



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Erika Storlie, City Manager  
Subject: Weekly City Manager's Update  
Date: November 13, 2020

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for November 5, 2020 – November 11, 2020  
*\*There will be no 311 report this week*

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report – September 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, November 16, 2020**

Special City Council

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

**Tuesday, November 17, 2020**

Northwestern University-City Committee

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

Zoning Board of Appeals

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

Housing & Community Development Act Committee

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

**Wednesday, November 18, 2020**

Design and Project Review Committee

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

M/W/EBE Development Committee

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

**Thursday, November 19, 2020**

Parks, Recreation and Community Services Board

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

Equity & Empowerment Commission

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

**Friday, November 20, 2020**

Reparations Subcommittee

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



# Memorandum

To: Erika Storlie, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of November 9, 2020

Date: November 13, 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 November 9, 2020**

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP 20-45 Municipal Aggregation of Electric Supply for Residential and Small Commercial Retail	CMO	The City of Evanston is requesting proposals from Alternative Retail Electric Suppliers (ARES) for Municipal Aggregated Electric Supply and related services in accordance with the requirements, terms and conditions of this Request For Proposal. Only ARES that are certified by the Illinois Commerce Commission to sell electricity to residential accounts served by Commonwealth Edison will be eligible to be found qualified.	TBD	12/15	01/11
RFQ 20-53 Animal Shelter Design	Public Works	The City of Evanston's Public Works Department is seeking qualifications from experienced firms for full architectural services relating to a design for the Evanston Animal Shelter.	TBD	12/15	01/11

# 2020 Council Agenda Items

Printed from Asana

## November 16

**klewislakin:** 2021 Budget

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

## November 23

**klewislakin:** Ordinance 118-O-20 SSA #9 Tax Levy

Department: CMO  
Council Action: SPB  
Action: For Action  
Council or Committee: CC  
iCompass Status: Approved  
Notes: Moved from Nov. 9  
Notes: Moved from Nov. 9

**klewislakin:** Ordinance 117-O-20 SSA #8 Tax Levy

Department: CMO  
Council Action: SPB  
Action: For Action  
Council or Committee: CC  
iCompass Status: Approved  
Notes: Moved from Nov. 9

**klewislakin:** Ordinance 116-O-20 SSA #7 Tax Levy

Department: CMO  
Council Action: SPB  
Action: For Action  
Council or Committee: CC  
iCompass Status: Approved  
Notes: Moved from Nov. 9

**klewislakin:** Ordinance 115-O-20 SSA #6 Tax Levy

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

iCompass Status: Approved

Notes: Moved from Nov. 9

Notes: Moved from Nov. 9

**klewislakin:** Ordinance 114-O-20 Library Tax Levy

Department: CMO

Council Action: SPB

Action: For Action

Council or Committee: CC

iCompass Status: Approved

Notes: Moved from Nov. 9

**klewislakin:** Ordinance 113-O-20 General Assistance Tax Levy

Department: CMO

Council Action: SPB

Action: For Action

Council or Committee: CC

iCompass Status: Approved

Notes: Moved from Nov. 9

Notes: Moved from Nov. 9

**klewislakin:** Ordinance 112-O-20 Corporate Tax Levy

Department: CMO

Council Action: SPB

Council or Committee: CC

Action: For Action

iCompass Status: Approved

Notes: Moved from Nov. 9

Notes: Moved from Nov. 9

**klewislakin:** Ordinance 110-O-20, Approving the 2021 Fiscal Year Budget of the City of Evanston

Department: CMO

Council Action: Ord

Council or Committee: CC

Action: For Action

Notes: moved form nov. 9 meeting

Notes: Moved form Nov.9 Meeting

iCompass Status: Approved

**David Stoneback:** Ordinance 111-O-20 for Solid Waste Charge increases

Department: Public Works

Council Action: Ord

Council or Committee: APW

Action: For Action

iCompass Status: Approved

Notes: Moved from Nov. 9

Notes: Moved from Nov. 9

- Kumar Jensen:** Resolution XX-R-20 Indicative Pricing for Electric Energy Supply
  - Department: CMO
  - Council Action: Bus
  - Council or Committee: APW
  - Action: For Action
  - iCompass Status: Not Entered in System
  
- Luke Stowe:** Purchase of fleet for FY21
  - Department: Admin Serv
  - Council Action: Bus
  - Council or Committee: APW
  - iCompass Status: Not Entered in System
  - Action: For Action
  
- David Stoneback:** Time extension Change Order for art work at RCCC
  - Department: Public Works
  - Council Action: Bus
  - Council or Committee: APW
  - Action: For Action
  
- Hitesh Desai:** Ordinance 107-O-20, Amending City Code Section 10-8-3 to Revise Wheel Tax Late Fees
  - Department: CMO
  - Council Action: Ord
  - Council or Committee: APW
  - Action: For Action
  - Notes: moved from Nov. 9
  - Notes: moved from Nov. 9
  
- Luke Stowe:** Resolution 113-R-20, Passport Amendment - allowing third party use (Google, etc)
  - Department: Admin Serv
  - Council Action: Res
  - Council or Committee: APW
  - Action: For Action
  - iCompass Status: Pending Approval
  
- Kelley Gandurski:** Ordinance 99-O-20 - Update Code language (PRCS to Parks & Rec, and renaming "servant")
  - Department: Law
  - Council Action: Ord
  - Council or Committee: APW
  - Action: For Action
  - Notes: Moved from Nov.9 Meeting
  - Notes: Moved from Nov. 9
  
- Johanna Nyden:** Ordinance , Amending Permit Fee Schedule to add a Recording Fee
  - Department: Community Dev
  - Council Action: Ord

