



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: February 24, 2017

STAFF REPORTS BY DEPARTMENT



Weekly Report for February 17, 2017 – February 23, 2017

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule

Community Development

Weekly Zoning Report
Weekly Inspection Report

Health Department

Weekly Food Establishment Application Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, February 27, 2017

Administration and Public Works

www.cityofevanston.org/apw

Planning & Development Committee - CANCELLED

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

Wednesday, March 1, 2017

Design and Project Review Committee

www.cityofevanston.org/dapr

Thursday, March 2, 2017

Preservation Ordinance Review Subcommittee

www.cityofevanston.org/preservationcommission

Commission on Aging

www.cityofevanston.org/commissiononaging

Friday, March 3, 2017

Housing, Homelessness and Human Relations Commission

www.cityofevanston.org/housingcommission



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of February 17, 2017 through February 23, 2017.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2407	2234
SERVICE REQUESTS	413	442
TOTAL CHATS	37	35
TOTAL TEXT	30	24

Top 5 Service Requests

Total

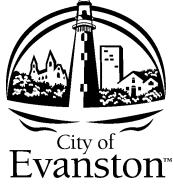
Most requested service requests (Source: PublicStuff - Open/Closed)

- | | |
|---------------------------------------|----|
| 1. Building Permit Inspection Request | 92 |
| 2. Broken Parking Meter | 54 |
| 3. Trash Special Pick up | 37 |
| 4. Trash Cart – Repair/Replacement | 15 |
| 5. Recycling – Missed Pick up | 14 |

Please see the following page for the Weekly Telephone Wrap up Data

Telephone Wrap-up Data At the end of each call the 311 staff selects the appropriate Category/Department for the call. The table reflects the activity for the past week.

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services –Parking	290
Administrative Services -Finance	44
Administrative Services -HR	32
Administrative Services - Other	93
City Clerk’s Office	74
City Manager’s Office	29
ComDev / Economic Development	18
ComDev/ Bldg Inspections	227
ComDev / Housing Rehab	2
ComDev / Planning/Zoning	19
General Assistance	4
Fire Life Safety	31
PublicStuff Request	322
Health	112
Information	437
Law	27
Library	7
Mayor’s Office	7
Other/311	183
Other – Social Services	12
Parks – Maintenance	5
Parks – Programs/Picnics/Permits	9
Parks – Other	10
Parks/Recreation	29
Parks – Forestry	15
Parks- Recreation Programs	52
Police	95
Public Works / Fleet	5
Public Works / Street Sanitation	125
Public Works / Engineering	25
Tax Assessment Office	11
Utilities – Power	4
Utilities – Sewer	3
Utilities – Water	49
TOTAL	2407



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
 Ashley King, Finance and Budget Manager
 Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of February 20, 2017

Date: February 24, 2017

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

Bids/RFPs/RFQs advertised during the Week of February 20, 2017

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP17-2017 Water Main Improvement Project	Public Works Agency	Work on this project includes: The installation of approximately 4,771 linear feet of ductile iron pipe, external zinc-based coated, water main ranging from 6-inch to 10-inch diameter in size, 877 linear feet of sewer work ranging from 8 inch to 16 inch diameter in size, related appurtenances, concrete curb & sidewalk repairs, pavement patching, parkway restoration and all materials, labor, equipment, and incidental work.	\$3,100,000 417007 & \$230,000 FY 17 Go Bonds	3/21	4/10

Evanston City Council Agenda Schedule - 2016

(PLEASE NOTE: Dates for agenda items are tentative and subject to change.)

2016 Meeting Dates: Jan 11, **Jan 19 (Tues)**, Jan 25, Feb 8, ~~Feb 15~~, Feb 22, Mar 14, Mar 21, Mar 28, Apr 11, Apr 18, Apr 25
 May 9, May 16, May 23, June 13, June 20, June 27, July 11, July 18, July 25, **Aug 15**, Sept 12, Sept 19, Sept 26
 Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, **(Jan 9, 2017)**

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 BUD=Budget OC=Other EXS=Executive Session SPC=Special City Council Meeting CC=Council Only

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CD	3/13/2017	Transit Planning 4 All Survey	P	CC	Muenzer	
CMO	3/13/2017	CAFR GFOA Award presentation	P	APW	Lyons	
CMO	3/13/2017	NU Property - 1840 Oak	D	APW	Bobkiewicz	Cont'd from 2/13
Library	3/13/2017	Phase 2 of Construction at Library Underground Parking Garage	B	APW	Danczak-Lyons	
Admin Svcs	3/13/2017	Global Fire Contract Renewal/ Extension	B	APW	Storlie	
Admin Svcs	3/13/2017	Equipment/Parts and Service from Golf Mill	B	APW	Storlie	
Admin Svcs	3/13/2017	Tire Repair and Recap Services	B	APW	Storlie	
PWA	3/13/2017	Chandler Elec/HVAC Engr Svcs	B	APW	Stoneback	
PWA	3/13/2017	Fountain Square - Award Const.	B	APW	Stoneback	
PWA	3/13/2017	Howard Street Theater Arch Svcs	B	APW	Stoneback	
PWA	3/13/2017	Howard Street Corridor Engineering	B	APW	Stoneback	
PWA	3/13/2017	50/50 Sidewalk	B	APW	Stoneback	
PWA	3/13/2017	Asphalt Patching Contract Extension	B	APW	Stoneback	
PWA	3/13/2017	Concrete Purchase	B	APW	Stoneback	
PWA	3/13/2017	2017 CIPP Contract A	B	APW	Stoneback	
CD	3/13/2017	Agmt with EASA as Volunteer Org for Animal Shelter	R	APW	Muenzer	
CD	3/13/2017	Grant Agmt with EASA to Fund Animal Shelter Operations	R	APW	Muenzer	
PWA	3/13/2017	MFT Resolution	R	APW	Stoneback	
CMO	3/13/2017	IMET Tolling Extension	R	APW	Lyons	
Legal	3/13/2017	Admin Adjudication Code Amendments	O	APW	Farrar	
CMO	3/13/2017	Disconnection of Evanston Properties from Skokie Park District	B	PD	Lyons	
PRCS	3/13/2017	Honorary Street Name Sign - Rev Zollie Webb	R	HS	Hemingway	
CMO	3/13/2017	Grosse Pointe Plaza Storefront Modernization	B	ED	Lyons	
CMO	3/13/2017	Lake City Cleaners Storefront Modernization	B	ED	Lyons	
CMO	3/13/2017	Red Hot Chilli Pepper Storefront Modernization	B	ED	Lyons	
CMO	3/13/2017	Financial Assistance for Kabul House	B	ED	Lyons	
CMO	3/13/2017	Good to Go Jamaican Storefront Modernization	B	ED	Lyons	
CMO	3/13/2017	CDBG Loan for Good to Go Jamaican	B	ED	Lyons	
PRCS	3/27/2017	2017 Special Events Calendar	B	APW	Hemingway	

