



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: January 3, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for December 30, 2024 – January 3, 2024

City Manager's Office

Monthly Financial Report

Community Development

Weekly Zoning Report

Weekly Field Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

FOIA Report

Legislative Reading

NWMC Weekly Briefing

**STANDING COMMITTEES OF THE COUNCIL &
MAYORAL APPOINTED BOARDS, COMMISSIONS & COMMITTEES**

Monday, January 6, 2024

No Meetings

Tuesday, January 7, 2024

3:30 PM: [Liquor Control Review Board](#)

Wednesday, January 8, 2024

6:00 PM: [Land Use Commission](#)

6:00 PM: [Animal Welfare Board Meeting](#)

Thursday, January 9, 2024

6:30 PM: [Environment Board](#)

Friday, January 10, 2024

No Meetings

Check the City's Calendar for updates:

[City of Evanston - Calendar](#)

City of Evanston Committee Webpage:

[City of Evanston – Boards, Commissions and Committees](#)



Memorandum

To: Luke Stowe, City Manager
 From: Hitesh Desai, CFO/City Treasurer
 Subject: November 2024 Monthly Financial Report
 Date: January 3, 2025

Please find attached the financial statements as of November 30, 2024. A summary by fund for revenues, expenditures, fund, and cash balances is as follows.

City of Evanston
Cash & Investment Summary by Fund
November 30, 2024

Fund #	Fund	Revenue	Expense	Net	Fund Balance	Cash Balance
100	General	138,406,159	135,904,245	2,501,915	51,568,386	47,519,096
170	American Rescue Plan	1,247,294	7,200,220	(5,952,926)	(3,917,955)	19,362,214
175	General Assistance	1,162,753	1,116,945	45,808	1,340,653	1,341,061
176	Human Services	4,293,270	4,631,920	(338,650)	2,050,360	2,050,360
177	Reparations	1,028,731	2,521,131	(1,492,400)	61,676	61,676
178	Sustainability	1,182,536	782,566	399,970	1,187,270	1,187,270
180	Good Neighbor	3,273,743	3,250,956	22,786	211,111	211,111
185	Library	9,353,687	7,572,156	1,781,531	6,608,302	6,610,656
186	Library Debt Service	574,676	574,676	-	2,781	2,781
187	Library Capital Improvement FD	-	167,250	(167,250)	(655,764)	(655,764)
200	MFT	3,507,103	2,637,892	869,211	7,153,415	6,848,549
205	E911	1,468,603	1,804,230	(335,627)	1,225,147	863,847
210	Special Service Area (SSA) #9	619,092	618,341	750	14,002	14,002
215	CDBG	1,019,103	1,494,134	(475,030)	(415,707)	(263,359)
220	CD Loan	28,143	57,103	(28,959)	362,005	362,006
235	Neighborhood Improvement	582	1	580	23,465	23,465
240	Home	155,473	139,894	15,579	23,434	23,434
250	Affordable Housing	1,788,478	295,636	1,492,843	4,263,469	4,425,091
320	Debt Service	15,407,428	15,033,322	374,106	3,279,142	3,279,142
330	Howard Ridge	1,429,887	1,338,489	91,398	1,928,235	1,914,008
335	West Evanston	2,240,635	1,768,920	471,715	2,688,749	2,688,691
340	Dempster-Dodge-TIF	531,234	187,474	343,761	992,019	991,961
345	Chicago Main-TIF	1,299,507	586,337	713,170	935,216	935,157
350	Special Service Area (SSA) #6	236,785	214,230	22,555	56,781	278,643
355	Special Service Area (SSA) #7	146,376	139,844	6,532	20,868	20,867
360	Special Service Area (SSA) #8	59,388	57,832	1,556	8,708	8,708
365	Five-Fifth TIF	1,410,583	415,953	994,631	857,242	857,184
415	Capital Improvements	20,710,168	16,027,880	4,682,289	(3,491,121)	5,295,102
416	Crown Construction	1,030,072	687,086	342,986	5,147,092	5,147,093
417	Crown Community CTR Maintenance	160,413	-	160,413	825,454	825,454
420	Special Assessment	1,152,838	500,074	652,763	1,215,821	1,215,821
505	Parking	9,625,159	9,226,540	398,618	2,933,688	2,349,168
510-513	Water	52,118,021	43,415,988	8,702,034	14,133,085	10,973,494
515	Sewer	8,700,011	6,988,518	1,711,493	10,298,767	8,333,090
520	Solid Waste	6,566,536	5,484,194	1,082,342	4,013,494	2,503,513
600	Fleet	3,963,396	3,558,652	404,744	1,786,369	254,442
601	Equipment Replacement	4,450,331	1,545,987	2,904,343	6,354,321	3,863,867
605	Insurance	19,769,250	18,708,667	1,060,584	4,350,716	5,684,876

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 November 30, 2024. 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

FY 2024 Actual Revenues (Through 11/30/2024)					
Account Description	100 GENERAL FUND	177 REPARATIONS FUND	700 FIRE PENSION FUND	705 POLICE PENSION FUND	Grand Total
BUILDING PERMITS	15,657,357	-	-	-	15,657,357
STATE INCOME TAX	12,018,856	-	-	-	12,018,856
SALES TAX - BASIC	10,007,986	-	-	-	10,007,986
PROPERTY TAXES	9,028,439	-	-	-	9,028,439
SALES TAX - HOME RULE	7,783,731	-	-	-	7,783,731
RECREATION PROGRAM FEES	6,904,491	-	-	-	6,904,491
TICKET FINES-PARKING	3,441,340	-	-	-	3,441,340
LIQUOR TAX	2,790,258	-	-	-	2,790,258
PARKING TAX	2,716,847	-	-	-	2,716,847
ELECTRIC UTILITY TAX	2,712,522	-	-	-	2,712,522
AMBULANCE SERVICE	2,660,500	-	-	-	2,660,500
WHEEL TAX	2,651,583	-	-	-	2,651,583
REAL ESTATE TRANSFER TAX	1,604,053	1,000,000	-	-	2,604,053
MUNICIPAL HOTEL TAX	2,328,398	-	-	-	2,328,398
STATE USE TAX	2,055,690	-	-	-	2,055,690

There is a three (3) months lag in some of the state distributed revenues like Sales Tax, Home Rule Sales Tax, Use Tax and Telecommunication Tax.

The financials as of November 30, 2024, show the General Fund with a fund balance of \$51,568,386 cash balance of \$47,519,096. General Fund revenues are at 104% and expenses at 94%.

Revenues are at 104% largely due to second installment property taxes and permit revenues from the stadium project. Through November, the City has received \$10,819,765 of permit revenue from the Ryan Field Northwestern stadium project. Since permit revenue from this project was not included as part of the FY 2024 budget, the City Council has recommended that these funds remain in the General Fund and be used to cover budgeted deficits in FY 2025.

General Fund Expenses by Category

General Fund	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
Expenses						
Salary and Benefits	88,012,393	76,644,843	87%	75,748,150	72,284,831	95%
Insurance and Other Chargebacks	29,518,684	29,408,454	100%	28,934,436	22,833,231	79%
Services and Supplies	19,446,153	18,251,151	94%	16,965,457	17,134,952	101%
Interfund Transfers	4,887,100	7,711,428	158%	4,248,750	11,940,432	281%
Capital Outlay	272,000	2,814,372	1035%	694,500	263,698	38%
Miscellaneous	1,545,213	967,831	63%	617,822	456,818	74%
Community Sponsored Organizations	120,000	105,909	88%	120,000	55,264	46%
Contingencies	126,000	257	0%	408,500	270,150	66%
Expenses Total	143,927,543	135,904,245	94%	127,737,614	125,239,377	98%

Through November 30, 2024, Police spent 106% of budget for overtime, and Fire spent 108% of the annual budget.

Overtime Expenses	2023 Actual	2024 Budget	2024 YTD	% Budget
Police	\$1,862,988	\$ 1,736,349	1,841,668	106%
Fire	\$1,005,238	\$ 1,084,000	1,172,237	108%

Enterprise Funds

Through November 30, 2024, the Water Fund is showing a fund balance of \$14,133,085 and a cash balance of \$10,973,494. Capital projects funded by IEPA loans have begun. These projects are budgeted in Other Revenue and expenses in Capital Outlay.

