b>	<b>842,737</b>	<b>1.7%</b>
<b>Net</b>	1,317,143	(2,023,542)	601,869	601,869	
Beginning Fund Balance	5,500,742	6,817,885		6,817,885	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>6,817,885</b>	<b>4,794,343</b>		<b>7,419,754</b>	14.8%

	2019 Actual	2020 Budget	January 2020	YTD 2020	% YTD to Budget
<b>515 SEWER FUND</b>					<b>Target = 8.3%</b>
<b>Revenue</b>					
Charges for Services	10,780,345	10,410,200	728,929	728,929	7.0%
Interest Income	39,012	25,000	1,897	1,897	7.6%
Other Revenue	14,594	3,601,000	-	-	0.0%
<b>Revenue Total</b>	<b>10,833,951</b>	<b>14,036,200</b>	<b>730,826</b>	<b>730,826</b>	<b>5.2%</b>
<b>Expenses</b>					
Salary and Benefits	1,297,414	1,373,834	100,268	100,268	7.3%
Services and Supplies	249,225	1,462,150	-	-	0.0%
Insurance and Other Chargebacks	282,082	306,557	25,546	25,546	8.3%
Miscellaneous	2,288	1,500	-	-	0.0%
Capital Outlay	(10,482)	3,432,000	-	-	0.0%
Interfund Transfers	1,773,532	2,337,531	69,794	69,794	3.0%
Debt Service	796,129	5,803,653	184,245	184,245	3.2%
Depreciation Expense	3,681,927			-	0.0%
<b>Expenses Total</b>	<b>8,072,115</b>	<b>14,717,225</b>	<b>379,854</b>	<b>379,854</b>	<b>2.6%</b>
<b>Net</b>	2,761,836	(681,025)	350,972	350,972	
Beginning Fund Balance	4,390,060	7,151,896		7,151,896	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>7,151,896</b>	<b>6,470,871</b>		<b>7,502,868</b>	51.0%

	2019 Actual	2020 Budget	January 2020	YTD 2020	% YTD to Budget
<b>520 SOLID WASTE FUND</b>					<b>Target = 8.3%</b>
<b>Revenue</b>					
Property Taxes	820,000	1,332,500	-	-	0.0%
Charges for Services	4,238,116	4,202,300	256,524	256,524	6.1%
Other Revenue	129,377	122,000	24,971	24,971	20.5%
Interfund Transfers	150,000			-	0.0%
Licenses, Permits and Fees	300,733	297,000	15,375	15,375	5.2%
<b>Revenue Total</b>	<b>5,638,226</b>	<b>5,953,800</b>	<b>296,870</b>	<b>296,870</b>	<b>5.0%</b>
<b>Expenses</b>					
Salary and Benefits	1,060,573	1,380,102	97,594	97,594	7.1%
Services and Supplies	3,521,985	3,651,621	137,166	137,166	3.8%
Insurance and Other Chargebacks	898			-	0.0%
Miscellaneous	12,882	10,000	-	-	0.0%
Capital Outlay	121,728	357,520	-	-	0.0%
Interfund Transfers	322,362	438,462	26,864	26,864	6.1%
Debt Service	666			-	0.0%
Depreciation Expense	26,783			-	0.0%
<b>Expenses Total</b>	<b>5,067,877</b>	<b>5,837,705</b>	<b>261,623</b>	<b>261,623</b>	<b>4.5%</b>
<b>Net</b>	570,349	116,095	35,247	35,247	
Beginning Fund Balance	(1,104,014)	(533,665)		(533,665)	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>(533,665)</b>	<b>(417,570)</b>		<b>(498,418)</b>	-8.5%



# Memorandum

To: Erika Storlie, City Manager

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

Subject: February 2020 Monthly Financial Report

Date: April 28, 2020

Please find attached the unaudited financial statements as of February 29, 2020. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

