



# Memorandum

To: Mayor Biss and Members of the City Council  
From: Erika Storlie, City Manager  
Subject: Weekly City Manager's Update  
Date: August 27, 2021

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for August 21, 2021 – August 27, 2021  
*\*There will be no 311 report this week*

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

Weekly Bids Advertised  
City Council Agenda Schedule  
Monthly Financial Report

### **Community Development**

Weekly Zoning 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, August 30, 2021**

Referrals Committee

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

**Tuesday, August 31, 2021**

Reimagining Public Safety Committee

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

Economic Development Committee

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

**Wednesday, September 1, 2021**

Design and Project Review Committee

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

Citizen Police Review Commission

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

**Thursday, September 2, 2021**

Reparations Subcommittee

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

Housing and Homelessness Commission - CANCELED

[www.cityofevanston.org/housingcommission](http://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 August 23, 2021

Date: August 27, 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 August 23, 2021

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 21-36 30 Inch Transmission Main Rehabilitation Project	Public Works	Work on this project includes the installation of approximately 6,901 linear feet of 30-inch diameter cured in place pipe (CIPP) liner, 512 liner feet of directionally drilled 6-inch water main, 1,402 linear feet of ductile iron pipe water main installed by open cut ranging from 6-inch to 30-inch diameter in size, 239 linear feet of combined and storm sewer ranging from 10-inch to 12-inch diameter in size, related appurtenances, concrete curb and sidewalk repairs, pavement patching, hot mix asphalt (HMA) street resurfacing, parkway restoration and all materials, labor, equipment, and incidental work. The alternate bids will have the 30-inch	\$8,200.000	10/19	11/8

		diameter ductile iron pipe installed by open cut and all the remaining work items will be the same as the base bid. Bidders must be prequalified by the Illinois Department of Transportation (IDOT) and present an IDOT issued "Certificate of Eligibility" with the bid proposal.			
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# 2021 City Council Agenda Items

Printed from Asana

September 13, 2021

- David Stoneback:** Contract Award with Capitol Cement Co., Inc. for the 2021 Alley Improvements Project (Bid No. 21-16)

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Pending Approval  
MWEBE Memo: Yes

- Luke Stowe:** Resolution 83-R-21 Authorizing CMO to sign Amendment to Northshore Towing Contract

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

- David Stoneback:** Approval of Change Order No. 1 to the Contract with Precision Pavement Marking, Inc. for the 2021 Pavement Marking Program

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Pending Approval

- David Stoneback:** Approval of Contract with Garland/DBS Inc. for Roof Replacement and Repairs of City of Evanston Facilities

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Pending Approval  
MWEBE Memo: Yes

- David Stoneback:** Ordinance 68-O-21, Amending City Code Section 1-17-4-2 "Sale of Real Property"

Department: Public Works  
Council Action: Ord  
Council or Committee: APW  
Action: For Action  
iCompass Status: Pending Approval  
MWEBE Memo: No  
Emma Review/Final Agenda: Yes

- David Stoneback:** Ordinance for 4-way stop at Hartrey & Payne

Department: Public Works  
Council Action: Ord  
Council or Committee: APW  
Action: For Intro and Action  
iCompass Status: Pending Approval  
MWEBE Memo: No

- David Stoneback:** CO with Webber for landscape improvements at RCCC

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

- David Stoneback:** Approval of Change Order 1 to the Contract with Hacienda Landscaping for the Robert Crown Playground

Department: Public Works  
 Council Action: Bus  
 Council or Committee: APW  
 Action: For Action  
 iCompass Status: Pending Approval  
 MWEBE Memo: No

- David Stoneback:** Approval of Contract with CDM Smith, Inc. for Corrosion Control Study Services (RFP 21-26).

Department: Public Works  
 Council Action: Bus  
 Council or Committee: APW  
 Action: For Action  
 iCompass Status: Pending Approval  
 MWEBE Memo: Yes

This item should be agenda immediately following the award of the engineering services for lead service line replacement pilot.

- David Stoneback:** Contract with Garland for Emergency Civic Center Gutter System Repairs

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

- Luke Stowe:** Three-Year (3) Sole Source renewal of Google Workspace Enterprise Plus License Agreement

Action: For Action  
 iCompass Status: Not Entered in System  
 MWEBE Memo: No  
 Department: Admin Serv  
 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

- Luke Stowe:** Tyler Technologies New World ERP sole source renewal

Department: Admin Serv  
 Council Action: Bus  
 Council or Committee: APW  
 Action: For Action  
 iCompass Status: Not Entered in System  
 MWEBE Memo: No

- Paul Zalmezak:** Ordinance 65-O-21 Adopting Tax Increment Allocation Financing for the Five/Fifths Redevelopment Project Area

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

- Paul Zalmezak:** Ordinance 67-O-21 Approving a Tax Increment Redevelopment Plan and Redevelopment Project for the Five/Fifths Redevelopment Project Area

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

- Paul Zalmezak:** Ordinance 66-O-21 Designating the Five/Fifths Redevelopment Project Area