Other Funds

Through November 30, 2024, the Capital Improvements Fund is showing a negative fund balance of \$3,491,121 and a cash balance of \$5,295,102.

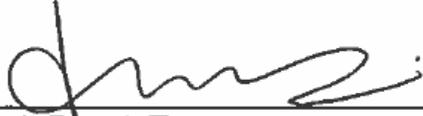
Through November 30, 2024, the Fleet Fund is showing a fund balance of \$1,786,369 and a cash balance of \$254,442. This difference is largely a result of inventory on hand that is reflected as an asset in the fund balance but reduced from the cash balance.

Through November 30, 2024, the Insurance Fund is showing a fund balance of \$4,350,716 and a cash balance of \$5,684,876.

If there are any questions on the attached report, please contact me by phone at (847) 448-8082 or by email: hdesai@cityofevanston.org. For additional financial reports, please visit: <https://www.cityofevanston.org/government/transparency/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 November 30, 2024 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Hitesh Desai, Treasurer

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
100 GENERAL FUND						
Revenue						
Interfund Transfers	9,623,390	9,363,639	97%	7,733,949	7,089,445	92%
Interest Income	500,000	1,794,686	359%	55,000	1,479,931	2691%
Other Revenue	1,301,500	1,458,023	112%	1,168,600	1,524,270	130%
Charges for Services	11,655,200	10,914,111	94%	8,785,075	9,692,510	110%
Fines and Forfeitures	3,725,000	3,804,986	102%	3,632,500	3,939,877	108%
Intergovernmental Revenue	3,966,034	3,542,228	89%	3,116,184	3,393,106	109%
Licenses, Permits and Fees	7,336,450	18,502,371	252%	7,543,450	6,508,357	86%
Other Taxes	66,300,000	60,021,298	91%	56,570,000	60,096,926	106%
Property Taxes	29,047,402	29,004,818	100%	29,047,402	20,372,815	70%
Revenue Total	133,454,976	138,406,159	104%	117,652,160	114,097,237	97%
Expenses						
12 LEGISLATIVE	-	-		-	2,608	
13 CITY COUNCIL	594,133	534,137	90%	658,324	536,104	81%
14 CITY CLERK	535,355	360,791	67%	360,108	352,197	98%
15 CITY MANAGER'S OFFICE	10,177,532	10,999,604	108%	8,143,075	15,063,361	185%
17 LAW	1,354,786	1,121,802	83%	988,558	966,680	98%
19 ADMINISTRATIVE SERVICES	15,148,003	12,515,977	83%	12,537,670	12,046,164	96%
21 COMMUNITY DEVELOPMENT	4,687,076	3,631,174	77%	4,183,421	3,179,970	76%
22 POLICE	35,221,511	30,313,221	86%	29,214,097	28,953,547	99%
23 FIRE MGMT & SUPPORT	22,110,663	20,145,114	91%	18,689,924	19,197,173	103%
24 HEALTH	1,817,273	1,728,363	95%	1,413,058	1,543,666	109%
30 PARKS AND RECREATION	14,547,351	16,655,524	114%	12,751,313	11,657,079	91%
40 PUBLIC WORKS AGENCY	15,868,893	12,342,081	78%	13,708,631	12,493,727	91%
99 NON-DEPARTMENTAL	21,864,968	25,556,455	117%	25,089,436	19,247,101	77%
Expenses Total	143,927,543	135,904,245	94%	127,737,614	125,239,377	98%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
170 AMERICAN RESCUE PLAN						
Revenue						
Interest Income	50,000	1,230,123	2460%	-	1,361,753	
Other Revenue	-	17,171		-	28,908	
Intergovernmental Revenue	-	-		-	2,892	
Revenue Total	50,000	1,247,294	2495%	-	1,393,553	
Expenses						
Capital Outlay	10,188,900	3,040,563	30%	800,000	899,746	112%
Community Sponsored Organizations	-	470,715		-	-	
Insurance and Other Chargebacks	100,000	28,154	28%	850,000	80,170	9%
Interfund Transfers	1,250,000	1,667,200	133%	2,600,000	1,875,032	72%
Miscellaneous	10,294,191	1,404,481	14%	18,500,000	771,581	4%
Salary and Benefits	-	1,031		-	351,113	
Services and Supplies	3,275,000	588,076	18%	-	1,113,515	
Expenses Total	25,108,091	7,200,220	29%	22,750,000	5,091,156	22%
175 GENERAL ASSISTANCE FUND						
Revenue						
Interest Income	1,000	76,909	7691%	1,000	52,235	5224%
Other Revenue	27,500	5,506	20%	27,500	-	0%
Property Taxes	1,050,000	1,080,338	103%	1,300,000	928,556	71%
Revenue Total	1,078,500	1,162,753	108%	1,328,500	980,792	74%
Expenses						
Miscellaneous	7,000	7,380	105%	7,000	20,915	299%
Salary and Benefits	539,408	509,222	94%	488,738	494,228	101%
Services and Supplies	874,482	600,343	69%	864,482	485,114	56%
Expenses Total	1,420,890	1,116,945	79%	1,360,220	1,000,257	74%
176 HUMAN SERVICES FUND						
Revenue						
Interest Income	6,000	55,876	931%	-	58,924	
Other Revenue	20,000	-	0%	2,000	27,336	1367%
Intergovernmental Revenue	114,000	877,394	770%	114,000	346,696	304%
Property Taxes	3,360,000	3,360,000	100%	3,110,000	2,332,500	75%
Revenue Total	3,500,000	4,293,270	123%	3,226,000	2,765,456	86%
Expenses						
Community Sponsored Organizations	60,000	670,217	1117%	60,000	553,897	923%
Insurance and Other Chargebacks	-	11,470		-	19,313	
Miscellaneous	210,000	294,152	140%	213,000	248,695	117%
Salary and Benefits	2,654,369	2,287,836	86%	2,373,285	1,916,665	81%
Services and Supplies	2,334,063	1,368,245	59%	1,804,973	1,024,778	57%
Expenses Total	5,258,432	4,631,920	88%	4,451,258	3,763,348	85%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
177 REPARATIONS FUND						
Revenue						
Interest Income	2,500	25,232	1009%	-	27,697	
Other Revenue	-	3,499		-	8,813	
Intergovernmental Revenue	100,000	-	0%	-	100,000	
Other Taxes	1,400,000	1,000,000	71%	3,400,000	3,000,100	88%
Revenue Total	1,502,500	1,028,731	68%	3,400,000	3,136,610	92%
Expenses						
Miscellaneous	3,400,000	2,407,417	71%	3,400,000	1,974,354	58%
Services and Supplies	101,000	113,714	113%	-	10,000	
Expenses Total	3,501,000	2,521,131	72%	3,400,000	1,984,354	58%
178 SUSTAINABILITY FUND						
Revenue						
Interfund Transfers	700,000	683,337	98%	200,000	183,337	92%
Interest Income	2,000	22,991	1150%	-	11,088	