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PRCS	3/27/2017	Playwell Tek Contract	B	APW	Hemingway	
PWA	3/27/2017	Fleetwood-Jourdain HVAC/Elec	B	APW	Stoneback	
CD	3/27/2017	North Downtown Plan	B	APW	Muenzer	
CD	3/27/2017	2006 Central St - Type 2 Restaurant - Coffee Roasting	O	PD	Muenzer	
CD	3/27/2017	2658 Sheridan Rd - Major Variation - Circular Driveway	O	PD	Muenzer	
PWA	4/10/2017	Streetlight Master Plan Engr Svcs	B	APW	Stoneback	
PRCS	4/10/2017	Dredging of the Church St Boat Ramp Harbor	B	APW	Hemingway	
PRCS	4/10/2017	PRCS Summer Clothing Purchase	B	APW	Hemingway	
PRCS	4/10/2017	Summer Food Program	B	APW	Hemingway	
CD	4/10/2017	Complete Streets Policy Revision	B	APW	Muenzer	
Legal	4/10/2017	Liquor License Decrease - Whole Foods	O	APW	Farrar	
PRCS	4/24/2017	Summer Bus Transportation	B	APW	Hemingway	
PRCS	5/4/2017	Crown Center Concession Contract	B	APW	Hemingway	
	6/26/2017	Designation of Parks and Recreation Month	A	CC	Hemingway	
PRCS	6/26/2017	Handyman Contract Renewal	B	APW	Hemingway	
PRCS	7/24/2017	Moran Center Rehabilitation Agmt	R	APW	Hemingway	
PRCS	8/14/2017	YJC Career Pathways Agmt Renewal	B	APW	Hemingway	
PRCS	11/13/2017	Noyes Tenant Leases	R	APW	Hemingway	
Council & Committee Meetings						
2/27/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
3/3/2017	7:00 PM	Housing, Homelessness and Human Relations Commission				
3/6/2017	6:00 PM	Human Services Committee				
3/13/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				

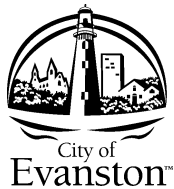
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
3/15/2017	6:30 PM	M/W/EBE Development Committee				
3/16/2017	6:30 PM	Harley Clarke Planning Committee				
3/20/2017	7:00 PM	City Council				
3/21/2017	7:00 PM	Housing & Community Development Act Committee				
3/22/2017	6:00 PM	Transportation/Parking Committee				
3/22/2017	7:00 PM	Economic Development Committee				
3/27/2017	6:00 PM	Administration & Public Works, Planning & Development, City Council				
DEFERRED	Date	Item	Action	Committee	Staff	
Dept		Sidewalk Cafes Administrative Revisions	O	PD	Muenzer	Introduction
CD		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
CMO		D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
CMO		Amendment to PEHP Resolution	R	APW	Lyons	
Admin Serv		Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law		Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Law		Credit Card Analysis	D	APW	Lyons	
Admin Serv		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
Law		Animal Welfare Board	O	R	Bobkiewicz	(for 2017)



Memorandum

To: Wally Bobkiewicz, City Manager
 Martin Lyons, Assistant City Manager/Chief Financial Officer

