



Memorandum

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

STAFF REPORTS BY DEPARTMENT



Weekly Report for July 23, 2021 – July 29, 2021
**There will be no 311 report this week*

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule

Community Development

Weekly Zoning Report
Weekly Inspection Report

Public Works

Water Shutoff Response

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, August 2, 2021

Rules Committee

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

Human Services Committee – CANCELED

www.cityofevanston.org/humanservices

Tuesday, August 3, 2021

Reimagining Public Safety Committee

www.cityofevanston.org/reimaginingpublicsafety

Wednesday, August 4, 2021

Design and Project Review Committee

www.cityofevanston.org/dapr

Citizen Police Review Commission – CANCELED

www.cityofevanston.org/citizenpolicereview

Thursday, August 5, 2021

Reparations Subcommittee

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

Referrals Committee

www.cityofevanston.org/referralcommittee

Housing and Homelessness Commission – CANCELED

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 July 26, 2021

Date: July 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 July 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 21-31 Evanston Skate Park	Public Works	The City of Evanston's Public Works Agency is seeking proposals from experienced firms to design a new skate park. This new facility will be located in Twiggs Park, just east of Green Bay Road in Evanston, Illinois.	\$60,000	8/24	10/11

Council or Committee: Rules
Action: For Introduction
iCompass Status: Approved
Emma Review/Final Agenda: Yes

Ike Ogbo: Ordinance 73-O-21, Amending the City Code to Change Restrictions on Food and Drink Vendors at City Parks and Beaches

Department: Health
Council Action: Ord
Council or Committee: HS
Action: For Action
iCompass Status: Approved
Emma Review/Final Agenda: Yes

Ike Ogbo: Ordinance 74-O-21 Amending the City Code to Allow Dogs at Licensed Sidewalk Cafe's

Department: Health
Council Action: Ord
Council or Committee: HS
Action: For Action
iCompass Status: Approved
Emma Review/Final Agenda: Yes

Nicholas Cummings: Hiring of a New Deputy City Attorney

Department: Law
Council Action: Annouc
Council or Committee: CC
Emma Review/Final Agenda: Yes
iCompass Status: Approved

Erika Storlie: ARPA Framework / Funding Allocation Discussion

Department: CMO
Council Action: SPB
Council or Committee: CC
Action: For Discussion
iCompass Status: Approved
Emma Review/Final Agenda: Yes

August 9, 2021

David Stoneback: Change Order for Crack Sealing

Department: Public Works
Council Action: Bus
Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System

David Stoneback: resolution to apply for OSLAD grant for skate park

Department: Public Works
Council Action: Res
Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System
MWEBE Memo: No

Emma Carter: Resolution Authorizing ARPA Funding for Water & Parking Projects

Department: CMO
Council Action: Res

Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System

Hitesh Desai: Bills Resolution - Authorizing the payment of bills between council meetings

Department: CMO
Council Action: Res
Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System

David Stoneback: IGA with CC Forest Preserve Perkins Woods

Department: Public Works
Council Action: Res
Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System
MWEBE Memo: No

David Stoneback: Award of Alley improvements project

Department: Public Works
Council Action: Bus
Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System
MWEBE Memo: Yes

Johanna Nyden: Update City Code for Scooters

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

David Stoneback: Award of Structure Lining project

Action: For Action
iCompass Status: Not Entered in System
Department: Public Works
Council Action: Bus
Council or Committee: APW

Kelley Gandurski: RFQ award for Administrative Hearing Officers

Department: CMO
Council Action: Res
Council or Committee: APW
Action: For Action
iCompass Status: Not Entered in System

Johanna Nyden: Occupancy + 3 Unrelated Text Amendment

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Introduction
iCompass Status: Not Entered in System

Johanna Nyden: Text Amendment Live-Work Spaces

Department: Community Dev
Council Action: Ord

Council or Committee: PD
Action: For Introduction
iCompass Status: Not Entered in System

Johanna Nyden: Update of Fees related to Occupancy + Related Property Standard Violations

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Introduction
iCompass Status: Not Entered in System

Johanna Nyden: Rental Licensing

Department: Community Dev
Council Action: Ord
Council or Committee: PD
Action: For Introduction
iCompass Status: Not Entered in System

Nicholas Cummings: Approval of Appointments to the new Housing and Community Development Committee and the Social Services Committee

Department: Mayor's Office
Council or Committee: Appointments
Action: For Action
iCompass Status: Approved

Ike Ogbo: COVID-19 Update

Department: Health
Council Action: Annouc
Council or Committee: CC

Erika Storlie: Presentation of All-American City Award

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

Guaranteed Income Program

Department: CMO

TBD

Shohenkirk@cityofevanston.org: Resolution 17-R-21, Implementing Gender Inclusive Language and Recommended Terms in Communications

Department: CMO
Council Action: Res
Council or Committee: APW
Action: For Action
iCompass Status: Pending Approval

Hitesh Desai: Amusement Tax - Small Events

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

On-Street Residential Parking Permits

Department: Admin Serv



Memorandum

To: Honorable Mayor and Members of the City Council
From: Johanna Nyden, Community Development Director
Subject: Weekly Zoning Report
Date: July 30, 2021

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) 448-8014 or jnyden@cityofevanston.org if you have any questions or need additional information.