Council or Committee: PD  
Action: For Action  
iCompass Status: Approved  
Notes: Moved from Nov. 9

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

Department: Community Dev  
Council Action: Ord  
Council or Committee: PD  
Action: For Introduction  
iCompass Status: Approved  
Notes: Moved from Nov. 9

**Johanna Nyden:** Ordinance, 1900 Sherman Ave - Map Amendment and Planned Development for 16-story multi-family residential building

Department: Community Dev  
Council Action: Ord  
Council or Committee: PD  
Action: For Action  
iCompass Status: Approved  
Notes: Moved from Nov. 9; check to make sure its the updated version

**Johanna Nyden:** Ordinance xx-O-20, 800 Greenwood St - Special Use for a Banquet Hall in the C2 District

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

**Kimberly Richardson:** Ordinance 103-O-20, Setting Compensation for Members of the Evanston City Council

Department: CMO  
Council Action: Ord  
Council or Committee: Rules  
Action: For Action  
Notes: Moved from the 9 Meeting  
Notes: Moved from Nov. 9

**Kelley Gandurski:** Banning Outdoor Games Involving the Consumption of Alcohol that Can Be Viewed From A Public Way or Adjacent Property

Department: Law  
Council Action: Disc  
Council or Committee: HS  
Action: For Discussion  
iCompass Status: Approved

**Tammi Nunez:** 2020-2021 Snow Tow Program

Department: CMO

**Hitesh Desai:** Insurance Renewals

Action: For Intro and Action

Appointments (Julie Johnson)

## December 14

**Lawrence C. Hemingway:** "Open Studio Contract"

Department: Parks & Rec  
Council or Committee: APW

**Luke Stowe:** Elmwood Parking - change to EV-1 District

Department: Admin Serv  
Council Action: Ord  
Council or Committee: APW  
Action: For Introduction  
iCompass Status: Not Entered in System

**David Stoneback:** Trash Cart Requirements for 2 & 3 Flats

Department: Public Works  
Council Action: Disc  
Council or Committee: APW  
Action: For Discussion

**Lawrence C. Hemingway:** Resolution xx-R-20 Noyes Tenant Leases Renewal

Department: Parks & Rec  
Council Action: Res  
Council or Committee: APW  
Action: For Action

**Kimberly Richardson:** Phoenix Security Renewal Agreement

Department: CMO  
Council Action: Bus  
Council or Committee: APW  
Action: For Action

**Luke Stowe:** Parking Meters - Mobile Pay Parking

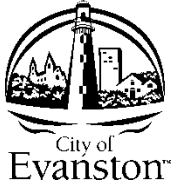
Department: Admin Serv  
Council or Committee: APW

**Kumar Jensen:** Natural Areas Ordinance

Department: CMO  
Council Action: Ord  
Council or Committee: PD  
Action: For Introduction

**Paulina Martínez:** Creation of a New Tax Increment Finance District in Fifth Ward





# Memorandum

To: Erika Storlie, City Manager

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

Subject: September 2020 Monthly Financial Report

Date: November 6, 2020

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

September 2020	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	89,454,680	84,283,023	5,171,657	20,840,391	17,389,065
175 GENERAL ASSISTANCE FUND	1,034,859	848,594	186,265	549,304	549,304
176 HEALTH AND HUMAN SERVICES	2,656,610	1,524,130	1,132,480	1,163,239	1,163,239
177 REPARATIONS FUND	12,859	-	12,859	14,194	14,194
180 GOOD NEIGHBOR FUND	1,001,678	681,941	319,737	572,282	572,282
185 LIBRARY FUND	7,080,231	5,367,957	1,712,274	3,781,917	3,782,259
186 LIBRARY DEBT SERVICE FUND	240,000	128,748	111,252	112,396	112,396
187 LIBRARY CAPITAL IMPROVEMENT FD	-	88,225	(88,225)	1,290,258	1,290,258
200 MOTOR FUEL TAX FUND	3,730,697	2,016,740	1,713,958	4,382,990	4,056,020
205 EMERGENCY TELEPHONE (E911) FUND	1,373,234	1,126,087	247,147	1,518,107	1,134,358
210 SPECIAL SERVICE AREA (SSA) #4	434,264	301,892	132,372	(93,822)	(93,822)
215 CDBG FUND	409,098	545,605	(136,508)	(73,211)	(73,211)
220 CDBG LOAN FUND	71,998	65,066	6,931	234,317	234,317
235 NEIGHBORHOOD IMPROVEMENT	330	150,075	(149,745)	22,120	22,120
240 HOME FUND	162,913	142,254	20,659	28,185	28,185
250 AFFORDABLE HOUSING FUND	159,240	548,540	(389,300)	3,536,303	3,664,804
320 DEBT SERVICE FUND	24,761,042	14,938,164	9,822,877	10,240,309	10,263,332
330 HOWARD-RIDGE TIF FUND	1,141,463	800,576	340,887	2,465,652	2,466,341
335 WEST EVANSTON TIF FUND	1,393,686	101,264	1,292,422	2,002,898	2,002,898
340 DEMPSTER-DODGE TIF FUND	245,888	124,404	121,484	229,286	229,286
345 CHICAGO-MAIN TIF	1,008,485	376,066	632,420	1,319,173	1,319,173
350 SPECIAL SERVICE AREA (SSA) #6	208,668	123,585	85,083	90,425	90,425
355 SPECIAL SERVICE AREA (SSA) #7	128,077	70,785	57,292	57,292	57,292
360 SPECIAL SERVICE AREA (SSA) #8	53,974	36,638	17,336	17,336	17,336
415 CAPITAL IMPROVEMENTS FUND	7,964,863	6,811,553	1,153,310	13,813,555	14,732,089
416 CROWN CONSTRUCTION FUND	2,123,253	8,127,923	(6,004,670)	1,641,481	5,501,733
417 CROWN COMMUNITY CTR MAINTENANCE	131,250	-	131,250	131,250	131,250
420 SPECIAL ASSESSMENT FUND	152,133	358,493	(206,360)	2,721,446	2,718,263
505 PARKING SYSTEM FUND	7,664,495	7,230,774	433,721	2,809,711	2,980,205
510 WATER FUND	28,195,334	19,227,224	8,968,111	12,036,809	11,088,555
515 SEWER FUND	11,572,931	8,449,139	3,123,792	8,101,764	6,491,661
520 SOLID WASTE FUND	4,268,830	3,879,910	388,920	(150,611)	(766,691)
600 FLEET SERVICES FUND	2,316,039	1,825,735	490,304	605,779	(595,330)
601 EQUIPMENT REPLACEMENT FUND	1,123,349	1,878,118	(754,769)	150,181	(122,783)
605 INSURANCE FUND	14,766,091	13,674,130	1,091,961	(10,501,137)	(5,399,608)
<b>Grand Total</b>	<b>217,042,539</b>	<b>185,853,358</b>	<b>31,189,182</b>	<b>85,661,565</b>	<b>87,051,195</b>