Other Revenue	650,000	69,909	11%	500,000	276,566	55%
Intergovernmental Revenue	10,000	10,000	100%			
Licenses, Permits and Fees	500,000	396,299	79%	500,000	444,693	89%
Revenue Total	1,862,000	1,182,536	64%	1,200,000	915,684	76%
Expenses						
Community Sponsored Organizations	500,000	-	0%			
Miscellaneous	525,000	69,647	13%			
Salary and Benefits	250,368	234,298	94%	256,893	158,663	62%
Services and Supplies	725,120	478,621	66%	546,000	282,353	52%
Expenses Total	2,000,488	782,566	39%	802,893	441,016	55%
180 GOOD NEIGHBOR FUND						
Revenue						
Interest Income	1,000	23,743	2374%	-	12,352	
Other Revenue	3,000,000	3,250,000	108%			
Revenue Total	3,001,000	3,273,743	109%	-	12,352	
Expenses						
Capital Outlay				-	75,000	
Interfund Transfers	3,000,000	3,000,000	100%	85,000	-	0%
Miscellaneous	314,000	-	0%	-	482,650	
Services and Supplies	-	250,956		-	223	
Expenses Total	3,314,000	3,250,956	98%	85,000	557,873	656%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
185 LIBRARY FUND						
Revenue						
Interfund Transfers	216,999	173,570	80%	250,000	166,460	67%
Interest Income	25,000	327,031	1308%	21,600	248,050	1148%
Other Revenue	405,000	231,384	57%	405,000	227,790	56%
Charges for Services	400	1,635	409%	400	347	87%
Fines and Forfeitures				-	9,349	
Intergovernmental Revenue	200,213	251,853	126%	209,866	163,910	78%
Property Taxes	8,213,664	8,245,299	100%	7,535,472	5,352,713	71%
Library Revenue	109,394	122,915	112%	155,394	81,416	52%
Revenue Total	9,170,670	9,353,687	102%	8,577,732	6,250,035	73%
Expenses						
Capital Outlay	3,500	-	0%	1,500	512	34%
Insurance and Other Chargebacks	-	2,531		-	8,428	
Interfund Transfers	360,325	330,286	92%	305,325	279,873	92%
Miscellaneous				-	8,000	
Salary and Benefits	7,264,128	5,536,775	76%	6,393,544	5,292,952	83%
Services and Supplies	2,313,194	1,702,564	74%	2,247,673	1,716,780	76%
Expenses Total	9,941,147	7,572,156	76%	8,948,042	7,306,545	82%
186 LIBRARY DEBT SERVICE FUND						
Revenue						
Property Taxes	574,677	574,676	100%	507,913	253,956	50%
Revenue Total	574,677	574,676	100%	507,913	253,956	50%
Expenses						
Debt Service	574,677	574,676	100%	507,913	116,092	23%
Expenses Total	574,677	574,676	100%	507,913	116,092	23%
187 LIBRARY CAPITAL IMPROVEMENT FD						
Revenue						
Other Revenue	550,000	-	0%	950,000	-	0%
Revenue Total	550,000	-	0%	950,000	-	0%
Expenses						
Capital Outlay	550,000	167,250	30%	950,000	1,192,903	126%
Expenses Total	550,000	167,250	30%	950,000	1,192,903	126%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
200 MOTOR FUEL TAX FUND						
Revenue						
Interest Income	15,000	339,042	2260%	12,000	258,265	2152%
Intergovernmental Revenue	2,986,239	3,168,061	106%	2,700,000	3,047,419	113%
Revenue Total	3,001,239	3,507,103	117%	2,712,000	3,305,684	122%
Expenses						
Capital Outlay	4,405,000	1,240,592	28%	2,778,600	2,256,279	81%
Salary and Benefits	325,000	-	0%	325,000	-	0%
Services and Supplies	1,890,000	1,397,300	74%	1,038,000	397,974	38%
Expenses Total	6,620,000	2,637,892	40%	4,141,600	2,654,253	64%
205 EMERGENCY TELEPHONE (E911) FUND						
Revenue						
Interest Income	7,000	28,979	414%	7,000	23,282	333%
Other Taxes	1,450,000	1,439,624	99%	1,400,000	1,600,559	114%
Revenue Total	1,457,000	1,468,603	101%	1,407,000	1,623,842	115%
Expenses						
Capital Outlay	480,000	531,866	111%	450,000	245,584	55%
Insurance and Other Chargebacks	19,142	17,545	92%	19,142	17,545	92%
Interfund Transfers	100,000	91,663	92%	90,000	82,500	92%
Miscellaneous	-	1,338	-	-	500	-
Salary and Benefits	810,331	696,668	86%	758,058	626,409	83%
Services and Supplies	368,350	465,151	126%	355,000	340,590	96%
Expenses Total	1,777,823	1,804,230	101%	1,672,200	1,313,128	79%
210 SPECIAL SERVICE AREA (SSA) #9						
Revenue						
Interfund Transfers				206,750	206,750	100%
Interest Income	-	9,379	-	-	4,143	-
Property Taxes	592,665	609,713	103%	595,000	504,104	85%
Revenue Total	592,665	619,092	104%	801,750	714,997	89%
Expenses						
Services and Supplies	575,000	618,341	108%	575,000	316,021	55%
Expenses Total	575,000	618,341	108%	575,000	316,021	55%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
215 CDBG FUND						
Revenue						
Interest Income	-	3,388		-	3,484	
Intergovernmental Revenue	3,068,463	1,015,715	33%	3,629,000	1,417,551	39%
Revenue Total	3,068,463	1,019,103	33%	3,629,000	1,421,035	39%
Expenses						
Capital Outlay	-	586,894		-	350,315	
Community Sponsored Organizations	75,000	280,558	374%	75,000	497,177	663%
Insurance and Other Chargebacks	-	156,384		-	210,212	
Miscellaneous	2,341,499	-	0%	2,576,376	13,593	1%
Salary and Benefits	681,559	448,769	66%	702,459	437,321	62%
Services and Supplies	17,480	21,529	123%	307,200	15,378	5%
Expenses Total	3,115,538	1,494,134	48%	3,661,035	1,523,996	42%
220 CDBG LOAN FUND						
Revenue						
Interest Income	5,000	19,821	396%	-	19,937	
Other Revenue	443,121	8,322	2%	100,000	162,887	163%
Revenue Total	448,121	28,143	6%	100,000	182,824	183%
Expenses						
Services and Supplies	440,000	57,103	13%	325,000	80,389	25%
Expenses Total	440,000	57,103	13%	325,000	80,389	25%
235 NEIGHBORHOOD IMPROVEMENT						
Revenue						
Interest Income	-	582		-	536	
Revenue Total	-	582		-	536	
Expenses						
Services and Supplies	-	1		-	12	
Expenses Total	-	1		-	12	
240 HOME FUND						
Revenue						
Interest Income	150	446	297%	150	575	384%
Other Revenue	25,000	40,102	160%	25,000	22,945	92%