From: Ashley King, Finance & Budget Manager

Subject: December 2016 Monthly Financial Report

Date: February 22, 2017

Please find attached the unaudited financial statements as of December 31, 2016. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD		YTD Net	YTD Fund Balance	YTD Cash Balance
		Revenues	YTD Expenses			
100	GENERAL FUND	112,354,935	111,150,697	1,204,238	11,909,074	5,597,862
176	HEALTH AND HUMAN SERVICES	884,794	849,394	35,400	35,400	70,806
175	GENERAL ASSISTANCE FUND	878,006	806,600	71,406	584,645	589,098
180	GOOD NEIGHBOR FUND	1,000,000	1,000,000	()	(0)	1,000,000
185	LIBRARY FUND	7,008,429	6,667,696	340,733	760,818	879,204
195	NEIGHBORHOOD STABILIZATION	63,157	91,447	(28,289)	(28,289)	92,669
200	MOTOR FUEL TAX FUND	1,903,074	2,319,789	(416,715)	1,413,678	1,236,977
205	EMERGENCY TELEPHONE (E911)	890,046	1,429,460	(539,414)	12,304	(108,325)
210	SPECIAL SERVICE AREA (SSA) #4	321,268	323,000	(1,732)	(192,276)	(111,526)
215	CDBG FUND	2,026,675	2,022,452	4,224	64,106	(236,308)
220	CDBG LOAN	217,817	218,521	(704)	157,661	289,124
225	ECONOMIC DEVELOPMENT FUND	2,564,472	2,232,536	331,936	2,887,918	2,614,100
235	NEIGHBORHOOD IMPROVEMENT				169,915	169,915
240	HOME FUND	273,784	276,177	(2,393)	2,377	(7,670)
250	AFFORDABLE HOUSING FUND	633,250	226,207	407,043	1,400,923	1,405,965
186	LIBRARY DEBT SERVICE FUND	390,978	439,491	(48,513)	(11,849)	328,633
300	WASHINGTON NATIONAL TIF	4,743,661	4,561,415	182,246	6,624,676	6,728,527
305	SPECIAL SERVICE AREA (SSA) #5	(145)	525,284	(525,429)	-	-
310	HOWARD-HARTREY TIF	1,235,994	1,873,437	(637,443)	473,064	701,026
330	HOWARD-RIDGE TIF FUND	815,787	787,249	28,537	(84)	82,737
335	WEST EVANSTON TIF FUND	12,995	37,998	(25,003)	417,260	425,582
340	DEMPSTER-DODGE TIF FUND		29,415	(29,415)	(29,415)	(29,415)
345	CHICAGO-MAIN TIF	1,580,000	1,756,993	(176,993)	135,077	135,077
320	DEBT SERVICE FUND	21,754,356	23,294,416	(1,540,061)	746,055	1,077,901
350	SPECIAL SERVICE AREA #6	223,298	145,003	78,294	78,294	165,699
415	CAPITAL IMPROVEMENTS FUND	15,675,519	11,558,743	4,116,776	9,633,817	13,124,676
420	SPECIAL ASSESSMENT FUND	685,884	369,449	316,435	2,999,216	2,996,021
505	PARKING SYSTEM FUND	10,436,695	9,727,700	708,995	11,486,869	8,425,983
510	WATER FUND	24,473,951	28,405,732	(3,931,781)	5,291,422	7,477,074
515	SEWER FUND	13,056,297	4,842,356	8,213,941	5,693,921	3,443,030
520	SOLID WASTE FUND	5,042,632	4,740,573	302,059	(926,498)	(1,452,166)
600	FLEET SERVICES FUND	3,402,094	2,994,316	407,779	773,239	274,674
601	EQUIPMENT REPLACEMENT FUND	1,501,041	1,495,009	6,032	1,283,721	1,266,754
605	INSURANCE FUND	17,072,851	17,347,460	(274,609)	(639,105)	1,749,678
	TOTALS	253,123,596	244,546,014	8,577,582	63,207,936	60,403,382

NOTE: Negative Cash Balances (as seen above in the E911, SSA4, CDBG, HOME, and Solid Waste Fund) reflect internal account balances and not external bank balances, due to transaction timing at month end. Also note that monthly fund balance is calculated as ending 2015 audited fund balance + YTD Net without other balance sheet adjustments.

Included above are the ending balances as of December 31, 2016 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of December 31, 2016, the General Fund is reporting a net surplus of \$1,204,238. This does not include a variety of year-end adjustments which are anticipated to bring the General Fund fund balance to approximately \$12,000,000. The original projected surplus was just over \$1.6 million. Year-end expenses were under the estimate but revenues did not meet estimates, mainly due to income and sales tax being below anticipated amounts. The attached supplemental charts show the General Fund Revenues at 100.2% of budget and expenses lower at 99.4%. General Fund revenues include the \$2.9 million permit from Northwestern as well as pension property taxes.

Through December 31, 2016, the SSA #4 Fund is showing a negative cash balance of \$111,526 due to the timing of payments to the Downtown Evanston group.

Through December 31, 2016, the CDBG Fund is showing a fund balance of \$64,106 with a negative cash balance of \$236,308 which will be reimbursed from January draw-downs.

Through December 31, 2016, the Economic Development Fund is showing a fund balance of \$2,887,918 and a cash balance of \$2,624,100. This fund will be eliminated in 2017 with the fund and cash balance transferred to Business Unit 5300 in the General Fund.

Special Service Area #5 received 2016 property taxes in error for the first installment. This is due to the first property tax installment always being 55% of the previous year's tax amount. This money was refunded to the County in early December and is reflected in this financial report.

Through December 31, 2016, the Capital Fund is showing expenses of \$11,558,743. As the year-end close process continues, expenses are anticipated to increase to reflect payables due to IDOT and other organizations which will be paid in 2017.

Through December 31, 2016, the enterprise funds (Parking, Water, and Sewer) have balances above average.

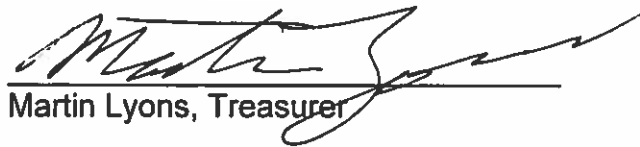
Through December 31, 2016, the Solid Waste Fund has a negative fund balance of \$926,498 and a negative cash balance of \$1,452,166.

Through December 31, 2016, the Insurance Fund is showing a negative fund balance of \$639,105 with a cash balance of \$1,749,678.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: aking@cityofevanston.org. Detailed fund summary reports can be found at: <http://www.cityofevanston.org/city-budget/financial-reports/>.