**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 September 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 September 30, 2020 with a fund balance of \$20,840,391 and cash balance of \$17,389,065. The attached financials show year-end General Fund revenues at 75.29% of budget and expenses at 71.91% of budget against the target of 75%.

Overall, revenues are slightly above target as the city has already received 92.93% of property tax revenue. Licenses, Permits and Fees is also above target due to building permit revenue. Most of the Home Rule Taxes, and Sales Tax are below target because of current economic environment caused by COVID-19. Expenses are slightly below target of 75%, because of less overtime and reduced program spending.

Staff continues to monitor Police and Fire overtime expenses. Through September, Police had spent 43% of budget for overtime, and Fire had spent 129% of budget. For Police, this is below target of 75%, as January through September 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 that require hirebacks to maintain minimum staffing.

<b>Overtime Expenses</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2020 YTD</b>	<b>% Budget</b>
Police	\$1,485,193	\$1,486,784	\$ 646,223.00	43%
Fire	\$1,380,088	\$859,956	\$ 1,108,419.15	129%

### **Enterprise Funds**

Parking fund revenues through September 30, 2020 are at 58.89% of budget and expenses are at 54.11%. The 2019 ending fund balance was \$2,375,989.

Through September 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 September 30, 2020, the Sewer Fund also appears low on expenses due to the delay of capital projects. These projects are primarily funded through IEPA loan financing, budgeted as Other Revenue. The 2019 ending fund balance was \$4,977,971.

Through September 30, 2020, the Solid Waste Fund has a negative fund balance of \$150,611 and a negative cash balance of \$766,691. The fund ended 2019 with a surplus of \$559,718, bringing it to an ending balance of negative \$539,532.

### **Other Funds**

Through September 30, 2020, the SSA #4 Fund is showing a negative fund balance of \$93,822 and a negative cash balance of \$93,822.

Through September 30, 2020, the Capital Improvements Fund is showing a fund balance of \$13,813,555 and a cash balance of \$14,732,089. The fund continues to spend down 2019B bond proceeds received in September 2019.


Through September 30, 2020, the Crown Construction fund is showing fund balance of \$1,641,481 and cash balance of \$5,501,733. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown in 2019.

Through September 30, 2020, the Insurance Fund is showing a negative fund balance of \$10,501,137 and a negative cash balance of \$5,399,608. 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**

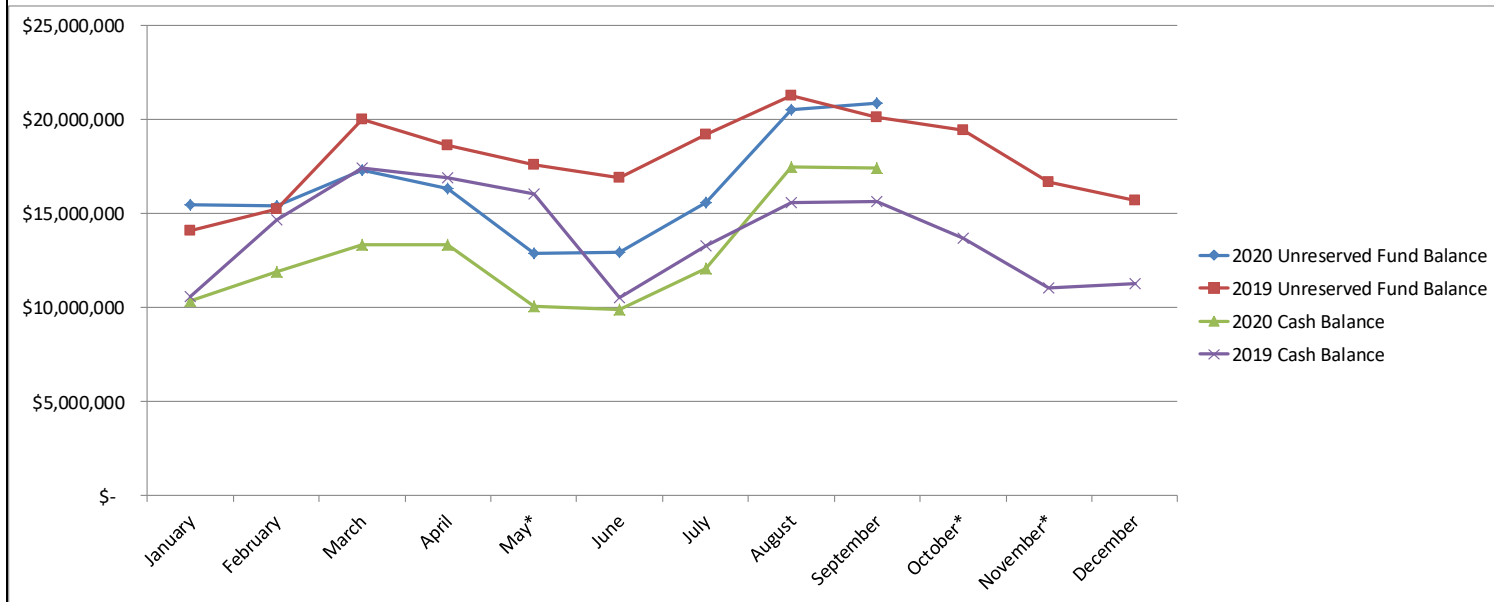
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Hitesh Desai, Treasurer of the City of Evanston, hereby affirm that I have reviewed the September 30, 2020 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



