



Memorandum

To: Mayor Hagerty and Members of the City Council
From: Erika Storlie, City Manager
Subject: Weekly City Manager's Update
Date: April 30, 2021

STAFF REPORTS BY DEPARTMENT



Weekly Report for April 22, 2021 – April 28, 2021
**There will be no 311 report this week*

City Manager's Office

Weekly Bids Advertised
Monthly Financial Report – February 2021

Community Development

Weekly Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, May 3, 2021

Human Services Committee - CANCELED

www.cityofevanston.org/humanservices

Wednesday, May 5, 2021

Design and Project Review Committee - CANCELED

www.cityofevanston.org/dapr

Citizen Police Review Commission

www.cityofevanston.org/citizenpolicereview

Thursday May 6, 2021

CARP Implementation Task Force

www.cityofevanston.org/environmentboard

Housing and Homelessness Commission

www.cityofevanston.org/housingcommission



Memorandum

To: Erika Storlie, City Manager

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

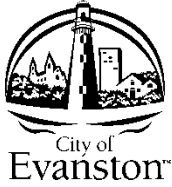
Subject: Bids/RFPs/RFQs Advertised during the Week of April 26, 2021

Date: April 30, 2021

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 sent during the Week of April 26, 2021

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP 21-23 Alternative 911 Response Program	CMO	The City of Evanston's Alternatives to 911 Committee is seeking proposals from experienced firms to supplement standard community policing and other emergency services.	\$200,000	6/10	7/12



Memorandum

To: Erika Storlie, City Manager

From: Hitesh Desai, CFO/City Treasurer
Tasheik Kerr, Management Analyst

Subject: February 2021 Monthly Financial Report

Date: April 30, 2021

Please find attached the unaudited financial statements as of February 28, 2021. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

February 2021	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	15,442,786	15,731,895	(289,110)	18,597,167	14,938,597
175 GENERAL ASSISTANCE FUND	111,384	180,513	(69,129)	324,379	324,337
176 HEALTH AND HUMAN SERVICES	517,337	227,301	290,036	1,275,441	1,275,381
177 REPARATIONS FUND	2,029	5	2,024	220,165	220,165
180 GOOD NEIGHBOR FUND	83	63,366	(63,283)	287,535	287,535
185 LIBRARY FUND	841,967	1,206,039	(364,072)	2,530,767	2,543,190
186 LIBRARY DEBT SERVICE FUND	-	-	-	29,028	29,028
187 LIBRARY CAPITAL IMPROVEMENT FD	-	77,738	(77,738)	1,206,220	1,206,220
200 MOTOR FUEL TAX FUND	463,736	293,617	170,119	4,132,862	3,910,468
205 EMERGENCY TELEPHONE (E911) FUND	235,667	115,468	120,199	1,511,704	1,155,030
210 SPECIAL SERVICE AREA (SSA) #4	-	-	-	(214,660)	(214,660)
215 CDBG FUND	-	96,846	(96,846)	(33,549)	(35,510)
220 CDBG LOAN FUND	31,382	-	31,382	214,207	214,207
235 NEIGHBORHOOD IMPROVEMENT	5	2	3	22,124	22,124
240 HOME FUND	8,611	10,975	(2,364)	27,201	27,201
250 AFFORDABLE HOUSING FUND	33,595	31,462	2,133	3,803,916	3,944,539
320 DEBT SERVICE FUND	1,543,415	-	1,543,415	2,236,990	2,260,013
330 HOWARD-RIDGE TIF FUND	58,829	36,353	22,475	2,340,959	2,341,648
335 WEST EVANSTON TIF FUND	369,444	12,506	356,937	2,151,567	2,151,567
340 DEMPSTER-DODGE TIF FUND	50	28,155	(28,105)	184,158	184,158
345 CHICAGO-MAIN TIF	386,488	43,812	342,675	1,667,347	1,667,347
350 SPECIAL SERVICE AREA (SSA) #6	1,227	0	1,227	5,300	5,300
355 SPECIAL SERVICE AREA (SSA) #7	17	0	16	369	369
360 SPECIAL SERVICE AREA (SSA) #8	-	-	-	1,046	1,046
415 CAPITAL IMPROVEMENTS FUND	3,200	251,546	(248,346)	10,283,597	10,673,965
416 CROWN CONSTRUCTION FUND	2,361	13,169	(10,808)	2,620,077	3,908,333
417 CROWN COMMUNITY CTR MAINTENANCE	29,166	-	29,166	204,166	204,166
420 SPECIAL ASSESSMENT FUND	41,676	81,564	(39,888)	2,613,579	2,610,396
505 PARKING SYSTEM FUND	905,858	1,459,177	(553,318)	(4,125,077)	208,004
510 WATER FUND	3,175,172	3,405,623	(230,451)	9,568,442	8,374,987
515 SEWER FUND	1,345,892	741,650	604,242	8,337,100	4,334,174
520 SOLID WASTE FUND	908,475	721,317	187,158	299,605	(609,595)
600 FLEET SERVICES FUND	517,906	325,484	192,422	945,757	(403,454)
601 EQUIPMENT REPLACEMENT FUND	37,610	40,832	(3,222)	983,286	520,322
605 INSURANCE FUND	3,456,066	3,766,889	(310,822)	(10,767,940)	(5,915,034)
Grand Total	30,471,431	28,963,302	1,508,128	63,484,835	62,365,565

