

Memorandum

To: Mayor Hagerty and Members of the City Council
From: Erika Storlie, Interim City Manager
Subject: Weekly City Manager's Update
Date: June 12, 2020

STAFF REPORTS BY DEPARTMENT



Weekly Report for June 4, 2020 – June 10, 2020
**There will be no 311 report this week*

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule
Monthly Financial Report – March 2020

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, June 15, 2020

Rules Committee

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

Tuesday, June 16, 2020

Zoning Board of Appeals

www.cityofevanston.org/zoningboard

Housing & Community Development Act Committee

www.cityofevanston.org/housingcommunitydev

Wednesday, June 17, 2020

Design and Project Review Committee

www.cityofevanston.org/dapr

M/W/EBE Development Committee

www.cityofevanston.org/mwebecommittee

Thursday, June 18, 2020

Parks, Recreation and Community Services Board

www.cityofevanston.org/PRCSBoard

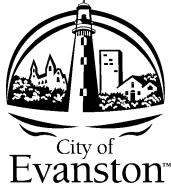
Equity & Empowerment Commission

www.cityofevanston.org/equityandempowermentcommission

Friday, June 19, 2020

Reparations Subcommittee

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



Memorandum

To: Erika Storlie, Interim City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of June 8, 2020

Date: June 12, 2020

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

Bids/RFPs/RFQs advertised during the Week of June 8, 2020

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 20-38 2020 CDBG Improvements and Waste Transfer Alleys	Public Works Agency	Work on this project includes all materials, equipment and services for paving various alleys and park improvements along with all incidental restoration work in the City of Evanston. Bidders must be prequalified by the Illinois Department of Transportation (IDOT) and present an IDOT issued "Certificate of Eligibility" with the bid proposal.	\$1,360,000	7/7	7/27

City Council Agenda Schedule

Printed from Asana

June 22

Kimberly Richardson: Appointment Citizen Police Review Commission Members

Department: CMO

Council Action: Bus

Council or Committee: CC

Luke Stowe: Recovery Update

Department: Admin Serv

Council Action: Annouc

Council or Committee: CC

Kimberly Richardson: Equity Update

Department: CMO

Council Action: SPB

Council or Committee: CC

Erika Storlie: Virtual 4th of July Event

Department: CMO

Council Action: Annouc

Council or Committee: CC

Luke Stowe: Civic Center Planning

Department: Public Works

Council Action: SPB

Council or Committee: CC

Hitesh Desai: Budget Update

Department: CMO

Council Action: SPB

Council or Committee: CC

Tasheik Kerr: Reparations Subcommittee Report

Department: CMO

Council Action: SPB

Council or Committee: CC

Kelley Gandurski: Northwestern Tailgating Permit

Department: Law

Council Action: Res

Council or Committee: APW

David Stoneback: Ordinance for 4-way Stop at Hastings & Colfax

Department: Public Works

Council Action: Ord

Council or Committee: APW

Action: For Action

David Stoneback: Oakton Water Main Change Order

Department: Public Works

Council Action: Bus

Council or Committee: APW

Johanna Leonard: Resolution Recognizing African-American Cultural Sites

Department: CMO

Council Action: Res

Council or Committee: APW

- Lawrence C. Hemingway:** Summer Food Contract
 - Department: Parks & Rec
 - Council Action: Bus
 - Council or Committee: APW
- Lawrence C. Hemingway:** COVID Food Payment for May
 - Department: Parks & Rec
 - Council Action: Bus
 - Council or Committee: APW
- 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 35-O-20 Ground Floor uses in the D2 District
 - Department: Community Dev
 - Council Action: Ord
 - Council or Committee: PD
 - Action: For Action
- Johanna Leonard:** Text Amendment regarding Variation Classification and Residential Care Homes
 - Department: Community Dev
 - Council Action: Ord
 - Council or Committee: PD
 - Action: For Action
- Johanna Leonard:** 1906 Main St - special use for a Type 2 Restaurant
 - Department: Community Dev
 - Council Action: Ord
 - Council or Committee: PD
 - Action: For Action
- Johanna Leonard:** 1717 Simpson St - special use to expand a residence in a Business District
 - Department: Community Dev
 - Council Action: Ord
 - Council or Committee: PD
 - Action: For Action
- Johanna Leonard:** 2678 Green Bay Rd - special use for Commercial Indoor Recreation
 - Department: Community Dev
 - Council Action: Ord
 - Council or Committee: PD
 - Action: For Action
- Johanna Leonard:** 1607 Chicago Ave - special use for a Type 2 Restaurant
 - Department: Community Dev
 - Council Action: Ord
 - Council or Committee: PD
 - Action: For Action
- Johanna Leonard:** Plat of Resubdivision at 1100 Hartrey
 - Department: Community Dev
 - Council Action: Res
 - Council or Committee: PD
 - Action: For Introduction
- Kelley Gandurski:** Ordinance 18-O-20, Amending Title 1, Chapter 8, "City Manager"
 - Department: Law

