

Memorandum

To: Mayor Hagerty and Members of the City Council
From: Erika Storlie, Interim City Manager
Subject: Weekly City Manager's Update
Date: August 14, 2020

STAFF REPORTS BY DEPARTMENT



Weekly Report for August 6, 2020 – August 12, 2020
**There will be no 311 report this week*

City Manager's Office

2020 General Obligations (GO) Bond Sale
Financial Report – June 2020

Community Development

Weekly Zoning Report
Weekly Inspection Report

Water

Water Resources Purchase Orders

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, August 17, 2020

Special Human Services Committee

www.cityofevanston.org/humanservices

Tuesday, August 18, 2020

Housing & Community Development Act Committee - CANCELLED

www.cityofevanston.org/housingcommunitydev

Northwestern University-City Committee

www.cityofevanston.org/nucitycommittee

Wednesday, August 19, 2020

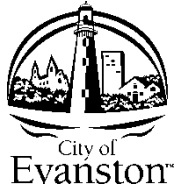
Design and Project Review Committee - CANCELLED

www.cityofevanston.org/dapr

Thursday, August 20, 2020

Equity & Empowerment Commission

www.cityofevanston.org/equityandempowermentcommission



Memorandum

To: Erika Storlie, Acting City Manager

From: Hitesh Desai, CFO/City Treasurer

Subject: 2020 General Obligations (GO) Bond Sale

Date: August 10, 2020

The City of Evanston sold following GO Bonds on August 10, 2020. This was approved by the City Council via ordinance 69-O-20 on July 27 , 2020. The closing will take place on September 3, 2020.

- Series 2020, not-to-exceed \$34,000,000 General Obligation Corporate Purpose Bonds, of the City of Evanston, to finance capital improvements (\$16,488,000) and refund certain outstanding bonds for the series 2010A (\$3,715,000) and Series 2011A (\$10,740,000) of the City.

The sale went well with a positive response resulting in very competitive interest rates for Series 2020 GO Bonds with 6 firms submitting their bids.

Below is a list of firms and number of bids by them. Following table suggests that winning bidder Keybank Capital Markets and “runner up” Robert Baird submitted their bids 7 times during a short time of 15-20 minutes of bidding.

\$27,610,000*
City of Evanston, Cook County, Illinois
General Obligation Corporate Purpose Bonds
Series 2020

	Bidder	Firm	TIC	Time	Gross Interest	+ Discount/ (Premium)	Total Interest	Bid No.	Cumulative Improvement	Open Auction Savings
1st	KEYB-RC	KeyBanc Capital Markets	1.549720%	12:01:48 pm	\$8,041,955.56	(2,969,680.15)	\$5,072,275.41	7	0.185435%	\$ 247,297.24
2nd	RWBA-DK	Robert Baird	1.550056%	12:03:01 pm	\$6,585,362.36	(1,620,651.24)	\$4,964,711.12	7	0.114706%	-
3rd	RAYM-RS	Raymond James	1.601113%	12:00:13 pm	\$8,041,955.56	(2,819,017.75)	\$5,222,937.81	5	0.033150%	-
4th	HUTC-LJ	Huntington Securities	1.652784%	12:03:27 pm	\$8,166,029.17	(2,774,426.01)	\$5,391,603.16	3	0.057952%	-
5th	JPMO-BA	JP Morgan Securities	1.757295%	12:01:41 pm	\$10,561,372.22	(4,560,316.66)	\$6,001,055.56	3	0.003229%	-
6th	MESI-MO	Mesirow Financial	1.777773%	11:58:07 am	\$8,128,400.00	(2,381,536.00)	\$5,746,864.00	4	0.048415%	-
Total Bids:								29		

*Preliminary, subject to change

Here is the summary of results as a result of winning bid from Keybanc Capital Markets:

Par Amount of Bonds : \$27,960,000
Reoffering Premium: \$3,350,569
Refunding savings (2010A and 2011A Bonds) : 2,735,025
True Interest Cost : 1.537%

Current Economic environment and City's strong financial flexibility were the primary reasons for such a low interest rate. I have also listed True interest cost for the previous two years for reference.

2019A True Interest Cost: 3.27%
2018A True Interest Cost: 3.60%

Besides, refunding savings of \$2,735,025 would help reduce tax levy for deb service for next couple of years.