CERTIFICATION OF ATTACHED FINANCIAL REPORTS

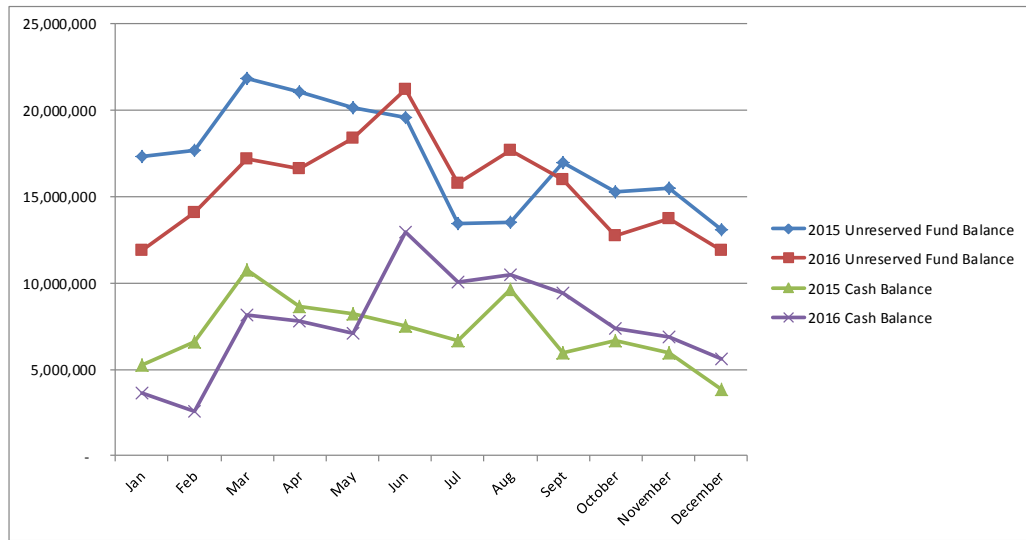
As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the December 31, 2016 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Martin Lyons, Treasurer

2015 v 2016 Fund and Cash Balance-- General Fund

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	October	November	December
2015 Unreserved Fund Balance	17,350,271	17,704,926	21,823,492	21,070,998	20,159,923	19,573,881	13,460,405	13,534,424	16,970,318	15,290,720	15,494,566	13,102,358
2016 Unreserved Fund Balance	11,859,782	14,097,256	17,193,730	16,597,583	18,375,173	21,225,995	15,790,000	17,674,579	15,983,833	12,732,816	13,695,971	11,909,074
2015 Cash Balance	5,232,590	6,567,371	10,786,783	8,666,475	8,237,917	7,501,885	6,692,927	9,614,255	5,925,461	6,629,607	5,932,660	3,807,446
2016 Cash Balance	3,656,830	2,587,845	8,182,090	7,808,208	7,101,333	12,919,440	10,046,315	10,473,240	9,442,294	7,391,338	6,849,781	5,597,862





December Financial Report

Through 12/31/16

City of Evanston

Classification	2016 Budget	December Actual	YTD Actual	% of %	2015 Actual
Fund 100 - GENERAL FUND					
Property Taxes	27,417,407	156,456	27,302,687	99.6%	25,915,970
Other Taxes	45,986,550	5,377,364	44,946,338	97.7%	44,978,985
License	5,329,777	1,757,030	5,268,550	98.9%	5,324,137
Permit	9,276,550	322,687	11,012,646	118.7%	6,704,846
Fee	125,700	22,316	70,395	56.0%	155,619
Fines and Forfeitures	4,609,825	468,198	3,602,413	78.1%	3,548,230
Parking Charges for Services	640,000	53,334	646,695	101.0%	640,000
Parks and Recreation Charges for Services	5,374,751	357,842	5,724,759	106.5%	5,406,379
Other Charges for Services	2,433,216	285,433	2,687,947	110.5%	2,239,528
Interfund Transfers	8,842,365	1,399,916	8,709,861	98.5%	7,774,256
Intergovernmental Revenue	765,727	150,549	769,027	100.4%	670,245
Other Revenue	1,286,843	569,350	1,583,332	123.0%	956,932
Interest Income	50,000	3,751	30,285	60.6%	6,572
REVENUE TOTAL	112,138,711	10,924,226	112,354,936	100.2%	104,321,698
City Council	424,958	48,548	424,171	99.8%	419,962
City Clerk	263,203	37,150	293,975	111.7%	283,764
City Manager's Office	6,989,746	1,549,141	6,871,876	98.3%	1,814,469
Law	1,130,000	130,863	1,046,582	92.6%	1,051,325
Administrative Services	9,634,173	1,304,624	9,161,332	95.1%	9,763,951
Community Development	2,782,897	328,358	2,505,921	90.0%	2,425,618
Police	37,696,278	3,677,663	37,802,175	100.3%	37,239,961
Fire	22,601,742	2,087,186	23,233,603	102.8%	21,331,507
Health & Human Services	3,610,779	347,261	3,093,815	85.7%	3,212,848
Parks, Recreation & Community Service	11,845,590	1,477,036	11,961,040	101.0%	11,180,116
Public Works Agency	14,861,248	2,114,581	14,756,209	99.3%	18,148,755
EXPENSE TOTAL	111,840,614	13,102,411	111,150,697	99.4%	106,872,275
Fund 100 - GENERAL FUND Totals					
REVENUE TOTALS	112,138,711	10,924,226	112,354,936	100%	104,321,698
EXPENSE TOTALS	111,840,614	13,102,690	111,150,697	99%	106,872,275
Fund 100 - GENERAL FUND Net Gain (Loss)	298,097	(2,178,464)	1,204,239	286%	(2,550,577)