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

- David Stoneback:** Resolution to apply for Safe Routes to School grant

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

- Hitesh Desai:** Bills List and Payroll

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

- Nicholas Cummings:** Resolution 81-R-21 Terminating cap on delivery fees

Department: Law  
Council Action: Res  
Council or Committee: APW  
Action: For Action  
iCompass Status: Approved  
Emma Review/Final Agenda: Yes

- David Stoneback:** Salt purchase 1-yr extension on existing contract with Morton

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Pending Approval  
MWEBE Memo: No

- Lawrence C. Hemingway:** EVP Volley Ball Contract and Increase to Purchase order

Department: Parks & Rec  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System

**Lawrence C. Hemingway:** Resolution XX-R- 21 Hoffman House Contract Renewal

Department: Parks & Rec  
Council Action: Res  
Council or Committee: APW  
Action: For Action  
iCompass Status: Not Entered in System

 **David Stoneback:** Approval of Change Order #1 to the Agreement with AECOM Technical Services, Inc. for the Water Utility Continuity of Operations Plan.

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Entered  
MWEBE Memo: No

 **David Stoneback:** Award of Engineering Service for Lead Service Line Replacement Pilot

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

There will be a presentation as part of this agenda item. This item should be immediately followed by the award of engineering services for the Corrosion control study

 **David Stoneback:** Award of Engineering Services for Service Center Master Plan

Department: Public Works  
Council Action: Bus  
Council or Committee: APW  
Action: For Action  
iCompass Status: Entered  
MWEBE Memo: Yes

 **Johanna Nyden:** Ordinance #-O-21 - 1012 Chicago Avenue PD

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

 **Johanna Nyden:** Ordinance 82-O-21 - Text Amendment Live-Work Spaces

Department: Community Dev  
Council Action: Ord  
Council or Committee: PD  
Action: For Action  
iCompass Status: Approved  
Emma Review/Final Agenda: Yes

 **Johanna Nyden:** Ordinance 75-O-21 Moratorium on non-owner-occupied internal ADUs

Department: Community Dev  
Council Action: Ord  
Council or Committee: PD  
Action: For Action  
iCompass Status: Approved  
Emma Review/Final Agenda: Yes



**Johanna Nyden:** Discussion and Assignment of P&D Members to Sub-Committee on Housing Issues

Department: Community Dev  
Council Action: Disc  
Council or Committee: PD  
Action: For Discussion

 **Johanna Nyden:** Approval of CDBG-CV funding for Child Care

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

 **David Stoneback:** Intro of ComEd Rep during CM announcements

Department: Public Works  
Council Action: Annouc  
Council or Committee: CC  
Action: For Discussion

During the CM announcements, I would like to introduce Edith Ruiz, who is the ComEd External Affairs Manager assigned to Evanston

 **Darlene Francellno:** Mayor Honors Destination Imagination Participants

Department: Mayor's Office  
Council Action: Annouc  
Council or Committee: CC

 **Mid Year Financial Report**

Department: CMO  
Council Action: Pres

## August 12, 2021

## August 9, 2021

## Special CC - September 20, 2021

 **Johanna Nyden:** Ordinance 83-O-21 Definition of Family/3-Unrelated

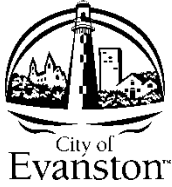
Department: Community Dev  
Council Action: Ord  
Council or Committee: PD  
Action: For Introduction  
iCompass Status: Approved  
Emma Review/Final Agenda: Yes

 **Johanna Nyden:** YMCA Men's Residence Renovation Funding Request

Department: Community Dev  
Council Action: Res  
Council or Committee: CC  
Action: For Action  
iCompass Status: Not Entered in System

 **Affordable Housing Update**

## September 27, 2021



# Memorandum

To: Erika Storlie, City Manager

From: Hitesh Desai, CFO/City Treasurer  
Tasheik Kerr, Assistant to the City Manager

Subject: July 2021 Monthly Financial Report

Date: August 27, 2021

Please find attached the unaudited financial statements as of July 31, 2021. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