February 2020	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	16,043,627	16,317,474	(273,848)	15,394,886	11,915,776
175 GENERAL ASSISTANCE FUND	105,935	174,708	(68,773)	294,266	294,216
176 HEALTH AND HUMAN SERVICES	467,526	121,856	345,670	376,429	376,429
177 REPARATIONS FUND	2,925	-	2,925	4,260	4,260
180 GOOD NEIGHBOR FUND	1,000,752	145,825	854,927	1,107,472	1,107,472
185 LIBRARY FUND	885,825	1,195,521	(309,696)	1,759,947	1,761,166
186 LIBRARY DEBT SERVICE FUND	-	-	-	1,144	327,108
187 LIBRARY CAPITAL IMPROVEMENT FD	-	-	-	1,378,484	1,052,520
200 MOTOR FUEL TAX FUND	565,806	400,774	165,032	2,834,065	2,507,095
205 EMERGENCY TELEPHONE (E911) FUND	191,930	225,568	(33,638)	1,237,322	853,573
210 SPECIAL SERVICE AREA (SSA) #4	-	-	-	(226,193)	(226,193)
215 CDBG FUND	-	71,300	(71,300)	(8,003)	(8,003)
220 CDBG LOAN FUND	6,603	36,939	(30,336)	197,049	197,049
235 NEIGHBORHOOD IMPROVEMENT	179	23	156	172,020	172,020
240 HOME FUND	31,480	26,301	5,179	12,704	12,704
250 AFFORDABLE HOUSING FUND	43,781	19,543	24,238	3,949,840	4,076,482
320 DEBT SERVICE FUND	1,824,101	-	1,824,101	2,241,533	2,264,556
330 HOWARD-RIDGE TIF FUND	20,521	31,653	(11,132)	2,113,632	2,114,321
335 WEST EVANSTON TIF FUND	51,369	22,503	28,867	739,342	739,342
340 DEMPSTER-DODGE TIF FUND	16,872	27,645	(10,773)	97,030	97,030
345 CHICAGO-MAIN TIF	37,508	43,438	(5,930)	680,824	680,824
350 SPECIAL SERVICE AREA (SSA) #6	35,779	0	35,779	41,121	41,121
415 CAPITAL IMPROVEMENTS FUND	107,444	362,946	(255,503)	12,341,479	13,323,277
416 CROWN CONSTRUCTION FUND	1,049,431	31,301	1,018,130	8,664,281	12,531,993
417 CROWN COMMUNITY CTR MAINTENANCE	29,167	-	29,167	29,167	29,167
420 SPECIAL ASSESSMENT FUND	91,766	79,665	12,101	2,939,907	2,936,724
505 PARKING SYSTEM FUND	2,179,686	1,916,683	263,003	1,798,065	2,774,258
510 WATER FUND	5,070,285	2,003,207	3,067,079	9,884,963	6,709,431
515 SEWER FUND	1,460,564	928,227	532,337	7,684,233	4,299,168
520 SOLID WASTE FUND	585,422	686,195	(100,774)	(634,439)	(1,169,594)
600 FLEET SERVICES FUND	517,962	319,375	198,587	319,446	(887,047)
601 EQUIPMENT REPLACEMENT FUND	247,126	662,160	(415,034)	414,510	216,952
605 INSURANCE FUND	3,245,848	3,632,386	(386,538)	(11,979,636)	(6,589,332)
<b>Grand Total</b>	<b>35,917,220</b>	<b>29,483,216</b>	<b>6,434,004</b>	<b>65,861,149</b>	<b>64,535,864</b>

Included above are ending fund and cash balances as of February 29, 2020. 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. All fund balances are unaudited.

**General Fund**

The unaudited financial statements show the General Fund as of February 29, 2020 with a fund balance of \$15,394,886 and cash balance of \$11,915,776. The attached financials show year-end General Fund revenues at 13.5% of budget and expenses at 13.9% of budget. These are lower than target of 17%.

For revenues, this is because the first installment of property taxes is received in February and March. As of February 29, 10.6% of property tax revenue of the General Fund has been received. The second installment of property taxes is received in July and August. Expenses are also lower than target, as January and February are typically lower months for program spending and overtime. The mild winter weather in these months also contributed to keeping costs low.

Staff continues to monitor Police and Fire overtime expenses. Through January, Police had spent 13.5% of budget for overtime, and Fire had spent 23.3% of budget. For Police, this is below target of 17%, as January and February tend to be slower months. For Fire it is higher, due to continuing vacancies in the department that require hirebacks to maintain minimum staffing. Overtime is typically higher in the summer months.

Overtime Expenses	2019 Actual	2020 Budget	2020 YTD	% Budget
Police	\$1,485,193	\$1,486,784	\$201,123	13.5%
Fire	\$1,380,088	\$859,956	\$200,686	23.3%

**Enterprise Funds**

Parking fund revenues through February 29, 2020 are at 16.7% of budget and expenses are at 14%. The 2019 ending fund balance was \$1,535,062.

Through February 29, 2020, 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. The 2019 ending fund balance has been adjusted to \$6,817,885.

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 February 29, 2020, 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 2019 ending fund balance was \$7,151,896.

Through February 29, 2020, the Solid Waste Fund has a negative fund balance of \$634,439 and a negative cash balance of \$1,169,594. The fund ended 2019 with a surplus of \$570,349, bringing it to an ending balance of negative \$533,665. Staff plans to bring this fund into balance in the next 2 years by continuing to use property tax revenue and budgeted surpluses.

**Other Funds**

Through February 29, 2020, the SSA #4 Fund is showing a negative fund balance of \$226,193 and negative cash balance of \$226,193.

Through February 29, 2020, the Capital Improvements Fund is showing a fund balance of \$12,341,479 and a cash balance of \$13,323,277. The fund continues to spend down 2019B bond proceeds received in June 2019.

Through February 29, 2020, the Crown Construction fund is showing fund balance of \$8,664,2881 and cash balance of \$12,531,993. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown in 2019.