Intergovernmental Revenue	2,345,000	114,925	5%	650,000	58,152	9%
Revenue Total	2,370,150	155,473	7%	675,150	81,673	12%
Expenses						
Insurance and Other Chargebacks	1,150,000	32,799	3%	-	(13,685)	
Miscellaneous	2,000	207	10%	2,000	-	0%
Salary and Benefits	68,137	51,509	76%	70,572	63,519	90%
Services and Supplies	801,065	55,379	7%	582,266	40,303	7%
Expenses Total	2,021,202	139,894	7%	654,838	90,138	14%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
250 AFFORDABLE HOUSING FUND						
Revenue						
Interfund Transfers	1,000,000	1,000,000	100%			
Interest Income	8,000	167,959	2099%	4,500	122,393	2720%
Other Revenue	130,000	439,583	338%	130,600	329,167	252%
Intergovernmental Revenue	145,000	140,436	97%	145,000	91,239	63%
Other Taxes	50,000	40,500	81%	50,000	36,380	73%
Revenue Total	1,333,000	1,788,478	134%	330,100	579,179	175%
Expenses						
Community Sponsored Organizations	154,000	144,023	94%	166,000	76,653	46%
Insurance and Other Chargebacks	11,000	19,581	178%	12,000	3,173	26%
Miscellaneous	1,051,500	51,380	5%	53,500	7,997	15%
Salary and Benefits	41,038	27,035	66%	130,126	68,908	53%
Services and Supplies	1,670,000	53,618	3%	1,565,000	203,773	13%
Expenses Total	2,927,538	295,636	10%	1,926,626	360,504	19%
320 DEBT SERVICE FUND						
Revenue						
Interfund Transfers	2,693,941	2,048,021	76%	2,918,969	2,125,728	73%
Interest Income	10,000	319,992	3200%	10,000	224,270	2243%
Other Revenue	-	13,955		-	77,411	
Property Taxes	12,766,093	13,025,460	102%	12,878,258	9,400,589	73%
Revenue Total	15,470,034	15,407,428	100%	15,807,227	11,827,998	75%
Expenses						
Interfund Transfers	-	-		-	-	
Miscellaneous						
Services and Supplies	6,600	12,973	197%	6,600	30	0%
Debt Service	15,460,034	15,020,349	97%	15,797,123	2,612,830	17%
Expenses Total	15,466,634	15,033,322	97%	15,803,723	2,612,860	17%
330 HOWARD-RIDGE TIF FUND						
Revenue						
Interest Income	10,000	90,427	904%	10,000	89,035	890%
Other Revenue	5,000	28,000	560%	5,000	42,000	840%
Property Taxes	1,100,000	1,311,460	119%	1,100,000	687,322	62%
Revenue Total	1,115,000	1,429,887	128%	1,115,000	818,357	73%
Expenses						
Capital Outlay	50,000	934,292	1869%	785,000	793,978	101%
Interfund Transfers	363,513	333,223	92%	395,913	362,923	92%
Miscellaneous	-	56,267		-	122,867	
Services and Supplies	65,000	14,708	23%	250,000	156,068	62%
Expenses Total	478,513	1,338,489	280%	1,430,913	1,435,837	100%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
335 WEST EVANSTON TIF FUND						
Revenue						
Interest Income	5,000	152,350	3047%	5,000	110,565	2211%
Other Revenue				10,000	-	0%
Property Taxes	1,450,000	2,088,286	144%	1,450,000	1,253,461	86%
Revenue Total	1,455,000	2,240,635	154%	1,465,000	1,364,026	93%
Expenses						
Capital Outlay	3,315,000	1,503,646	45%	3,660,000	314,631	9%
Interfund Transfers	75,000	68,750	92%	75,000	68,750	92%
Miscellaneous	12,000	91,384	762%	200,000	560,000	280%
Services and Supplies	1,005,000	105,140	10%	5,000	57,147	1143%
Expenses Total	4,407,000	1,768,920	40%	3,940,000	1,000,528	25%
340 DEMPSTER-DODGE TIF FUND						
Revenue						
Interest Income	1,000	42,329	4233%	1,000	17,104	1710%
Property Taxes	180,000	488,906	272%	180,000	220,161	122%
Revenue Total	181,000	531,234	293%	181,000	237,265	131%
Expenses						
Interfund Transfers	176,857	162,118	92%	174,483	159,940	92%
Miscellaneous	-	25,000				
Services and Supplies	2,000	356	18%	2,000	8,720	436%
Expenses Total	178,857	187,474	105%	176,483	168,660	96%
345 CHICAGO-MAIN TIF						
Revenue						
Interest Income	5,000	82,158	1643%	2,500	85,775	3431%
Other Revenue	1,880,000	50,000	3%	1,880,000	-	0%
Property Taxes	1,000,000	1,167,349	117%	1,000,000	702,298	70%
Revenue Total	2,885,000	1,299,507	45%	2,882,500	788,074	27%
Expenses						
Capital Outlay	260,000	296,148	114%	2,469,000	313,926	13%
Interfund Transfers	272,480	249,777	92%	271,355	248,743	92%
Miscellaneous	250,000	38,637	15%	250,000	20,000	8%
Services and Supplies	15,010	1,775	12%	5,000	16,086	322%
Expenses Total	797,490	586,337	74%	2,995,355	598,755	20%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
350 SPECIAL SERVICE AREA (SSA) #6						
Revenue						
Interest Income	250	16,677	6671%	250	14,090	5636%
Property Taxes	221,000	220,108	100%	221,000	169,793	77%
Revenue Total	221,250	236,785	107%	221,250	183,883	83%
Expenses						
Services and Supplies	220,000	214,230	97%	220,000	117,505	53%
Expenses Total	220,000	214,230	97%	220,000	117,505	53%
355 SPECIAL SERVICE AREA (SSA) #7						
Revenue						
Interest Income	200	2,600	1300%	200	1,750	875%
Property Taxes	142,000	143,776	101%	142,000	111,759	79%
Revenue Total	142,200	146,376	103%	142,200	113,509	80%
Expenses						
Services and Supplies	140,000	139,844	100%	140,000	77,112	55%
Expenses Total	140,000	139,844	100%	140,000	77,112	55%
360 SPECIAL SERVICE AREA (SSA) #8						
Revenue						
Interest Income	-	1,158		-	765	
Property Taxes	60,200	58,230	97%	60,200	49,397	82%
Revenue Total	60,200	59,388	99%	60,200	50,162	83%
Expenses						
Services and Supplies	60,200	57,832	96%	60,200	31,505	52%
Expenses Total	60,200	57,832	96%	60,200	31,505	52%
365 FIVE FIFTH TIF FUND						
Revenue						
Interest Income	-	14,184		-		
Property Taxes	-	1,396,399		-	525,002	
Revenue Total	-	1,410,583		-	525,002	
Expenses						
Capital Outlay	-	84,923		-	523,993	
Miscellaneous	-	8,224		-	204,377	
Services and Supplies	100,000	322,806	323%	100,000	28,218	28%
Expenses Total	100,000	415,953	416%	100,000	756,588	757%