July 2021	Revenue	Expense	Net	Fund Balance	Cash Balance
100 GENERAL FUND	69,502,229	62,340,762	7,161,467	24,627,735	20,718,691
170 AMERICAN RESCUE PLAN	21,599,159	-	21,599,159	21,599,159	21,599,159
175 GENERAL ASSISTANCE FUND	604,017	637,308	(33,290)	356,245	356,117
176 HEALTH AND HUMAN SERVICES	1,880,010	1,247,854	632,156	1,602,219	1,602,030
177 REPARATIONS FUND	25,494	31	25,464	243,605	243,605
180 GOOD NEIGHBOR FUND	1,000,560	425,552	575,009	925,827	925,827
185 LIBRARY FUND	4,571,310	4,549,007	22,302	2,917,142	2,929,405
186 LIBRARY DEBT SERVICE FUND	200,000	124,950	75,050	76,195	76,195
187 LIBRARY CAPITAL IMPROVEMENT FD	-	386,219	(386,219)	897,739	897,739
200 MOTOR FUEL TAX FUND	3,255,747	1,222,656	2,033,090	5,995,833	5,773,439
205 EMERGENCY TELEPHONE (E911) FUND	842,210	508,642	333,568	1,723,198	1,366,474
210 SPECIAL SERVICE AREA (SSA) #4	305,556	299,214	6,342	(208,318)	(208,318)
215 CDBG FUND	390,946	745,033	(354,086)	(293,263)	(293,263)
220 CDBG LOAN FUND	77,648	-	77,648	260,473	260,473
235 NEIGHBORHOOD IMPROVEMENT	16	7	8	22,129	22,129
240 HOME FUND	252,037	253,913	(1,875)	27,690	53,727
250 AFFORDABLE HOUSING FUND	304,800	1,513,300	(1,208,501)	2,593,282	2,726,174
320 DEBT SERVICE FUND	7,759,312	2,935,229	4,824,083	5,545,541	5,568,565
330 HOWARD-RIDGE TIF FUND	686,020	281,396	404,624	2,740,667	2,723,797
335 WEST EVANSTON TIF FUND	1,044,366	94,073	950,293	2,744,923	2,744,923
340 DEMPSTER-DODGE TIF FUND	93,965	98,872	(4,907)	207,356	207,356
345 CHICAGO-MAIN TIF	461,989	435,617	26,372	1,351,044	1,351,044
350 SPECIAL SERVICE AREA (SSA) #6	5,271	7,548	(2,278)	1,795	1,795
355 SPECIAL SERVICE AREA (SSA) #7	76,874	73,741	3,133	3,486	3,486
360 SPECIAL SERVICE AREA (SSA) #8	31,525	30,893	632	1,678	1,678
415 CAPITAL IMPROVEMENTS FUND	433,656	3,040,365	(2,606,709)	7,911,804	8,302,171
416 CROWN CONSTRUCTION FUND	3,206,804	108,278	3,098,526	5,729,411	7,017,667
417 CROWN COMMUNITY CTR MAINTENANCE	102,081	-	102,081	277,081	277,081
420 SPECIAL ASSESSMENT FUND	65,813	285,474	(219,661)	2,433,807	2,430,624
505 PARKING SYSTEM FUND	3,969,993	5,146,605	(1,176,613)	(687,653)	(424,681)
510 WATER FUND	12,106,598	13,233,778	(1,127,180)	9,782,367	11,899,481
515 SEWER FUND	5,651,291	4,718,257	933,033	5,834,979	4,314,669
520 SOLID WASTE FUND	3,257,194	3,229,874	27,320	(123,006)	(786,307)
600 FLEET SERVICES FUND	1,815,391	1,613,496	201,895	941,575	(407,775)
601 EQUIPMENT REPLACEMENT FUND	278,426	977,166	(698,740)	(175,196)	(175,196)
605 INSURANCE FUND	12,077,246	11,046,941	1,030,305	(7,433,384)	(2,953,844)
<b>Grand Total</b>	<b>157,935,552</b>	<b>121,612,051</b>	<b>36,323,500</b>	<b>100,455,161</b>	<b>101,146,131</b>

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

Included above are ending fund and cash balances as of July 31, 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.

### **General Fund**

The unaudited financial statements show the General Fund as of July 31, 2021 with a fund balance of \$24,627,735 and cash balance of \$20,718,691. The attached financials show General Fund revenues at 62.44% of budget and expenses at 56.15% of budget against a target of 58%. The 2020 ending balance for the General Fund is 17,466,267.

As of July 31, 2021, 57.44% of property tax revenue to the General Fund has been received. Cook County has started sending out second installment property tax bills with a due date of October 1, 2021. Expenses are slightly below target. January through July are typically slower months for program spending and overtime. The mild winter weather in the early part of the year helped keep costs low.

Staff continues to monitor Police and Fire overtime expenses. Through July, Police had spent 42% of budget for overtime, and Fire had spent 97% of budget. For Police, this is below target of 58%. Overtime is higher in Fire Department due to the onboarding/training of new firefighters. Overtime will begin to decrease once recruits are fully trained. Fire overtime is also high in July due to Firefighter/Paramedics serving at vaccine clinics. This cost is expected to be covered by FEMA reimbursement.

<b>Overtime Expenses</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 YTD</b>	<b>% Budget</b>
Police	\$913,232.54	\$ 1,484,322	\$630,304.98	42%
Fire	\$1,651,457.17	\$ 959,956.00	\$934,043.71	97%

### **Enterprise Funds**

Parking fund revenues through July 31, 2021 are at 34.35% of budget and expenses are at 45.74%. The fund ended 2020 with a fund balance of \$488,957.

Through July 31, 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 2020 ending fund balance is \$10,909,547.

The Water Fund revenues reflect payment from the Village of Skokie at the rate of \$1.26 per 1000 gallons as agreed upon recently.

Through July 31, 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 ending fund balance is \$4,901,944.

Through July 31, 2021, the Solid Waste Fund has a negative fund balance of \$123,006 and a negative cash balance of \$786,307. The fund ended 2020 with a fund balance of \$(150,325).

### **Other Funds**

Through July 31, 2021, the SSA #4 Fund is showing negative fund balance of \$208,318 and a negative cash balance of \$208,318.