Cases Received and Pending, July 22, 2021 - July 28, 2021

Backlog (business days received until reviewed): 8

Volume (number of cases pending staff review): 23

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1631 Chicago Avenue	D4	Zoning Analysis	Planned Development for new 13-story building with 141 dwelling units, 37 parking spaces, and 6,759 square feet of ground floor retail	05/20/21	pending revisions from the applicant
1	1732-1740 Orrington Ave.	D2	Zoning Analysis	Planned Development for new 11-story office building with ground floor retail and 35 underground parking spaces	06/01/21	pending revision from the applicant
1	1715 Chicago Avenue	R6	Zoning Analysis	Zoning verification letter	07/16/21	pending staff review
1	321 Lake Street	R1	Building Permit	Remove and replace dormers, interior alteration	07/17/21	pending staff review
1	818 Church Street	D3	Building Permit	Interior alteration	07/28/21	pending staff review
2	2322 Nathaniel Place	R2	Building Permit	Remove front walk and stoop, replace with pavers	04/09/21	pending additional information from the applicant
2	1553 Dewey Avenue	R3	Building Permit	New 22x24 detached garage	05/11/21	non-compliant, pending revisions or minor variation application from applicant
2	1044 Pitner Avenue	R2	Building Permit	Detached garage, 24x24	05/25/21	non-compliant, pending minor variation application from the applicant
2	1566 Dewey Avenue	R3	Building Permit	Brick and pea gravel patio	06/01/21	non-compliant, pending revisions and/or minor variation application from the applicant
2	1723 Dempster Street	R3	Building Permit	Replace concrete walk with brick pavers	07/16/21	pending pending additional information from the applicant
2	1027 Darrow Avenue	R3	Building Permit	Interior alteration, deck	07/17/21	pending staff review
2	2408 Lee Street	R2	Building Permit	Patio and walk	07/17/21	pending staff review
2	1611 Church Street	WE1	Zoning Analysis	Adaptive reuse for light industrial manufacturing of food, corporate offices	07/19/21	pending staff review
2	937 Brown Avenue	R2	Building Permit	Paver patios	07/24/21	pending staff review
3	1106 Judson Avenue	R1	Zoning Analysis	Internal ADU (Accessory Dwelling Unit)	06/29/21	pending Law
3	1246 Hinman Avenue	R1	Zoning Analysis	Front and rear patios	07/08/21	pending revisions from the applicant
3	1110 Michigan Avenue	R1	Building Permit	New bluestone walk and patio	07/10/21	pending revisions from the applicant
3	525 Main Street	C1a/oDM	Building Permit	Exterior remodel, parking garage area (Wild Fork Foods)	07/10/21	pending additional information and revisions from the applicant, DAPR review
3	819 Judson Avenue	R5	Zoning Analysis	New 4-unit multi-family dwelling, condos	07/12/21	non-compliant, pending revisions from the applicant
3	730 Sheridan Road	R1	Zoning Analysis	Replace existing detached garage	07/23/21	pending staff review
4	1211 Ridge Avenue	R1	Building Permit	New single-family residence	03/17/21	pending plat of subdivision recording
4	1408 Greenleaf Street	B1	Building Permit	Addition and 2nd-story addition to coach house	04/09/21	non-compliant, pending revisions and/or major variation application

4	1330 Ridge Avenue	R1	Building Permit	Remove walk and stoop, install new stoop and ramp with railing (Unitarian Church)	06/10/21	pending additional information from the applicant
4	1232 Ridge Avenue	R1	Building Permit	Install accessible lift and interior alteration	06/24/21	pending revisions from the applicant, Preservation
4	1424 Wesley Avenue	R1	Building Permit	Detached garage	06/30/21	pending Preservation
4	935 Wesley Avenue	R3	Building Permit	New garage, rear steps and entry, interior alteration	07/14/21	pending revisions from the applicant
4	1570 Oak Avenue	R6	Zoning Analysis	Zoning verification letter	07/22/21	pending staff review
4	1410 Greenleaf Street	B1	Building Permit	Interior remodel, porch repair, exterior landing and stairs	07/23/21	pending staff review
4	906 Ridge Avenue	R1	Building Permit	Replace concrete patio and walk with paver patio and walk	07/24/21	pending staff review
5	2044 Wesley Avenue, 2019 Jackson Avenue, and 2024-26 Green Bay Road	R4 & R5/oWE	Zoning Analysis	Planned Development for new 21 townhomes in 6 buildings and a 12-unit multi-family dwelling, including new private street	01/13/21	non-compliant, pending revisions from the applicant and/or planned development application
5	1807 Grey Avenue	R3	Building Permit	Deck	04/10/21	pending additional information from the applicant
5	2012 Maple Avenue	R4a	Building Permit	New single-family residence	04/13/21	non-compliant, pending revisions, major variation application
5	1835 Ashland Avenue	R2	Building Permit	Addition and remodel	05/08/21	pending revisions from the applicant
5	2320 Emerson Street	R2	Building Permit	Deck	05/25/21	non-compliant, pending revisions from the applicant
5	2411 Church Street	R2	Building Permit	Detached garage	07/14/21	non-compliant, pending revisions and/or minor variation application from the applicant
5	2118 Maple Avenue	R4a	Building Permit	Patio	07/16/21	pending staff review
5	2210 Maple Avenue	R5	Building Permit	New Screen porch and deck	07/23/21	pending staff review
5	1844 Wesley Avenue	R1	Building Permit	Paver patio	07/24/21	pending additional information from the applicant
6	2411 Crawford Avenue	R2	Building Permit	New patio	01/15/21	non-compliant, pending revisions from the applicant
6	2750 Lawndale Avenue	R1	Zoning Analysis	Remove patio, install paver patio	03/29/21	pending additional information from the applicant
6	3126 Isabella Street	R1	Zoning Analysis	Remove and repour driveway, reset new paver walk	04/09/21	pending additional information from the applicant
6	2507 Prospect Avenue	R1	Building Permit	Mudroom addition	05/15/21	non-compliant, pending revisions or minor variation application from applicant
6	2320 Prospect Avenue	R1	Building Permit	Remove deck, concrete walk and patio, install paver patio	05/17/21	pending additional information from the applicant
6	2149 Bennett Avenue	R1	Building Permit	Paver patio	05/27/21	non-compliant, pending revisions from the applicant
6	3604 Glenview Road	R2	Building Permit	Dormer addition and interior remodel	05/29/21	non-compliant, minor variation application from the applicant
6	3205 Hartzell Street	R1	Building Permit	New 24x22 garage	06/01/21	non-compliant, pending revision and/or minor variation application
6	2504 Central Park Avenue	R1	Building Permit	Addition and patio expansion	07/07/21	pending revisions from the applicant
6	2701 Noyes Street	R1	Building Permit	New single-family residence	07/16/21	pending staff review