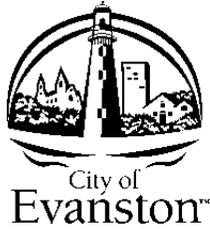
Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
415 CAPITAL IMPROVEMENTS FUND						
Revenue						
Interfund Transfers				85,000	3,264,226	3840%
Interest Income	-	362,546		-	179,104	
Other Revenue	23,283,500	19,218,564	83%	17,350,000	165,117	1%
Charges for Services	-	6,729		-	14,148	
Intergovernmental Revenue	1,470,000	1,122,329	76%	4,592,500	335,849	7%
Revenue Total	24,753,500	20,710,168	84%	22,027,500	3,958,444	18%
Expenses						
Capital Outlay	23,358,500	13,901,190	60%	22,492,500	8,728,386	39%
Miscellaneous				-	-	
Services and Supplies	1,860,000	2,126,690	114%	-	1,432,290	
Expenses Total	25,218,500	16,027,880	64%	22,492,500	10,160,675	45%
416 CROWN CONSTRUCTION FUND						
Revenue						
Interest Income	10,000	253,842	2538%	10,000	219,995	2200%
Other Revenue	1,000,000	276,230	28%	1,000,000	269,698	27%
Intergovernmental Revenue	-	500,000				
Revenue Total	1,010,000	1,030,072	102%	1,010,000	489,693	48%
Expenses						
Capital Outlay	200,000	109,660	55%	200,000	40,500	20%
Interfund Transfers	619,118	567,523	92%	945,000	866,250	92%
Miscellaneous				-	-	
Services and Supplies	60	9,903	16505%	-	55	
Expenses Total	819,178	687,086	84%	1,145,000	906,805	79%
417 CROWN COMMUNITY CTR MAINTENANCE						
Revenue						
Interfund Transfers	175,000	160,413	92%	175,000	160,413	92%
Revenue Total	175,000	160,413	92%	175,000	160,413	92%
Expenses						
Capital Outlay	175,000	-	0%	175,000	-	0%
Expenses Total	175,000	-	0%	175,000	-	0%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
420 SPECIAL ASSESSMENT FUND						
Revenue						
Interfund Transfers	-	1,000,000				
Interest Income	35,000	30,624	87%	30,000	75,844	253%
Other Taxes	125,000	122,213	98%	125,000	114,965	92%
Revenue Total	160,000	1,152,838	721%	155,000	190,809	123%
Expenses						
Capital Outlay	452,500	415,682	92%	375,000	402,948	107%
Interfund Transfers	425,652	84,337	20%	455,360	417,406	92%
Services and Supplies	50	55	110%	-	55	
Expenses Total	878,202	500,074	57%	830,360	820,409	99%
505 PARKING SYSTEM FUND						
Revenue						
Interfund Transfers				-	693,553	
Interest Income	25,000	148,198	593%	20,000	115,697	578%
Other Revenue	422,900	317,047	75%	486,700	428,566	88%
Charges for Services	8,420,000	9,159,689	109%	8,308,975	8,521,698	103%
Intergovernmental Revenue	1,100,000	-	0%	1,100,000	-	0%
Licenses, Permits and Fees	-	225				
Revenue Total	9,967,900	9,625,159	97%	9,915,675	9,759,514	98%
Expenses						
Capital Outlay	-	143		1,600,000	133,170	8%
Insurance and Other Chargebacks	369,077	338,316	92%	369,077	338,705	92%
Interfund Transfers	3,180,390	2,915,352	92%	3,132,390	2,871,352	92%
Miscellaneous	-	64		50,000	500	1%
Salary and Benefits	1,582,397	1,469,681	93%	1,716,539	1,390,526	81%
Services and Supplies	4,220,350	4,423,835	105%	4,340,316	4,120,379	95%
Debt Service	79,150	79,150	100%	76,150	18,075	24%
Expenses Total	9,431,364	9,226,540	98%	11,284,472	8,872,706	79%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
510 WATER FUND						
Revenue						
Interest Income	70,000	416,794	595%	70,000	256,103	366%
Other Revenue	66,234,150	28,663,472	43%	51,039,150	7,922,248	16%
Charges for Services	25,259,051	22,954,162	91%	24,378,734	21,408,554	88%
Licenses, Permits and Fees	50,000	83,593	167%	50,000	59,825	120%
Revenue Total	91,613,201	52,118,021	57%	75,537,884	29,646,730	39%
Expenses						
Capital Outlay	58,470,500	21,724,245	37%	388,400	103,001	27%
Insurance and Other Chargebacks	1,665,135	1,535,333	92%	1,665,135	1,528,025	92%
Interfund Transfers	4,363,000	3,999,424	92%	4,229,559	3,877,104	92%
Miscellaneous	10,000	-	0%	15,000	1,000	7%
Salary and Benefits	7,936,849	5,755,116	73%	7,110,142	5,691,225	80%
Services and Supplies	10,284,310	6,072,342	59%	5,908,008	3,132,053	53%
Contingencies	1,000	-	0%	1,000	130	13%
Debt Service	4,826,609	4,329,528	90%	4,072,486	1,403,940	34%
Expenses Total	87,557,403	43,415,988	50%	23,389,730	15,736,477	67%
513 WATER DEPR IMPRV & EXTENSION FUND						
Revenue						
Interfund Transfers				-	137,792	
Revenue Total				-	137,792	
Expenses						
Capital Outlay	-	-		57,780,500	13,420,669	23%
Services and Supplies	-	-		11,700	1,352,519	11560%
Expenses Total	-	-		57,792,200	14,773,189	26%
515 SEWER FUND						
Revenue						
Interest Income	25,000	128,412	514%	25,000	116,742	467%
Other Revenue	1,000	768	77%	1,000	44,781	4478%
Charges for Services	10,229,424	8,570,831	84%	10,240,424	8,638,880	84%
Revenue Total	10,255,424	8,700,011	85%	10,266,424	8,800,404	86%
Expenses						
Capital Outlay	2,950,000	158,530	5%	3,050,700	535,084	18%
Insurance and Other Chargebacks	369,800	338,987	92%	369,800	338,987	92%
Interfund Transfers	1,271,321	1,165,373	92%	883,858	810,205	92%
Miscellaneous				1,500	-	0%
Salary and Benefits	1,546,276	1,064,695	69%	1,386,579	1,272,168	92%
Services and Supplies	1,718,600	721,454	42%	1,750,300	768,989	44%
Debt Service	3,550,270	3,539,479	100%	3,809,232	3,563,501	94%
Expenses Total	11,406,267	6,988,518	61%	11,251,969	7,288,934	65%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
520 SOLID WASTE FUND						
Revenue						
Interfund Transfers	100,000	47,170	47%			
Interest Income	3,000	24,013	800%	-	20,099	
Other Revenue	38,000	8,492	22%	122,000	56,968	47%
Charges for Services	4,902,674	4,725,456	96%	4,669,000	4,401,624	94%
Licenses, Permits and Fees	375,000	428,905	114%	389,000	293,224	75%
Property Taxes	1,332,500	1,332,500	100%	1,332,500	999,375	75%
Revenue Total	6,751,174	6,566,536	97%	6,512,500	5,771,289	89%
Expenses						
Capital Outlay	850,000	126,561	15%	525,000	92,925	18%
Interfund Transfers	418,600	383,713	92%	322,000	295,163	92%
Miscellaneous	30,000	8,844	29%	15,000	12,598	84%
Salary and Benefits	1,893,717	1,583,546	84%	1,651,410	1,560,391	94%
Services and Supplies	4,081,466	3,381,530	83%	3,935,115	3,280,284	83%
Expenses Total	7,273,783	5,484,194	75%	6,448,525	5,241,361	81%
600 FLEET SERVICES FUND						
Revenue						
Interfund Transfers				-	1,900,000	
Interest Income	1,000	3,546	355%	1,000	-	0%
Other Revenue	44,000	95,065	216%	69,000	25,524	37%
Charges for Services	4,216,140	3,864,784	92%	3,244,440	2,974,059	92%
Revenue Total	4,261,140	3,963,396	93%	3,314,440	4,899,583	148%
Expenses						
Capital Outlay	-	35,530		-	184,456	
Miscellaneous				-	2,500	
Salary and Benefits	1,624,232	1,450,070	89%	1,417,422	1,419,173	100%
Services and Supplies	2,588,890	2,073,052	80%	2,044,557	2,298,887	112%
Expenses Total	4,213,122	3,558,652	84%	3,461,979	3,905,015	113%
601 EQUIPMENT REPLACEMENT FUND						
Revenue						
Interfund Transfers	-	3,550,000		-	1,418,481	
Interest Income	2,000	28,231	1412%	-	12,580	
Other Revenue	25,000	180,123	720%	25,000	267,153	1069%
Charges for Services	754,885	691,977	92%	754,885	691,977	92%
Intergovernmental Revenue	1,250,000	-	0%	1,500,000	-	0%
Revenue Total	2,031,885	4,450,331	219%	2,279,885	2,390,191	105%
Expenses						
Capital Outlay	3,365,167	1,545,082	46%	2,700,000	2,158,290	80%
Services and Supplies	-	905		-	231	
Expenses Total	3,365,167	1,545,987	46%	2,700,000	2,158,521	80%