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 February 28, 2021. 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 for 2021.

Fund Balance numbers for FY 2020 are unaudited and subject to change. The audited fund balance numbers will be included with the June financials.

General Fund

The unaudited financial statements show the General Fund as of February 28, 2021 with a fund balance of \$18,597,167 and cash balance of \$14,938,597. The attached financials show General Fund revenues at 13.91% of budget and expenses at 14.17% of budget against a target of 16.6%. The estimated 2020 ending balance for the General Fund is 18,886,276.

Overall, revenues are slightly below target. This is because of lower business and occupation taxes and charges for services. The City received the first installment of property taxes in February and March. As of February 28, 10.1% of property tax revenue of the General Fund has been received. The second installment of property taxes is received in July and August. Expenses are also lower than target as January and February are typically lower months for program spending and overtime. The mild winter weather in these months also contributed to keeping costs low.

Staff continues to monitor Police and Fire overtime expenses. Through February, Police had spent 11% of budget for overtime, and Fire had spent 37% of budget. For Police, this is below target of 18.6%. Overtime is higher in Fire Department due to continuing vacancies that require hirebacks to maintain minimum staffing. Fire Overtime is also high in February due to Firefighter/Paramedics serving at vaccine clinics. This cost is expected to be covered by FEMA reimbursement.

Overtime Expenses	2020 Actual	2021 Budget	2021 YTD	% Budget
Police	\$913,232.54	\$ 1,484,322	\$169,289.28	11%
Fire	\$1,651,457.17	\$ 959,956.00	\$357,601.99	37%

Enterprise Funds

Parking fund revenues through February 28, 2021 are at 7.84% of budget and expenses are at 12.97%. The fund is expected to end 2020 with an estimated negative fund balance of \$3,571,759. This is largely because of revenue loss (\$3.5M) and depreciation expense

(\$2.9M). The City will use the American Rescue Plan funds to reimburse parking Fund towards the lost revenues.

Through February 28, 2021, the Water Fund appears low on revenue and expenses. This is because capital projects funded with IEPA loan/debt will take place later in the year. These projects are budgeted in Other Revenue and expenses in Capital Outlay. The estimated 2020 ending fund balance was \$9,798,893.

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. Recently, this issue was settled with the Village of Skokie. Going forward, Skokie will pay at the rate of \$1.26 per 1000 gallons for 2021.

Through February 28, 2021, the Sewer Fund also appears low on expenses mainly due to the capital projects and debt service payments occurring later in the year. The revenues are low because of bond proceeds (budgeted as Other Financing Sources) expected in late summer. The 2020 estimated ending fund balance was \$7,732,858.

Through February 28, 2021, the Solid Waste Fund has a fund balance of \$299,605 and a negative cash balance of \$609,595. The fund ended 2020 with an estimated fund balance of \$112,447.

Other Funds

Through February 28, 2021, the SSA #4 Fund is showing a negative fund balance of \$214,660 and a cash balance of \$214,660.

Through February 28, 2021, the Capital Improvements Fund is showing a fund balance of \$10,283,597 and a cash balance of \$10,673,965. The fund continues to spend down Series 2019B and Series 2020 bond proceeds.