6	2518 Thayer Street	R1	Building Permit	Remove covered porch, expand and new deck	07/16/21	pending additional information from the applicant
6	3033 Hartzell Street	R1	Building Permit	Detached garage	07/17/21	pending staff review
6	3300 Payne Street	R1	Building Permit	Detached garage	07/17/21	pending staff review
6	3039 Thayer Street	R1	Building Permit	Replace walk	07/19/21	pending staff review
6	3612 Thayer Street	R2	Building Permit	Addition	07/23/21	pending staff review
6	2323 Lincolnwood Drive	R1	Building Permit	Replace and enlarge patio, replace and repair back steps	07/24/21	pending staff review
7	1927 Lincoln Street	R1	Building Permit	Rebuild patio and walks, outdoor kitchen	03/11/21	pending additional information from the applicant
7	2020 Colfax Street	R1	Building Permit	Replace deck	04/05/21	non-compliant, pending revisions from the applicant
7	2353 Colfax Terrace	R1	Building Permit	1-story screened porch	05/28/21	non-compliant, pending revisions and/or major variation application
7	2413 Hartrey Avenue	R1	Building Permit	At-grade terrace	06/09/21	pending revision from the applicant
7	1030 Central Street	OS	Zoning Analysis	Post 42 Patio determination of use for American Legion/Canal Shores Golf Course	06/29/21	pending violation letter
7	1925 Colfax Street	R1	Building Permit	Garage, 22'x24'	07/01/21	pending revisions from the applicant
7	2342 Ridge Avenue	R1	Building Permit	Dormer on existing detached garage, interior remodel, deck	07/10/21	pending additional information from the applicant
7	2027 Colfax Street	R1	Building Permit	Addition	07/15/21	pending revisions from the applicant
7	2722 Eastwood Avenue	R1	Building Permit	Detached garage	07/16/21	pending staff review
7	1801 Central Street	B1a/oCS	Building Permit	New 3-story mixed-use building with ground floor retail and residential on floors 2 and 3	07/16/21	pending staff review
7	1225 Grant Street	R1	Building Permit	Remove and replace deck	07/17/21	pending staff review
7	2026 Lincoln Street	R1	Building Permit	New single-family residence	07/19/21	pending additional information from the applicant
8	1805 Howard Street	C1	Building Permit	Pergola	04/29/21	pending additional information from the applicant
8	2018 Dobson Street	R2	Building Permit	Detached garage	07/10/21	pending revisions from the applicant
8	927 Brummel Street	R5	Building Permit	Replace exterior wood porch and stairs	07/23/21	pending staff review
9	610 Barton Avenue	R2	Building Permit	Garage, 20'x20'	06/01/21	pending additional information from the applicant
9	1114 Monroe Street	R2	Building Permit	Interior remodel, new dormers	06/15/21	non-compliant, pending revisions and/or major variation application from the applicant
9	1224 Washington Street	R3	Zoning Analysis	Subdivide zoning lot into 2 lots	06/25/21	pending additional information from the applicant

Pending building permit and zoning analysis reviews older than 6 months where there has not been activity are periodically removed from the zoning report.

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1601 Sherman Avenue	D2	Administrative Review Use	Type 2 Restaurant	07/13/21	pending DAPR

2	1515 Greenwood Street	R3	Minor Variation	Interior side yard setback at 2nd story addition	06/28/21	determination after 07/21/21
2	1044 Pitner Avenue	R2	Minor Variation	Street side yard setback to detached garage	06/25/21	determination after 07/21/21
3	1012 Chicago Avenue	C1a	Planned Development	New 5-story mixed use building with ground floor retail, 116 dwelling units, underground parking garage with 59 parking spaces	05/07/21	pending PC 08/11/21
4	1555 Oak Avenue	R6	Special Use	Special use for a Cultural Facility (Halim Time & Glass Museum at King Homes)	04/21/21	on hold per applicant
6	3604 Glenview Road	R2	Minor Variation	Interior side yard setback at 2nd story, additional bulk within required setback	07/09/21	determination after 07/28/21
6	3205 Hartzell Street	R1	Minor Variation	Building lot and impervious surface coverage for 2-car detached garage replacing a 1-car detached garage	07/13/21	determination after 08/05/21



MEMORANDUM

To: Lolita Thomas, Administrative Lead, Law Department

From: Ahmed H. Aich-Sandino, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: July 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 aaichsandino@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, July 29, 2021