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	\$ 15,594,735	\$ 20,485,753	\$ 20,840,392			
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	\$ 12,074,431	\$ 17,467,705	\$ 17,389,065			
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.

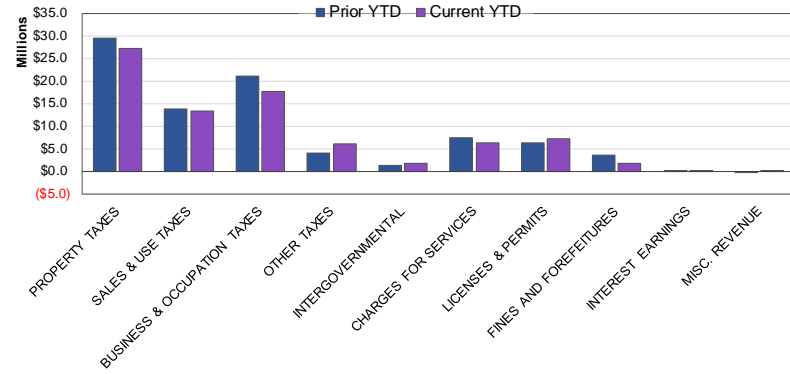
# Major Funds Revenue Dashboard Summary

For the Period Ending September 30, 2020

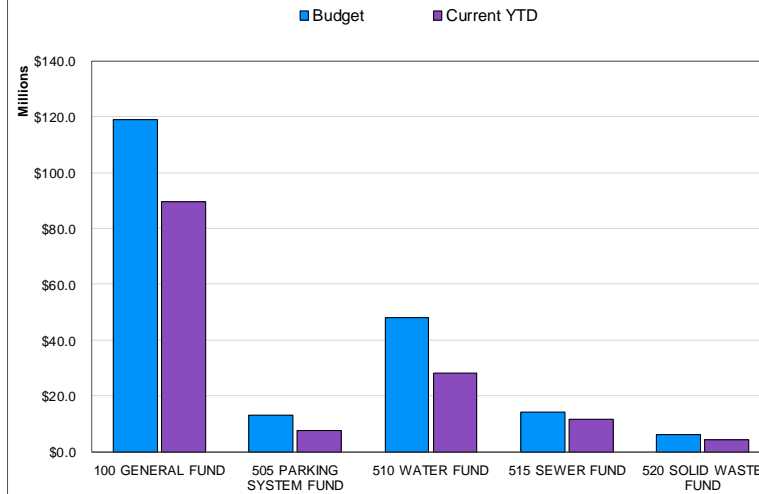
## Top 10 GENERAL FUND Sources of Revenue (YTD)

Pension Property Tax	\$18,080,469
Property Taxes	\$9,206,839
Sales Tax - Basic	\$6,834,488
State Income Tax	\$6,357,045
Building Permits	\$5,198,866
Sales Tax - Home Rule	\$4,558,141
Recreation Program Fees	\$3,958,490
Wheel Tax	\$2,640,709
Real Estate Transfer Tax	\$2,370,757
From Parking Fund	\$2,229,293

## General Fund Revenue by Source



## Revenues by Fund



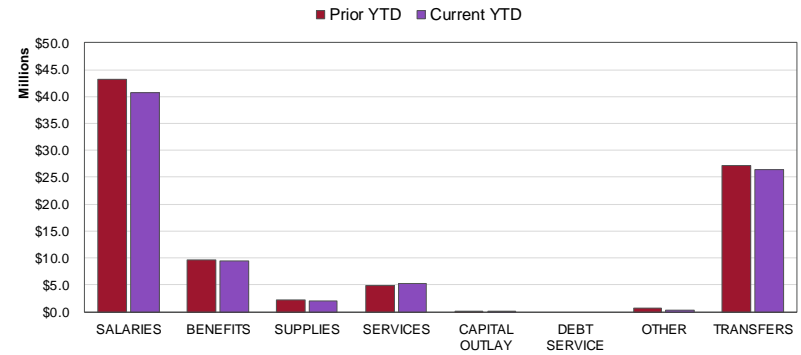
# Major Funds Expenditure Dashboard Summary