Through February 29, 2020, the Insurance Fund is showing a negative fund balance of \$11,979,636 and a negative cash balance of \$6,589,332. 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](mailto:hdesai@cityofevanston.org). Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

**CERTIFICATION OF ATTACHED FINANCIAL REPORTS**

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the February 29, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

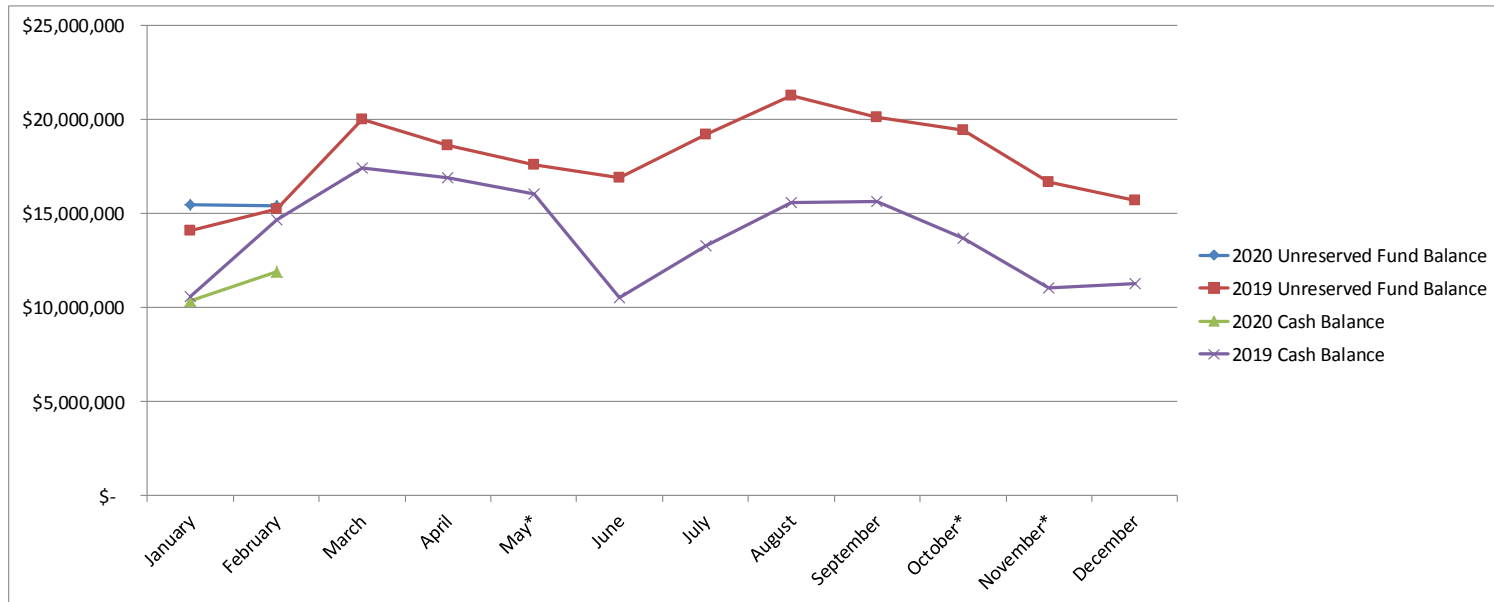


Hitesh Desai, Treasurer



## 2020 and 2019 Fund and Cash Balance - General Fund

	January	February	March	April	May*	June	July	August	September	October*	November*	December
2020 Unreserved Fund Balance	\$ 15,446,541	\$ 15,394,886										
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	\$ 15,668,724
2020 Cash Balance	\$ 10,333,157	\$ 11,915,776										
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



\*In 2020, May and October have 3 paydays. In 2019, May and November had 3 paydays.