Through July 31, 2021, the Capital Improvements Fund is showing a fund balance of \$7,911,804 and a cash balance of \$8,302,171. The fund continues to spend down Series 2019B and Series 2020 bond proceeds.

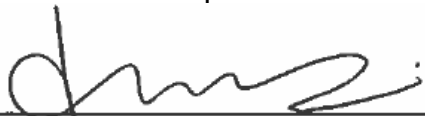
Through July 31, 2021, the Crown Construction fund is showing fund balance of \$5,729,411 and cash balance of \$7,017,667. The fund continues to spend down balances from bond proceeds and gifts from the Friends of Robert Crown.

Through July 31, 2021, the Insurance Fund is showing a negative fund balance of \$7,433,384 and a negative cash balance of \$2,953,844. 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 May31, 2021 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

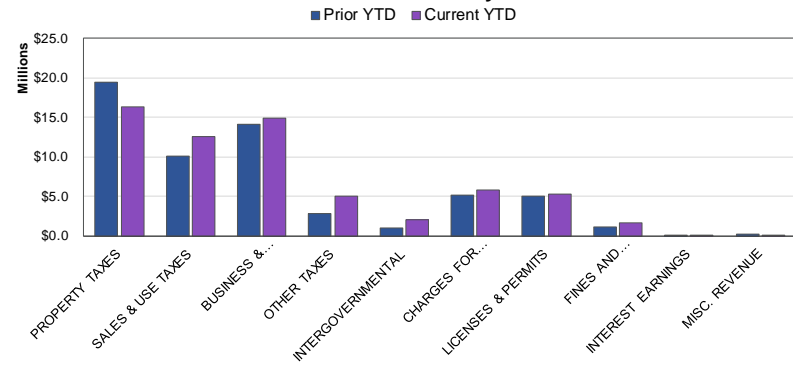
# Major Fund Revenue Dashboard Summary

For the Period Ending July 31, 2021

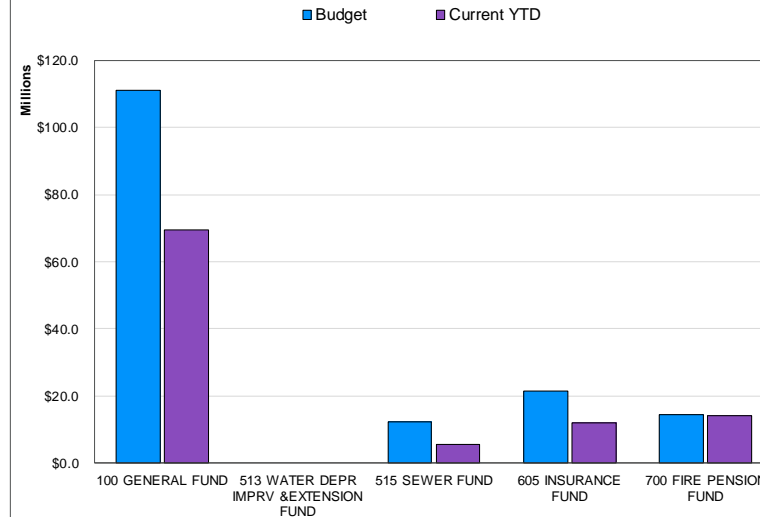
## Top 10 GENERAL FUND Sources of Revenue (YTD)

Pension Property Tax	\$10,814,699
Sales Tax - Basic	\$6,362,834
State Income Tax	\$6,221,557
Property Taxes	\$5,439,606
Sales Tax - Home Rule	\$4,549,653
Recreation Program Fees	\$4,060,976
Building Permits	\$3,754,385
Real Estate Transfer Tax	\$3,193,299
State Use Tax	\$1,653,726
Liquor Tax	\$1,603,981

## General Fund Revenue by Source



## Revenues by Fund



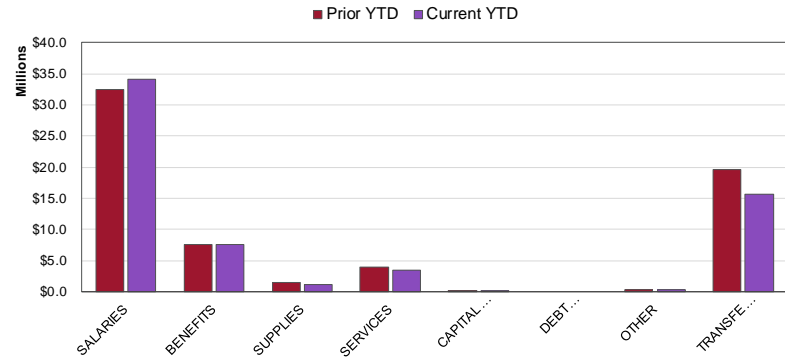
# Major Fund Expenditure Dashboard Summary