Memorandum

To: Erika Storlie, City Manager

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

Subject: June 2020 Monthly Financial Report

Date: August 14, 2020

Please find attached the unaudited financial statements as of June 30, 2020. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

June 2020	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	52,078,678	54,801,672	(2,722,994)	12,945,740	9,905,828
175 GENERAL ASSISTANCE FUND	509,703	585,067	(75,364)	287,676	287,676
176 HEALTH AND HUMAN SERVICES	2,033,892	660,892	1,373,000	1,403,759	1,403,759
177 REPARATIONS FUND	9,996	-	9,996	11,331	11,331
180 GOOD NEIGHBOR FUND	1,001,487	437,409	564,078	816,623	816,623
185 LIBRARY FUND	3,955,271	3,631,483	323,788	2,393,431	2,392,899
186 LIBRARY DEBT SERVICE FUND	240,000	128,748	111,252	112,396	112,396
187 LIBRARY CAPITAL IMPROVEMENT FD	-	-	-	1,378,484	1,378,484
200 MOTOR FUEL TAX FUND	2,254,110	947,801	1,306,308	3,975,340	3,648,371
205 EMERGENCY TELEPHONE (E911) FUND	692,523	790,750	(98,227)	1,172,732	788,983
210 SPECIAL SERVICE AREA (SSA) #4	-	-	-	(226,193)	(226,193)
215 CDBG FUND	137,625	450,784	(313,159)	(249,862)	(249,862)
220 CDBG LOAN FUND	23,456	63,594	(40,138)	187,247	187,247
235 NEIGHBORHOOD IMPROVEMENT	293	49	243	172,108	172,108
240 HOME FUND	102,356	102,182	175	7,700	7,700
250 AFFORDABLE HOUSING FUND	87,576	82,799	4,777	3,930,379	4,058,881
320 DEBT SERVICE FUND	7,341,385	2,926,531	4,414,853	4,832,285	4,855,308
330 HOWARD-RIDGE TIF FUND	406,437	757,011	(350,574)	1,774,191	1,915,786
335 WEST EVANSTON TIF FUND	369,153	67,509	301,643	1,012,119	1,011,469
340 DEMPSTER-DODGE TIF FUND	118,004	82,936	35,068	142,871	142,871
345 CHICAGO-MAIN TIF	343,799	193,098	150,701	837,454	837,454
350 SPECIAL SERVICE AREA (SSA) #6	124,277	0	124,277	129,619	129,619
415 CAPITAL IMPROVEMENTS FUND	255,918	3,087,334	(2,831,416)	9,828,830	10,747,364
416 CROWN CONSTRUCTION FUND	1,718,482	4,459,410	(2,740,928)	4,905,223	8,765,476
417 CROWN COMMUNITY CTR MAINTENANCE	87,500	-	87,500	87,500	87,500
420 SPECIAL ASSESSMENT FUND	109,527	238,995	(129,468)	2,798,338	2,795,155
505 PARKING SYSTEM FUND	4,179,197	5,129,991	(950,795)	1,425,195	1,452,250
510 WATER FUND	13,161,925	10,290,899	2,871,027	5,939,725	6,093,492
515 SEWER FUND	4,752,143	4,375,552	376,590	5,354,562	3,924,726
520 SOLID WASTE FUND	2,752,718	2,492,082	260,636	(278,895)	(808,300)
600 FLEET SERVICES FUND	1,546,957	1,234,596	312,361	427,836	(773,273)
601 EQUIPMENT REPLACEMENT FUND	753,493	1,488,076	(734,583)	170,367	(102,598)
605 INSURANCE FUND	9,729,104	9,469,118	259,986	(11,333,112)	(6,187,908)
Grand Total	110,876,985	108,976,371	1,900,614	56,372,998	59,582,619

Please note that the attached supporting documents have been updated to show further fund analysis.

Included above are ending fund and cash balances as of June 30, 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

Staff continues to monitor the impact of Covid-19 on the City's finances.

General Fund

The unaudited financial statements show the General Fund as of June 30, 2020 with a fund balance of \$12,945,740 and cash balance of \$9,905,828. The attached financials show year-end General Fund revenues at 43.83% of budget and expenses at 46.76% of budget. These are below target of 50%.

As of June 30, 47.51% 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 June 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 June, Police had spent 35% of budget for overtime, and Fire had spent 103% of budget. For Police, this is below target of 50%, as January through June tend to be slower months. June 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	\$522,850	35%
Fire	\$1,380,088	\$859,956	\$889,055	103%

Enterprise Funds

Parking fund revenues through June 30, 2020 are at 32.11% of budget and expenses are at 38.39%. The 2019 ending fund balance was \$2,375,989.

Through June 30, 2020, the Water Fund appears low on revenue and expenses. This is because capital projects funded with IEPA loan have been delayed. These projects are budgeted in Other Revenue and expenses in Capital Outlay. The 2019 ending fund balance was \$3,068,697.

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 June 30, 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 \$4,997,971.

Through June 30, 2020, the Solid Waste Fund has a negative fund balance of \$278,895 and a negative cash balance of \$808,300. The fund ended 2019 with a surplus of \$559,718, bringing it to an ending balance of negative \$539,532.

Other Funds

Through June 30, 2020, the SSA #4 Fund is showing a negative fund balance of \$226,193 and negative cash balance of \$226,193.