Through February 28, 2021, the Crown Construction fund is showing fund balance of \$2,620,077 and cash balance of \$3,908,333. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown.

Through February 28, 2021, the Insurance Fund is showing a negative fund balance of \$10,767,940 and a negative cash balance of \$5,915,034. 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 February 28, 2021 year-to-date

financial information and reports which to the best of my knowledge appear accurate and complete.

A handwritten signature in black ink, appearing to read 'Hitesh Desai', written over a horizontal line.

Hitesh Desai, Treasurer

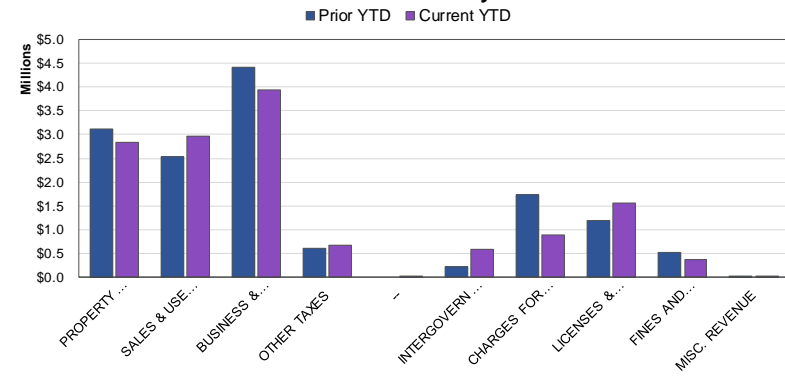
Major Fund Revenue Dashboard Summary

For the Period Ending February 28, 2021

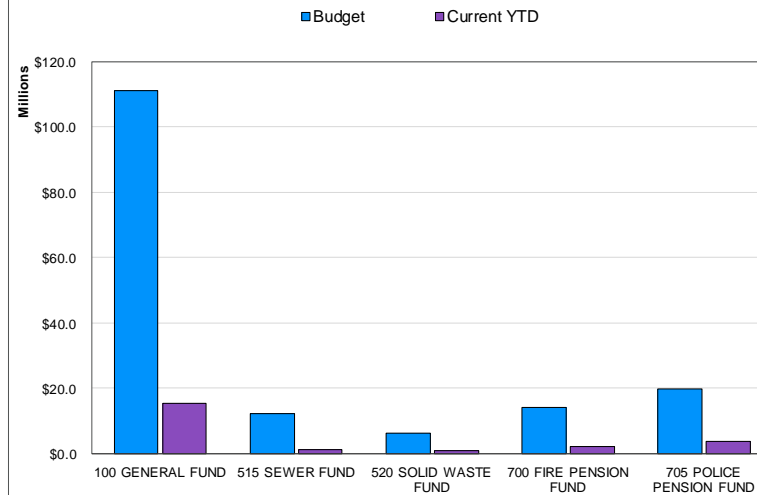
Top 10 GENERAL FUND Sources of Revenue (YTD)

Pension Property Tax	\$2,001,499
Sales Tax - Basic	\$1,509,000
State Income Tax	\$1,410,409
Building Permits	\$1,066,765
Sales Tax - Home Rule	\$1,049,000
Property Taxes	\$830,699
Real Estate Transfer Tax	\$548,046
Electric Utility Tax	\$498,830
Liquor Tax	\$486,973
Recreation Program Fees	\$484,682

General Fund Revenue by Source



Revenues by Fund



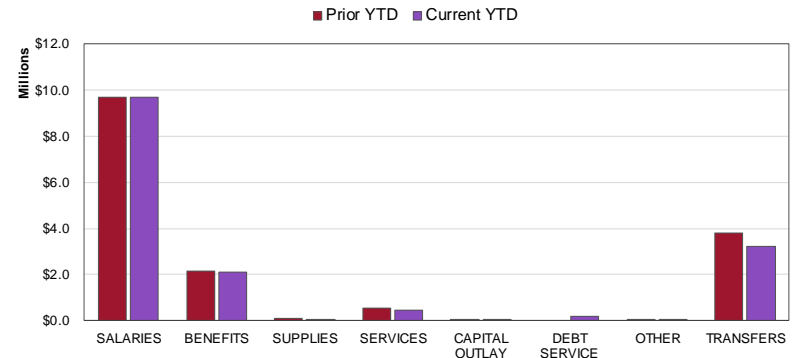
Major Fund Expenditure Dashboard Summary