Council Action: Ord
Council or Committee: Rules
Action: For Action

July 13

Tasheik Kerr: Compensation Committee Report

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

Luke Stowe: Purchase of PWA truck

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

July 27

August 10

Hitesh Desai: Amusement Tax Discussion

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

September 14

September 28

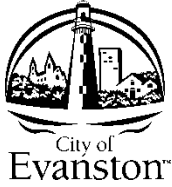
October 12

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: March 2020 Monthly Financial Report

Date: June 12, 2020

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

March 2020	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	32,304,849	30,705,941	1,598,908	17,267,642	13,307,450
175 GENERAL ASSISTANCE FUND	466,327	266,227	200,100	563,140	563,140
176 HEALTH AND HUMAN SERVICES	1,991,195	201,189	1,790,006	1,820,765	1,820,765
177 REPARATIONS FUND	3,950	-	3,950	5,285	5,285
180 GOOD NEIGHBOR FUND	1,001,111	218,369	782,742	1,035,287	1,035,287
185 LIBRARY FUND	3,619,931	1,843,140	1,776,790	3,846,433	3,846,338
186 LIBRARY DEBT SERVICE FUND	240,000	-	240,000	241,144	241,144
187 LIBRARY CAPITAL IMPROVEMENT FD	-	-	-	1,378,484	1,378,484
200 MOTOR FUEL TAX FUND	797,835	624,577	173,259	2,842,291	2,515,321
205 EMERGENCY TELEPHONE (E911) FUND	320,533	331,520	(10,987)	1,259,973	876,224
210 SPECIAL SERVICE AREA (SSA) #4	-	-	-	(226,193)	(226,193)
215 CDBG FUND	-	117,152	(117,152)	(53,855)	(53,855)
220 CDBG LOAN FUND	19,313	47,606	(28,292)	199,093	199,093
235 NEIGHBORHOOD IMPROVEMENT	228	29	199	172,064	172,064
240 HOME FUND	31,614	26,615	4,999	12,525	12,525
250 AFFORDABLE HOUSING FUND	48,918	35,199	13,719	3,939,321	4,065,963
320 DEBT SERVICE FUND	6,234,810	-	6,234,810	6,652,241	6,675,264
330 HOWARD-RIDGE TIF FUND	393,301	199,957	193,344	2,318,109	2,318,797
335 WEST EVANSTON TIF FUND	334,259	33,756	300,503	1,010,979	1,010,979
340 DEMPSTER-DODGE TIF FUND	25,281	41,468	(16,188)	91,615	91,615
345 CHICAGO-MAIN TIF	342,737	65,158	277,580	964,333	964,333
350 SPECIAL SERVICE AREA (SSA) #6	121,674	0	121,674	127,016	127,016
415 CAPITAL IMPROVEMENTS FUND	148,730	813,613	(664,882)	11,995,364	12,913,898
416 CROWN CONSTRUCTION FUND	1,062,826	1,874,811	(811,985)	6,834,166	10,694,418
417 CROWN COMMUNITY CTR MAINTENANCE	43,750	-	43,750	43,750	43,750
420 SPECIAL ASSESSMENT FUND	101,763	119,498	(17,734)	2,910,072	2,906,889
505 PARKING SYSTEM FUND	2,920,662	2,848,087	72,575	1,599,808	2,619,314
510 WATER FUND	6,714,136	2,949,804	3,764,332	10,563,280	5,997,103
515 SEWER FUND	2,345,935	1,828,676	517,259	7,660,730	4,397,412
520 SOLID WASTE FUND	1,702,204	1,034,386	667,817	123,521	(464,369)
600 FLEET SERVICES FUND	773,797	607,158	166,639	282,114	(918,995)
601 EQUIPMENT REPLACEMENT FUND	370,411	863,684	(493,273)	336,271	138,713
605 INSURANCE FUND	4,812,085	5,121,057	(308,972)	(11,902,070)	(6,583,817)
Grand Total	69,294,165	52,818,673	16,475,492	75,914,696	72,691,353

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

Covid-19

Though the coronavirus (Covid-19) outbreak does not have an impact on March’s Financial Report, it is expected that in the coming months the City will begin to realize the negative impacts to its funds brought on by the pandemic and the Governor’s stay at home order. Revenues will be significantly less than normal in the General and Parking Systems funds. This is partially due to loss of recreational program fees, sales, income, and hotel tax, and not being able to collect parking fees..

General Fund

The unaudited financial statements show the General Fund as of March 31, 2020 with a fund balance of \$17,267,642 and cash balance of \$13,307,450. The attached financials show year-end General Fund revenues at 27.2% of budget and expenses at 26.2% of budget. These are slightly above the target of 25%.

As of March 31, 44.9% of property tax revenue to the General Fund has been received. The second installment of property taxes is received in July and August. Expenses are near target, as January through March are typically slower months for program spending and overtime. The mild winter weather in these months helped keep costs low.

Staff continues to monitor Police and Fire overtime expenses. Through March, Police had spent 18.2% of budget for overtime, and Fire had spent 37.8% of budget. For Police, this is below target of 25%, as January through March tend to be slower months. March also saw the start of the pandemic which reduced overtime. Overtime is higher in Fire Department 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	\$270,699	18.2%
Fire	\$1,380,088	\$859,956	\$325,085	37.8%

Enterprise Funds

Parking fund revenues through March 31, 2020 are at 22.4% of budget and expenses are at 21.3%. The 2019 ending fund balance was \$1,527,233.