Through June 30, 2020, the Capital Improvements Fund is showing a fund balance of \$9,828,830 and a cash balance of \$10,747,364. The fund continues to spend down 2019B bond proceeds received in June 2019.

Through June 30, 2020, the Crown Construction fund is showing fund balance of \$4,905,223 and cash balance of \$8,765,476. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown in 2019.

Through June 30, 2020, the Insurance Fund is showing a negative fund balance of \$11,333,112 and a negative cash balance of \$6,187,908. 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

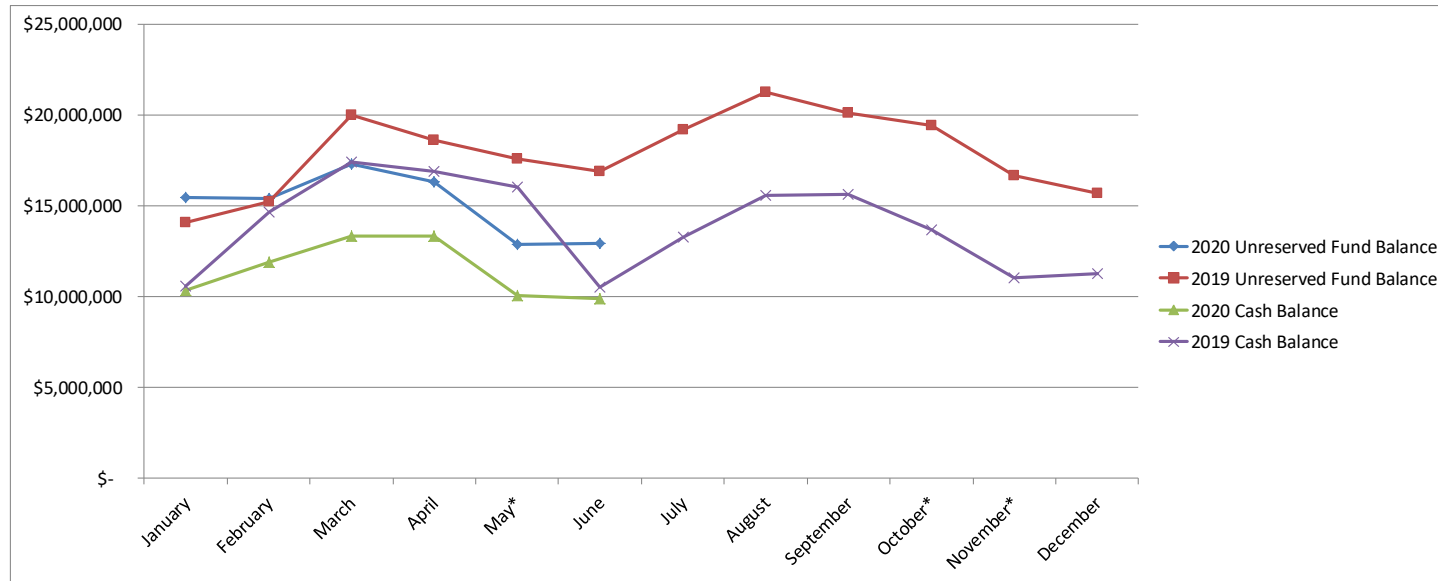
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the June 30, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



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	\$ 16,294,341	\$ 12,877,460	\$ 12,945,740						
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	\$ 15,668,734
2020 Cash Balance	\$ 10,333,157	\$ 11,915,776	\$ 13,307,450	\$ 13,351,609	\$ 10,053,107	\$ 9,905,828						
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.