Funds	2024 Budget	2024 Actual	% of Budget	2023 Budget	2023 Actual	% of Budget
605 INSURANCE FUND						
Revenue						
Interfund Transfers				-	3,000,000	
Interest Income	-	53,379				
Other Revenue	12,859,571	9,906,651	77%	11,448,112	9,553,164	83%
Charges for Services	-	3,620		-	129	
Insurance	10,098,091	8,976,432	89%	9,444,453	8,570,733	91%
Workers Compensation and Liability	886,000	829,169	94%	862,500	1,164,104	135%
Revenue Total	23,843,662	19,769,250	83%	21,755,065	22,288,130	102%
Expenses						
Insurance and Other Chargebacks	19,330,965	15,788,255	82%	16,765,000	15,044,764	90%
Salary and Benefits	3,805	5,170	136%	4,287	31,474	734%
Services and Supplies	3,660,000	2,915,241	80%	3,244,200	3,411,857	105%
Expenses Total	22,994,770	18,708,667	81%	20,013,487	18,488,095	92%



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: January 3, 2025

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 (224) 296-4489 or ewilliams@cityofevanston.org if you have any questions or need additional information.

Cases Received and Pending, December 19, 2024 - January 1, 2025

Backlog (business days received until reviewed): 10

Volume (number of cases pending initial staff review): 8

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	144 Greenwood Street	R1	Building Permit	Install a modular ramp with handrails	04/29/24	pending additional information from the applicant
1	1404 Forest Avenue	R1	Building Permit	Interior renovation of existing coach house (ADU)	10/09/24	non-compliant, pending revision by the applicant
1	1937 Sheridan Road	U3	Building Permit	Interior remodel (NU)	12/16/24	pending staff review
1	1710 Sherman Avenue	D2	Building Permit	Interior build-out of commercial tenant space, Tropical Smoothie Cafe	12/31/24	pending staff review
1	605 Davis Street	D3	Zoning Analysis	Planned Development for a new 31-story 330' tall mixed-use building with ground floor retail and 447 dwelling units	12/26/24	pending staff review
2	2118 Lake Street	R2	Building Permit	Patio and retaining wall	05/01/24	pending additional information from the applicant
2	1812 Lake Street	R3	Building Permit	Garage	06/25/24	non-compliant, pending additional information/revisions from the applicant
2	900 Clark Street	RP	Zoning Analysis	Demolish north end of Church Street Plaza movie theater building, construct new 27-story multi-family dwelling building with 358 dwelling units and 20% Inclusionary Housing dwelling units	07/03/24	non-compliant, pending additional information from the applicant
2	1620 Darrow Avenue	R3	Building Permit	Addition	10/02/24	pending additional information and revision from the applicant
2	1820 Crain Street	R4	Building Permit	Interior remodel and resurface driveway	12/13/24	pending additional information from the applicant
2	1042 Dewey Avenue	R3	Zoning Analysis	Interior remodel, partial roof replacement, and new garage	12/18/24	pending staff review
3	819 Judson Avenue	R5	Building Permit	New 4-story multi-family dwelling building with 4 dwelling units and detached garage for 8 vehicles	04/16/24	non-compliant, pending revisions from the applicant
3	1300 Chicago Avenue (1300-1306 Chicago Avenue), 601-615 Dempster Street, 1307 Sherman Place	B1/oDM	Zoning Analysis	Planned Development for a new 7-story mixed-use building with ground floor retail, enclosed parking on ground floor, 65 dwelling units, and modification of the existing 2-story retail building with 2 dwelling units above	06/24/24	non-compliant, pending additional information/revisions from the applicant
3	1115 Hinman Avenue	R1	Building Permit	Walk between residence and garage	10/30/24	pending additional information from the applicant
3	149 Burnham Place	R1	Building Permit	Reconfigure deck	11/19/24	pending additional information from the applicant
3	1012 Lake Shore Boulevard	R1	Building Permit	1-story addition at rear of residence, new railing on deck, interior renovation	12/19/24	pending staff review
4	990 Grove Street	D1	Zoning Analysis	Convert office space to work/live units on the 1st floor and to dwellings on floors 2-5	09/13/24	pending additional information from the applicant

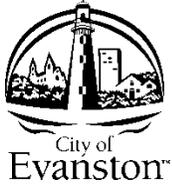
4	1012 Church Street	D3	Building Permit	New 2-story theatre (Northlight Theatre)	10/10/24	pending additional information from the applicant
4	1009 Wesley Avenue	R3	Building Permit	Carport	10/11/24	pending revisions from the applicant
4	1549 Sherman Avenue	D2	Zoning Analysis	Administrative Review Use for Type-2 Restaurant, coffee shop	12/31/24	pending additional information from the applicant
5	2125 Darrow Avenue	R4	Building Permit	Garage	12/04/23	non-compliant, pending minor variation application from the applicant
5	1811 Church Street	B2/oWE	Building Permit	New 4-story mixed-use building with ground floor retail and 33 dwelling units (HODC)	08/18/23	pending revisions and additional information from the applicant
5	2209 Emerson Street	R3	Building Permit	Deck	03/25/24	pending additional information from the applicant
5	2027 Brown Avenue	R3	Building Permit	Concrete parking pad behind garage	05/09/24	non-compliant, pending revisions and/or variation application from the applicant
5	2112 Asbury Avenue	R3	Building Permit	Remove deck, replace with paver patio	05/16/24	pending additional information from the applicant
5	1420 Leonard Place	R3	Zoning Analysis	New efficiency home	07/23/24	pending revisions and additional information from the applicant
5	2311 Emerson Street	R3	Building Permit	3-season room addition and rear porch	08/09/24	pending additional information from the applicant
5	2115 Wesley Avenue	R3	Building Permit	Replace front porch deck, steps, and rails	09/16/24	pending additional information from the applicant
5	1836 Lemar Avenue	R2	Building Permit	Deck	10/01/24	non-compliant, pending revisions from the applicant
5	830 Hamlin Street	R4a	Building Permit	Paver patio	10/09/24	non-compliant, pending revisions from the applicant
5	2206 Maple Avenue	R4a	Zoning Analysis	Redevelopment existing surface parking lot for a new 5-story building with 30 dwellings and 29 parking spaces	10/11/24	pending additional information from the applicant
5	1655 Foster Street	OS	Building Permit	Antennas and related equipment	11/12/24	pending additional information from the applicant
5	1026 Garnett Place	R4a	Building Permit	Interior renovation of garage	12/11/24	pending additional information from the applicant
5	2117 Dewey Avenue	MXE	Zoning Analysis	Demolish existing building, construct new building with 3 live-work units and 1 ADU	12/13/24	pending staff review
5	825 Foster Street	R5/B1	Zoning Analysis	Zoning Verification Letter	12/30/24	pending staff review
6	2703 Hartzell Street	R1	Building Permit	Carport and concrete slab	05/01/24	pending additional information/revisions from the applicant
6	2306 Central Park Avenue	R1	Building Permit	Front portico, deck, and replace exterior stairs	09/20/24	pending additional information from the applicant
6	2429 Cowper Avenue	R1	Building Permit	Paver patio	10/28/24	non-compliant, pending revision from the applicant
6	3238 Harrison Street	R1	Building Permit	Portico	11/08/24	pending additional information from the applicant

6	2430 Ridgeway Avenue	R1	Building Permit	Addition	11/13/24	pending additional information from the applicant
6	2334 Ridgeway Avenue	R1	Building Permit	Remove and replace patio	12/09/24	revisions submitted by applicant, pending staff review
7	1806 Chancellor Street	R1	Building Permit	Remove patio, re-install patio, stepping stones, grill pad, and patio maintenance	06/20/24	pending additional information from the applicant
7	2518 Jackson Avenue	R1	Building Permit	Garage with ADU	06/27/24	pending additional information from the applicant
7	625 Clinton Place	R1	Building Permit	Remove and replace brick paver parking pad	07/01/24	pending additional information from the applicant
7	1501 Central Street	U2	Building Permit	Parking lots, plaza, and landscaping for Ryan Stadium (NU)	07/08/24	pending additional information from the applicant
7	2000 Grant Street	R1	Building Permit	Replace front steps and portion of walk	11/04/24	pending additional information from the applicant
7	1501 Central Street	U2	Zoning Analysis	Demolish softball field bleachers and press box, construct new bleachers, pressbox, lighting, speakers, and associated improvements (NU - Sharon J. Drysdale Field)	12/26/24	pending staff review
8	1901 Howard Street	C1	Building Permit	Interior tenant improvement	11/06/24	revisions submitted by applicant, pending staff review
8	1003 Dobson Street	R2	Zoning Analysis	Garage	11/15/24	additional information needed from the applicant
9	2131 Keeney Street	R2	Building Permit	Driveway and walk	06/25/24	pending additional information from the applicant
9	611 Wesley Avenue	R3	Zoning Analysis	ADU	09/03/24	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
3	801 Forest Avenue	R5	Minor Variation	Street side yard setback to porch	12/09/24	determination after 01/08/25
6	2700 Thayer Street	R1	Minor Variation	Front yard setback for a 2-story addition	12/03/24	determination after 12/30/24
7	1726 Chancellor Street	R1	Minor Variation	Building lot coverage for 2-car detached garage	12/12/24	determination after 01/08/25
9	2125 Darrow Avenue	R4	Minor Variation	North interior side yard setback to detached garage	12/13/24	determination after 01/09/25



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: January, 3 2025

Enclosed is the weekly summary report of field inspections for construction projects under special monitoring. The report includes the ward, property address, type of construction, inspector notes, and date received.

Please contact me at [davidwilson@cityofevanston.org](mailto: davidwilson@cityofevanston.org) if you have any questions or need additional information.