December Financial Report

Through 12/31/16

City of Evanston

Classification	2016 Budget	December Actual	YTD Actual	%	2015 Actual
Fund 505 - PARKING SYSTEM FUND					
Permit	0	150	3,350	+++	150
Parking Charges for Services	6,379,675	623,131	6,319,024	99.0%	6,010,558
Parks and Recreation Charges for Services	65,000	0	168,500	259.2%	0
Interfund Transfers	3,711,770	309,314	3,711,768	100.0%	2,925,296
Intergovernmental Revenue	12,125	0	0	0.0%	0
Other Revenue	119,216	42,855	195,895	164.3%	153,545
Interest Income	35,070	9,867	38,159	108.8%	18,260
REVENUE TOTAL	10,322,856	985,317	10,436,695	101.1%	9,107,809
Employee Pay	23,000	4,197	26,465	115.1%	29,187
Benefits	1,160,688	159,578	1,206,649	104.0%	966,953
Pensions	113,349	14,064	105,009	92.6%	(33,034)
Services	3,022,411	243,278	2,841,933	94.0%	2,616,554
Supplies	278,864	21,308	237,610	85.2%	243,068
Capital Outlay	3,474,000	716,134	2,867,258	82.5%	128,726
Insurance and Other Chargebacks	507,900	47,105	504,784	99.4%	478,187
Depreciation Expense	2,873,395	0	0	0.0%	2,846,227
Contingencies	11,000	1,119	5,910	53.7%	6,951
Debt Service	3,917,652	(3,516,846)	390,235	10.0%	503,423
Miscellaneous	252,000	0	238,064	94.5%	23,687
Interfund Transfers	1,303,783	108,649	1,303,783	100.0%	923,092
EXPENSE TOTAL	16,938,042	(2,201,414)	9,727,700	57.4%	8,733,020
Fund 505 - PARKING SYSTEM FUND Totals					
REVENUE TOTALS	10,322,856	985,317	10,436,695	101%	9,107,809
EXPENSE TOTALS	16,938,042	(2,201,414)	9,727,700	57%	8,733,020
Fund 505 - PARKING SYSTEM FUND Net Gain	(6,615,186)	3,186,732	708,995	(11%)	374,789



December Financial Report

Through 12/31/16
City of Evanston

Classification	2016 Budget	December Actual	YTD Actual	% of %	2015 Actual
Fund 510 - WATER FUND					
Fee	70,000	4,007	90,592	129.4%	105,483
Water Charges for Services	15,133,000	(1,478,214)	15,783,608	104.3%	15,141,770
Sewer Charges for Services	39,000	17,669	65,296	167.4%	40,911
Other Charges for Services	126,000	0	134,470	106.7%	125,545
Interfund Transfers	0	0	8,125,064		2,354,582
Other Revenue	22,348,400	(3,960,241)	258,384	1.2%	350,065
Interest Income	1,600	1,773	16,536	1033.5%	3,448
REVENUE TOTAL	37,718,000	(5,415,006)	24,473,950	64.9%	18,121,804
Employee Pay	210,465	30,678	193,328	91.9%	157,679
Benefits	3,888,603	510,506	3,908,362	100.5%	3,884,943
Pensions	360,355	53,312	393,195	109.1%	(114,870)
Services	4,763,760	440,896	2,099,412	44.1%	1,250,874
Supplies	1,392,190	134,124	943,833	67.8%	1,048,119
Capital Outlay	24,776,106	179,523	7,484,138	30.2%	105
Insurance and Other Chargebacks	1,114,195	105,096	1,110,835	99.7%	1,131,508
Depreciation Expense	0	0	0		2,096,633
Contingencies	1,000	342	1,000	100.0%	933
Debt Service	1,053,288	(867,266)	633,708	60.2%	432,628
Miscellaneous	62,980	0	10,543	16.7%	(286,678)
Interfund Transfers	3,502,313	(30,320)	11,627,377	332.0%	3,692,565
EXPENSE TOTAL	41,125,255	556,890	28,405,731	69.1%	13,294,439
Fund 510 - WATER FUND Totals					
REVENUE TOTALS	37,718,000	(5,415,006)	24,473,950	43%	18,121,804
EXPENSE TOTALS	41,125,255	556,890	28,405,731	151%	13,294,439
Fund 510 - WATER FUND Net Gain (Loss)	(3,407,255)	(5,971,896)	(3,931,781)	(18%)	4,827,365