For the Period Ending July 31, 2021

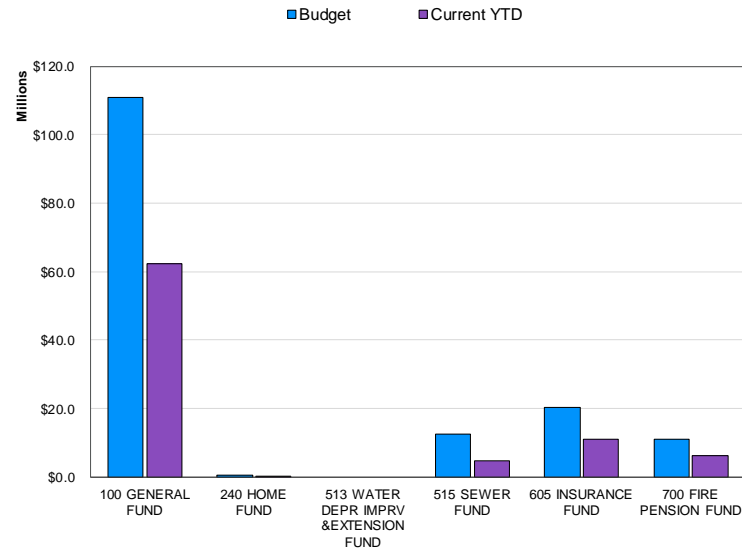
## Top 10 GENERAL FUND Expenditures by Program (YTD)

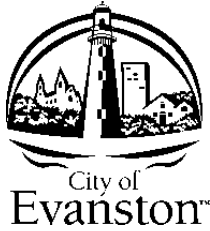
Police	\$15,118,870
Fire Mgmt & Support	\$8,956,443
Parks And Recreation	\$5,548,286
Public Works Agency	\$5,521,429
Administrative Services	\$5,396,219
City Manager'S Office	\$2,593,251
Community Development	\$1,852,336
Health	\$1,001,716
City Council	\$281,117
Law	\$266,070

## General Fund Expenditures by Object



## Expenditures by Fund





## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Johanna Nyden, Community Development Director  
Subject: Weekly Zoning Report  
Date: August 27, 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](mailto:jnyden@cityofevanston.org) if you have any questions or need additional information.

**Cases Received and Pending, August 18, 2021 - August 25, 2021**

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

**Volume (number of cases pending staff review): 13**

**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	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	2300 Noyes Street	R5	Zoning Analysis	New 6-story 61-unit multi-family dwelling, all affordable dwelling units (Walchirk Apartments)	08/23/21	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	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	1027 Darrow Avenue	R3	Building Permit	Interior alteration, deck	07/17/21	pending additional information from the applicant
2	2030 Greenwood Street	MXE	Building Permit	New multi-family dwelling building with 24 dwelling units	08/16/21	<b>pending staff review/DAPR</b>
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	819 Judson Avenue	R5	Zoning Analysis	New 5-story 9-unit multi-family dwelling with 10 parking spaces	08/19/21	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 major variation application 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	935 Wesley Avenue	R3	Building Permit	New garage, rear steps and entry, interior alteration	07/14/21	pending revisions from the applicant
4	1138 Elmwood Avenue	R3	Building Permit	New patio	08/15/21	pending staff review
4	1017 Davis Street	D2	Zoning Analysis	Determination of use for Medical Office and Parking	08/23/21	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 minor variation
5	1835 Ashland Avenue	R2	Building Permit	Addition and remodel	05/08/21	pending revisions from the applicant
5	2411 Church Street	R2	Building Permit	Detached garage	07/14/21	non-compliant, minor variation application from the applicant



5	1844 Wesley Avenue	R1	Building Permit	Paver patio	07/24/21	pending additional information from the applicant
5	830 Hamlin Street	R4a	Building Permit	Detached ADU	08/02/21	pending revisions from the applicant
6	2650 Lincolnwood Drive	R1	Building Permit	Enlarge front porch	08/17/20	non-compliant, pending additional information and revisions 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	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	non-compliant, pending revisions from the applicant
6	3033 Hartzell Street	R1	Building Permit	Detached garage	07/17/21	non-compliant, pending minor variation application from the applicant
6	3300 Payne Street	R1	Building Permit	Detached garage	07/17/21	pending additional information from the applicant
6	3039 Thayer Street	R1	Building Permit	Replace walk	07/19/21	non-compliant, pending revisions from the applicant
6	2418 Park Place	R1	Zoning Analysis	2-story deck	07/30/21	pending additional information from the applicant
6	2131 Lincolnwood Drive	R1	Building Permit	Remove concrete pavers and install bluestone gravel	08/15/21	pending staff review
6	2614 Hartzell Street	R1	Building Permit	Addition and exterior renovation	08/18/21	pending staff review
6	2612 Prospect Avenue	R1	Zoning Analysis	Addition	08/19/21	pending staff review
6	2536 Bennett Avenue	R5/oCS	Zoning Analysis	Demolish and rebuild detached garage	08/20/21	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	1030 Central Street	OS	Zoning Analysis	Post 42 Patio determination of use for American Legion/Canal Shores Golf Course	06/29/21	pending violation notice
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	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	non-compliant, pending revisions from the applicant
7	1225 Grant Street	R1	Building Permit	Remove and replace deck	07/17/21	pending revisions from the applicant
7	2026 Lincoln Street	R1	Building Permit	New single-family residence	08/04/21	pending staff review
7	2764 Garrison Street	R1	Building Permit	New 22x20.3 detached garage	08/18/21	non-compliant, pending revisions from the applicant
7	1926 Noyes Street	R1	Building Permit	Paver patio	08/18/21	non-compliant, pending revisions from the applicant
7	2530 Ridge Avenue	O1/oCS	Zoning Analysis	Zoning verification letter	08/19/21	pending additional information from the applicant
7	2767 Sheridan Road	R1	Building Permit	Replace driveway and walk, new stone walk and stepping stones	08/23/21	pending staff review
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
9	610 Barton Avenue	R2	Building Permit	Garage, 20'x20'	06/01/21	pending additional information from the applicant
9	2201 Oakton Street	R3	Zoning Analysis	Subdivide zoning lot into 2 lots	06/25/21	pending additional information from the applicant
9	2201 Oakton	I1/oRD	Zoning Analysis	Open display of rental vehicles (Home Depot)	08/13/21	pending staff review
9	803 South Boulevard	R1	Building Permit	New stoop, steps and walk	08/16/21	pending staff review