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
8	100 Chicago Avenue (Gateway)	Mixed-Use Retail/Residential	The construction fence is in good shape. Footing and foundation walls are being installed at the south corner of the property.	7/29/2021
2	1215 Church Street (YWCA)	Renovation of Existing Center/New Domestic Violence Shelter	Site and construction fence on south end of project are in good shape. This project will be complete in the next few weeks.	7/29/2021
2	1815 Ridge Avenue (Trulee)	Senior Living Facility	This project is close to being completed. Final power drop test is being performed this coming Monday at 5 am with the builder and the fire dept. Once completed the electrical will be approved for TCO all units and common areas. This project is close to being completed. Final power drop test is being performed this coming Monday at 5 am with the builder and the fire dept. Once completed the electrical will be approved for TCO all units and common areas. The interior rough MEP is being installed and inspected.	7/29/2021
4	1555 Ridge Avenue	Multi-Family Building	Construction fence and site are in good order. Exterior brick work is almost complete. Interior rough MEP installation continues. in good shape. Interior rough mechanical work continues.	7/29/2021
8	1011 Howard Street (Evergreen Senior Housing)	Senior Living Facility	The construction fence and site are in good shape. Interior MEP work is on going.	7/29/2021



Memorandum

To: Erika Storlie, City Manager

From: David D. Stoneback, Public Works Agency Director
Darrell A. King, Water Production Bureau Chief

Subject: Water Shut-Off Questions Posed by Councilmembers Fleming and Nieuwsma on July 20, 2021.

Date: July 30, 2021

Background:

On July 27, 2020, City Council approved staff recommendations to extend the moratorium on water shut-offs until April 2021, extend the moratorium on late fees until September 1, 2020 and extend payment arrangement periods up to 24 months as a response to the coronavirus pandemic.

Summary:

On July 20, 2021, Director Stoneback emailed the City Council to inform them there were over 1,000 accounts that would qualify for shut-off of water service for non-payment with an outstanding overall amount due of over \$490,000. In response to this email, Councilmembers Fleming and Nieuwsma replied with several questions. Staff offers the following responses to their questions.

Councilmember Fleming:

1. **(Q)** What is the policy for multi-family housing where community members are unlikely unaware of the issue?
(A) The property owner is notified via mail and the building is posted with an official shut-off notice at the entrance(s) so that the tenants of the building are aware. The Health & Human Services Department has an emergency assistance program that can help with the water bill if the family qualifies but they do not have a program for displacement unless there is a concrete plan for relocation or stable housing.

Councilmember Nieuwsma:

2. **(Q)** How does an account qualify for shut-off due to non-payment?
(A) Accounts qualify for shut-off in accordance with City Code Section 7-12-7-3 which states the following:

Whenever any such bills shall remain unpaid for a period of more than thirty (30) days from the date of the statement provided for, the water shall be turned off from the

premises of such delinquent consumer and the service shall not be turned on until all water bills in arrears shall have been paid, including all penalties accrued and a water turn-on charge applied as listed in [Section 7-12-17](#) of this Chapter.

No such discontinuation of water service shall be made between five o'clock (5:00) P.M. Thursday and eight o'clock (8:00) A.M. Monday.

The accounts on the shut off list typically have a 30 day overdue balance greater than \$100.00.

3. **(Q)** Why have there not been any non-payment shut-offs since October 2019?

(A) As indicated below, staff does not perform shut-offs for non-payment in the winter months. In July 2020 City Council approved staff recommendations to extend the moratorium on water shut-offs until April 2021. Due to the implementation of a new utility billing software, reduced in-person office hours of the Collectors Office located at the Crown Center and the upcoming collection of the wheel tax, staff is delaying the large-scale water shut-off for non-payment of the utility bill until October 2021.

Utility bills are sent out according to the following schedule:

Water Usage	Billing Month	Due Date Month	Shut-off Month
November & December	January	February	April
January & February	March	April	June
March & April	May	June	August
May & June	July	August	October
July & August	September	October	April (the following year)
September & October	November	December	April (the following year)

Shut-offs occurs following the 30-day delinquency of non-payment. Due to weather conditions and the increased risk of frozen water service pipes, it is the Public Works Agency's practice to not perform non-payment water shut-offs during the months of December and February.

4. **(Q)** Are there any consumer protections in place for water customers (state law, local policy, etc.)?

(A)No. At the beginning of the COVID-19 pandemic, Gov. Pritzker and Attorney General Raoul urged the Illinois Commerce Commission (ICC) to immediately

institute a moratorium on shutoffs for all utility companies across Illinois - including energy, telecommunications and water - until the state disaster proclamation has been lifted. The moratorium expired March 31, 2021. Evanston is not regulated by the ICC but voluntarily established a moratorium on water shut-offs for non-payment through April 2021.

5. **(Q)** How do you handle a situation in which the landlord is delinquent in paying the water bill and the tenants don't even know about it?

(A) See response to question # 1.

6. **(Q)** How many accounts per year are typically shut off for non-payment?