December Financial Report

Through 12/31/16
City of Evanston

Classification	2016 Budget	December Actual	YTD Actual	% of % 2015 Actual	
Fund 515 - SEWER FUND					
Sewer Charges for Services	12,869,000	822,795	13,027,160	101.23%	12,491,290
Other Charges for Services	19,650	0	21,600	109.92%	19,650
Other Revenue	984,165	(551,776)	3,087	0.31%	2,962
Interest Income	1,000	392	4,450	444.95%	2,706
REVENUE TOTAL	13,873,815	271,411	13,056,297	94.11%	12,516,607
Employee Pay	57,040	3,740	37,763	66.20%	60,837
Benefits	881,327	111,678	862,355	97.85%	858,361
Pensions	86,092	11,363	85,100	98.85%	(27,099)
Services	903,500	276,455	530,350	58.70%	90,109
Supplies	92,300	7,256	40,736	44.13%	18,817
Capital Outlay	3,048,314	33,400	756,544	24.82%	13,609
Insurance and Other Chargebacks	414,439	38,670	414,270	99.96%	412,461
Depreciation Expense	0	0	0		3,443,723
Debt Service	9,222,913	(7,084,604)	1,336,366	14.49%	1,550,407
Miscellaneous	1,500	0	5,000	333.33%	3,306
Interfund Transfers	773,876	64,489	773,873	100.00%	735,235
EXPENSE TOTAL	15,481,301	(6,537,552)	4,842,356	31.28%	7,159,766
Fund 515 - SEWER FUND Totals					
REVENUE TOTALS	13,873,815	271,411	13,056,297	94%	12,516,607
EXPENSE TOTALS	15,481,301	(6,537,552)	4,842,356	31%	7,159,766
Fund 515 - SEWER FUND Net Gain (Loss)	(1,607,486)	6,808,964	8,213,941	(511%)	5,356,842



December Financial Report

Through 12/31/16
City of Evanston

Classification	2016 Budget	December Actual	YTD Actual	% of % 2015 Actual	
Fund 520 - SOLID WASTE FUND					
License	275,000	0	125,404	45.60%	213,490
Other Charges for Services	3,632,394	322,100	3,586,453	98.74%	3,561,584
Interfund Transfers	1,055,967	87,997	1,055,967	100.00%	1,055,967
Other Revenue	238,000	1,367	274,808	115.47%	228,469
REVENUE TOTAL	5,201,361	411,464	5,042,632	96.95%	5,059,510
Employee Pay	25,000	7,562	43,025	172.10%	41,358
Benefits	649,690	74,383	620,226	95.46%	574,692
Pensions	63,718	7,939	63,448	99.58%	(15,981)
Services	3,679,126	171,501	3,300,142	89.70%	3,644,097
Supplies	53,050	2,878	55,106	103.88%	73,788
Capital Outlay	25,750	720	6,034	23.43%	24,738
Insurance and Other Chargebacks	129,690	13,531	138,618	106.88%	249,232
Debt Service	0	(17,982)	2,251		68,419
Miscellaneous	15,000	0	12,232	81.55%	0
Interfund Transfers	499,493	41,624	499,493	100.00%	490,106
EXPENSE TOTAL	5,140,517	302,157	4,740,573	92.22%	5,150,448
Fund 520 - SOLID WASTE FUND Totals					
REVENUE TOTALS	5,201,361	411,464	5,042,632	97%	5,059,510
EXPENSE TOTALS	5,140,517	302,157	4,740,573	92%	5,150,448
Fund 520 - SOLID WASTE FUND Net Gain (Loss)	60,844	109,307	302,059	496%	(90,938)



Memorandum

To: Honorable Mayor and Members of the City Council

From: Scott Mangum, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: February 23, 2017

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, the type of application submitted, a description of the project, date received, and current status.

Please contact me at (847) 448-8675 or smangum@cityofevanston.org if you have any questions or need additional information.

Zoning Weekly Update

Cases Received and Pending, February 16, 2017 - February 21, 2017

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	831 Emerson Street	Zoning Analysis	Construct 242 DU mixed-use building with 175 parking spaces (revisions)	02/06/17	non-compliant, pending Planned Development
1	2014 Orrington Avenue	Zoning Analysis	Construct 3rd story, new façade, addition for elevator (Lubavitch Chabad of Evanston)	12/06/16	non-compliant, pending Preservation and major variation/special use
2	1881 Oak Avenue	Zoning Analysis	Reduce on-site required parking for residents and retail uses to allow 25% of spaces to be rented to others (E2)	02/03/17	non-compliant, pending Major Adjustment to PD
3	112 South Boulevard	Building Permit	1st and 2nd floor additions to SFR	12/08/16	pending minor variation determination
4	1113 Sherman Avenue	Building Permit	Construct detached garage out of shipping containers at multi-family dwelling	01/20/17	non-compliant, pending revisions
4	1027 Sherman Avenue	Building Permit	Interior remodel of office spaces, bathrooms, replace exterior stair, add exterior stair (Evanston Lumber)	02/16/17	pending additional information from applicant
4	1121 Sherman Avenue	Zoning Analysis	Construct 2nd story addition to single family residence and rear deck	02/15/17	non-compliant, pending Major Variation
4	1024 Ashland Avenue	Zoning Analysis	Construct hen coop at single family residence	02/21/17	pending staff review
4	1500 Chicago Avenue	Building Permit	Install 6 antennas and related wireless communication equipment on roof top at multi-family dwelling	02/21/17	pending staff review
5	1748 Brown Avenue	Building Permit	New detached garage at SFR	11/29/16	non-compliant, pending revisions from applicant
5	2215 Wesley Avenue	Building Permit	Interior remodel and 2nd-story addition to SFR	01/03/17	non-compliant, pending revisions from applicant
5	1735 Hartrey Avenue	Building Permit	Repairs to SFR (property standards citation)	02/01/17	pending review
5	2027 Emerson Street	Building Permit	New detached garage at SFR	02/09/17	non-compliant, pending revisions
5	824-28 Noyes Street	Building Permit	New 44-unit multi-family dwelling	02/14/17	pending review
5	2141 Ridge Avenue, 1A	Building Permit	Interior remodel to dwelling unit in multi-family dwelling	02/21/17	pending staff review
6	2520 Isabella Street	Building Permit	Replace stone walk with concrete walk	10/18/16	pending additional information from the applicant
6	2628 Gross Point Road	Zoning Analysis	Construct 12-unit residential building with ground floor retail and roofed but not enclosed parking (revisions)	01/24/17	pending staff review
6	3615 Hillside Road	Building Permit	Addition to SFR	10/19/16	non-compliant, pending revisions
6	2109 Forestview Road	Building Permit	Remove rear deck, replace with paver patio	11/14/16	pending additional information from applicant
6	3040 Payne Street	Building Permit	2-story addition to SFR	01/20/17	pending staff review
7	2022 Central Street	Building Permit	Interior and exterior remodel (Lush Wine and Spirits)	04/15/16	pending final DAPR