Weekly Field Inspection Report

Thursday, January 2, 2025

Ward	Property Address	Construction Type	Inspector Notes	Received
4	909 Davis	Interior Remodel	No changes. Rough building inspections continue.	1/2/2025
4	1012 Church Street Northlight Theater	Assembly	No changes. Building plans have been submitted and are currently in review. Site and Northlight signage are in good condition. No construction fence at this time.	1/2/2025
*	*	*	*	*
*	Truck Route	*	No changes. Truck route continues to be monitored for speed and debris.	1/2/2025
7	1501 Central Street	Demolition	No changes. Street sweepers continue to address roadway dust and debris. All trucks continue to pass through truck washing station with manual washing of trucks and street. Construction fence is in place and in good condition.	1/2/2025
*	*	*	*	*
*	*	*	*	*



Memorandum

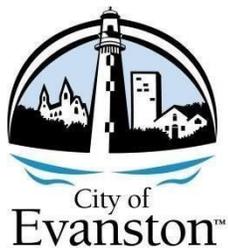
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: January 3, 2025

Ward	Property Address	Business Name	Date Received	Current Status
1	1710 Sherman Ave	Tropical Smoothie Café	1/02/2025	Pending Permit Issuance
2	2223 Washington St	Chicky's Kitchen Creations (in the Aux)	1/02/2025	Pending Building Permit
4	1549 Sherman Ave	Mr. Cachito	12/26/2024	Pending Building Permit
1	720 Clark St	New Koco Table (change of owner)	12/09/2024	Pending Inspections
4	804 Davis St	Paris Baguette	10/30/2024	Permit Issued – Pending Inspections
4	1633 Orrington Ave	Mira Sushi Restaurant & Bar	9/11/2024	Building Permit Issued – Pending Inspections
2	1741 Maple Ave	Cozy Thai Cuisine (Relocating)	9/10/2024	Building Permit Issued – Pending Inspections
8	1717 Howard St	Showkey African Cuisine	8/26/2024	Pending Permit Application
8	565 Howard St	T & E Productions	8/22/2024	Pending Permit Issuance
1	1710 Sherman Ave	Guzman y Gomez	8/16/2024	Permit Issued – Pending Inspections
3	1310 ½ Chicago Ave	Peeled Juice Bar	5/9/2024	Pending Permit Issuance
2	2223 Washington St	The Laundry Café (in The Aux)	4/23/2024	Building Permit Issued-Pending Inspections
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Building Permit Issued-Pending Inspections
5	1623 Simpson St	Free Flow Kitchen	3/21/2024	Building Permit Issued-Pending Inspections
1	1618 Sherman Ave	Life Time (Smoothie Bar)	3/19/2024	Building Permit Issued-Pending Inspections
1	521 Davis St	La Cocinita (Relocating)	7/11/2023	Building Permit Issued – Pending Inspections
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Pending License Issuance



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

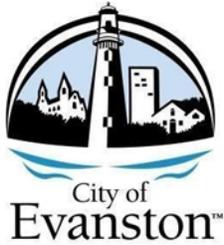
Date: January 3, 2025

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, and current status.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of January 3, 2025

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
1	Hops & Grapes	816 ½ Church St. Evanston, IL 60201	E	Package Store	8 a.m. — Midnight	Application will be voted on at City Council 1.13.25
2	Cozy	1741 Maple Ave. Evanston IL 60201	D	Restaurant	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri- Sat); 7 a.m. — 1 a.m. (Sun)	Application will be voted on at City Council 1.13.25
1	Life Time Fitness	1618 Sherman Ave. Evanston, IL 60201	D	Restaurant	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri- Sat); 7 a.m. — 1 a.m. (Sun)	Application will be voted on at City Council 1.13.25



Memorandum

To: Honorable Mayor and Members of the City Council

From: Sabrina Tamura, Deputy City Clerk

Subject: Monthly FOIA Report - December 2024

Date: January 2, 2025

Enclosed is the monthly report of FOIA requests. During the month of December the City of Evanston received **354** requests.

If you need to submit a FOIA request, please email foia@cityofevanston.org or submit the form [online](#).

City of Evanston Performance Report

December 1, 2024 - December 31, 2024 All departments

General Overview: Requests received, opened, and closed in this period.

354 request(s) received Total number of new requests received during this reporting period.	17410 total request(s) Total number of requests in the portal at the beginning of the reporting period.	406 request(s) closed Total number of requests closed during this reporting period.
147 request(s) open Total number of open requests by the end of this reporting period.	95 request(s) overdue Total number of requests that became overdue in this reporting period.	40 request(s) paused Total number of requests that were paused by the end of this reporting period.

Response and Fulfillment: How fast your agency responds to and fulfills requests

150 late response(s) Total number of requests where an initial response was sent after the response window expired.	5 day(s) to respond Median response time in days in this reporting period.	5 day(s) to respond Average response time in days in this reporting period.
153 fulfilled outside 5 days Number of requests closed beyond 5 days of request submission during this reporting period.	92 fulfilled within 5 days Total number of requests closed within 5 days of request submission during this reporting period.	8 day(s) to fulfillment Median number of days taken to fulfill all requests in this reporting period.

15 day(s) to fulfillment

Average number of days taken to fulfill all requests in this reporting period.

Staff Time: How much time staff has spent working on requests

0.0 hour(s) spent

Total number of hours staff spent on requests in this reporting period.

0 median hour(s) spent

Median number of hours staff spent on each request.

0 average hour(s) spent

Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests

\$0.00 dollars spent

Total amount of money spent (from staff costs) fulfilling requests in this reporting period.

\$0 median dollars spent

Median amount of money spent (from staff costs) on each request.

\$0 average dollars spent

Average amount of money spent (from staff costs) on each request.

Cost Recovery: Payments received from requesters via NextRequest

0 total invoices

Total number of requests with invoices.

\$0.00 dollars received

Total amount of money received from all requests with invoices in this reporting period.

\$0 median dollars earned

Median amount of money received from each request with invoices in this reporting period.

\$0 average dollars earned

Average amount of money received from each request with invoices in this reporting period.

Requests by Department

This table breaks down how many requests were received and closed by each department, as well as median fulfillment speed for each department in this reporting period.

Department	New	Closed	Median	Aver.
3-1-1	1	3	10	22
Accounting	0	1	38	38
Administrative Adjudication (Hearings)	1	0	0	0
Administrative Services	0	0	0	0
Budget	0	1	13	13
Buildings and Permits	26	25	5	9
City Clerk's Office	56	59	9	13
City Manager's Office	0	0	0	0
Collector's Office	3	2	7	7
Community Development	6	8	9	8
DO NOT USE: Information Technology (IT)	0	1	38	38
Economic Development	1	2	11	11
Email	11	28	19	22
Evanston Police Department Media	1	1	15	15
Facilities & Fleet Management	3	0	0	0
Finance	0	1	13	13

Fire	16	29	5	6
Health & Human Services	2	1	1	1
Housing and Grants	0	0	0	0
Human Resources (HR)	6	6	24	24
Legal	7	11	19	27
Library	0	0	0	0
OPS	42	38	39	36
Parking/Fleet	0	0	0	0
Parks, Recreation, and Community Services (PRCS)	1	2	26	26
Police	259	281	6	11
Property Standards	17	21	6	8
Public Works	2	8	5	6
Purchasing	5	4	23	24
Sustainability	0	0	0	0
Trees Only (PWA)	0	0	0	0
Video Requests	6	2	6	6
Water	3	6	12	13
Zoning and Planning	2	0	0	0
Not Assigned	0	0	0	0

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Time
5 Day Extension Request - Mark an "X" by the option that is applicable	112
ADDITIONAL RESPONSE TIME NEEDED	13
ADDITIONAL RESPONSE TIME NEEDED - BODY CAMERA FOOTAGE	3
ATTORNEY-LETTER OF REPRESENTATION REQUIRED	1
ATTORNEYS/INSURANCE /RECORD COPY SERVICE - RECORD FEES	60
Commercial Requester	2
Fulfilled - No Redactions [Use template if explanation of docs produced is necessary]	9
Fulfilled - Private Information Redacted	11
Notice to Narrow Request - fill in estimated pages and staff time	28
Proof of Ownership - Housing Documentation Request	1
Real Estate Transfer Tax	3
Recurrent Requester	1

Closure Response Report

This table includes all closure responses and totals used in this reporting period.

Closure Response	Times U
COMMERICAL ACCIDENT REPORT REQUEST - PAYMENT REQUIRED	2
Denial of Request	5
Denial of Request: 14 Day Unresponsive	32
Denial of Request: Duplicate Request	12
Denial of Request: Pending Law Enforcement Investigation	1
Denied - Juvenile Records (Police)	1
Denied: Partial	4
Fulfilled - Body Camera Footage Redacted	16
Fulfilled - No Redactions	200
Fulfilled - Private Information Redacted	100
No Responsive Documents	44

Tag Report

This table includes the tags applied to requests opened in this reporting period.

Tag Name	Times Used
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Key Assumptions

Requests Overdue

For requests that were closed prior to October 28, 2018 requests are counted as overdue only if they were overdue at the time the request was closed.

Late Responses

A late response indicates that there were no documents released; no message or invoice sent to the requester; or that the request remained open past its due date.