(A) Approximately 374 accounts per year are typically shut off for non-payment. The following table summarizes shut-offs between years 2015 – 2019:

Year	Month	Mailed Shut-off Letters	Shut-off List Friday Prior to the Start of Shut-offs	Number of Accounts Actually Turned Off	Total Dollar Dollars Due
2015	April	593	416	118	
	June	495	289	119	
	August	482	259	92	
	October	436	175	73	
Total		2006	1139	402	Data Not Available
2016	April	669	356	160	
	June	364	195	67	
	August	579	294	120	
	October	391	232	68	
Total		2003	1077	415	Data Not Available
2017	April	551	386	127	
	June	397	202	107	
	August	377	203	136	
	October	359	234	128	
Total		1684	1025	498	Data Not Available
2018	April	366	225	131	\$42,946.37
	June	346	108	40	\$20,421.60
	August	399	85	41	\$14,103.28
	October	255	96	51	\$17,799.58
Total		1,366	514	263	\$95,270.83
2019	April	335	143	83	\$46,609.19
	June	360	101	56	\$20,979.77
	August	377	108	72	\$19,603.61
	October	474	124	81	\$22,818.44
Total		1,546	476	292	\$110,011.01

In April of each year there is typically a larger shut-off list due to not performing shut-offs during December (of the previous year) and February (of the current year). The numbers of accounts that are actually shut-off differ substantially from the mailed shut-off letters and the Friday prior to the shut-off event lists. We typically see an 80% reduction from the mailed shut-off letters list as compared to how many people are actually shut off.

7. **(Q)** What’s the potential financial impact to the City if we don’t pursue collections, at least on residential properties?

(A) The following table summarizes the residential and multi-family account class totals that are included on the current shut-off list:

Account Class	Number of Accounts	Total Dollars Due
Residential	731	\$131,294
Multi-Family	249	\$188,009
Total	900	\$319,304

Should the City decide not to pursue collections on residential and multi-family properties the impact would be a cost of \$319,304. The remaining outstanding balance due in the account classes including commercial, industrial and schools total \$170,696. If the City continues a moratorium on water shut-offs, it is reasonable to expect that the cost impact would continue to grow. Over the next few years, this may cause the water utility to postpone or reduce capital improvement, which impacts the utility’s ability to provide reliable water service to the Evanston community.

8. **(Q)** Does staff have any further recommendations or suggestions?

(A) Staff recommends the implementation of an affordable combined water & sewer rate for Evanston households that are on the Low Income Home Energy Assistance Program (LIHEAP).

BACKGROUND:

There are currently 14,513 water utility customer accounts. Since January 1, 2015, the Evanston combined water / sewer rate has been \$6.13 per 100 cubic feet of water. This is equivalent to \$8.19 per 1,000 gallons.

Water is billed bi-monthly in units of 100 cubic feet (CF), which is equivalent to 748 gallons. The minimum service charge includes the first five hundred cubic feet of water consumed (3,740 gallons). The water rate is used to finance all aspects of the operation & maintenance, capital improvement, and debt associated with the Evanston Water Utility. The following table shows Evanston's water rate effective January 1, 2021:

Effective Date	Rate (CF = Cubic Feet)																
Jan. 1, 2021	<p>Minimum Charge every two months based upon water meter size as follows:</p> <table data-bbox="602 359 834 701"> <tr> <td>5/8" & 3/4"</td> <td>\$10.33</td> </tr> <tr> <td>1"</td> <td>\$20.61</td> </tr> <tr> <td>1½"</td> <td>\$38.58</td> </tr> <tr> <td>2"</td> <td>\$60.74</td> </tr> <tr> <td>3"</td> <td>\$106.97</td> </tr> <tr> <td>4"</td> <td>\$171.35</td> </tr> <tr> <td>6"</td> <td>\$302.17</td> </tr> <tr> <td>8"</td> <td>\$511.54</td> </tr> </table> <p>The minimum service charge includes the first five hundred cubic feet (500 cu. ft.) of water consumed.</p> <p>\$2.89 per 100 cubic feet of usage over minimum.</p>	5/8" & 3/4"	\$10.33	1"	\$20.61	1½"	\$38.58	2"	\$60.74	3"	\$106.97	4"	\$171.35	6"	\$302.17	8"	\$511.54
5/8" & 3/4"	\$10.33																
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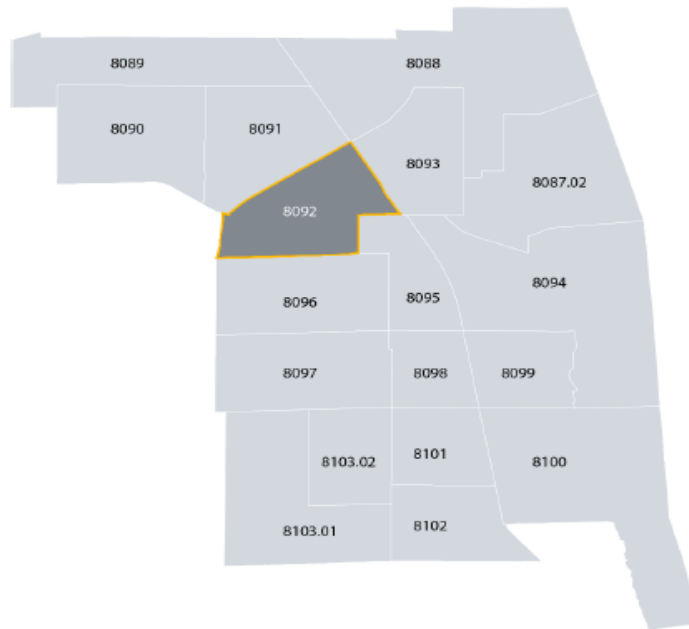
The City of Evanston has taken many steps to address water service and affordability issues, including: establishing payment arrangements for residential customers struggling to afford their bill; a moratorium on water shutoffs during the COVID-19 pandemic; operating a leak alert system and assistance for customers; undergoing an in-depth water affordability analysis; and exploring more affordable water rate structures.