Through March 31, 2020, the Water Fund appears low on revenue and expenses. This is because the budget includes multiple large capital projects, with IEPA loan funding budgeted in Other Revenue and expenses budgeted in Capital Outlay. The 2019 ending fund balance has been adjusted to \$6,798,947.

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 March 31, 2020, the Sewer Fund also appears low on expenses due to capital projects. Majority of work will be performed later in the year on these projects. These projects are primarily funded through IEPA loan financing, budgeted as Other Revenue. The 2019 ending fund balance was \$7,151,896.

Through March 31, 2020, the Solid Waste Fund has a positive fund balance of \$123,521 and a negative cash balance of \$464,369. The fund ended 2019 with a surplus of \$570,349, bringing it to an ending balance of negative \$533,665.

Other Funds

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

Through March 31, 2020, the Capital Improvements Fund is showing a fund balance of \$11,995,364 and a cash balance of \$12,913,898. The fund continues to spend down 2019B bond proceeds received in June 2019.

Through March 31, 2020, the Crown Construction fund is showing fund balance of \$6,834,166 and cash balance of \$10,694,418. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown in 2019.

Through March 31, 2020, the Insurance Fund is showing a negative fund balance of \$11,902,070 and a negative cash balance of \$6,583,817. 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

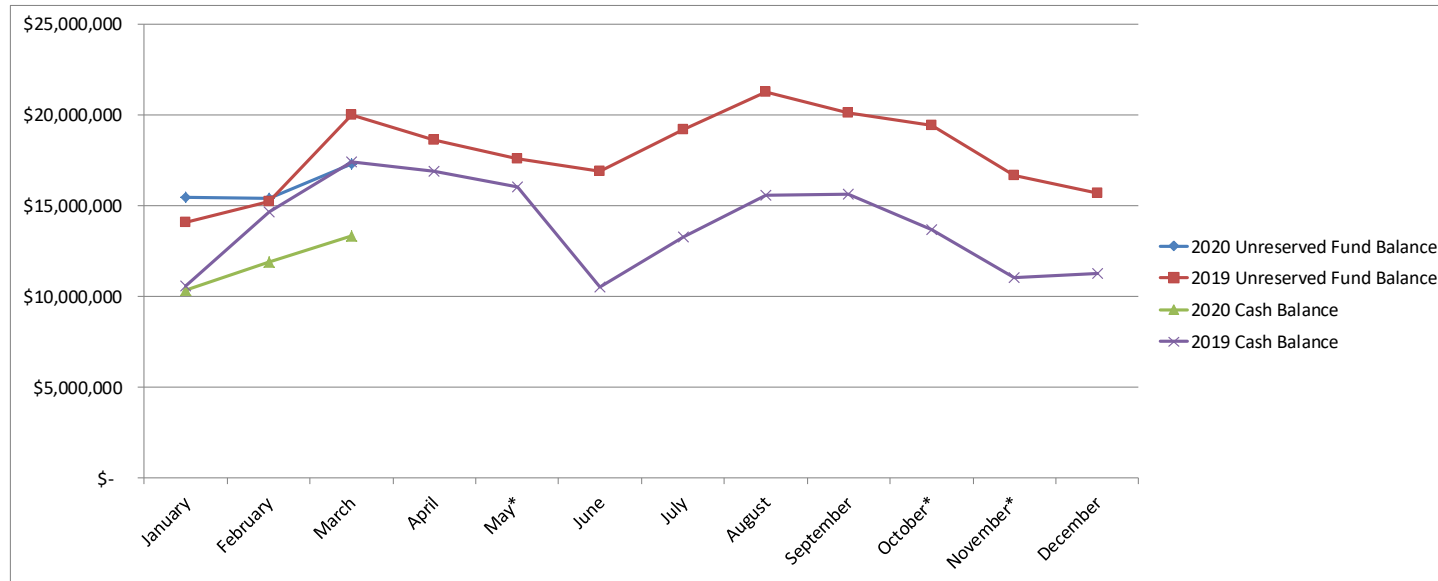
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the March 31, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