For the Period Ending February 28, 2021

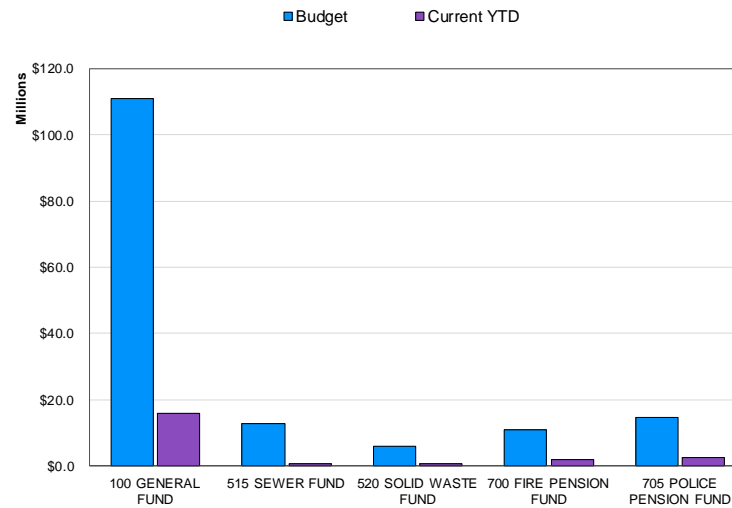
Top 10 GENERAL FUND Expenditures by Department (YTD)

Police	\$4,681,670
Fire Mgmt & Support	\$2,611,742
Public Works Agency	\$1,590,970
Administrative Services	\$1,199,316
Parks, Rec. And Community Serv.	\$999,925
City Manager'S Office	\$589,747
Community Development	\$455,999
Health	\$224,831
Law	\$70,960
City Council	\$63,892

General Fund Expenditures by Object



Expenditures by Fund





To: Erika Storlie, City Manager
From: Gary Gerdes, Building and Inspection Services Manager
Subject: Weekly Inspection Report
Date: April 30, 2021

Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

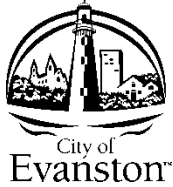
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, April 30, 2021

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1815 Ridge Avenue (Trulee)	Senior Living Facility	Canopy, construction fence and site are in good order.	4/28/2021
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	The driveway, curbs and landscaping are complete on the north side of the project and the construction fence is being removed. Construction on the south side is ongoing and the fencing is still in place.	4/28/2021
4	1555 Ridge Avenue	Multi-Family Building	Construction fence and site are in good order. Minimal activity on the 4th floor truss and decking installations this week.	4/28/2021
8	1011 Howard Street (Evergreen Senior Housing)	Senior Living Facility	Construction fence and site are in good order. Foundation work continues on the east end of the site.	4/28/2021
8	100 Chicago Avenue (Gateway)	Mixed-Use Retail/Residential	Construction fence permit is being issued. Project mobilization will begin next week.	4/28/2021



Memorandum

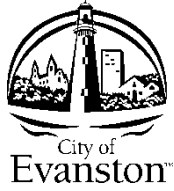
To: Honorable Mayor and Members of the City Council B

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

Subject: Food Establishment License Application Weekly Report

Date: April 29, 2021

Ward	Property Address	Business Name	Date Received	Current Status
3	525 Main St	Wild Fork Foods	4/6/2021	Pending Building Permit Issuance
7	1945 Central St	RD Pizza	4/5/2021	Pending Building Permit Issuance
4	1508 Sherman Ave	Dollop Coffee	2/11/2021	Pending Building Permit Issuance
4	1555 Oak Ave	Museum Residences on Oak	2/3/2021	Building Permit Issued – Pending Inspections
8	955 Howard St	Alis Halal Eatery	1/6/2021	Pending Building Permit Issuance
2	1813 Dempster St	Zentli	8/27/2020	Building Permit Issued – Pending Inspections
1	1607 Chicago Ave	Bobba Tea Shop	5/6/2020	Building Permit Issued – Pending Inspections
4	1012-14 Davis St	Guidepost Day Care Center	04/08/2020	Building Permit Issued – Pending Inspections
2	1815 Ridge Ave	Solero Senior Living	03/03/2020	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: April 30, 2021

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 APRIL 30, 2021

#AllInIllinois #ItOnlyWorksIfYouWearIt #VaccTogether

NWMC Here to Help Update

This week, as more individuals across the country received vaccinations and the metrics used to determine COVID mitigation measures in Illinois began to stabilize or decline, government officials announced modifications geared to a further loosening of restrictions that have gripped the state and nation over the past thirteen months.