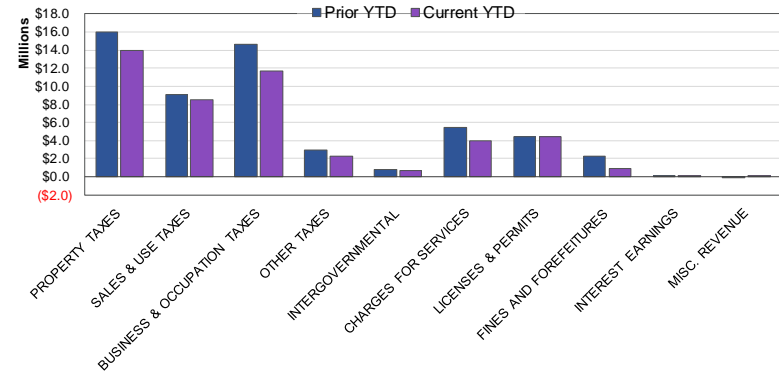
Major Fund Revenue Dashboard Summary

For the Period Ending June 30, 2020

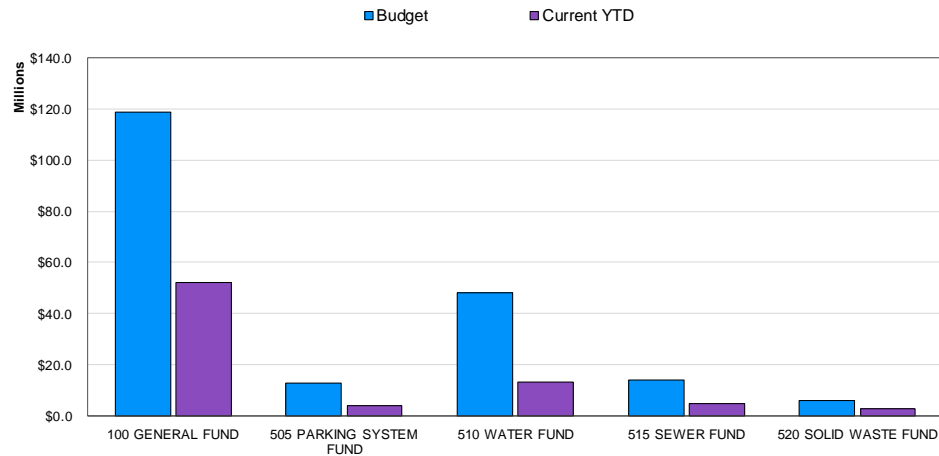
Top 10 GENERAL FUND Sources of Revenue (YTD)

Pension Property Tax	\$9,763,601
Sales Tax - Basic	\$4,469,046
Property Taxes	\$4,186,342
State Income Tax	\$3,946,297
Building Permits	\$3,065,444
Sales Tax - Home Rule	\$2,916,993
Recreation Program Fees	\$2,255,505
Parking Tax	\$1,395,415
Liquor Tax	\$1,391,203
Electric Utility Tax	\$1,387,442

General Fund Revenue by Source



Revenues by Fund



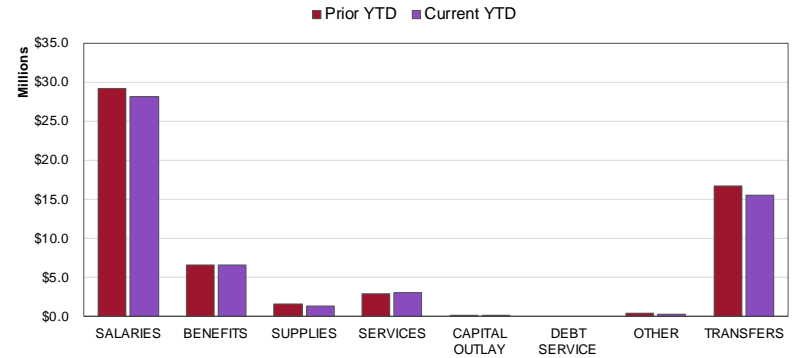
Major Fund Expenditure Dashboard Summary

For the Period Ending June 30, 2020

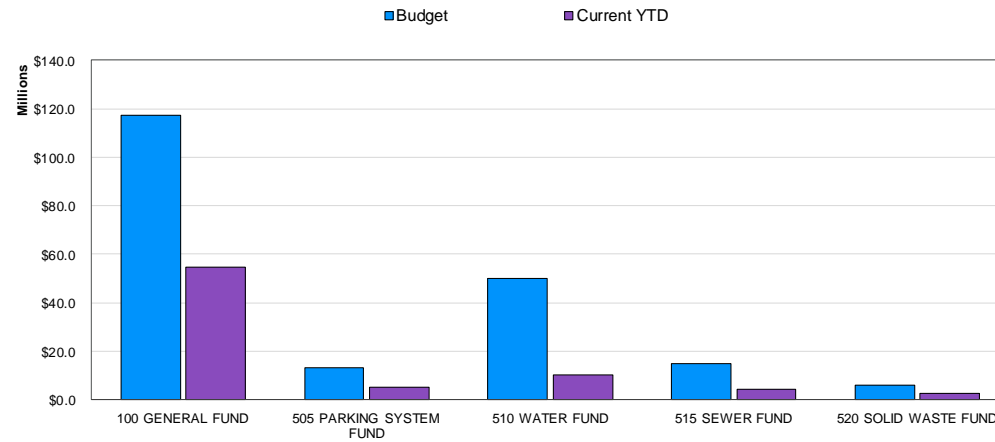
Top 10 GENERAL FUND Expenditures by Department (YTD)

Police	\$19,760,824
Fire Mgmt & Support	\$13,154,490
Public Works Agency	\$5,603,071
City Manager'S Office	\$4,751,585
Administrative Services	\$4,303,949
Parks, Rec. And Community Serv.	\$4,256,173
Community Development	\$1,577,160
From Parking Fund	\$1,486,195
From Water Fund-Roi	\$1,290,551
Health	\$824,096

General Fund Expenditures by Object



Expenditures by Fund





Memorandum

To: Erika Storlie, Interim City Manager
From: Hitesh Desai, CFO/ Treasurer
Subject: 2nd Quarter 2020 - Cash and Investment Report
Date: August 14, 2020

Attached please find the Cash and Investment report as of June 30, 2020.