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	\$ 17,267,642									
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	\$ 13,307,450									
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	March 2020	YTD 2020	% YTD to Budget
100 GENERAL FUND					Target = 25%
Revenue					
Property Taxes	29,888,938	29,362,987	10,074,439	13,193,875	44.9%
Other Taxes	53,637,882	55,240,000	4,211,191	11,765,462	21.3%
Licenses, Permits and Fees	7,667,185	7,663,550	323,036	1,518,937	19.8%
Charges for Services	9,222,780	10,187,350	636,391	2,367,586	23.2%
Fines and Forfeitures	5,108,236	4,670,500	174,530	708,041	15.2%
Interest Income	210,194	55,000	10,937	42,508	77.3%
Intergovernmental Revenue	1,506,263	1,006,967	45,003	278,405	27.6%
Other Revenue	1,152,940	1,655,100	37,436	185,259	11.2%
Interfund Transfers	8,817,013	8,979,103	748,259	2,244,776	25.0%
Revenue Total	117,211,433	118,820,557	16,261,222	32,304,849	27.2%
Expenses					
13 CITY COUNCIL	540,902	552,609	40,073	123,212	22.3%
14 CITY CLERK	218,776	182,073	11,984	34,548	19.0%
15 CITY MANAGER'S OFFICE	7,994,888	8,924,121	667,295	1,795,228	20.1%
17 LAW	706,077	683,577	44,302	126,037	18.4%
19 ADMINISTRATIVE SERVICES	9,752,431	10,312,914	932,446	2,055,665	19.9%
21 COMMUNITY DEVELOPMENT	3,082,258	3,425,044	232,544	696,304	20.3%
22 POLICE	38,962,955	41,131,727	6,166,758	12,408,800	30.2%
23 FIRE MGMT & SUPPORT	25,332,850	25,985,716	4,507,401	8,271,454	31.8%
24 HEALTH	2,975,767	1,374,177	126,373	375,018	27.3%
30 PARKS, REC. AND COMMUNITY SERV.	12,364,345	11,661,451	747,365	2,016,307	17.3%
40 PUBLIC WORKS AGENCY	13,243,824	12,967,082	911,926	2,803,368	21.6%
Expenses Total	115,175,072	117,200,492	14,388,467	30,705,941	26.2%
Net	2,036,361	1,620,065	1,872,756	1,598,908	
Beginning Fund Balance	13,632,363	15,668,724		15,668,724	Fund Balance %
Ending Fund Balance	15,668,724	17,288,789		17,267,632	14.7%

	2019 Actual	2020 Budget	March 2020	YTD 2020	% YTD to Budget
505 PARKING SYSTEM FUND					Target = 25%
Revenue					
Licenses, Permits and Fees	79,053			75	100.0%
Charges for Services	10,298,674	12,638,475	725,769	2,789,900	22.1%
Interest Income	113,897	20,000	2,057	7,394	37.0%
Other Revenue	484,328	356,700	13,149	123,294	34.6%
Revenue Total	10,975,952	13,015,175	740,976	2,920,662	22.4%
Expenses					
Salary and Benefits	1,758,187	1,756,950	122,468	367,463	20.9%
Services and Supplies	4,505,080	4,913,316	461,011	1,479,198	30.1%
Insurance and Other Chargebacks	333,968	350,667	29,222	87,667	25.0%
Miscellaneous	51,935	100,000		-	0.0%
Contingencies	-			-	0.0%
Capital Outlay	50,801	1,575,000	57,710	130,782	8.3%
Interfund Transfers	3,162,807	4,631,907	260,992	782,977	16.9%
Debt Service	1,006	34,354		-	0.0%
Depreciation Expense	2,694,291			-	0.0%
Expenses Total	12,558,075	13,362,194	931,404	2,848,087	21.3%
Net	(1,582,122)	(347,019)	(190,428)	72,575	
Beginning Fund Balance	3,109,355	1,527,233		1,527,233	Fund Balance %
Ending Fund Balance	1,527,233	1,180,214		1,599,808	12.0%

	2019 Actual	2020 Budget	March 2020	YTD 2020	% YTD to Budget Target = 25%
510 WATER FUND					
Revenue					
Charges for Services	16,810,050	23,068,270	1,565,782	4,224,908	18.3%
Interest Income	734,037	70,000	87,189	245,595	350.9%
Licenses, Permits and Fees	51,805	50,000	800	15,991	32.0%
Other Revenue	448,762	24,935,200	(9,921)	2,227,642	8.9%
Revenue Total	18,044,655	48,123,470	1,643,851	6,714,136	14.0%
Expenses					
Salary and Benefits	5,374,057	5,774,506	439,713	1,348,112	23.3%
Services and Supplies	3,196,372	5,794,210	188,960	536,085	9.3%
Insurance and Other Chargebacks	500,523	1,513,955	42,830	128,489	8.5%
Capital Outlay	168,327	30,785,000	1,339,908	1,339,908	4.4%
Debt Service	924,577	2,291,201	-	-	0.0%
Interfund Transfers	3,932,313	3,972,140	331,012	993,035	25.0%
Miscellaneous	300	15,000	-	-	0.0%
Contingencies	1,000	1,000	-	-	0.0%
Depreciation Expense	2,648,980	-	-	-	0.0%
Expenses Total	16,746,450	50,147,012	2,342,423	4,345,630	8.7%
Net	1,298,205	(2,023,542)	(698,573)	2,368,506	
Beginning Fund Balance	5,500,742	6,798,947		6,798,947	Fund Balance %
Ending Fund Balance	6,798,947	4,775,405		9,167,453	18.3%