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

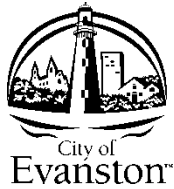
#### Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1946 Orrington Avenue	R4a	Special Use	Special use for a Rooming House	07/30/21	pending DAPR 09/01/21, ZBA 09/21/21
1	1732 Orrington Avenue	D2	Planned Development	New 10-story office tower with ground floor retail and enclosed parking	08/18/21	pending DAPR, PC 10/13/21
2	1806 Dempster Street	B1	Special Use	Special use for a Convenience Store	08/17/21	pending DAPR 09/01/21, ZBA 09/21/21
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 P&D 09/13/21
3	801 Forest Avenue	R5	Fence Variation	0' street side yard setback to 6' tall fence	08/09/21	determination after 09/01/21
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
4	1408 Greenleaf Street	B1	Major Variation	Expansion of a legal nonconforming residential use	08/24/21	pending DAPR, ZBA 09/21/21
5	2411 Church Street	R5	Minor Variation	Street side yard setback to detached garage	08/05/21	determination after 08/25/21
5	2012 Maple Avenue	R4a	Minor Variation	Interior side yard setbacks for new single-family residence	08/12/21	determination after 09/01/21

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6	3033 Hartzell Street	R1	Minor Variation	Building lot coverage for new 20'x23' detached garage	08/10/21	determination after 09/01/21
8	329 Howard Street	B3	Administrative Review Use	Type 2 Restaurant (LoadASpud)	08/19/21	<b>pending DAPR</b>

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# Memorandum

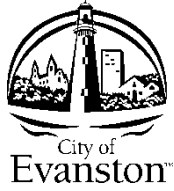
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: August 27, 2021

Ward	Property Address	Business Name	Date Received	Current Status
4	812 Dempster St	Inspired Indian Cooking	8/26/2021	Pending Building Permit Application
5	1903 Church St	Chicago Wingz Around the World	8/13/2021	Pending Inspections
1	1618 Sherman Ave	Fruitful Delight (in LA Fitness)	8/12/2021	Pending Inspections
5	1942 Maple Ave	Shop Now (change of ownership)	8/9/2021	Pending Building Permit Application
1	1726 Sherman Ave	Tomo Japanese Street Food	7/13/2021	Pending Building Permit Application
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	Building Permit Issued – Pending Inspections
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 Final 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: August 27, 2021

Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, date received and current status.

Please contact me at (847) 448-8097 or [bgeorge@cityofevanston.org](mailto:bgeorge@cityofevanston.org) if you have any questions or need additional information.

### Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of August 27, 2021

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
7	DeSalvo's Pizza	1945 Central Avenue	D	Restaurant	Hours: 11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Approved at the Liquor Control Review Board on 8.26.21. Ordinances will go on the 9.13.21 Council agenda
2	Trulee Evanston	1815 Ridge Avenue	Q	Retirement facility	Hours: 11 a.m. — 12 a.m. (2 a.m. on special holidays)	Approved at the Liquor Control Review Board on 8.26.21. Ordinances will go on the 9.13.21 Council agenda
3	Evanston Pour	528 Dempster St	D	Restaurant	Hours: 11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	Approved at the Liquor Control Review Board on 8.26.21. Ordinances will go on the 9.13.21 Council agenda



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING AUGUST 27, 2021**

## ***One Week Left to Name Delegates to the NWMC Board of Directors***

The first NWMC Board of Directors meeting for this fiscal year will be held on Wednesday, September 8. In preparation, staff previously emailed information to register member delegates and alternate delegates to the board. If you haven't done so already, please remit the form by next Friday, September 3 to Karol Heneghan via email, [kheneghan@nwmc-cog.org](mailto:kheneghan@nwmc-cog.org) or fax, 847-296-9207. *Staff contact: Karol Heneghan*

## ***Time to Submit Legislative Issues to the NWMC***

The Conference's Legislative Committee will soon begin the process of developing the 2022 NWMC Legislative Program. The Legislative Committee will craft the Program throughout the fall to prioritize the issues important to our members. To inform that process, we are now soliciting recommendations for initiatives and issues to include in the Legislative Program. Member responses are critical to informing the Conference's legislative work plan for the year.