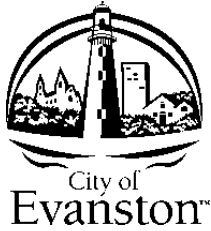
	2019 Actual	2020 Budget	February 2020	YTD 2020	% YTD to Budget Target = 17%
<b>100 GENERAL FUND</b>					
<b>Revenue</b>					
Property Taxes	29,888,938	29,362,987	3,118,814	3,119,436	10.6%
Other Taxes	53,637,882	55,240,000	3,239,697	7,554,271	13.7%
Licenses, Permits and Fees	7,667,185	7,663,550	611,252	1,195,901	15.6%
Charges for Services	9,222,780	10,187,350	1,140,214	1,731,195	17.0%
Fines and Forfeitures	5,108,236	4,670,500	245,727	533,511	11.4%
Interest Income	210,194	55,000	16,580	31,571	57.4%
Intergovernmental Revenue	1,506,263	1,006,967	67,937	233,402	23.2%
Other Revenue	1,152,940	1,655,100	87,313	147,823	8.9%
Interfund Transfers	8,817,013	8,979,103	748,259	1,496,517	16.7%
<b>Revenue Total</b>	<b>117,211,433</b>	<b>118,820,557</b>	<b>9,275,792</b>	<b>16,043,627</b>	<b>13.5%</b>
<b>Expenses</b>					
13 CITY COUNCIL	540,902	552,609	40,977	83,139	15.0%
14 CITY CLERK	218,776	182,073	11,282	22,564	12.4%
15 CITY MANAGER'S OFFICE	7,994,888	8,924,121	582,605	1,127,933	12.6%
17 LAW	706,077	683,577	36,237	81,735	12.0%
19 ADMINISTRATIVE SERVICES	9,752,431	10,312,914	598,775	1,123,219	10.9%
21 COMMUNITY DEVELOPMENT	3,082,258	3,425,044	235,305	463,761	13.5%
22 POLICE	38,962,955	41,131,727	3,845,612	6,242,042	15.2%
23 FIRE MGMT & SUPPORT	25,332,850	25,985,716	2,242,994	3,764,054	14.5%
24 HEALTH	2,975,767	1,374,177	130,250	248,644	18.1%
30 PARKS, REC. AND COMMUNITY SERV.	12,364,345	11,661,451	668,546	1,268,941	10.9%
40 PUBLIC WORKS AGENCY	13,243,824	12,967,082	934,863	1,891,442	14.6%
<b>Expenses Total</b>	<b>115,175,072</b>	<b>117,200,492</b>	<b>9,327,446</b>	<b>16,317,474</b>	<b>13.9%</b>
<b>Net</b>	2,036,361	1,620,065	(51,654)	(273,848)	
Beginning Fund Balance	13,632,363	15,668,724		15,668,724	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>15,668,724</b>	<b>17,288,789</b>		<b>15,394,876</b>	13.1%

	2019 Actual	2020 Budget	February 2020	YTD 2020	% YTD to Budget
<b>505 PARKING SYSTEM FUND</b>					<b>Target = 17%</b>
<b>Revenue</b>					
Licenses, Permits and Fees	79,053		75	75	100.0%
Charges for Services	10,298,674	12,638,475	1,017,605	2,064,130	16.3%
Interest Income	113,897	20,000	2,816	5,336	26.7%
Other Revenue	484,328	356,700	90,343	110,144	30.9%
<b>Revenue Total</b>	<b>10,975,952</b>	<b>13,015,175</b>	<b>1,110,839</b>	<b>2,179,686</b>	<b>16.7%</b>
<b>Expenses</b>					
Salary and Benefits	1,750,358	1,756,950	119,225	244,995	13.9%
Services and Supplies	4,505,080	4,913,316	518,175	1,018,187	20.7%
Insurance and Other Chargebacks	333,968	350,667	29,222	58,444	16.7%
Miscellaneous	51,935	100,000		-	0.0%
Contingencies	-			-	0.0%
Capital Outlay	50,801	1,575,000	23,366	73,072	4.6%
Interfund Transfers	3,162,807	4,631,907	260,992	521,985	11.3%
Debt Service	1,006	34,354		-	0.0%
Depreciation Expense	2,694,291			-	0.0%
<b>Expenses Total</b>	<b>12,550,246</b>	<b>13,362,194</b>	<b>950,981</b>	<b>1,916,683</b>	<b>14.3%</b>
<b>Net</b>	(1,574,293)	(347,019)	159,858	263,003	
Beginning Fund Balance	3,109,355	1,535,062		1,535,062	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>1,535,062</b>	<b>1,188,043</b>		<b>1,798,065</b>	13.5%

	2019 Actual	2020 Budget	February 2020	YTD 2020	% YTD to Budget Target = 17%
<b>510 WATER FUND</b>					
☐ <b>Revenue</b>					
Charges for Services	16,810,050	23,068,270	1,328,902	2,659,126	11.5%
Interest Income	734,037	70,000	78,160	158,406	226.3%
Licenses, Permits and Fees	51,805	50,000	6,175	15,191	30.4%
Other Revenue	448,762	24,935,200	2,212,441	2,237,563	9.0%
<b>Revenue Total</b>	<b>18,044,655</b>	<b>48,123,470</b>	<b>3,625,679</b>	<b>5,070,285</b>	<b>10.5%</b>
☐ <b>Expenses</b>					
Salary and Benefits	5,355,120	5,774,506	449,910	908,399	15.7%
Services and Supplies	3,196,372	5,794,210	336,718	347,125	6.0%
Insurance and Other Chargebacks	500,523	1,513,955	42,830	85,659	5.7%
Capital Outlay	168,327	30,785,000		-	0.0%
Debt Service	924,577	2,291,201		-	0.0%
Interfund Transfers	3,932,313	3,972,140	331,012	662,023	16.7%
Miscellaneous	300	15,000		-	0.0%
Contingencies	1,000	1,000		-	0.0%
Depreciation Expense	2,648,980			-	0.0%
<b>Expenses Total</b>	<b>16,727,512</b>	<b>50,147,012</b>	<b>1,160,469</b>	<b>2,003,207</b>	<b>4.0%</b>
<b>Net</b>	1,317,143	(2,023,542)	2,465,210	3,067,079	
Beginning Fund Balance	5,500,742	6,817,885		6,817,885	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>6,817,885</b>	<b>4,794,343</b>		<b>9,884,963</b>	19.7%