A comparison between the 2nd quarter 2020 and 1st quarter 2020 investment reports indicate a decrease in combined cash & investments of \$13,108,734 from \$72,691,353 to \$59,582,619. The decrease was mainly attributable to payments for various construction projects in CIP, Robert Crown and Water funds.

Cash and investments with individual financial institution are summarized below:

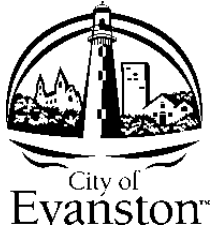
	6/30/2020	3/31/2020	Change
Cash	27,161,382	26,386,808	774,574
Investments	32,421,237	46,304,545	(13,883,308)
TOTAL	59,582,619	72,691,353	(13,108,734)

As of June 30, 2020, ledger balances showing the highest percentage of total deposit was held by ByLine Bank at \$27.2M or 45.6% of the total. Wintrust held \$14.9M or 25.1%, while PMA was at \$5.8M or 9.7%. Illinois Funds held \$4.5M or 7.6%; IMET was at \$4.1M or 6.8% and Fifth Third Bank was at \$3.1M or 5.2%. 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.

City of Evanston
Cash & Investment Summary by Fund
June 30, 2020

<u>Fund #</u>	<u>Fund</u>	<u>Cash</u>	<u>Investments</u>	<u>Interfund</u>	<u>Advances From /To</u>	<u>Total</u>
100	General	12,018,234	1,007,656	879,938	(4,000,000)	9,905,828
175	General Assistance	304,984	15,663	(32,972)		287,676
176	Health and Human Services	1,468,890	-	(65,132)		1,403,759
177	Reparations	7,085	-	4,246		11,331
180	Good Neighbor	889,075	-	(72,452)		816,623
200	MFT	-	3,093,291	555,080		3,648,371
205	E911	45,114	693,360	50,509		788,983
210	SSD4	-	-	(226,193)	*	(226,193)
215	CDBG	-	-	(249,862)	*	(249,862)
220	CD Loan	185,721	-	1,526		187,247
235	Neighborhood Improvement	172,099	-	9		172,108
240	Home	19,539	-	(11,838)		7,700
250	Affordable Housing	1,655,479	2,404,375	(973)		4,058,881
320	Debt Service	3,276,640	1,299,902	278,766		4,855,308
330	Howard Ridge	-	2,009,612	(93,825)	*	1,915,786
335	West Evanston	1,021,332	-	(9,863)		1,011,469
340	Dempster-Dodge-TIF	148,308	-	(5,437)		142,871
345	Chicago Main-TIF	858,848	-	(21,394)		837,454
350	Special Service Area (SSA) #6	129,573	-	46		129,619
415	Capital Improvements	3,901,049	2,868,140	(21,826)	4,000,000	10,747,364
416	Crown Construction	2,267,702	6,498,678	(904)		8,765,476
417	Crown Community CTR Mainte	72,917	-	14,583		87,500
420	Special Assessment	546,621	2,287,869	(39,334)		2,795,155
505	Parking	907,342	2,680,530	(2,135,622)		1,452,250
510	Water	3,007,210	4,206,989	(1,120,708)		6,093,492
515	Sewer	2,020,136	1,334,256	570,334		3,924,726
520	Solid Waste	-	-	(808,300)	*	(808,300)
600	Fleet	-	-	(773,273)	*	(773,273)
601	Equipment Replacement	-	-	(102,598)	*	(102,598)
605	Insurance	-	-	(6,187,908)	*	(6,187,908)
	Total without Library	34,923,896	30,400,322	(9,625,378)	-	55,698,840
185	Library	883,331	2,020,915	(511,346)		2,392,899
186	Library Debt Service	112,396	-	-		112,396
187	Library Capital Improvement FC	1,378,484	-	-		1,378,484
	Library Total	2,374,211	2,020,915	(511,346)	-	3,883,779
	Total	37,298,107	32,421,237	(10,136,724)	-	59,582,619



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Manager
Subject: Weekly Zoning Report
Date: August 12, 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, August 6, 2020 - August 12, 2020