Response and Fulfillment Speed

Response time is tracked using the first external message sent through the NextRequest portal. This metric assumes that the message sent includes either a "request for clarification" or a time estimate.

Fulfillment time is calculated based on the time from when the request was created to the first date the request was closed (if there are multiple closed dates, only the first one is used).

Median days to close and average days to close are calculated based on the number of requests that have a closed date within the reporting period.

Staff Time

Staff time only accounts for time logged in NextRequest. This metric assumes that staff members regularly log all staff time in the portal and that the hourly rates are accurate and up-to-date.

Staff Cost

Staff cost only accounts for costs logged in NextRequest. This metric assumes that staff members regularly log costs in the portal.

Message Templates Report

The message templates report tracks message template usage from February 25, 2018 onwards.



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING JANUARY 3, 2025

HAPPY NEW YEAR!!

Winter is Here - Time to Order Liquid Calcium Chloride

As previously reported, SPC Liquid Calcium Chloride (LCC) vendor Sicalco Ltd. has agreed to a one-year contract extension (Contract #213) from December 4, 2024 through December 3, 2025 with no price increase as follows:

<u>Price/Gal</u>	<u>Delivery</u>	<u>Total Delivered Price</u>
\$0.52	\$0.19	\$0.71

According to The National Weather Service and National Oceanic and Atmospheric Administration (NOAA), this winter “wetter-than-average conditions are most likely in the Great Lakes States,” so please considering ordering to full capacity. Additional information may be found by visiting the [SPC Liquid Calcium Chloride](#) web page, contacting staff or Sicalco’s Frank Sibr, 630-371-2655 or fsibr@sicalco.net. *Staff contact: Ellen Dayan*

Pace Seeks Revision Input

The Pace Suburban Bus [ReVision project](#) “seeks to reimagine Pace’s transit network, informed by shifts in travel patterns and rider feedback.” As part of the project, Pace is seeking input from frequent riders and elected officials through an [online survey](#) and series of [open houses](#). Pace is also requesting help to spread the word about ReVision via a [toolkit](#) that features shareable content, graphics, text and links to use in newsletters and on social media. *Staff contacts: Eric Czarnota, Brian Larson*

Reminder: Lake County Opening on the Metra Board

Lake County residents are encouraged to apply for an upcoming opening on the Metra Board of Directors. Current Director Melinda Bush of *Grayslake* recently announced that she is stepping down from her position effective January 3, 2025. The Lake County Board requests that interested residents submit a resume, letter of interest, and recommendations to countyboardoffice@lakecountyil.gov by Friday, January 17. *Staff contacts: Eric Czarnota, Brian Larson*

USDOT Opens Community Traffic Safety Grant Applications

From the United States Department of Transportation (USDOT):

Do you have a project or program that can put Road to Zero’s pillars into practice, advance the Safe System Approach, and help reduce roadway deaths and serious injuries? The application for the Road to Zero Community Traffic Safety Grants, funded by the National Highway Traffic Safety Administration (NHTSA), is now open. These 12-month grants fund organizations in the U.S. that are working on innovative and promising approaches for implementing evidence-based strategies.

Applications are due by 11:55 p.m. ET on January 17, 2025, and awards will be announced in March 2025. For more information and to apply, [visit the Community Traffic Safety Grants website](#), where you can also view the work of current and past grantees. If you have questions that are not answered there, contact RoadToZero@nsc.org. *Staff contacts: Eric Czarnota, Brian Larson*

Be Ready for PROWAG with IDOT’s January Trainings

Recently, the Americans with Disabilities Act (ADA) requirements were upgraded with the adoption of Public Right-of-Way Accessibility Guidelines (PROWAG). In response, the Illinois Department of Transportation (IDOT) has scheduled two free, full-day trainings on PROWAG this month at the *Schaumburg* District Office. Attendees can sign up for either January 14 or 28, from 8:30 a.m. to 4:30 p.m., with virtual options available.

Register for either date by clicking on the [IDOT roster spreadsheet](#), scrolling to the bottom and on the first open line, enter your name, affiliation, planned date of attendance, and marking whether your attendance will be virtual or in person. *Staff contacts: Eric Czarnota, Brian Larson*

Advance Pedestrian and Biking Accessibility with Project Sidewalk Map-a-thon Trainings

The greatest obstacle to knowing where barriers to pedestrian and biking accessibility can be due to insufficient community knowledge. The Active Transportation Alliance (Active Trans), in partnership with the University of Illinois at Chicago (UIC) Project Sidewalk team, is seeking to address this through [Project Sidewalk](#), an easy-to-use virtual tool that identifies these barriers. Active Trans and UIC will host a series of Project Sidewalk map-a-thon virtual trainings for municipal staff and resident volunteers on Thursday, January 9, from 5:00 p.m. – 7:00 p.m., with [Zoom registration here](#), and Thursday, January 16, from 6:00 – 8:00 p.m., with [Zoom registration here](#).

The NWMC Bicycle-Pedestrian Committee recently hosted Active Trans and UIC staff for a discussion on Project Sidewalk at the November meeting. If you are interested in learning more about this topic, NWMC staff can direct you to the appropriate resource. *Staff contacts: Eric Czarnota, Brian Larson*

Invest in Cook Grants Opening Soon

The 2025 Invest in Cook grant program will open on Wednesday, January 15. This funding resource supports planning, engineering, right-of-way acquisition and construction for municipal projects that follow [Connecting Cook County](#), the county's long-range transportation plan. For more information, including a list of previously funded projects, please visit the [Invest in Cook website](#), or email InvestinCook.CC@cookcountyil.gov. *Staff contacts: Eric Czarnota, Brian Larson*

IEPA to Open Electric Vehicle Rebate Program This Month

For communities seeking to incentivize residents' adoption of electric vehicles, the Illinois Environmental Protection Agency (IEPA) will open its next all-electric vehicle rebate application cycle on Tuesday, January 21, with applications closing on April 30. Approximately \$14 million in rebates will be available this year, with low-income applicants receiving priority. For more information, please visit the [Electric Vehicle Rebate Program website](#). *Staff contacts: Eric Czarnota, Brian Larson*

Raise the Bar for Transportation Projects with a RAISE Grant

As a reminder, the USDOT has released [its NOFO for the Rebuilding American Infrastructure with Sustainability and Equity \(RAISE\) Grant Program](#). This grant is available for planning or construction of surface transportation projects that will have a significant local or regional impact as well as advance the USDOT priorities of safety, equity, climate mitigation, sustainability, workforce development, job quality and wealth creation.

Capital projects must have a minimum cost of \$5 million, and projects in areas of persistent poverty or historically disadvantaged communities are eligible for up to 100% federal funding. Please visit the [USDOT RAISE website](#) for additional application information, including frequently asked questions, previously recorded webinars and tools to help identify historically disadvantaged communities or areas of persistent poverty. All interested applicants must submit applications in [Grants.gov](#) no later than 10:59 p.m. on Thursday, January 30. *Staff contacts: Eric Czarnota, Brian Larson*

USDOT PROTECT Grants Make Transportation Infrastructure Resilient to Natural Hazards

As a reminder, the USDOT has opened applications for the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program. This program will offer \$576 million in FFY 2024-2025 for planning and construction of surface transportation facilities to be resilient to natural hazards such as climate change, flooding and extreme weather events. Learn more about the PROTECT grant and how to apply by visiting the program [webpage](#). Applications are due by Monday, February 24. *Staff contacts: Eric Czarnota, Brian Larson*

Newsy Items of the Week

Daily Herald: [Illinois is ending its 1% tax on groceries. Will your town replace it?](#)

Daily Herald: [New Lake County-wide dispatch system hires executive director](#)

Evanston Now: [Transit faces year of reckoning in 2025](#)

Meetings and Events

NWMC Executive Board will meet on Wednesday, January 8 at 8:30 a.m. via videoconference.

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, January 14 at 10:30 a.m. at the NWMC office and via videoconference.

NWMC Legislative Committee will meet on Wednesday, January 15 at 8:30 a.m. via videoconference.

NWMC Finance Committee will meet on Wednesday, January 15 at noon via videoconference.

NWMC Board of Directors will meet on Wednesday, January 15 at 6:00 p.m. at the NWMC office and via videoconference.

NWMC Staff

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