	2019 Actual	2020 Budget	February 2020	YTD 2020	% YTD to Budget
<b>515 SEWER FUND</b>					<b>Target = 17%</b>
<b>Revenue</b>					
Charges for Services	10,780,345	10,410,200	725,889	1,454,817	14.0%
Interest Income	39,012	25,000	3,850	5,747	23.0%
Other Revenue	14,594	3,601,000		-	0.0%
<b>Revenue Total</b>	<b>10,833,951</b>	<b>14,036,200</b>	<b>729,738</b>	<b>1,460,564</b>	<b>10.4%</b>
<b>Expenses</b>					
Salary and Benefits	1,297,414	1,373,834	99,769	200,037	14.6%
Services and Supplies	249,225	1,462,150	3,947	3,947	0.3%
Insurance and Other Chargebacks	282,082	306,557	25,546	51,093	16.7%
Miscellaneous	2,288	1,500		-	0.0%
Capital Outlay	(10,482)	3,432,000	-	-	0.0%
Interfund Transfers	1,773,532	2,337,531	69,794	139,589	6.0%
Debt Service	796,129	5,803,653	349,317	533,562	9.2%
Depreciation Expense	3,681,927			-	0.0%
<b>Expenses Total</b>	<b>8,072,115</b>	<b>14,717,225</b>	<b>548,374</b>	<b>928,227</b>	<b>6.3%</b>
<b>Net</b>	2,761,836	(681,025)	181,364	532,337	
Beginning Fund Balance	4,390,060	7,151,896		7,151,896	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>7,151,896</b>	<b>6,470,871</b>		<b>7,684,233</b>	52.2%

	2019 Actual	2020 Budget	February 2020	YTD 2020	% YTD to Budget
<b>520 SOLID WASTE FUND</b>					<b>Target = 17%</b>
<b>Revenue</b>					
Property Taxes	820,000	1,332,500		-	0.0%
Charges for Services	4,238,116	4,202,300	284,961	541,485	12.9%
Other Revenue	129,377	122,000	2,891	27,862	22.8%
Interfund Transfers	150,000			-	0.0%
Licenses, Permits and Fees	300,733	297,000	700	16,075	5.4%
<b>Revenue Total</b>	<b>5,638,226</b>	<b>5,953,800</b>	<b>288,552</b>	<b>585,422</b>	<b>9.8%</b>
<b>Expenses</b>					
Salary and Benefits	1,060,573	1,380,102	90,509	188,103	13.6%
Services and Supplies	3,521,985	3,651,621	305,600	442,766	12.1%
Insurance and Other Chargebacks	898			-	0.0%
Miscellaneous	12,882	10,000		-	0.0%
Capital Outlay	121,728	357,520	1,600	1,600	0.4%
Interfund Transfers	322,362	438,462	26,864	53,727	12.3%
Debt Service	666			-	0.0%
Depreciation Expense	26,783			-	0.0%
<b>Expenses Total</b>	<b>5,067,877</b>	<b>5,837,705</b>	<b>424,572</b>	<b>686,195</b>	<b>11.8%</b>
<b>Net</b>	570,349	116,095	(136,020)	(100,774)	
Beginning Fund Balance	(1,104,014)	(533,665)		(533,665)	<b>Fund Balance %</b>
<b>Ending Fund Balance</b>	<b>(533,665)</b>	<b>(417,570)</b>		<b>(634,439)</b>	-10.9%



## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Scott Mangum, Planning and Zoning Manager  
Subject: Weekly Zoning Report  
Date: April 29, 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](mailto:smangum@cityofevanston.org) if you have any questions or need additional information.