Backlog (business days received until reviewed): 10

Volume (number of cases pending staff review): 9

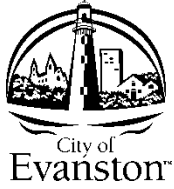
Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
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	non-compliant, pending revisions from the applicant
2	1001 Dodge Avenue	R3	Building Permit	Rear porch	06/05/20	non-compliant, pending revisions from the applicant
2	925 Grey Avenue	R2	Zoning Analysis	Shed, 10x12	08/12/20	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
3	1314 Judson Avenue	R1	Zoning Analysis	Dormer replacement and addition to existing detached garage	07/29/20	pending staff review
3	1127 Forest Avenue	R1	Building Permit	Deck, patio door and windows	07/30/20	pending staff review
3	1127 Forest Avenue	R1	Building Permit	Detached garage	07/30/20	pending staff review
3	732 Michigan Avenue	R1	Zoning Analysis	Addition, interior renovation, detached garage	08/05/20	pending staff review
3	732 Michigan Avenue	R1	Building Permit	Addition, interior renovation, detached garage	08/06/20	pending staff review
3	542 Forest Avenue	R1	Zoning Analysis	Interior remodel, new exterior landing and stair	08/12/20	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	1011 Ridge Court	R1	Building Permit	Dormers and interior remodel	07/17/20	non-compliant, pending revisions and minor variation application from the applicant
4	1330 Lake Street	R1	Zoning Analysis	Rebuild detached garage	07/21/20	pending additional information from the applicant
4	1217 Ridge Avenue	R1	Zoning Analysis	Coach house	08/03/20	pending additional information from the applicant
4	1239 Asbury Avenue	R1	Zoning Analysis	Rebuild detached garage, deck over existing sun room, interior renovation	08/05/20	pending additional information from the applicant
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	2211 Maple Avenue	R5	Building Permit	New 12 unit multi-family residential dwelling	08/11/20	pending staff review, DAPR
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	non-compliant, pending planned development application submittal
6	2827 Harrison Street	R1	Building Permit	New detached garage	06/11/20	non-compliant, pending revisions from the applicant
6	2426 Hartzell Street	R1	Building Permit	Enlarge deck, cover deck with roof	06/24/20	pending additional information from the applicant
6	3321 Colfax Street	R1	Building Permit	Brick patio and walk	06/30/20	pending revisions from the applicant
6	2312 Prospect	R1	Building Permit	Deck and reduce size of existing driveway and replace concrete with paver bricks	07/14/20	non-compliant, pending revisions and additional information from the applicant
6	3235 Park Place	R1	Building Permit	Patio	08/10/20	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	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	variation approved, pending submittal of digital version of permit
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	non-compliant, pending revisions from the applicant
7	2510 Green Bay Road	B1a/oCS C	Building Permit	Roof mounted solar panels	07/07/20	pending additional information from the applicant
7	2753 Girard Avenue	R1	Building Permit	Paver patio installation	07/28/20	non-compliant, pending additional information and revisions from the applicant
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	1613 Washington Street	R3	Building Permit	Paver patio installation	02/28/20	pending additional information from the applicant
9	1120 Cleveland Street	R2	Building Permit	Paver patio installation	07/24/20	non-compliant, pending revisions from the applicant
9	639 Ridge Avenue	R1	Building Permit	Patio, repair walk, remove portion of walk	08/11/20	pending staff review

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-1631 Chicago Avenue	D4	Planned Development	Planned Development for a 19-story mixed-use building with 240 dwelling units, 3,540 sf ground floor retail, and 85 underground parking spaces	12/31/18	pending 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	818 Colfax Street	R1	Minor Variation	Side and rear setback to detached garage and roof overhang	06/03/20	pending public notice
1	1900 Sherman Avenue	R6	Planned Development	Planned Development for a 16-story, 168-unit residential age restricted building with 37 below-grade parking spaces (Jane Perlman Apartments)	06/16/20	pending PC 09/09/20
2	1168 Dodge Avenue	C1	Substitution of Special Use	Rosiat's Pizza taking over former Papa Romeo's Pizza space	07/15/20	determination after 08/11/20
2	900 Clark Street	RP	Special Use	Special use for kennel	08/04/20	pending DAPR, ZBA 09/15/20
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending ZBA
6	2909 Colfax Street	R1	Major Variation	New alley accessible garage and use of driveway off Colfax Street for open off-street parking	07/10/20	pending DAPR, ZBA
7	2404 Ridge Avenue	R1	Plat of Subdivision	Subdivide zoning lot into 2 lots	06/26/20	pending P&D 09/14/20
7	1800 Central Street	B1a/oCS	Major Variation	Rear yard setback, zero setback between 1st and 2nd floors, and no parking spaces for 2nd floor addition for a 2-bedroom dwelling unit	07/10/20	pending ZBA 09/15/20
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 P&D 09/14/20, CC



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: August 14, 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.