On Wednesday, an email was sent to the membership with a form requesting that members highlight issues and describe any actions taken to address them to date. Please note that federal legislative issues should also be submitted at this time. In addition to informing the Legislative Program, member responses will provide the Legislative Committee, staff and our consultants with the local government context necessary to review legislation and engage lawmakers as highlighted issues emerge. Completed forms should be submitted to Chris Staron, [cstaron@nwmc-cog.org](mailto:cstaron@nwmc-cog.org), by Friday, September 10. *Staff contacts: Chris Staron, Larry Bury, Mark Fowler*

## ***Get Ready for the NWMC Fall Auction!***

The NWMC fall auction will be held on Tuesday, October 19 at noon at America's Auto Auction, 14001 S. Karlov Avenue in Crestwood. This is the last live auction of the year and we encourage members to turn old inventory into revenue! America's AA offers a wide variety of convenient services to prep your vehicles and garner the highest possible price.

Vehicles and equipment can be listed for disposal at the NWMC auction right up to the morning of the auction day. Sell them now to get a fresh start and please keep in mind that a portion of the proceeds help support the operations of the organization. If you can't make the October auction, America's Auto Auction hosts online sales on par with other government surplus Internet auctions. For questions or additional information, please contact staff or Berry Ellis, [berry.ellis@americasautoauction.com](mailto:berry.ellis@americasautoauction.com) or 312-371-5993. *Staff contact: Ellen Dayan*

## ***CMS Winter Road Salt Contract Will be Awarded Soon***

As previously reported, in late July, Illinois Department of Central Management Services (CMS) announced that it will not execute renewals for road salt for the 2021/2022 winter cycle due to an accident at Cargill's Avery Island Louisiana mine which led to the permanent closure of this significant supply source. CMS released a new salt bid, which is due today. If your agency participated on the previous CMS contract, you will be included in the new bid and will be notified of the award status.

If your entity is not part of the CMS bid, Lake County currently has a contract with Morton Salt and told staff that FY2022 is a renewal year for their contract. The county does not have a single contract covering all agencies but instead provides a single point of contact for soliciting bids and distributing bid tabulations for approximately 50 government agencies including the Lake County Forest Preserve District, several townships and various cities and villages in Lake, McHenry and Cook counties and the Lake County DOT. Once the bid tabulation has been distributed each agency enters into their own contract with the salt supplier. There is a Shared Services provision in Lake County's specifications which allows other agencies to contact Morton Salt directly and negotiate a unit price similar to those offered to the agencies already included in the bid. For questions or additional information,

please contact Morton Salt Bid Analyst Meredith Kerr, 312-807-2723 or [MKerr@mortonsalt.com](mailto:MKerr@mortonsalt.com). Many thanks to our friends in Lake County who shared this information with us, specifically LCDOT Design Project Engineer Richard McMorris, P.E., and Purchasing Manager RuthAnne Hall. Furthermore, staff has been notified that if your agency is outside of DuPage County and not currently on the county's salt contract with Compass Minerals, it is not an option to be added to the contract. *Staff contact: Ellen Dayan*

### ***Mayors Caucus, CMAP Announce Homes for a Changing Region Assistance***

*From the desk of Metropolitan Mayors Caucus Director of Housing & Community Development Kyle Smith:*

The Chicago Metropolitan Agency for Planning and the Metropolitan Mayors Caucus are proud to announce new technical assistance available through the *Homes for a Changing Region* program. *Homes* helps municipalities identify solutions their most pressing housing challenges, create a balanced mix of housing types, and serve the needs of multiple generations of residents and workers. *Homes* is a partnership between CMAP and MMC and is supported by the Illinois Housing Development Authority.

The COVID-19 pandemic has created significant uncertainty in some local housing markets, while others experience dynamics such as rising home prices or an aging population. No matter the issues facing your municipality, the *Homes* team will help you using data, regional expertise, and case studies from peer communities to identify solutions to challenges emerging out of the pandemic, which can include:

- Ensuring a healthy multifamily stock amid the uncertainty of the pandemic;
- Addressing community-wide affordability;
- Support for seniors aging-in-place and potentially isolated in their homes; and/or
- Increasing the supply of housing options, such as starter homes or the “missing middle”.

*Homes* will provide fast and highly targeted technical assistance through a housing needs assessment, discussion of local stakeholders, panel of housing experts, and a final action plan. At the end of the process, the team will identify best practice actions and resources to fund implementation. This year, the assistance includes a free community survey, which will help municipalities identify emerging housing issues, including those directly or indirectly affected by the COVID-19 pandemic.

Assistance is free. Please fill out the application [here](#) by Friday, September 17 to be considered for this free assistance. For more information, please contact Kyle Smith at [ksmith@mayorscaucus.org](mailto:ksmith@mayorscaucus.org). *Staff contact: Mark Fowler*

### ***Mayors Caucus Tracking 2020 Census Municipal Data Issues***

*Also from Metropolitan Mayors Caucus (MMC) Director of Housing & Community Development Kyle Smith:*

MMC is tracking individual municipal concerns with their 2020 Census data. Below are three resources that your community can use to look up your 2020 count. Please reach out to me with any questions/concerns about accuracy.