For the Period Ending September 30, 2020

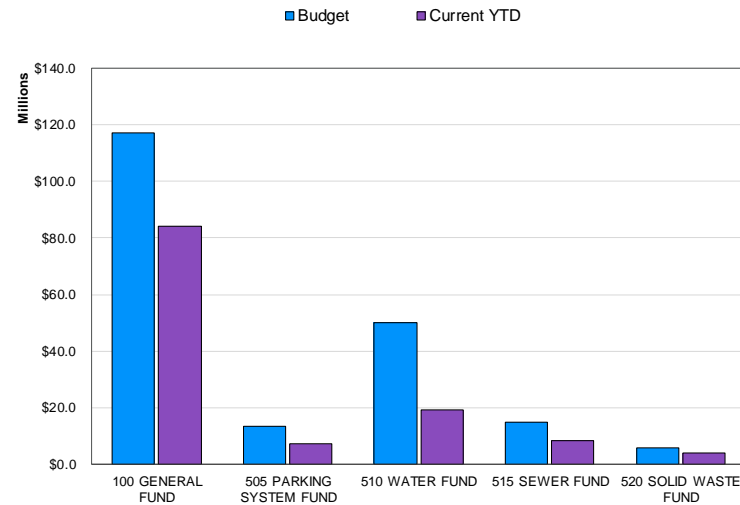
## Top 10 GENERAL FUND Expenditures by Department (YTD)

Police	\$30,268,763
Fire Mgmt & Support	\$20,930,980
Public Works Agency	\$8,586,326
Parks, Rec. And Community Serv.	\$7,049,369
City Manager'S Office	\$6,891,105
Administrative Services	\$6,564,285
Community Development	\$2,245,315
Health	\$889,208
Law	\$368,370
City Council	\$355,667

## General Fund Expenditures by Object



## Expenditures by Fund





# Memorandum

To: Erika Storlie, Interim City Manager  
From: Hitesh Desai, CFO/ Treasurer  
Subject: 3rd Quarter 2020 - Cash and Investment Report  
Date: November 6, 2020

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

A comparison between the 3<sup>rd</sup> quarter 2020 and 2<sup>nd</sup> quarter 2020 investment reports indicate an increase in combined cash & investments of \$27,468,576 from \$59,582,619 to \$87,051,195. The increase was mainly attributable to issuance of 2020 Bonds and Property Tax receipts.

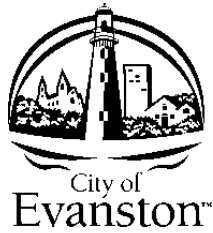
The adverse impact on revenues from COVID 19 has also affected cash and investments including investment strategies. During the 3<sup>rd</sup> quarter, we continued to focus on maintaining the liquidity of our position while striving for the maximum returns on Cash and Investments. We will continue to monitor the interest rate environment and overall economy.

Cash and investments with individual financial institution are summarized below:

	9/30/2020	6/30/2020	Change
Cash	69,863,849	27,161,382	42,702,467
Investments	17,187,346	32,421,237	(15,233,891)
TOTAL	87,051,195	59,582,619	27,468,576

As of September 30, 2020, ledger balances showing the highest percentage of total deposit was held by Byline Bank at \$69.9M or 80.3% of the total. IMET was at \$8.6M or 9.9%, Illinois Funds held \$4M or 4.6% while Fifth Third Bank was at \$3.1M or 3.6%. Wintrust and PMA held a combined total of \$1.5M or 1.6%. The 3<sup>rd</sup> quarter has presented a difficult investment strategy due to the decline of interest rates. In this low interest rate environment, we took advantage of the opportunity presented by moving money from one bank to the other to achieve higher investment earnings. This, however, created a deviation from our investment policy in pursuit of better earnings. Staff continues to look for other investment opportunities and will continue to monitor the allocation of Cash and Investments to comply with the City's investment policy.

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](mailto: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: November 11, 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, November 5, 2020 - November 11, 2020**

**Backlog (business days received until reviewed): 8**

**Volume (number of cases pending staff review): 12**

**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	2235 Sherman Avenue	R1	Building Permit	Post fire renovation/restoration for detached garage and back door	10/15/20	pending additional information from the applicant
1	2135 Sherman Avenue	R4a	Building Permit	Detached garage, 24x24	10/21/20	pending additional information from the applicant
2	1708 Lake Street	R3	Building Permit	Patio and pergola	04/03/20	non-compliant, pending revisions from the applicant
2	2101 Cleveland Street	R2	Building Permit	Rehab and addition	08/24/20	non-compliant, pending additional information from the applicant
2	1209 Dewey Avenue	R3	Zoning Analysis	New 2-unit dwelling on new lot, zoning lot split into 2 lots	09/21/20	pending additional information from the applicant
2	1809 Crain Street	R3	Building Permit	2nd-story addition, interior remodel	09/27/20	non-compliant, pending additional information and revisions from the applicant
2	1126 Pitner Avenue	R3	Building Permit	3-car detached garage	10/20/20	pending additional information from the applicant
2	1116 Fowler Avenue	R2	Building Permit	Remodel of single-family residence	11/08/20	pending staff review
3	1212 Judson Avenue	R1	Building Permit	Roof mounted solar panels	04/03/20	pending additional information from the applicant
3	1217 Forest Avenue	R1	Building Permit	Replace driveway	10/25/20	pending additional information/revisions from the applicant
3	835 Michigan Avenue	R5	Building Permit	3-season porch	11/05/20	pending staff review
3	1206 Hinman Avenue	R1	Zoning Analysis	Reconstruct and enlarge existing porch	11/05/20	pending staff review
3	324 Hamilton Street	R1	Zoning Analysis	Remove patio and portion of asphalt driveway, replace with new brick paver driveway and patio	11/11/20	pending staff review
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	902 Asbury Avenue	R3	Building Permit	Renovate front and rear deck/porch	09/27/20	pending additional information from the applicant
4	1212 Sherman Avenue	R3	Building Permit	Coach house	10/06/20	non-compliant, pending revisions from the applicant
4	1220 Crain Street	R1	Building Permit	Addition to garage	11/08/20	pending staff review
5	2020 Ridge Avenue	C2	Building Permit	Interior remodel, exterior stairs and generators	09/28/20	pending additional information from the applicant
5	1928 Foster Street	R5	Building Permit	Carport	10/25/20	non-compliant, pending revisions from the applicant
5	1929 Wesley Avenue	R5	Building Permit	1-story addition	10/31/20	pending additional information/revisions from the applicant
5	1102 Foster Street	R4a	Building Permit	Patio and pergola	11/01/20	pending staff review