Evanston staff has been collaborating with Elevate, the Metropolitan Planning Council (MPC), and Illinois-Indiana Sea Grant (IISG) since 2019 to better understand the specific scale and scope of water affordability challenges, and explore solutions. In addition to qualitative analysis including interviews and focus groups, this partnership included quantitative analysis of residential water billing and usage data (to better understand water burden), shutoffs/debt, and residential customer usage.

Through this detailed analysis, census tract 8092 (Ward 5) was identified as the most vulnerable tract in Evanston based on income, the percentage of water burden, and the high number of shutoffs. Census Tract 8092 contains an estimated population of 4,833 individuals and roughly 1,500 households. This tract's median household income is roughly \$48,648, but the average household income for the lowest-earning quintile is \$6,705, with an upper limit of \$12,038. Over half the population consists of African American/Black, and a notable concentration of Hispanic/Latinx residents.

There are approximately 931 residential customer accounts within Census Tract 8092, which consists of 655 single-family accounts (70%) and 276 multi-tenant accounts (30%). In addition to the low income and high-water burden level in the census tract,

approximately 33% (309 accounts) of the total residential customer accounts experienced a water shutoff between April and October in 2019, which is the highest throughout the city. Census tract 8092 was, therefore, used as a pilot to explore what an affordable water rate might look like. The following map shows the Census Tract 8092 boundary:



There is no one perfect objective metric for measuring water affordability. The analysis explored several water affordability metrics to come up with a range of potential values, from \$2.05–\$5.74 for a combined water/sewer affordability rate. The following table summarizes the Water Affordability Metrics and Combined Water/Sewer Rate Design Options:

Metric	Census Tract 8092 Value	Metric Threshold	Affordable Rate to achieve threshold	2018 Combined Rate
HBI/Poverty	2.76%	2.25%	\$3.93	\$6.13
WARi*	3.00%	1.5%	\$2.05	\$6.13
AR ₂₀	12.01%	10.00%	\$4.71	\$6.13
HMW	14	8	\$5.74	\$6.13
LQRI	3.62%	2.25%	\$3.93	\$6.13

Staff recommends creating an affordable combined water and sewer rate of \$3.93 per 100 cubic feet (\$5.25 per 1000 gallons) in place of the current 2021 combined rate of \$6.13 per 100 cubic feet (8.19 per 1000 gallons). Evanston would apply the affordable rate to LIHEAP eligible households. For example, the Evanston census tract 8092 has 1,500 total households. Roughly 932 households have incomes at or below 80% Area Median Income (AMI), which means 62% of households in census tract 8092 are eligible for Low Income Home Energy Assistance Program (LIHEAP).

IMPLEMENTATION CHALLENGES:

Staff has had initial conversations with Cook County to obtain information regarding the LIHEAP, but no agreement has been reached where the County would share the information about which Evanston households are in the program with staff.

Staff has not calculated how the reduced water / sewer rate would impact the respective funds and their budgeting ability. If the affordable rate is implemented, staff would want to create an inclining rate structure so that accounts that use more water would pay a higher rate for the water usage over normal usage. This is challenging to do since multi-family buildings frequently have only one water meter, but multiple families using the water so it is hard to determine if any one family is using more than the normal water usage.

EXAMPLES:

Affordability programs that have been successfully rolled out in Chicago, Seattle, Detroit and Philadelphia:

City of Chicago - Chicago's [Utility Billing Relief \(UBR\) program](#) provides low-income City of Chicago residents with a reduced rate on their water, sewer, and water-sewer tax. The program also provides debt relief for those who demonstrate they can manage the reduced rate bills for one year. Benefits for UBR participants include a reduced rate on water, sewer, and water-sewer tax; no late payment penalties or debt collection activity including water shutoff; debt forgiveness after successfully completing one year with no past due balance. Residents must currently be a homeowner and have a total household income below 150% of poverty, which is the same income qualification for LIHEAP. Operating in partnership with the Community and Economic Development Association of Cook County (CEDA), which operates the LIHEAP, the UBR program utilizes its expertise and extensive network of partner organizations to conduct outreach and enroll homeowners.

Seattle Public Utilities - Seattle Public Utilities (SPU) offers a discount of about 50% on bills for homeowners and renters if household income is at or below 70% of the state median income through its [Seattle Utility Discount Program](#)

Detroit Water and Sewerage Department - Residential water customers who are at or below 200% of the federal poverty level (for example, a maximum annual household income of \$52,400 for a family of four) are eligible to apply for financial assistance through the [Water Residential Assistance Program \(WRAP\)](#). As long as you meet the income qualifications and provide the required identification and documents, you may apply for the WRAP. Whether you have delinquent water bills or are current with your bills but struggle in paying on time, you are encouraged to apply.

During a 12-month period, WRAP will:

- Provide a \$25 credit toward your monthly bill for 12 months (a total of \$300);

- Freeze your past due amount (if you are behind on your DWSD water and sewer payments) for 12 months upon successful adherence to the payment plan;
- Apply up to \$350 credit toward your past due amount after your first month of enrollment and an additional \$350 after 12 consecutive months of enrollment;
- Conduct a water conservation audit if your household water usage exceeds 20% of the average household water consumption in the city. This audit may include water conservation and minor home plumbing repairs worth up to \$1,500 on average; and
- Offer an additional 12 months (no more than 24 months total per household) if you remain eligible that will include the \$25 monthly bill credit and financial assistance toward arrears up to \$700 (if you continue to have an outstanding past due balance).

Philadelphia - [The Tiered Assistance Program \(TAP\)](#) is the City of Philadelphia’s new affordability program for low-income customers and those with special hardships to help reduce their monthly water bills. TAP provides customers with significant savings by offering a consistent bill based on their income.