7	2705 Ashland Avenue	Building Permit	Construct site development and foundations up to underside of event level slab (NU - Welsh-Ryan Arena)	02/03/17	pending final DAPR
7	2404 Jackson Avenue	Building Permit	Interior renovation to SFR	02/16/17	pending staff review
8	711 Howard Street	Building Permit	Type-1 restaurant build-out (Jamaican Restaurant)	02/06/17	pending DAPR
9	1327 Kirk Street	Building Permit	Construct attached garage in place of a shed at SFR	05/31/16	non-compliant, pending revisions
9	1125 Madison Street	Building Permit	Construct paver patios at SFR	09/22/16	work done w/out a permit, minor variation partially approved/denied, follow-up due 04/30/17
9	1514 Main Street	Building Permit	Reconstruct addition to SFR	01/26/17	non-compliant, pending minor variation determination

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	2014 Orrington Avenue	Special Use/ Major Variation	Expansion of use of a Religious Institution, front yard setback and third story addition	02/17/17	pending DAPR & ZBA (tentative) 04/04/17
3	112 South Boulevard	Minor Variation	Side yard setback for 2nd story addition	12/08/16	Determination after 02/23/17
4	1121 Sherman Avenue	Major Variation	Front and side yard setback for 2nd story addition	02/15/17	DAPR 03/01/17 & ZBA 03/21/17
5	2216 Wesley Avenue	Major Variation	Street side yard setback for 2nd story addition	02/15/17	DAPR 03/08/17 & ZBA 03/21/17
7	2658 Sheridan Road	Major Variation	Circular Driveway that is not on a Type 1 Street	01/26/17	ZBA 03/07/17 & P&D 03/27/17
7	2006 Central Street	Special Use	Type 2 Restaurant, Backlot Coffee, with accessory coffee roasting	01/25/17	ZBA 03/07/17 & P&D 03/27/17
7	630 Clinton Place	Major Variation	Rear yard setback for addition and chimney	02/06/17	ZBA 03/07/17
7	2212 Payne Street	Minor Variation	Side yard setbacks for addition to SFR	02/16/17	Determination after 03/08/17
9	1514 Main Street	Minor Variation	Side yard setback for addition to SFR	02/22/16	Determination after 03/10/17



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: February 24, 2017

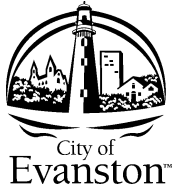
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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

Inspector Weekly Update
Cases Received, February 24, 2017

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences and sidewalks are in good condition. No construction activity at time of inspection.	2/20/2017
2	1613-27 Church Street (Church Street Village)	New 8 Unit Townhomes	Fences and sidewalks are in good condition. All construction conditions approved. Interior roughs underway.	2/20/2017
4	1571 Maple Avenue	Mixed Use Building	Steel framework and pre-cast concrete decking are in progress. MEP roughs continue to move forward on floors 1 through 8. Public walkway and the covered pedestrian walkway are clear. Catch baskets are clear. Construction fencing and dust control screening is in place and plumb. Project site is orderly.	2/15/2017
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Completion of basement cafeteria should be final item prior to occupancy application. Interior finish work continues to move forward on all floors. Exterior of the job is clean and in order. Catch basket is clean.	2/21/2017
7	1620 Central Avenue	New 47 Unit Apartment Building	Interior work continues on all floors. There were no obstructions in the public right of way at the time of inspection. The construction fencing along the alley is in place.	2/21/2017
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Foundation and grade beams at the south end are completed. Steel post and beam work continues on the north end. Concrete work continues at the sea wall. Street cleaning is done on a regular basis. Construction and soil erosion fencing are in place and plumb. Job site is kept in order.	2/21/2017
7	560 Lincoln (NU Residence Hall)	New Dormitory	General framing has been inspected and approved to the 7th floor. The MEPs have been approved for the 5th and 6th floor. Exterior is nearly complete. Catch baskets and the neighboring storm structure needed to be emptied and cleaned. Surrounding street was slightly dirty and management has been instructed to resume tire washing and to be more diligent with site control plan.	2/21/2017



Memorandum

To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Acting Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: February 24, 2017

There were no new applications for food establishments for the week of February 20, 2017.

Please contact me at 847/448-2829 or iogbo@cityofevanston.org if you have any questions or need additional information.



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING FEBRUARY 24, 2017

Time to Nominate Next Year's NWMC Leaders

On Thursday, staff emailed the FY2017-2018 NWMC Officer Nomination Form to the membership. Members are encouraged to submit the names of those active members to fulfill the roles of NWMC President, Vice-president, Secretary and Treasurer (current *NWMC Treasurer* and *Highland Park City Manager Ghida Neukirch* is completing the first year of the term of former Treasurer Todd Hileman). The cover letter to the form contains more information regarding eligibility and the selection process. Please return the nomination form by Friday, March 10 to NWMC Executive Director Mark Fowler, mfowler@nwmc-cog.org.