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	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	2650 Lincolnwood Avenue	R1	Building Permit	Front porch	08/17/20	pending additional information/revisions from the applicant
6	2831 Hartzell Avenue	R1	Building Permit	New single-family residence	09/20/20	pending revisions from the applicant
6	2501 Greeley Avenue	R1	Zoning Analysis	Front porch, 8x22	10/12/20	pending additional information from the applicant
6	2634 Lawndale Avenue	R1	Building Permit	Addition and remodel garage	10/25/20	non-compliant, pending minor variation application submittal
6	3044 Grant Street	R1	Building Permit	In ground pool, deck and patio	10/25/20	pending additional information/revisions from the applicant
6	3520 Hillside Road	R2	Building Permit	Front and back walks, patio	10/31/20	pending additional information from the applicant
6	2727 Payne Street	R1	Building Permit	2-story addition	10/31/20	pending additional information from the applicant
6	2424 Lincolnwood Drive	R1	Building Permit	Convert existing 1-car attached garage to living space	10/31/20	non-compliant, pending revisions from the applicant
6	3501 Hillside Road	R2	Building Permit	Install steppers and patio	11/01/20	pending additional information from the applicant
6	2306 Central Park Avenue	R1	Building Permit	Detached garage, 20x20	11/01/20	pending staff review
6	2226 Hartzell Street	R1	Zoning Analysis	2-story addition	11/04/20	pending staff review
6	2659 Lincolnwood Drive	R1	Building Permit	1-story addition to detached garage	11/09/20	pending staff review
7	1013 Colfax Street	R1	Building Permit	Roof mounted solar panels	04/03/20	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
7	2119 Colfax Street	R1	Zoning Analysis	Replace concrete walk with brick pavers, new patio and paver walk	08/20/20	pending additional information from the applicant
7	1322 Isabella Street	R1	Building Permit	Basement remodel	09/08/20	pending revisions and additional information from the applicant
7	2648 Sheridan Road	R1	Building Permit	Addition	10/13/20	non-compliant, pending major variation application
7	2215 Grant Street	R1	Zoning Analysis	Demolish existing garage, construct new 2-car detached garage/coach house	10/28/20	pending additional information from the applicant
7	2751 Broadway Avenue	R1	Building Permit	Paver patio	11/01/20	pending staff review
8	342 Dewey Avenue	R1	Building Permit	Roof mounted solar panels	10/08/20	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	1208 Monroe Street	R2	Building Permit	Remove existing walk and replace with larger concrete area	08/16/20	pending additional information/revisions from the applicant
9	1708 Keeney Street	R2	Building Permit	Above ground pool	08/17/20	pending additional information/revisions from the applicant
9	1101 South Boulevard	R2	Building Permit	New single-family residence	09/08/20	pending additional information/revisions from the applicant
9	2114 Warren Street	R2	Building Permit	2-story addition	10/26/20	pending additional information/revisions from the applicant
9	1924 Keeney Street	R2	Zoning Analysis	1-story addition	11/03/20	pending staff review
9	2013 Oakton Street	R2	Building Permit	Patio	11/09/20	pending staff review

### Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
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	<b>pending CC 11/23/20</b>
2	1235 Dodge Avenue	C1	Special Use	Special use for a convenience store	09/03/20	<b>pending ZBA 11/17/20</b>
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	<b>pending ZBA</b>
3	900 Edgemere Court	R1	Major Variation	Rear yard setback for addition	10/15/20	<b>pending ZBA 11/17/20</b>
4	800 Greenwood Street	C2	Special Use	Special use for Banquet Hall	09/08/20	<b>pending P&amp;D 11/23/20, CC</b>
4	718 Main Street	B2/oDM	Planned Development	Planned Development for a 5-story mixed-use building with 120 dwelling units, 3,779 sq ft of commercial retail space, and 47 enclosed parking spaces	10/04/20	<b>pending PC 12/09/20</b>
4	1330 Lake Street	R1	Fence Variation	Front and street side yard setbacks for a fence	10/13/20	determination after 10/30/20
4	429 Greenwood Street	R1	Fence Variation	Front yard fence	10/26/20	determination after 11/16/20
6	2715 Hurd Avenue	R1	Planned Development	Demolish existing structure (church), construct new 2-story 21,314 square foot building for a Daycare Center-Children	09/09/20	<b>pending DAPR 11/18/20, PC 12/09/20</b>
6	2518 Thayer Street	R1	Minor Variation	Building lot coverage for a screened-in rear porch	10/01/20	pending additional information from the applicant
6	2703 Lincolnwood Drive	R1	Fence Variation	Zero foot street side yard setback to fence	10/19/20	determination after 11/10/20
6	2743 Princeton Avenue	R2	Fence Variation	7' tall privacy fence in front yard replacing existing 5' tall fence	10/20/20	determination after 11/10/20
6	3038 Isabella Street	R1	Appeal	Appeal of Zoning Administrator's determination regarding a shed	10/15/20	<b>pending ZBA 11/17/20</b>
6	2659 Lincolnwood Drive	R1	Minor Variation	Building lot coverage for addition (ADU) to detached garage	10/27/20	determination after 11/16/20
7	2823 Sheridan Road	R1	Fence Variation	Fence located in front yard	10/20/20	determination after 11/12/20



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: November 13, 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.