	2019 Actual	2020 Budget	March 2020	YTD 2020	% YTD to Budget
515 SEWER FUND					Target = 25%
Revenue					
Charges for Services	10,780,345	10,410,200	883,622	2,338,439	22.5%
Interest Income	39,012	25,000	1,749	7,496	30.0%
Other Revenue	14,594	3,601,000	-	-	0.0%
Revenue Total	10,833,951	14,036,200	885,371	2,345,935	16.7%
Expenses					
Salary and Benefits	1,305,839	1,373,834	104,660	304,697	22.2%
Services and Supplies	249,225	1,462,150	10,321	14,268	1.0%
Insurance and Other Chargebacks	282,082	306,557	25,546	76,639	25.0%
Miscellaneous	2,288	1,500	1,333	1,333	88.9%
Capital Outlay	(10,482)	3,432,000	-	-	0.0%
Interfund Transfers	1,773,532	2,337,531	69,794	209,383	9.0%
Debt Service	796,129	5,803,653	688,793	1,222,355	21.1%
Depreciation Expense	3,681,927	-	-	-	0.0%
Expenses Total	8,080,540	14,717,225	900,449	1,828,676	12.4%
Net	2,753,411	(681,025)	(15,077)	517,259	
Beginning Fund Balance	4,390,060	7,143,471		7,143,471	Fund Balance %
Ending Fund Balance	7,143,471	6,462,446		7,660,730	52.1%

	2019 Actual	2020 Budget	March 2020	YTD 2020	% YTD to Budget
520 SOLID WASTE FUND					Target = 25%
Revenue					
Property Taxes	820,000	1,332,500	666,000	666,000	50.0%
Charges for Services	4,238,116	4,202,300	390,913	932,398	22.2%
Other Revenue	129,377	122,000	1,435	29,297	24.0%
Interfund Transfers	150,000			-	0.0%
Licenses, Permits and Fees	300,733	297,000	58,434	74,509	25.1%
Revenue Total	5,638,226	5,953,800	1,116,782	1,702,204	28.6%
Expenses					
Salary and Benefits	1,071,205	1,380,102	86,564	274,667	19.9%
Services and Supplies	3,521,985	3,651,621	228,224	670,989	18.4%
Insurance and Other Chargebacks	898			-	0.0%
Miscellaneous	12,882	10,000	449	449	4.5%
Capital Outlay	121,728	357,520	6,090	7,690	2.2%
Interfund Transfers	322,362	438,462	26,864	80,591	18.4%
Debt Service	666			-	0.0%
Depreciation Expense	26,783			-	0.0%
Expenses Total	5,078,508	5,837,705	348,191	1,034,386	17.7%
Net	559,718	116,095	768,591	667,817	
Beginning Fund Balance	(1,104,014)	(544,296)		(544,296)	Fund Balance %
Ending Fund Balance	(544,296)	(428,201)		123,521	2.1%



Memorandum

To: Erika Storlie, Interim City Manager
From: Hitesh Desai, CFO/ Treasurer
Subject: 1st Quarter 2020 - Cash and Investment Report
Date: June 5, 2020

Attached please find the Cash and Investment report as of March 31, 2020.

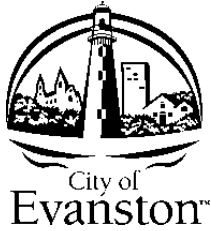
A comparison between the 1st quarter 2020 and 4th quarter 2019 investment reports indicate an increase in combined cash & investments of \$3,726,061 from \$68,965,292 to \$72,691,353. The increase was mainly attributable to the first installment of property tax disbursements to the City of Evanston.

Cash and investments with individual financial institution are summarized below:

	3/31/2020	12/31/2019	Change
Cash	26,386,808	25,922,387	464,421
Investments	46,304,545	43,042,905	3,261,640
TOTAL	72,691,353	68,965,292	3,726,061

As of March 31, 2020, ledger balances showing the highest percentage of total deposit was held by Wintrust at \$26.8M or 36.9% of the total. ByLine Bank held \$26.4M or 36.3%, while Illinois Funds was in custody of money market funds at approximately \$6.6M, or 9.1%. PMA was at \$5.7M or 7.9%; IMET was at \$4.1M or 5.6% and Fifth Third Bank was at \$3.1M or 4.2%. Staff will continue to monitor the allocation of Cash and Investments to ensure compliance with the City's investment policy of no greater than 50% of the city's total cash and investments with one financial institution.

If you have any questions on this report or would like to discuss in greater detail, please contact me by phone at (847) 448.8082 or by e-mail at hdesai@cityofevanston.org.



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Manager
Subject: Weekly Zoning Report
Date: June 10, 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, June 4, 2020 - June 9, 2020