**Cases Received and Pending, April 23, 2020 - April 29, 2020**

**Backlog (business days received until reviewed): 7**

**Volume (number of cases pending staff review): 2**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Zoning</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	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)
2	1221 Fowler Avenue	R2	Building Permit	1st and 2nd story additions, deck	12/16/19	pending revisions from the applicant
2	1708 Lake Street	R3	Building Permit	Patio and pergola	04/03/20	pending additional information from the applicant
2	1906 Main Street	C1	Building Permit	Interior remodel (4 Suns Fresh Juice)	04/16/20	pending ZBA
3	1212 Lake Shore Boulevard	R1	Building Permit	Roof mounted solar panels	03/17/20	pending additional information from the applicant
3	1212 Judson Avenue	R1	Building Permit	Roof mounted solar panels	04/03/20	pending additional information from the applicant
4	1125 Wesley Avenue	R3	Building Permit	1-story addition and 3-car detached garage	12/05/19	pending revisions from the applicant
4	1330 Ridge Avenue	R1	Zoning Analysis	New concrete walk, bike racks, concrete planters (Unitarian Church)	04/03/20	pending additional information from the applicant
4	1629 Asbury Avenue	R1	Building Permit	Replace stairs and column	04/06/20	pending additional information from the applicant
4	1012-1014 Davis Street	D2	Building Permit	Exterior and interior renovation for Daycare Center - Child	04/07/20	<b>pending DAPR 05/06/20</b>
5	1825 Lemar Avenue, Unit C	R2	Building Permit	Patio and fence	09/24/19	non-compliant, pending 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
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	2801 Central Street	B1a/oCS C	Building Permit	Interior and exterior alterations	03/12/20	pending revisions per DAPR
6	2410 Harrison Street	R1	Building Permit	Deck and pergola, replace concrete walk with pavers	04/09/20	pending additional information from the applicant
6	2433 Hastings Avenue	R1	Building Permit	Brick paver patio and walk	04/10/20	pending additional information from the applicant
6	3115 Thayer Street	R1	Zoning Analysis	Demolish existing 1-1/2 story garage, construct new 1-1/2 story garage with attic studio	04/20/20	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	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	pending digital resubmittal
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	pending revisions per minor variation
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	1013 Colfax Street	R1	Building Permit	Roof mounted solar panels	04/03/20	pending additional information from the applicant
7	2742 Garrison Avenue	R1	Building Permit	Addition	04/07/20	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 revisions from the applicant
8	2131 Brummel Street	R2	Building Permit	Window well	04/13/20	pending additional information from the applicant
9	2425 Oakton Street	I1/oRD	Building Permit	New car wash	07/17/19	<b>pending DAPR</b>
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**

<b>Ward</b>	<b>Property Address</b>	<b>Zoning</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
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	<b>pending PC 05/13/20</b>
1	1619 Chicago Avenue	D4	Major Adjustment to a Planned Development	Subdivision of existing parcel and Major Adjustment of the Merion Planned Development (Ordinance 86-O-13)	06/10/19	<b>pending PC 05/13/20</b>
1	1607 Chicago Avenue	D4	Special Use	Special use for Type-2 restaurant, Happy Le	01/17/20	<b>ZBA 05/19/20</b>
2	1906 Main Street	C1	Special Use	Special use for Type-2 restaurant, 4 Suns Fresh Juice	04/16/20	<b>ZBA 05/19/20</b>
2	1100 Hartrey Avenue	R2	Plat of Subdivision	Subdivide zoning lot into 2 lots	04/28/20	pending staff review, <b>P&amp;D</b>
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	<b>ZBA 05/19/20</b>
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)
5	1825 Lemar Avenue	R2	Fence Variation	Front yard fence	01/17/20	determination after 04/29/20
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	<b>ZBA 05/19/20</b>
5	820 Gaffield Place	R4a	Special Use	Child Residential Care Home	03/02/20	<b>pending ZBA</b>
5	824 Gaffield Place	R4a	Special Use	Child Residential Care Home	03/02/20	<b>pending ZBA</b>
6	2643 Lincolnwood Drive	R1	Minor Variation	Building lot coverage for addition and new detached garage	04/08/20	determination after 04/30/20
6	2323 Central Park Avenue	R1	Minor Variation	Separation between detached accessory structure and 2nd-story addition to single-family residence	04/15/20	determination after 05/06/20
7	2672 Green Bay Road	C2/oCSC	Special Use	Special use for a commercial indoor recreation establishment (Total Sona Fitness)	02/11/20	<b>ZBA 05/19/20</b>
7	2435 Jackson Avenue	R1	Major Variation	1-story rear addition	02/27/20	<b>pending DAPR, ZBA</b>
8	2222 Oakton Street	I2	Special Use	Special use for commercial indoor recreation establishment (First Ascent - wall/rock climbing)	04/03/20	<b>pending DAPR, ZBA</b>



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: May 1, 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.

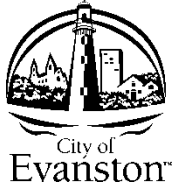
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

# Inspector Weekly Update

Cases Received, May 1, 2020

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
4	1801 Main Street (Robert Crown)	Recreation Facility	Concrete installation, site grading and field construction continue. Demolition of the foundation of the old center continues. Completion of punch list items in the new center continue. Site is being maintained.	4/29/2020
2	1727 Oak Avenue (Avidor)	Multi-Unit Building	Construction fence is being removed. Landscaping is nearing completion. Final Fire and Building Division inspections are being completed. Site is being maintained.	4/29/2020
2	1815 Ridge Avenue	Senior Living Facility	Site work continues. Construction fence is in good order and streets around site are clean. Site is being maintained.	4/29/2020
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Demolition of residential structure at 1730 Ridge has been completed. Contractor is mobilizing to commence construction. Site is being maintained.	4/29/2020



# Memorandum

To: Honorable Mayor and Members of the City Council

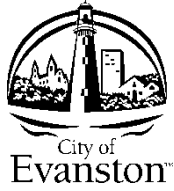
From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: May 1, 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
2	1906 Main St	4 Suns Fresh Juice	04/15/2020	Pending Permit Issuance & Inspections
4	1012-14 Davis St	Day Care Center	04/08/2020	Pending Permit Issuance & Inspections
7	2311 Campus Dr	The Protein Bar@NU	03/09/2020	Pending Inspections
2	1815 Ridge Ave	Solero Senior Living	03/03/2020	Pending Inspections
8	619 Howard St	Palmhouse 619	2/21/2020	Pending 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
7	1729 Central St	Hewn Bakery	11/14/2019	License Issued
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	TCO Approved



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: May 1, 2020

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

Please contact me at (847) 448-8097 or [bgeorge@cityofevanston.org](mailto:bgeorge@cityofevanston.org) if you have any questions or need additional information.