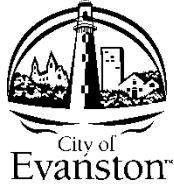
# Inspector Weekly Update

Cases Received, November 13, 2020

## Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1815 Ridge Avenue	Senior Living Facility	Fences and sidewalks are in good condition and all construction conditions comply. Building structure is topped out and rough installations are underway.	11/11/2020
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Fences and sidewalks are in good condition and all construction conditions comply. Rough work is nearing completion. No activity on site at the time of inspection.	11/11/2020
4	1555 Ridge	Multi-Family Building	Fences and sidewalks are in good condition and all construction conditions comply. Elevator and stair towers are complete. Low jobsite activity at the time of the inspection.	11/11/2020
8	1011 Howard (Evergreen Senior Housing)	Senior Living Facility	Sheeting and soil retention installations continue. Sheeting vibration concerns are being responded to by the developer. That phase of work is nearly complete. Sewer disconnections are upcoming and required prior to the demolition of the existing on-site building. Site is being maintained.	11/11/2020

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# Memorandum

To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: November 13, 2020

Ward	Property Address	Business Name	Date Received	Current Status
7	2120 Central St	Vinissimo	9/23/2020	Building Permit Issued – Pending Inspections
3	1309 Chicago Ave	Noir d'Ebene Chocolat et Patisserie	9/10/2020	Building Permit Issued – Pending Inspections
2	1813 Dempster St	Zentli	8/27/2020	Building Permit Issued – Pending Inspections
1	1607 Chicago Ave	Bobba Tea Shop	5/6/2020	Permit Approved – Pending Issuance
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	Building Permit Issued – Pending Inspections
7	2311 Campus Dr	The Protein Bar@NU	03/09/2020	On Hold
2	1815 Ridge Ave	Solero Senior Living	03/03/2020	Building Permit Issued – Pending Inspections
8	619 Howard St	Palmhouse 619	2/21/2020	Building Permit Issued – Pending Inspections
8	633 Howard St	Estacion	2/4/2020	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: November 13, 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 NOVEMBER 13, 2020**

## **#AllInIllinois** **#StayHomeSaveLives** **#ItOnlyWorksIfYouWearIt**

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

On Monday, Governor Pritzker announced additional COVID-19 restrictions for a number of regions in the state, including Region 8 (DuPage and Kane counties). The [Tier 2 restrictions](#) began Wednesday and are now in effect in four of the eleven regions created under the Restore Illinois plan. Also on Monday, the Department of Commerce and Economic Opportunity issued updated [guidelines and FAQs](#), which include guidance on outdoor dining structures as municipalities look to help area restaurants remain open during the winter months.

On Thursday, staff sent an email to the membership to relaunch the NWMC Here to Help – COVID-19 Business/Resident Assistance and Best Practices document. The document is a running compilation of member responses on assistance for local businesses and residents as well as best practices undertaken in response to the pandemic. From *Barrington's* Weekly Online Coupon Book to *Highland Park's* Downtown Online Marketplace to *Mount Prospect's* COVID-19 Restaurant Assistance Grant Program, NWMC members are taking innovative approaches to help their businesses and residents through the pandemic. The Here to Help document will highlight those efforts so that members can learn from each other as well as receive pertinent information on any new guidance and/or orders from the state and additional helpful resources.

This week, both the Illinois Department of Public Health and the City of Chicago issued advisory stay-at-home recommendations, urging residents to go out only when necessary (grocery store, pharmacy, coronavirus tests, etc.). Officials recommended that residents stay at home as much as possible for the next three weeks and avoid any unnecessary travel. During his daily briefing on Thursday, Governor Pritzker said that, if the resurgence does not subside in the coming days, he will consider issuing another mandatory stay-at-home order, similar to the one imposed in the spring. He also strongly urged local officials to enforce the state's coronavirus restrictions and "be part of the solution."

Finally, this morning the Metropolitan Mayors Caucus held the first Regional COVID Task Force meeting. As we reported last week, the task force will be responsible for "investigating and recommending strategies and policies the Chicago region and its municipalities should consider implementing to fight the COVID-19 pandemic." Representing the NWMC on the task force are *NWMC President and Lake Bluff Village President Kathy O'Hara*, *Mount Prospect Mayor Arlene Juracek* and *Schaumburg Mayor Tom Dailly*. Other NWMC mayors participating via other councils of government include *Fox Lake Mayor Donny Schmit*, *Highland Park Mayor Nancy Rotering*, *Libertyville Mayor Terry Weppler* and *West Dundee Village President Chris Nelson*.