AT A GLANCE

ELIGIBILITY BY INCOME

INCOME 0-50% FPL	INCOME 50-100% FPL	INCOME 101-150% FPL	INCOME >151% FPL + SPECIAL HARDSHIP	INCOME 151-250% FPL
Monthly bill capped at 2% of monthly income No payments toward arrears required	Monthly bill capped at 2.5% of monthly income No payments toward arrears required	Monthly bill capped at 3% of monthly income No payments toward arrears required	Monthly bill capped at 4% of monthly income No payments toward arrears required	Monthly payments toward arrears set so that total monthly bill is about 4% of monthly income

*Federal Poverty Level (FPL)

[TAP Debt Forgiveness](#) - allows customers enrolled in TAP to clear eligible debt from their accounts by paying 24 TAP bills in full.

Eligible Debt: Two kinds of charges contribute to the debt on your water account: Principal and Penalty debt.

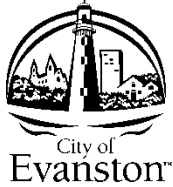
- Principal refers to unpaid water bills.
- Penalties are charges added when you have not paid a bill in full.

Debt Forgiveness applies to principal and penalties on your water account before your first approved enrollment in TAP (known as “pre-TAP debt”). Penalty Forgiveness started first, and Principal Forgiveness was added later. For this reason, if you first enrolled in TAP before September 2020, you can achieve Penalty Forgiveness before achieving Principal Forgiveness.

Additional Best Management Practices to be Considered

1. Monthly billing: Enable customers to keep up with their payments on a more frequent, lower-impact schedule, as opposed to bi-monthly billing;

2. Budget billing: Provide customers with a consistent monthly bill based on average household usage, thereby reducing the impact of seasonal fluctuations and facilitating predictable budgeting
3. Eliminate penalties: Avoid disconnection and reconnection fees for water shutoffs beyond what is necessary for actual cost recovery (water turn on fee following disconnection is currently \$25.00 during business hours and \$75 outside of business hours).
4. To address the finding that shut-offs and threatened shut-offs disproportionately affect marginalized communities and force individuals to make trade-offs with other human rights, state and local governments should pass legislation restricting the use of shut-offs for vulnerable populations.
5. In response to the finding that there are too few water assistance programs, as well as a lack of coordination between existing programs, state and local governments should create and allocate funds to public water assistance programs.
6. In response to the concern that instead of shut-offs, water utilities will seek to recoup losses through taxes and liens, state and local governments should ensure that unpaid balances are not added to property taxes or property titles in a way that precludes use of the property.



Memorandum

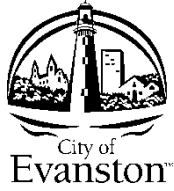
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: July 30, 2021

Ward	Property Address	Business Name	Date Received	Current Status
1	1726 Sherman Ave	Tomo Japanese Street Food	7/13/2021	Pending Building Permit Application
7	2601 Prairie Ave	A.K. Coffee	7/13/2021	Pending Building Permit Application
4	1520 Sherman Ave	Ridgeville Tavern	6/7/2021	Building Permit Issued – Pending Inspections
4	1596 Sherman Ave	Cinnaholic	5/17/2021	Licensed Issued
4	630 Davis St	Deep Purpl Acai Bowl	4/15/2021	Building Permit Issued – Pending Inspections
3	525 Main St	Wild Fork Foods	4/6/2021	Pending Building Permit Issuance
7	1945 Central St	RD Pizza	4/5/2021	Building Permit Issued – Pending Inspections
4	1508 Sherman Ave	Dollop Coffee	2/11/2021	Building Permit Issued – Pending Inspections
2	1813 Dempster St	Zentli	8/27/2020	Building Permit Issued – Pending Inspections
4	1012-14 Davis St	Guidepost Day Care Center	04/08/2020	License Issuance Pending DCFS Approval
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: July 27, 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 JULY 30, 2021

NWMC to Host 2021 Elected Officials Institute

We are pleased to announce that the 2021 Northwest Municipal Conference Elected Officials Institute will be held on the evenings of Wednesday, August 25 and Wednesday, September 1. Both sessions will be held from 6:00 p.m. to 9:00 p.m. at the NWMC offices, 1600 E. Golf Road, Suite 0700 in Des Plaines (on the campus of Oakton Community College).

The Northwest Municipal Conference Elected Officials Institute is an education program designed to enrich both the freshman and seasoned elected official. A highly interactive format allows ample opportunity for mayors/presidents, trustees/alderpersons and others to exchange ideas and explore topics vital to serving as an elected official. The 2021 agenda provides informative programs, expert presenters and in-depth discussion that will complement your service as an elected official and make the Institute a valuable experience.

The full program agenda, confirmed speakers and registration information is attached, but here is a quick listing of the sessions:

Wednesday, August 25:

- Welcome/Introduction to the Northwest Municipal Conference and the Elected Officials Institute
- Elements of Successful Elected Official/Staff Relations
- Government Finance Primer
- Communicating and Coping with Citizens

Wednesday, September 1:

- Intergovernmental Cooperation
- Communicating with the Media
- Understanding & Influencing Springfield

The 2021 NWMC Elected Officials Institute is FREE for members and includes a light dinner each evening, all program materials and a certificate of completion. Please complete the attached registration form and send it by Wednesday, August 18 to Marina Durso, mdurso@nwmc-cog.org or by fax, 847-296-9207.