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



*WEEK ENDING MAY 1, 2020*

## #StayHomeSaveLives #AllInIllinois

### ***NWMC Here to Help Update***

On Thursday evening, staff sent the ninth update in a series of NWMC member responses to the Business/Resident Assistance and Best Practices document created in response to the COVID-19 pandemic. Six members were highlighted for new or updated information, including *Arlington Heights, Elk Grove Village, Glencoe, Highland Park, Niles* and *Schaumburg*. In addition, a new survey regarding food inspections during the pandemic was sent to the membership on Monday.

This week, and in response to requests from the NWMC membership and staff, Governor Pritzker agreed to field questions to address during his bi-weekly conference calls. To that end, staff solicited and forwarded nine questions from the membership to be addressed on this afternoon's call or forwarded for further discussion to his staff. We thank Governor Pritzker and his staff for their willingness to modify their approach and engage in additional dialog with local officials. This is especially important as the Governor's modified Stay at Home Executive Order goes into effect today. Please visit <https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-32.aspx> for more information.

In addition, the Regional Recovery Task Force, <https://www.chicago.gov/city/en/sites/covid-19/home/covid-19-recovery-taskforce.html>, which was announced last week by Chicago Mayor Lori Lightfoot and the Metropolitan Mayors Caucus, held its first meeting on Thursday. The region's Councils of Government have appointed members to the Task Force's Regional Coordination Working Group, which will hold its first meeting on May 5. Thank you again to *NWMC President and Morton Grove Mayor Dan DiMaria* for representing the organization on the working group. As mentioned in my email last Friday, staff will send more information on the Task Force and working group in the coming days as the specific tasks of each are more clearly defined. In that transmission, we will also request input from our membership on all aspects of the Task Force's work and your specific needs as the region seeks to recover from this pandemic.

Staff will continue to work with our local government partners as well as monitor federal, state and local COVID-19 news, conference calls/press conferences and share pertinent information as it becomes available. As always, please use NWMC staff as a resource and do not hesitate to contact us at any time. Stay well and we stand ready to help in any way we can! *Staff contacts: Mark Fowler, Larry Bury*

### ***SPC Extends Warehouse Direct Contract***

The Suburban Purchasing Cooperative (SPC) is pleased to announce approval of a contract extension with Warehouse Direct, the SPC vendor for Janitorial and Office Supplies (Contract #189). This contract piggybacks onto the contract awarded to American Office Products Distributors, Inc. (AOPD) by Region XIV Education Service Center located in Abilene, Texas. Region XIV recently awarded AOPD a three-year contract renewal which expires on May 31, 2023. *Staff contact: Ellen Dayan*

### ***SPC COVID-19 Supply Update***

As we all know, reducing the spread of COVID-19 is now more important than ever. To that end, the Suburban Purchasing Cooperative (SPC) is pleased to report that SPC Janitorial and Office Supplies Vendor Warehouse Direct now has Social Distancing Markers, EN149 Medical/Surgical Grade Masks and Hand Sanitizer available for orders and pre-orders.

There are currently no maximum quantities placed on the pre-orders, but masks and hand sanitizer are available while supplies last. Warehouse Direct also reserves the right to adjust order quantities based on availability. Please note that, due to unprecedented demand and higher supply chain costs, Warehouse Direct will not accept returns on these items. This week, staff sent emails to the membership and our partner councils of government regarding availability of the following products:

#### Social Distancing Markers

To help remind everyone to remain at least six feet away from others, Warehouse Direct can help with [Social Distancing Floor Decals](#), markers, tape, and, wall signs available in both stock and custom designs.

#### EN194 Medical/Surgical Grade Masks

Warehouse Direct has EN149 Medical/Surgical Grade Masks, Bacterial Filtration Efficiency (BFE) rated 98-99%, Particulate Filtration Efficiency (PFE) rated 98-99% available NOW for pre-orders. The product is expected to arrive on May 22 and orders will be delivered in the order they are received. Place orders for Item #[WHD6000128091](#) EN149 Medical/Surgical grade Masks, 50 masks per pack. Tier pricing ranges from \$67.50 per pack for 1-29 packages to \$49.50 per pack for 540 or more packages. Volume pricing for orders greater than 1,080 packages may be available by calling your Warehouse Direct Account Manager. Large orders may require a deposit or prepayment.