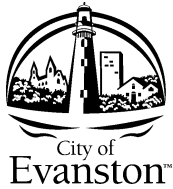
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, August 14, 2020

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
4	1801 Main Street (Robert Crown)	Recreation Facility	Concrete, landscape, athletic field turf and parking lot installations continue. Site is being maintained.	8/13/2020
2	1815 Ridge Avenue	Senior Living Facility	Temporary pedestrian walkway canopy has been installed on the sidewalk on the west side of the property. Site and streets are in good order. Site is being maintained	8/13/2020
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Work on the existing building continues. No activity on the new structure. Construction fence and streets around site are in good order. Site is being maintained.	8/13/2020
4	1555 Ridge	Multi-Family Building	Construction fence has been installed. No activity on site.	8/13/2020



Memorandum

To: Erika Storlie, City Manager
From: Darrell A. King, Water Production Bureau Chief
Subject: Water Resources Purchase Orders
Date: August 4, 2020

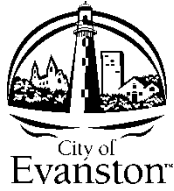
Background:

The City of Evanston has approximately 10,000 Neptune brand water meters installed throughout the City of Evanston's distribution system. The Water Production Bureau annually purchases water meters and repair parts to satisfy two metering programs. The first program replenishes the meter inventory that's utilized to replace and/or repair equipment failures. The second program purchases water meters and accessories that are resold to contractors. Revenue generated from these sales as well as from the sale of valves, fire hydrants and miscellaneous fees is allocated to account number 510.40.4200.56140 (revenue account). The revenue generated during 2019 from the resale of merchandise to contractors totaled \$85,350.72. As a result of Neptune being the chosen and approved brand of water meters installed in Evanston, the purchase of water meters and replacement parts are procured from Neptune's sole Chicagoland authorized distributor Water Resources Inc.

Summary:

Staff recently requested two quotes from Water Resources for the procurement of water meters and accessories to satisfy the two aforementioned programs. The quotes were accepted and purchase orders generated. The total cost of the two purchase orders is \$25,685.50. Staff inadvertently processed requests for purchase order numbers without City Council's approval. The following table summarizes the purchase orders (PO):

PO Number	Program	Expense Account Number	PO Amount
2020-00000384	Merchandise Resale to Contractors	510.40.4225.65080	\$8,262.00
2020-00000385	Meter Inventory Replenishment	510.40.4208.65070	\$17,420.50
Total			\$25,682.50



Memorandum

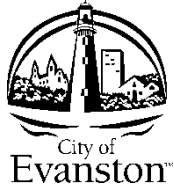
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: August 14, 2020

Ward	Property Address	Business Name	Date Received	Current Status
2	1168 Dodge Ave	Rosati's Pizza	8/5/2020	Building Permit Issued – Pending Inspections
4	810 Dempster St	The Village Farm	05/29/2020	Building Permit Issued – Pending Inspections
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	Building Permit Issued – Pending Inspections
4	1012-14 Davis St	Guidepost 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
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: August 14, 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 AUGUST 14, 2020

#StayHomeSaveLives #AllInIllinois

NWMC Here to Help Update

From the desk of NWMC Legislative Consultant Allison Richard:

“Gov. J.B. Pritzker Monday detailed two programs designed to assist Illinois renters and homeowners who have had their ability to pay impacted by the COVID-19 pandemic. The programs will provide \$5,000 to qualifying renters, with applications being accepted now through Aug. 21. Beginning on Aug. 24, applications will be accepted for Illinoisans in need of mortgage assistance and provide grants up to \$15,000. Both programs apply for any unmet payments after March 1, 2020 through December 2020. Both programs have a maximum income limit of 80 percent of the local median income.

"The economic pain brought on by COVID-19 has impacted every Illinoisan, but nobody has carried a burden larger than those least able to weather a financial hardship. Every action that we take to pave our way through this crisis and beyond must be done with a special focus on those who have too often been left out and left behind. For too many people, weathering this crisis begins with keeping a roof over their families' heads," Pritzker said.

The governor touted that the state has built the largest housing stability program in the nation with the help of federal funds, but said that despite this, they still will likely not be able to assist every deserving family. Renters can apply for assistance at ERA.IHDA.org and homeowners can apply at EMA.IHDA.org.”

This week, Kane County finalized distribution of the \$92.9 million it received in CARES Act funding. \$27.7 million will be distributed to municipalities in the county, for a per capita allotment of \$58.85. As previously reported, DuPage County allocated \$54.81 per capita, Lake County allocated \$9 million to its municipalities for an approximate per capita amount of \$14.60 and Cook County allocated formula funding for municipalities with a base of \$5.90 per capita.

As a reminder, the Cook County Bureau of Finance Project Management Office (PMO) continues to host a series of webinars to support municipalities as they complete their CARES Act funding applications. The weekly webinars will repeat every Tuesday at 10:00 a.m. through August 31 to ensure that all Cook County communities have a chance to participate and ask questions. To access the webinars, please visit <https://www.cookcountyl.gov/service/cares-act-information-local-governments>.