- Towns above 5,000: Population is available on the Census QuickFacts website: <https://www.census.gov/quickfacts/fact/table/US/PST045219>
- Towns below 5,000: Population is available as aggregated by IML: <https://www.iml.org/file.cfm?key=21808>
- All towns: CMAP has aggregated population, households, race and ethnicity, and housing vacancy on the CMAP data hub: <https://datahub.cmap.illinois.gov/dataset/community-data-snapshots-raw-data/resource/120b8b76-c558-4a72-8403-f8d751006691>

Kyle can be reached by email, [ksmith@mayorscaucus.org](mailto:ksmith@mayorscaucus.org) or phone 314-359-2148. *Staff contact: Mark Fowler*

### ***Safe Routes to School Call for Projects Now Open***

The Illinois Department of Transportation (IDOT) has opened their call for projects for the Safe Routes to School (SRTS) program, which runs until September 30. This year's cycle will award funding to infrastructure projects only, and the maximum award per project has been raised to \$250,000 with a 20 percent required local match. To help local agencies prepare for SRTS applications, the Active Transportation Alliance and Illinois Public Health Institute will host two webinars for interested applicants, one of which has already occurred and a recording has been posted. Please see registration and recording info below:



Webinar #1: SRTS Grant Guidelines – [Webinar Recording](#) – [Slides](#)

[Register HERE for Webinar 2](#): SRTS Grant Q&A – Wednesday, September 8, 11:30 a.m. to 1:00 p.m.

More information, including the 2021 program guidelines, is available on [IDOT's website](#) or by contacting [DOT.SafeRoutes@illinois.gov](mailto:DOT.SafeRoutes@illinois.gov). Staff contact: Kendra Johnson

### ***IDOT Accepting Applications for Illinois Special Bridge Program***

This week, the Illinois Department of Transportation (IDOT) issued a Notice of Funding Opportunity for the Illinois Special Bridge Program (ISBP). Candidate projects should be existing deficient bridges eligible for Surface Transportation Program-Bridge funding that carry a highway. Only construction and construction engineering phases will be eligible for funding, with a minimum total project cost of \$1 million inclusive of all phases. Local agencies who are awarded funding are responsible for a 20 percent local match towards eligible costs. If a bridge is not under the jurisdictional responsibility of the local agency, the agency can still apply for funding so long as it executes an agreement with the responsible entity for a jurisdictional transfer. Applications are due by Tuesday, October 5 via email to the appropriate IDOT District Local Roads office. For more information and to submit an application, please refer to the instructions included in [Circular Letter 2021-19](#) or contact Melinda Kos, [Melinda.Kos@illinois.gov](mailto:Melinda.Kos@illinois.gov). Staff contact: Kendra Johnson

### ***Illinois State Water Survey to Conduct Assessment of Sandstone Water Levels***

The Illinois State Water Survey (ISWS) has begun a regional assessment of sandstone water levels throughout Northeastern Illinois which will extend into October. The goal of the project is to assess static and pumping water levels at high-capacity municipal, industrial and irrigation wells open to the St. Peter and Ironton-Galesville sandstones in order to understand the long-term viability of the sandstone aquifers. The ISWS will be contacting municipalities in the coming weeks to schedule a time to visit and measure non-pumping water levels at wells throughout the region. They will request that wells be off for at least an hour prior to these measurements, and that facilities measure pumping levels within a few days of the ISWS visit and report these measurements into an [online reporting tool](#). For more information, please visit the [Northwest Water Planning Alliance website](#), or contact Daniel Hadley, [drhadley@illinois.edu](mailto:drhadley@illinois.edu) or Daniel Abrams, [dbabrams@illinois.edu](mailto:dbabrams@illinois.edu). Staff contact: Kendra Johnson

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

*NWMC Executive Board* will meet Wednesday, September 1 at 8:30 a.m. via teleconference.

*NWMC Elected Officials Institute Session II* will be held Wednesday, September 1 at 6:00 p.m. in Rooms 1608 and 1610 at Oakton Community College in *Des Plaines*.

*NWMC Finance Committee* will meet Wednesday, September 8 at Noon via teleconference.

*NWMC Board of Directors* will meet Wednesday, September 8 at 7:00 p.m. in Rooms 1604 and 1606 at Oakton Community College in *Des Plaines*.

### ***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>
Ellen Dayan, CPPB	Purchasing Director	<a href="mailto:edayan@nwmc-cog.org">edayan@nwmc-cog.org</a>
Marina Durso	Program Associate for Administrative Services	<a href="mailto:mdurso@nwmc-cog.org">mdurso@nwmc-cog.org</a>
Karol Heneghan	Executive Administrative Assistant/Office Manager	<a href="mailto:kheneghan@nwmc-cog.org">kheneghan@nwmc-cog.org</a>
Kendra Johnson	Program Manager for Transportation	<a href="mailto:kjohnson@nwmc-cog.org">kjohnson@nwmc-cog.org</a>
Chris Staron	Policy Analyst	<a href="mailto:cstaron@nwmc-cog.org">cstaron@nwmc-cog.org</a>

Phone: 847-296-9200

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