Backlog (business days received until reviewed): 12

Volume (number of cases pending staff review): 12

Zoning Reviews

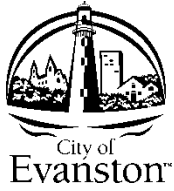
Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1900 Sherman Avenue	R1	Zoning Analysis	16-story addition to Jane R. Perlman apartments, remove 22 parking spaces, add 37 below-grade parking spaces, 168 mixed-income apartments (Planned Development)	08/29/19	pending revisions from 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	1943 Sherman Avenue	R5	Building Permit	Convert existing single-family residence to 3-flat	05/05/20	revisions submitted, non-compliant
1	1607 Chicago Avenue	D4	Building Permit	Interior build-out for tea shop	05/06/20	pending special use application
1	217 Dempster Street	R1	Building Permit	2-story addition and interior remodel	05/21/20	pending staff review
1	629 Foster Street	T1	Building Permit	Paver patio and walk	05/28/20	pending staff review
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 special use application
2	1145 Florence Avenue	R3	Zoning Analysis	Demolish front stoop, construct front porch	05/28/20	pending additional information from the applicant
2	1001 Dodge Avenue	R3	Building Permit	Rear porch	06/05/20	pending staff review
3	1212 Judson Avenue	R1	Building Permit	Roof mounted solar panels	04/03/20	pending additional information from the applicant
3	207 Main Street	R5	Building Permit	Remove and replace rear porch and stairs	06/01/20	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
4	1012-1014 Davis Street	D2	Building Permit	Exterior and interior renovation for Daycare Center - Child	04/07/20	pending revisions from applicant per DAPR approval
4	1409 Crain Street	R1	Building Permit	Replace front stairs	05/26/20	pending staff review
4	1021 Ashland Avenue	R4	Building Permit	27x24 concrete pad	06/08/20	pending staff review
5	1825 Lemar Avenue, Unit C	R2	Building Permit	Patio and fence	09/24/19	pending revision per fence variation approval
5	1717 Simpson Street	B1	Building Permit	1-story addition over existing foundation	12/17/19	non-compliant, pending special use 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	2221 Foster Street	R3	Building Permit	New patios	05/12/20	non-compliant, pending minor variation application from the applicant
5	2030 Maple Avenue	R4a	Zoning Analysis	Addition, remove and replace deck	06/02/20	pending staff review

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	2725 Harrison Street	R1	Building Permit	2-story addition and interior remodel	05/08/20	pending additional information from the applicant
6	3016 Hartzell Street	R1	Building Permit	Replace existing deck and pergola	05/11/20	pending additional information from the applicant
6	3308 Harrison Street	R1	Building Permit	2-story addition	05/28/20	pending staff review and minor variation application
6	2949 Payne Street	R1	Building Permit	Enlarge concrete driveway	05/29/20	pending staff review
6	2735 Simpson Street	R1	Building Permit	Install gravel and stone patio	06/03/20	pending staff review
6	2437 Hastings Avenue	R1	Building Permit	Install patio	06/03/20	pending additional information from the applicant
6	1206 Florence Avenue	R3	Zoning Analysis	2nd story addition over existing 1st story, new covered back porch	06/04/20	pending additional information from the applicant
6	2340 Prospect Avenue	R1	Building Permit	Patio	06/09/20	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 revisions per approved minor variation
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 approval
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	non-compliant, pending revisions from the applicant
7	1013 Colfax Street	R1	Building Permit	Roof mounted solar panels	04/03/20	pending additional information from the applicant
7	1323 Lincoln Street	R1	Building Permit	Addition, new front porch, and interior remodel	05/22/20	pending additional information from the applicant
7	1323 Lincoln Street	R1	Building Permit	Detached 2-car garage	06/04/20	pending staff review

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	1021 Harvard Terrace	R2	Building Permit	Pergola over patio	05/14/20	pending additional information from the applicant
9	2425 Oakton Street	I1/oRD	Building Permit	New car wash	07/17/19	pending DAPR 06/10/20
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

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-1631 Chicago Avenue	D4	Planned Development	Planned Development for a 19-story mixed-use building with 240 dwelling units, 3,540 sf ground floor retail, and 85 underground parking spaces	12/31/18	pending PC
1	1619 Chicago Avenue	D4	Major Adjustment to a Planned Development	Subdivision of existing parcel and Major Adjustment of the Merion Planned Development (Ordinance 86-O-13)	06/10/19	pending PC
1	1607 Chicago Avenue	D4	Special Use	Special use for Type-2 restaurant, Happy Le	01/17/20	pending CC 06/22/20
1	818 Colfax Street	R1	Minor Variation	Side and rear setback to detached garage and roof overhang	06/03/20	pending public notice
2	1906 Main Street	C1	Special Use	Special use for Type-2 restaurant, 4 Suns Fresh Juice	04/16/20	pending CC 06/22/20
2	1100 Hartrey Avenue	R2	Plat of Subdivision	Subdivide zoning lot into 2 lots	04/28/20	pending P&D 06/22/20
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending ZBA
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 CC 06/22/20
5	820 Gaffield Place	R4a	Special Use	Child Residential Care Home	03/02/20	pending P&D 06/22/20
5	824 Gaffield Place	R4a	Special Use	Child Residential Care Home	03/02/20	pending P&D 06/22/20
6	3308 Harrison Street	R1	Minor Variation	Building lot coverage and interior side setback for addition	05/08/20	determination after 06/05/20
6	2734 Park Place	R1	Minor Variation	Street side and rear yard setbacks to detached garage	05/14/20	determination after 06/09/20
6	3115 Thayer Street	R1	Minor Variation	Building lot coverage for detached garage/coach house	05/14/20	determination after 06/10/20
7	2678 Green Bay Road	C2/oCSC	Special Use	Special use for a commercial indoor recreation establishment (Total Sona Fitness)	02/11/20	pending CC 06/22/20
7	2435 Jackson Avenue	R1	Major Variation	1-story rear addition	02/27/20	pending ZBA 06/16/20
7	2801 Sheridan Place	R1	Fence Variation	Front yard fence	06/02/20	determination after 06/25/20
8	2222 Oakton Street	I2	Special Use	Special use for commercial indoor recreation establishment (First Ascent - wall/rock climbing)	04/03/20	pending DAPR, ZBA
8	1701 Howard Street	C1	Special Use	Special use for cannabis transporter/infuser	05/22/20	pending DAPR, ZBA 07/21/20



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: June 12, 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.