On Tuesday, the Centers for Disease Control and Prevention posted [interim recommendations](#) for fully vaccinated individuals, which ease guidelines for wearing face coverings and gathering in certain indoor and outdoor situations. Governor Pritzker followed by announcing that the state guidance will soon be adjusted accordingly. On Thursday, Cook County announced [Mitigation Order 2021-7](#), which takes effect today and includes the following modifications:

- Indoor restaurant capacity is increased to 50 percent capacity or 100 individuals, whichever is smaller.
- Outdoor social events, such as weddings, proms and potlucks increase to the lesser of 50% capacity or 100 people.
- Fully vaccinated people will be exempt from the capacity count for private social events, such as weddings.
- Higher capacity for indoor and outdoor seated spectator events, theater and performing arts in large venues (ticketed and seated) with a capacity of 200 or more to 25 percent. Indoor events with capacity less than 200 stay at 50 percent capacity with no more than 50 people.
- Festivals and general admission outdoor spectator events increase to 15 people per 1,000 square feet.

Vaccination numbers in Illinois continued upward this week, albeit at a slower pace. 3.96 million residents (31.14% of the state's population) were fully vaccinated as of yesterday evening. According to the Illinois Department of Public Health (IDPH), over 9.15 million doses have been administered statewide at an average of 97,400 shots per day, down significantly from last week. Finally, 78.94% of residents 65 and older and 53.85% of residents 16+ have received at least one dose.

Officials have expressed concern with the declining number of individuals seeking to be vaccinated and have expanded efforts to make it easier and to provide incentives and/or additional information to the vaccine hesitant. In addition to this week's reinstatement of the one dose Johnson & Johnson vaccine, state health officials launched the [COVID-19 Pandemic Health Navigator Program](#), which will provide education and outreach, contact tracing and care resource coordination for communities and residents outside of Cook County. IDPH also announced the [Community Partners Vaccination Program](#), where local organizations can apply to host a community vaccination event. Many NWMC members have hosted these "closed-pod" events, which are either community specific or in conjunction with neighboring communities and not open to the general public. For the state's mass vaccination sites, which are open to anyone, officials announced this week the expansion of walk-in appointments, where residents can register on site and receive the vaccine.

As a reminder, the mass vaccination sites in the NWMC service territory are as follows:

Cook County (<https://vaccine.cookcountyil.gov/>):

- Triton College, 2000 5th Avenue, River Grove

- Former K-Mart, 1155 E. Oakton Street, *Des Plaines*
- Former HOBO, 7600 Roosevelt Road, Forest Park

DuPage County (<https://www.dupagehealth.org/667/COVID-19-Vaccine>):

- Fairgrounds – Building 1, 2015 Manchester Road, Wheaton

Kane County (<https://www.kanevax.org/>):

- Eastside Recreation Center, 1080 E. Chicago Street, Elgin
- Former Sam’s Club, 501 N. Randall Road, Batavia

Lake County (https://allvax.lakecohealth.org/s/?language=en_US):

- Community Based Testing Center, 102 W. Water Street, Waukegan
- Lake County Fairgrounds, 1060 E. Peterson Road, *Grayslake*
- Former K-Mart, 400 E. Rollins Road, Round Lake Beach

McHenry County (<https://www.mchenrycountyil.gov/county-government/departments-a-i/health-department/covid-19-novel-coronavirus/vaccine>):

- Former K-Mart, 1900 N. Richmond Avenue, Woodstock

Finally, officials in Cook and Lake Counties have announced efforts to provide the vaccine to homebound residents. In Lake County, residents are asked to visit AllVax@lakecountyil.gov or call the AllVax Support Team, 847-377-8130. Cook County residents are asked to complete a [registration form](#) to get started.