On Wednesday, the Metropolitan Mayors Caucus hosted a videoconference with Senator Tammy Duckworth to discuss CARES Act funding, local budget impacts from the pandemic and concerns with Census Bureau's decision to shorten the deadline for field collection data to September 30. Senator Duckworth gave a status report on discussions to provide direct financial aid for local governments and outlined her preferences to be included in any new legislation. *Evanston Mayor Steve Hagerty* expressed concerns with the ability of county and local governments to expend CARES Act funding by the end of the year and advocated for an extension of the expenditure deadline to March 31, 2021. He also advocated for modifications to existing federal programs to assist municipalities in dealing with the pandemic, should new legislation to provide additional funding fail to materialize.

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*

Hoffman Estates Mayor McLeod Named to Pace Board

Hoffman Estates Mayor William McLeod was appointed to the Pace Board of Directors by the Cook County Suburban Caucus. Mayor McLeod succeeds former *Schaumburg Village President Al Larson*, who served on the Pace Board for 20 years. Mayor McLeod helped spearhead and guide the development of the Barrington Road Interchange which is the location of Illinois' first on-highway bus station at Pace's I-90 / Barrington Road Park-n-Ride. He has served as Hoffman Estates mayor since 2000 and is a former President of the Northwest Municipal Conference and co-chair of the NWMC Transportation and Legislative committees. To read the full news release, [click here](#). *Staff contacts: Kendra Johnson, Matt Pasquini*

Bicycle and Pedestrian Committee Discusses Road Diets

The Bicycle and Pedestrian Committee kicked off their new year this past Tuesday with an engaging presentation and several local project updates. *Hoffman Estates Director of Transportation and Engineering Mike Hankey* and *Des Plaines Civil Engineer Derek Peebles* opened the meeting with a presentation on road diets and the various ways they can be implemented locally to improve safety and fill in key gaps for bicycle and pedestrian connections. The presentation included local examples from their respective communities and highlighted best practices and helpful resources to use when taking on road diet projects. A copy of the presentation is available upon request. The next Bicycle and Pedestrian Committee meeting will be held on September 22, 8:30 a.m. via Zoom video conference. *Staff contacts: Kendra Johnson, Matt Pasquini*

Ford Announces Factory Order Cut Off Date for Escape and Transit Van

Ford Motor Company has announced that due to the fact that production was temporarily shut down on the 2020 SPC Escape (Contract #165) and Transit Full Sized Van (Contract #150), they have extended their production runs through October 2 for the 2020 model year. Both vehicles may continue to be ordered from Currie Motors until that date. For questions or additional information, please contact Tom Sullivan at 815-464-9200 or curriefleet@gmail.com. *Staff contact: Ellen Dayan*

Call One to Host Digital Transformation in the Public Sector Webinar

Suburban Purchasing Cooperative Telecommunications Program vendor Call One is hosting a webinar entitled "Digital Transformation in the Public Sector" on Tuesday, August 18 at 11:00 a.m. Participants will "learn how modernizing your technology solution reduces costs, eliminate security vulnerabilities and easily adapt to today's shifting requirements and expectations." The webinar will be conducted by Call One Association & Government Relations Director Larry Widmer and Senior Product Manager Jason Spulak.

Please visit <http://go.pardot.com/1/564422/2020-07-28/3z7b1vp> for more information and to register for the event. For questions or additional information, please contact staff or Larry Widmer, lwidmer@callone.com or 312-252-4955. *Staff contact: Ellen Dayan*

How to Prep for ITEP

The Illinois Department of Transportation (IDOT) will begin accepting applications for the Illinois Transportation Enhancement Program (ITEP) on Friday, August 21. As previously reported, the Active Transportation Alliance and the Illinois Public Health Institute are hosting a three-part webinar series to help communities successfully apply for these funds. Part 2 of the series entitled "ITEP Application Walk-Through and Project Scoring", will be held Wednesday, August 26 from 11:30 a.m. to 1:00 p.m. [Click here](#) to register for the event. *Staff contacts: Kendra Johnson, Matt Pasquini*

Ride Illinois Bike Summit Registration Open

Ride Illinois is holding their annual Bike Summit online on Tuesday, September 15 from 8:30 a.m. to 3:30 p.m. Participants will learn virtually about bicycle infrastructure, programs, grants and more. Ride Illinois is also offering a separate session of in-depth (online) training on infrastructure and IDOT policies geared towards transportation engineers and planning professionals. Both PDH and CM credits are available for the technical training session and the summit. More info and registration options are available at www.illinoisbikesummit.org. *Staff contacts: Kendra Johnson, Matt Pasquini*

Meetings and Events

North Shore Council of Mayors Technical Committee will meet Thursday, August 20, 8:30 a.m. via videoconference.

Northwest Council of Mayors Technical Committee will meet Friday, August 28, 8:30 a.m. via videoconference.

NWMC Executive Board will meet Wednesday, September 2 at 8:30 a.m. via videoconference.

NWMC Finance Committee will meet Wednesday, September 9 at 12:00 noon via videoconference.

NWMC Board of Directors will meet Wednesday, September 9, 7:00 p.m. via videoconference.

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