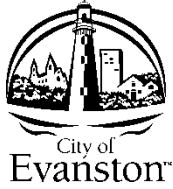
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, June 12, 2020

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
4	1801 Main Street (Robert Crown)	Recreation Facility	Concrete, fence and landscape installations continue. Punch list items continue to be addressed in the new center. Site is being maintained.	6/11/2020
2	1815 Ridge Avenue	Senior Living Facility	Foundation work continues. Crane foundation is being poured in the southwest corner of the site for upcoming crane installation. The fencing and streets around the site are in good order. Site is being maintained.	6/11/2020
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Site work continues. Construction fence and surrounding streets are in good order. Site is being maintained.	6/11/2020



Memorandum

To: Honorable Mayor and Members of the City Council

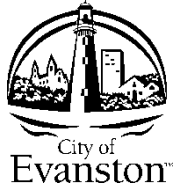
From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: June 12, 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
4	810 Dempster St	The Village Farm	05/29/2020	Pending Building Permit Submittal & Approval
2	1765 Maple Ave	Chili's Grill & Bar	5/19/2020	Change of Ownership – Pending Inspections
1	1607 Chicago Ave	Bobba Tea Shop	5/6/2020	Pending Permit Issuance & Inspections
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	Palmtree 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
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



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: June 12, 2020

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

Please contact me at (847) 448-8097 or 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 JUNE 12, 2020

#StayHomeSaveLives #AllInIllinois

NWMC to Hold Virtual Inauguration of President-elect O'Hara

On Wednesday, June 17 at 7:00 p.m., the NWMC will conduct the inauguration of FY2020-2021 President-elect and *Lake Bluff Village President Kathleen O'Hara* via videoconference. The inauguration of the NWMC President and installation of officers would typically be held at the NWMC Gala but, as previously reported, the Conference has canceled the event due to the coronavirus pandemic. We hope to see you all next week to celebrate the service of *NWMC President and Morton Grove Mayor Dan DiMaria* and the inauguration of President O'Hara! *Staff contacts: Mark Fowler, Larry Bury*

Pritzker Appoints Neukirch to Law Enforcement Training and Standards Board

On Monday, Governor JB Pritzker announced the appointment of *Highland Park City Manager Ghida Neukirch* to the Illinois Law Enforcement Training and Standards Board. She is one of five new appointments to the board, which is "the state agency mandated to promote and maintain a high level of professional standards for law enforcement and correctional officers." Congratulations to Ghida and we pledge our support and assistance to her in this new role! *Staff contacts: Mark Fowler, Larry Bury*

NWMC Here to Help Update

On Thursday, staff sent the 14th update of NWMC member responses and actions taken to address various aspects of the COVID-19 pandemic. This week's NWMC Here to Help update features new and updated information from five members, including *Elk Grove Village, Lincolnwood, Morton Grove, Palatine* and *Streamwood*. Please continue to provide updates for the document, especially regarding event cancellations.

On Sunday, June 14 at 7:00 p.m., Chicago Mayor Lori Lightfoot will resume her bi-weekly regional conference calls hosted by the Metropolitan Mayors Caucus. As always, 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. Please do not hesitate to use NWMC staff as a resource and please contact us at any time. Stay well and we stand ready to help in any way we can! *Staff contacts: Mark Fowler, Larry Bury*

A Well Deserved Round of Applause for Our 2020 Gala Sponsors

As previously reported, the Conference made the difficult decision last week to cancel 2020 NWMC Gala. The Gala serves as the Conference's primary fundraising event and has always been a huge success thanks to the generous support of our sponsors. While this year's Gala is no more, the Northwest Municipal Conference thanks the following sponsors of the 2020 NWMC Gala for their generous commitments to support the event:

- **Gold Sponsor** - Comcast
- **Silver Sponsor** - Warehouse Direct Workplace Solutions
- **Bronze Sponsors** - AT&T, Christopher B. Burke Engineering, Ltd., Civiltech Engineering, Foster Coach Sales, Inc., Standard Equipment
- **Supporting Sponsors** - America's Auto Auction Chicago, GovHR USA, Metro Strategies, Inc., Sicalco, Ltd., Speer Financial

Staff has contacted all sponsors to thank them and discuss options regarding their commitments. We look forward to the continued partnership with our sponsors throughout the year and look forward to making the 2021 NWMC Gala a memorable event! *Staff contacts: Mark Fowler, Larry Bury, Karol Heneghan, Marina Durso*

Time to Sign Up to Serve on a Conference Committee

As an organization dedicated to supporting our communities, the Northwest Municipal Conference's greatest asset is the combined knowledge, energy and talents of our entire membership. By volunteering to serve on one of the Conference's various committees, members fill a critical role to ensure that the NWMC continues to be a regional and statewide leader in representing the needs of our communities and accomplishing our shared goals.