The NWMC Nominating Committee will present its recommended slate at the April 12 NWMC membership meeting. According to the NWMC By-Laws, other nominations may be made at the April membership meeting or by mail if received prior to that date. Election shall be by a majority of those present and voting at the May 10 membership meeting. Officers will be sworn in at the NWMC Annual Gala on June 21. *Staff contacts: Mark Fowler, Larry Bury*

Speaking of the NWMC Annual Gala...

Staff has distributed Save the Date cards sponsorship information for the 2017 NWMC Annual Gala, scheduled for Wednesday, June 21 at Manzo's Banquets in *Des Plaines*. Last year, one hundred and sixty-five NWMC members and guests attended the Gala, which is the organization's primary social and fundraising event.

Staff previously sent information to potential sponsors of the event, so if you know of any sponsors you would like us to contact, please contact Marina Durso, mdurso@nwmc-cog.org or 847-296-9200, ext. 122. In addition, please visit the [NWMC Gala event page](#) for more information. *Staff contacts: Karol Heneghan, Marina Durso*

RSVP Today for NWMC Legislative Days!!

Just a reminder that NWMC Legislative Days in Springfield will be held Tuesday, March 14 through Thursday, March 16. Please complete and return the registration form to Marina Durso, mdurso@nwmc-cog.org, by Friday March 3. Also, if you haven't done so already, please secure hotel reservations for these dates, as it promises to be a busy spring in the state capitol! *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Bicycle/Pedestrian Committee Discuss Regional Trends, Suburban Policy Program

On Tuesday, the NWMC Bicycle and Pedestrian Committee met and heard presentations from Chicago Metropolitan Agency for Planning (CMAP) and Active Transportation Alliance (ATA) staff. CMAP Senior Planner Lindsay Bayley discussed the ON TO 2050: Non-Motorized Transportation Snapshot, one of a series of reports CMAP is developing to identify emerging trends in the region. These reports will help develop priorities for ON TO 2050, the region's next comprehensive plan.

ATA Advocacy Manager Jackie Blair discussed the organization's new Suburban Policy Program, featuring a new report entitled "Suburban Bikeways for All." This report will serve as an outreach and communication tool to promote biking as a form of everyday transportation in Northeast Illinois. The Suburban Policy

Program supports goals including: adopting Active Transportation Plans and Complete Streets Policies; dedicated funding; and, implementation and the creation of bicycle and pedestrian advisory committees. ATA will host four advocacy summits in suburban communities and a series of issue-based training webinars. The dates and times of these are to be determined. If you are interested in hosting a summit or webinar, please contact NWMC staff. *Staff contacts: Mike Walczak, Brian Pigeon*

Transportation Committee Discusses Regional Highway and Transit Improvements

The NWMC Transportation Committee met Thursday to hear three presentations and discuss several transportation-related bills currently under consideration in the Illinois General Assembly. Legacy Environmental Services President Carl Lisek discussed the competitive grant program Clean Drive Chicago, which is an effort to assist municipalities build infrastructure to support alternative fuel vehicles. Illinois Tollway Senior Manager of Strategic Planning Aimee Lee discussed recently completed improvements to the I-90 Jane Addams Tollway. She also previewed SmartRoad improvements to that corridor which will provide traffic information to drivers in real time.

Pace Suburban Bus Community Relations Representative Steven Andrews provided an update on the I-94 Bus-On-Shoulder project. This two-year demonstration project will test the feasibility of allowing Pace busses to use the shoulder for express service between Foster Avenue and Lake Cook Road. Pace expects this service to begin in Fall 2017. More information on all three of these programs may be found in next week's NWMC Transportation Newsletter. Finally, the committee reviewed several transportation related bills currently pending before the Illinois General Assembly. The committee's recommended positions will be forwarded to the NWMC Executive Board for consideration at their meeting on March 1. *Staff contacts: Mike Walczak, Brian Pigeon*

Workshop to Teach "Design that Draws"

On Thursday, March 16, the American Planning Association-IL Chicago Metro Section, the Municipal Design Review Network (MDRN), the American Institute of Architects-Chicago and the Congress for New Urbanism Illinois Chapter will host a workshop to "consider how urban design can help aging suburbs attract young professionals and families." The event will be held from 8:30 a.m. to 11:00 a.m. at the DePaul University Loop Campus, 14 E. Jackson Boulevard, Suite 1600 in Chicago. The workshop costs \$15 for non-students and \$5 for students.

According to the program materials, "Demographic trends that indicate millennials will soon be seeking urban-like social and cultural amenities in the suburbs. Architectural and urban design considerations can enhance such opportunities. Panelists will discuss the demands of a younger demographic, while drawing upon regional case studies and current research on demographic change." The speakers at the workshop are as follows:

- [Emi Adachi](#), Vice President of Investment Research at Heitman, will provide an overview of demographic change in suburban communities and trends among millennials.
- [Ferhat Zerín](#), Principal at Ginko Planning & Design, will discuss her work on downtown redevelopment projects in communities such as *Schaumburg*, and how urban design projects can attract new residents.
- A representative from a case study community will share how their community has continued to successfully attract millennials and young families.

The speakers and panelists will also discuss factors such as affordability, access to transit and diversity as factors millennials consider as they look to the suburbs. After a brief presentation from each speaker, there will be a panel discussion with Q&A." Please visit <https://www.eventbrite.com/e/design-that-draws-tickets-31752942907> to register and for additional information. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Executive Board will meet Wednesday, March 1 at 8:30 a.m. at the NWMC offices.

NWMC Finance Committee will meet Wednesday, March 8 at 12:00 noon at the NWMC offices.

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