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*

General Assembly Heads into Final Weeks

As we flip the calendar to May, the General Assembly enters the final month of its spring session. After a flurry of activity last week surrounding the third reading deadline in both the House and the Senate, legislative activity slowed this week as bills were assigned to committees in the opposite chamber. Both chambers have two weeks to advance bills out of committee. Then, bills will be looking for passage before the third reading deadline of May 28 and the scheduled adjournment of May 31.

We ask members to be prepared for requests to contact legislators and file witness slips in the coming weeks. Familiar issues important to local governments are again under discussion ranging from lead service line replacement, small cell installation, policing reforms and government transparency. It is critical that local officials engage in the process of letting legislators know where we stand.

While legislators work on passing substantive bills, attention will soon return more directly to the state budget. The NWMC has joined with local government organizations throughout the region to protect local government revenue in the state budget. Please see the article below on how your community can engage in the LGDF campaign. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Help Support the Restore LGDF Campaign in Your Community

The Conference is pleased to have joined with our partner councils of government in the region and the Metropolitan Mayors Caucus in an effort to prevent proposed cuts to the Local Government Distributive Fund (LGDF) and restore it to the historic ten percent share. The effort kicked off last week with a press conference featuring *Highland Park Mayor Nancy Rotering* that brought attention to the governor’s proposed ten percent cut to the LGDF as part of next year’s state budget.

Each week through the remainder of the spring session of the General Assembly, staff will send sample messaging to the membership to share via member Facebook and Twitter feeds ([link to LGDF social media messaging](#)). We ask that all social media messaging include the #RestoreLGDF hashtag to increase exposure. To see examples of the messaging or for an easy way to share, please visit [@NWMunicipalConference](https://facebook.com/NWMunicipalConference) and [@NWMCLegislative](#).

In addition to social media messages, staff forwarded draft messaging yesterday that is easily customizable for use in newsletters, emails or other communications. With one month left in session, and with our legislators considering

major budget decisions, we ask that members build upon the message to restore full LDGF instead of cutting it once again. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Today is the Last Day to Sign Up for the NWMC Employee Assistance Program

The Conference is pleased to offer participation in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. Currently, thirteen municipalities and organizations participate in this program. Morneau Shepell/LifeWorks is the program provider and offers confidential, cost free referrals and assessment services twenty-four hours a day for employees and their families. Areas of assistance include substance abuse, mental health, family and marital problems, financial and legal matters.

The fee for program participation is \$23.50 per employee per year and the contract year begins May 1. If you are not currently a member of the EAP program and would like to join or obtain additional information, please contact Karol Heneghan, 847-296-9200, ext. 124 or kheneghan@nwmc-cog.org by the close of business today. *Staff contact: Karol Heneghan*

Northwest Council Technical Committee Considers Subregional Priorities

Last Friday, the Northwest Council of Mayors Technical Committee met virtually to discuss a host of important issues, including the Council's allocation of subregional priority points for Surface Transportation Program (STP)-Shared Fund projects in the region. The Committee also considered two cost increase requests from locally programmed STP projects that were granted initial approvals pending funding availability, with final approval recommended for consideration at the next meeting. Regional agency partners provided the committee with updates on federal community project requests and schedule and service changes due to COVID-19. Finally, the committee considered proposed changes to the Complete Streets scoring category of the Northwest Council's STP guidebook, which were ultimately deferred until after the next call for projects. *Staff contact: Kendra Johnson*

U.S. Census Bureau Requests Feedback on Redefining Urban Areas

The Illinois Department of Transportation issued a [memo](#) to provide notification that the U.S. Census Bureau has published a Federal Register notice with proposed criteria for redefining urban areas based on the results of the 2020 Decennial Census. Urban area classifications are used by the FHWA and IDOT to determine eligibility for some of transportation funding criteria, including the Surface Transportation Block Grant (also known as STP). These criteria also have uses outside those of transportation funding. The opportunity for review and public comment is provided by the U.S. Census Bureau, with written comments on the proposed criteria available now and before May 20, 2021. The Federal Register notice, as well as information as to how to provide comments, can be found [online](#). *Staff contacts: Kendra Johnson, Matt Pasquini*

Meetings and Events

NWMC Executive Board will meet Wednesday May 5 at 8:30 a.m. via videoconference

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

NWMC Board of Directors will meet Wednesday, May 12 at 7:00 p.m. via videoconference.

NWMC Staff

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

Phone: 847-296-9200

www.nwmc-cog.org