The annual call for volunteers to serve on NWMC committees for FY 2020-2021 was issued last week. Members may choose among various core committees (Bicycle and Pedestrian, Finance, Legislative or Transportation) or non-core committees (Attorneys, Fire Core Cost Containment) in which they are interested in participating. Members are requested to submit their registration form to Larry Bury via email, lbury@nwmc-cog.org by Friday, June 26. *Staff contact: Larry Bury*

Deerfield, Lincolnshire Register for the NWMC Summer Auction

The summer NWMC Surplus Vehicle and Equipment Auction will be held on Tuesday, July 21, 2:00 p.m. at America's Auto Auction, 14001 S. Karlov Avenue in Crestwood. Thank you to the *Villages of Deerfield and Lincolnshire* for committing items for the auction. At this time, we are unsure if the auction will be conducted via in-person bidding or online only. Nevertheless, now is the time to review your fleets and equipment and make plans to sell them for top dollar!

If you can't make the July event, the fall auction will be held on Tuesday, 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 Berry Ellis, 312-371-5993 or berry.ellis@AmericasAutoAuction.com. *Staff contact: Ellen Dayan*

SPC Extends 2021 Ford Explorer Contract with No Price Increase!

The Suburban Purchasing Cooperative (SPC) is pleased to announce the first of three possible, one-year contract extensions for the 2021 Ford Explorer (Contract #191) to Kunes Country Auto Group of *Antioch*. The contract runs from September 17, 2020 through September 16, 2021 with no price increases. For questions or additional information, please contact staff or Tony Walus, tony.walus@kunescounty.com, 847-395-3900 (office) or 262-620-7259 (cell). *Staff contact: Ellen Dayan*

Northwest and North Shore STP-L Programs Available for Public Comment

At their May meetings, both of the Northwest and North Shore Council of Mayors Technical Committees met virtually and unanimously approved staff recommendations to issue their proposed FFY 2021-2025 local Surface Transportation Programs (STP-L) for public comment. Beginning June 1, the programs were made available on the [Northwest Council of Mayors](#) and the [North Shore Council of Mayors](#) web pages, NWMC social media, and various online locations to elicit feedback from the public.

Comments can be emailed to northwestpl@nwmc-cog.org for the Northwest Council's program, and northshorepl@nwmc-cog.org for the North Shore Council's program. The public comment period will close on June 30. *Staff contacts: Kendra Johnson, Matt Pasquini*

Active Transportation Alliance Seeks Feedback on Transit Closures

In the wake of recent civil unrest, many of the region's transit services, including buses, trains, bike share, and paratransit, were shut down due to safety concerns. Most services are back up and running, and the Active Transportation Alliance is now looking for feedback on how the closure of these services impacted local residents through an [online survey](#). The Alliance will use this feedback in their future advocacy work in responding to crisis situations. For more information, please visit Active Transportation Alliance's [website](#), or contact Julia Gerasimenko, julia@activetrans.org. *Staff contacts: Kendra Johnson, Matt Pasquini*

MWRD Green Infrastructure Call for Projects Now Open

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) has opened its 2020 Green Infrastructure Partnership Call for Projects. The program is open to municipalities, townships, school districts, park districts and other governmental organizations to help alleviate flooding within MWRD’s corporate boundaries through green infrastructure (GI) projects.

MWRD will provide partial funding toward construction of selected GI installations on public property, and partner organizations are expected to provide long-term maintenance of the projects. The 2020 application is available by visiting [MWRD’s website](#), along with eligibility requirements and submittal instructions. Applications are due by Sunday, August 30 at 11:59 p.m. and questions can be directed to Holly Sauter, SauterH@mwrld.org. *Staff contact: Kendra Johnson*

Draft of Cook County Consolidated Plan Available for Review

In partnership with the Center for Neighborhood Technology (CNT), the Cook County Department of Planning and Development has released a draft of the [Consolidated Plan for Cook County](#) for stakeholder review. This plan was developed as a part of Cook County’s Planning for Progress, and serves as both the County’s Consolidated Plan and the Comprehensive Economic Development Strategy for 2020-2024. Please review this document and provide comments via email to rraines@cnt.org by Monday, June 22. *Staff contacts: Kendra Johnson, Matt Pasquini*

IML Cancels Annual Conference

Due to COVID-19 restrictions, the Illinois Municipal League announced last week the cancellation of their Annual Conference, scheduled for September 24-26 in Chicago. In lieu of the conference, the IML announcement said that “staff is developing alternatives for sharing best practices, providing helpful resources and assisting our members with up to date information about a broad range of timely topics.” The 2021 IML Annual Conference will be held September 23-25. *Staff contacts: Mark Fowler, Larry Bury*

Meetings and Events

NWMC Legislative Committee will meet Wednesday, June 17, 8:30 a.m. via videoconference.

NWMC Virtual Inauguration of President Kathleen O’Hara via teleconference on Wednesday, June 17 at 7:00 p.m.

NWMC Executive Board will meet Wednesday, July 22, 8:30 a.m. via videoconference.

NWMC Staff

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www.nwmc-cog.org