#### Cloth Masks

Warehouse Direct has several cloth options available that your Warehouse Direct Account Manager can discuss with you.

#### Hand Sanitizer:

Warehouse Direct is also taking pre-orders for FDA- Certified 75% Ethanol Alcohol Gel Hand Sanitizer in gallons with free pumps with each gallon (an \$8.00 value). They expect to begin making partial deliveries within two weeks. Single gallon pricing for item #[WHDAC0104EA](#) begins at \$56.95 per gallon for 1-3 gallons to \$38.95 per gallon for 192+ gallons. Case pricing for item # [WHDAC0104](#) (case of 4 gallons) begins at \$191.95/case for 1-3 cases to \$147.95/carton for 96+ cases.

Finally, please note that, due to overwhelming demand, Warehouse Direct is no longer accepting orders for AVT39149 Non-Medical Disposable 3-Ply Face Masks that were featured in last week's NWMC Director's Briefing.

For questions or additional information, please contact the following Warehouse Direct representatives: Spencer Touchie, 847-631-7188 office, 708-473-2907 (cell) or [stouchie@warehousedirect.com](mailto:stouchie@warehousedirect.com); Taylor Stacey, Customer Service 847-631-0377; Rick Schackle, Account Executive, 847-631-7428 or [rschackle@warehousedirect.com](mailto:rschackle@warehousedirect.com); or, Margaret Dawson, Customer Service 847-631-7177. *Staff contact: Ellen Dayan*

#### ***Northwest Council Technical Committee Reviews Draft STP-L Program***

On Friday, April 24, the Northwest Council of Mayors Technical Committee met virtually to review the preliminary FFY2021-2025 local Surface Transportation Program (STP-L). The committee will vote to release the program for a 30-day public comment period at their next virtual meeting on Friday, May 29 with final approval by the full council scheduled for September. The Technical Committee also received updates from the region's agency partners regarding modified operations as a result of COVID-19 and discussed local project updates. *Staff contact: Kendra Johnson*

#### ***Metra to Reduce Schedules on Three Lines Starting May 4***

Due to extremely low ridership as a result of COVID-19, Metra has announced further service reductions on three of its lines beginning on Monday, May 4. Affected lines include the Heritage Corridor, Southwest Service and North Central Service, which serves six NWMC communities. Service on the North Central line will be reduced to one inbound and one outbound trip per day. Metra suggests riders consider the Milwaukee District North, UP Northwest and Pace service as possible alternatives. For more information, please see [Metra's latest press release](#), as well as the [North Central Service's alternate schedule](#). *Staff contacts: Kendra Johnson, Matt Pasquini*



## ***NWMC Staff News & Notes***

Congratulations to *NWMC Purchasing Director Ellen Dayan, CPPB*, who celebrated her 10<sup>th</sup> anniversary of NWMC employment in April! Ellen is the driving force behind the success of the Suburban Purchasing Cooperative and serves in leadership roles in national, state and local purchasing organizations. She is a tireless advocate for the NWMC and we wouldn't be where we are without her. Congratulations and thank you!

Congratulations also to *NWMC Program Associate for Transportation Matt Pasquini*, who recently completed his capstone course for his Masters in Public Administration from Northern Illinois University. Next up, (virtual?) graduation! Matt joined the Conference in January and is a great addition to our tremendous staff. Congratulations!

## ***Meetings and Events***

*NWMC Executive Board* will meet Wednesday, May 6 at 8:30 a.m. via teleconference.

*NWMC Finance Committee* will meet Wednesday, May 13 at noon via teleconference.

*NWMC Board of Directors* will meet Wednesday, May 13 at 7:00 p.m. via teleconference.

## ***NWMC Staff***

Mark Fowler	Executive Director	<a href="mailto:mfowler@nwmc-cog.org">mfowler@nwmc-cog.org</a>
Larry Bury	Deputy Director	<a href="mailto:lbury@nwmc-cog.org">lbury@nwmc-cog.org</a>
Ellen Dayan, CPPB	Purchasing Director	<a href="mailto:edayan@nwmc-cog.org">edayan@nwmc-cog.org</a>
Marina Durso	Program Associate for Administrative Services	<a href="mailto:mdurso@nwmc-cog.org">mdurso@nwmc-cog.org</a>
Karol Heneghan	Executive Administrative Assistant/Office Manager	<a href="mailto:kheneghan@nwmc-cog.org">kheneghan@nwmc-cog.org</a>
Kendra Johnson	Program Associate for Transportation	<a href="mailto:kjohnson@nwmc-cog.org">kjohnson@nwmc-cog.org</a>
Matt Pasquini	Program Associate for Transportation	<a href="mailto:mpasquini@nwmc-cog.org">mpasquini@nwmc-cog.org</a>
Chris Staron	Policy Analyst	<a href="mailto:cstaron@nwmc-cog.org">cstaron@nwmc-cog.org</a>

Phone: 847-296-9200

[www.nwmc-cog.org](http://www.nwmc-cog.org)