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*

### ***NWMC Board to Meet November 18***

We look forward to seeing everyone at next week's NWMC Board meeting, scheduled for Wednesday, November



18, 7:00 p.m. via Zoom. Highlighting the agenda will be an update and discussion on local, regional and state actions implemented to combat the COVID-19 pandemic. Reports will also be given on the status of the Illinois Firefighters' Pension Investment Fund Board election, legislative activities as well as COVID-19 related impacts on member transportation revenues. We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

### ***General Assembly Cancels Fall Veto Session***

Due to surging COVID-19 cases throughout the state and specifically in Springfield, the leadership of both the Illinois House and Senate announced cancellation of the veto session, originally scheduled for November 17 to 19 and December 1 to 3. The 101<sup>st</sup> General Assembly could return in early January for a "lame duck" session before the 102<sup>nd</sup> General Assembly is seated on January 13, 2021. While the General Assembly has been in recess, the Senate has been holding remote subject matter hearings regarding policing reforms; however, the cancellation of veto session makes it unclear when any package of police reforms will be considered by the General Assembly. Additionally, Governor Pritzker sent a letter on Monday to House and Senate leadership about working together to address the anticipated budget hole, which is estimated at nearly \$4 billion, in the current state fiscal year. The defeat of the graduated income tax constitutional amendment and the ongoing pandemic have exacerbated Illinois precarious fiscal health. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

### ***SPC Extends 2021 Chevy Tahoe Contract With No Price Increase!***

The Suburban Purchasing Cooperative (SPC) Governing Board is pleased to announce the second of three (3), possible, one-year contract extensions on the 2021 Chevrolet Silverado Regular Cab 1500 Work Truck (Contract #186) with Currie Motors. The contract extension runs from November 22, 2020 through November 21, 2021 with no price increases. For questions or additional information, please contact staff or Tom Colgan, 630-877-5076 or [tom@curriemotors.com](mailto:tom@curriemotors.com). *Staff contact: Ellen Dayan*

### ***SPC Extends Ford Escape S and Transit Full Size Van Contracts***

The SPC Governing Board is pleased to advise that Ford Motor Company has agreed to rollover the SPC 2021 Ford Escape (Contract #165) and Ford Transit Full Size Van (Contract #150) with Currie Motors through the end of the 2021 model year. For questions or additional information, please contact staff or Tom Sullivan, 815-464-9200 or [CurrieFleet@gmail.com](mailto:CurrieFleet@gmail.com). *Staff contact: Ellen Dayan*

### ***Bartlett Mayor Wallace Elected Mayors Caucus Chair***

Congratulations to *Bartlett Village President Kevin Wallace*, who on Monday was unanimously elected to Chair the Executive Committee of the Metropolitan Mayors Caucus! Joining President Wallace as officers of the Caucus are: Chicago Mayor Lori Lightfoot (1<sup>st</sup> Vice Chairman); Palos Park Mayor John Mahoney (2<sup>nd</sup> Vice Chairman); Cary Mayor Mark Kownick (Secretary); and, Northlake Mayor Jeff Sherwin (Treasurer). *Staff contacts: Mark Fowler, Larry Bury*

### ***Metropolitan Mayors Caucus Releases EV Readiness Resources***

*From the desk of Metropolitan Mayors Caucus Director of Environmental Initiatives Edith Makra:*

Our EV Readiness Checklist and Decision Guide for Local Governments are complete and available at no cost below and on our [Becoming EV Ready](#) webpage.

- [EV Readiness Checklist](#)
- [EV Readiness Decision Guide for Local Governments](#)

Our EV Readiness Checklist provides a list of actions communities can take to ensure they are prepared for the expected increase in electric vehicles in the future. We modeled our EV Readiness document off of the successful SolSmart program, which offered a checklist of actions and resources as a first step for municipalities to become solar ready.

Our second product is our EV Readiness Decision Guide for Local Governments. This guide assists municipalities in the planning and purchasing process as they decide which EVs or EV charging stations are right for their community's needs. This guide can help your community select EV charging station sites, consider parking issues, measure success, and more.

As you pause to view these documents, we are also wondering about your community's interest in EVs, EV charging stations, and whether you would want to participate in a future EV Readiness cohort. Please fill out [this survey](#) by Nov. 13th, which will help us to alert you when resources become available. *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***Last Call to Provide Input on IDOT's FY 2021-2024 STIP***

Sunday, November 15 is the last day to provide input on the Illinois Department of Transportation's (IDOT) Fiscal Years 2021-2024 Statewide Transportation Improvement Program (STIP), which can be uploaded by visiting the IDOT [website](#). Written comments can be emailed to [DOT.STIP@illinois.gov](mailto:DOT.STIP@illinois.gov) or mailed to Bobby Johnson at the Illinois Department of Transportation, 2300 South Dirksen Parkway, Room 307, Springfield, Illinois 62764. *Staff contacts: Kendra Johnson, Matt Pasquini*

### ***UIC Seeks MPA Capstone Partners – Proposals Due December 4***

*From the desk of University of Illinois at Chicago Public Administration Associate Professor James Thompson:*  
I would be grateful if you could let your members know of the opportunity to submit proposals for Capstone projects for the spring 2021 semester. These “learning in action” projects give graduating Master of Public Administration and Master of Public Policy students at the University of Illinois - Chicago (UIC) the opportunity to work on practical problems with the support of faculty in a real-world situation. Each student team works with a client agency or organization on a particular problem or challenge on which the students’ expertise can be brought to bear. Areas of specialization include financial management, human resource management, public policy, program evaluation, and information management. The projects last the entire semester so that there is an opportunity for the students to do in-depth work.

The deadline for project proposals for the spring semester is December 4. The request for proposals, application form, and examples of past projects can be found at the following URL - <https://go.uic.edu/capstone>. Please contact Professor Thompson with any questions, [jthomp@uic.edu](mailto:jthomp@uic.edu) or 312-355-0304. *Staff contact: Mark Fowler*

### ***Meetings and Events***

*NWMC Bicycle and Pedestrian Committee* will meet on Tuesday, November 17 at 10:30 a.m. via videoconference.

*NWMC Legislative Committee* will meet on Wednesday, November 18 at 8:30 a.m. via videoconference.

*NWMC Finance Committee* will meet on Wednesday, November 18 at 12:00 p.m. via videoconference.

*NWMC Board of Directors* will meet on Wednesday, November 18 at 7:00 p.m. via videoconference.

### ***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>
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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>

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