Please forward this opportunity to the elected officials in your organization and please do not hesitate to contact Mark Fowler, mfowler@nwmc-cog.org with any questions or for additional information. *Staff contacts: Mark Fowler, Larry Bury*

SPC Extends Type III Medium Duty Ambulance Contracts

The Suburban Purchasing Cooperative (SPC) Governing Board has approved the third of four (4) possible, one-year contract extensions on the 2022 Type III Medium Duty Ambulance (Contract #177) to both Foster Coach of Sterling and Fire Service, Inc. of Naperville. The contract extension runs from July 17, 2021 through July 16, 2022 and contains the following price increases:

	Foster Coach		Fire Service	
	2021	2022	2021	2022
Chassis				
2023 Ford E-450 7.3 Liter V-8 Gas Engine per specifications	\$272,768	\$285,279	\$272,165	\$288,495

2022 Chevrolet G-4500 6.6 Liter V-8 Gas Engine per specifications	\$267,527	\$279,306	\$269,024	\$285,165
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In addition, Foster Coach offers prepayment discounts of \$4,221.00 on the Ford F-E450 and \$4,132.00 on the Chevrolet G-4500 based on the total cost of the new ambulance. For questions or additional information, please contact staff or Foster Coach Vice President PJ Foster, pj@fostercoach.com, or 800-369-4215, ext. 7 or 630-470-5687 and Fire Service, Inc. Vice President Jeff LeBeda, jeff@fireserviceinc.com or 630-546-5232. *Staff contact: Ellen Dayan*

Northwest Council of Mayors Approves Funding Requests

Last Friday, the Northwest Council of Mayors Technical Committee met to consider important updates to the region’s transportation projects. The committee unanimously recommended approval of Surface Transportation Program cost increase requests for projects in *Streamwood, Hoffman Estates and Schaumburg*. The committee also recommended approval of the *Village of Wheeling’s* functional classification change request for Northgate Parkway to be submitted to the Illinois Department of Transportation and Federal Highway Administration for consideration. Late yesterday, the cost increase requests were given final approval by the full Northwest Council of Mayors while the functional classification request will be considered by the Council at the September 8 NWMC Board meeting. *Staff contact: Kendra Johnson*

Apply Today for IDNR OSLAD and Land/Water Conservation Grants

The Illinois Department of Natural Resources (IDNR) is currently accepting applications for two grant programs open to local government agencies. The Open Space Lands Acquisition and Development (OSLAD) Program provides funding assistance for acquisition and/or development of land for public parks and open space, and the Land & Water Conservation Program provides funding assistance for land acquisition only.

Local agencies are required to fund at least 50 percent of the total project cost, with a maximum of \$750,000 available funding for land acquisition and a maximum of \$400,000 for development under the OSLAD program. Distressed communities may be eligible for a reduced local match requirement if awarded OSLAD funding. Applications for both programs are due Wednesday, September 1, and more information is available on [IDNR’s website](#). *Staff contact: Kendra Johnson*

Reminder: MWRD Green Infrastructure Call for Projects Open

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) is accepting applications for their Green Infrastructure Partnership Program until Monday, September 6. Eligible projects should use green infrastructure components to address local flooding and drainage problems, be located within MWRD’s corporate boundaries and be sponsored by public entities that are able to enter into an intergovernmental agreement with MWRD. Selected applicants will be granted partial funding for construction of the project based on the effectiveness of the proposed project, the needs of the community, and availability of funding. Local sponsors are responsible for all remaining costs associated with the project including engineering, land acquisition, operations, maintenance and other non-construction related costs. For more information, please visit [MWRD’s website](#) or contact Holly Sauter, sauterh@mwr.org. *Staff contact: Kendra Johnson*

NIU Soliciting MPA Capstone Proposals

From the Northern Illinois University Department of Public Administration:

The Department of Public Administration at Northern Illinois University seeks interesting and challenging projects in local governments and nonprofit agencies that can be analyzed by a small group of graduating NIU MPA students in the space of a single semester. Ideal projects have a clear problem statement, require research and analysis that helps students integrate theory and practice, and results in a professional analysis and recommendation to the client’s leadership team.

The capstone course is the final requirement for NIU MPA students to complete the MPA degree. Students work in groups of 2-3 on practical problems that challenge local governments and nonprofit agencies. Our students have been developing key competencies in public management, including local government management, financial management, and nonprofit management. The capstone students are midcareer professionals in public and nonprofit

agencies, or have been working 20-24 hours weekly in paid internships, usually in local governments in Northern Illinois.

Proposals should include the following information:

- Project Overview - Describe the scope of the project that you are proposing for an MPA Capstone Project. Include: (1) A brief overview of the issue or problem. (2) The relevance to your organization at this time and the practical implications of this issue or problem.
- Special Requirements: Describe any special considerations that the capstone team should be aware of, including anticipated obstacles.
- Deliverables - Please describe specific deliverables that are expected of the capstone team at the completion of the project (e.g. performance benchmarks, social media plan, etc.).

Project proposals may be submitted to Dr. Mike Peddle, Capstone Director, mpeddle1@niu.edu by Thursday, August 5. For additional information, please contact Dr. Peddle, 815-501-3913. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Local Government Communicators Committee will meet Wednesday, August 4 at 1:00 p.m. via teleconference.

NWMC Managers Committee will meet Friday, August 6 at 8:00 a.m. via teleconference.

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 Manager for Transportation	kjohnson@nwmc-cog.org
Chris Staron	Policy Analyst	cstaron@nwmc-cog.org

Phone: 847-296-9200

www.nwmc-cog.org