

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL
		b. "X" the applicable box <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED USDOT		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	6. EMPLOYER IDENTIFICATION NUMBER XKVUMP8PBN1	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER 69A6212550043	

8. **PERIOD COVERED BY THIS REQUEST**
From: To:

9. **RECIPIENT ORGANIZATION**

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

10. **PAYEE** (Where check is to be sent if different than item 9)

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES	(a) IFACGP	(b)	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i> 10/31/2025	\$ 84,108.73	\$	\$	\$ 84,108.73
b. Less: Cumulative program income	0.00			0.00
c. Net program outlays <i>(Line a minus line b)</i>	84,108.73			84,108.73
d. Estimated net cash outlays for advance period				
e. Total <i>(Sum of lines c & d)</i>	84,108.73			84,108.73
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested <i>(Line g minus line h)</i>				
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			
	2nd month			
	3rd month			

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$	
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period		
c. Amount requested <i>(Line a minus line b)</i>	\$	

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL <i>Luke Stowe</i>	DATE REQUEST SUBMITTED 10/31/2025
--	--------------------------------------

TYPED OR PRINTED NAME AND TITLE

Prefix: Mr. First Name: Luke Middle Name: Last Name: Stowe Suffix: Title: City Manager

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

847.448.8013

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.



Ben McAdams
Propvizer, Inc.
2205 South 1000 East
Salt Lake City, Utah 84106
(801) 560-3988
ben@propvizer.co

INVOICE

Date: April 21, 2025
Invoice #: 2025-002

Bill To:
Luke Stowe, City Manager
City of Evanston
2100 Ridge Avenue
Evanston, IL 60201

Reference:
Professional Services Agreement for Putting Assets to Work Project (USDOT Build America Bureau Innovative Finance and Asset Concession Grant)

Description of Services Provided (March 6–31, 2025):

- Conducted project initiation and onboarding activities, including internal project planning and alignment with City goals under the Build America Bureau Innovative Finance and Asset Concession Grant.
- Reviewed City-provided background documents, prior asset inventories, and related strategic planning materials to inform initial scoping.
- Facilitated kickoff and follow-up meetings with the City's project team to confirm engagement objectives, clarify priorities, and establish initial points of contact.
- Developed preliminary asset identification list and assessment framework to guide future analysis of underutilized City-owned properties.
- Initiated the evaluation of potential financing, partnership, and concession models aligned with grant objectives and PAW best practices.
- Prepared draft engagement timeline, project milestones, and anticipated deliverables for City review and feedback.
- Coordinated with project partners and federal contacts as necessary to ensure compliance with grant reporting and performance tracking requirements.

Item	Amount
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Monthly Professional Services Fee (Full Month)	\$17,500.00
Proration Adjustment (March 6-31)	\$14,677.42

Total Due: \$14,677.42

Remittance Instructions:

Please remit payment by check to:

Propvizer, Inc.

2205 South 1000 East

Salt Lake City, Utah 84106

(Or, if you prefer electronic payment, please contact ben@propvizer.co for ACH instructions.)



Ben McAdams
Propvizer, Inc.
2205 South 1000 East
Salt Lake City, Utah 84106
(801) 560-3988
ben@propvizer.co

INVOICE

Date: April 21, 2025
Invoice #: 2025-003

Bill To:
Luke Stowe, City Manager
City of Evanston
2100 Ridge Avenue
Evanston, IL 60201

Reference:
Professional Services Agreement for Putting Assets to Work Project (USDOT Build America Bureau Innovative Finance and Asset Concession Grant)

Description of Services Provided (April 1–30, 2025):

Description of Services Provided (April 1–30, 2025):

- **Weekly Coordination & Project Management:**
 - Facilitated four weekly coordination meetings with the City’s project lead to align on priorities, review deliverables, and adjust work plans.
 - Defined roles and responsibilities for Propvizer and City staff on key workstreams.
- **Police & Fire Headquarters Evaluation:**
 - Scoped and led analysis of adaptive-reuse versus new-build options for the Police/Fire HQ at 1800 Maple, reviewing AECOM’s technical findings.
 - Coordinated with Lara Biggs and Shane Carey to vet feasibility criteria and cost estimates.
- **Asset Inventory & Assessment Framework:**
 - Refined the preliminary City-owned asset inventory based on April’s site visits and document reviews.
 - Updated the assessment framework to incorporate feedback on impacts, market



readiness, and revenue potential.

- **Feasibility Analyses & Financial Modeling:**
 - Began drafting site-specific feasibility memos for priority assets, outlining preliminary revenue projections and partnership structures.
- **Timeline & Deliverable Updates:**
 - Revised the engagement timeline, key milestones, and deliverable schedule to reflect April’s progress and April 30 City feedback session.
- **Grant Compliance & Federal Coordination:**
 - Liaised with our federal contacts to confirm reporting requirements and data submissions under the Build America Bureau grant.
 - Compiled and submitted required performance metrics and documentation for April.

Item	Amount
Monthly Professional Services Fee (Full Month)	\$17,500.00

Total Due: \$17,500.00

Remittance Instructions:

Please remit payment by check to:

Propvizer, Inc.

2205 South 1000 East

Salt Lake City, Utah 84106

(Or, if you prefer electronic payment, please contact ben@propvizer.co for ACH instructions.)



Ben McAdams
Propvizer, Inc.
2205 South 1000 East
Salt Lake City, Utah 84106
(801) 560-3988
ben@propvizer.co

INVOICE

Date: July 31, 2025
Invoice #: 2025-004

Bill To:
Luke Stowe, City Manager
City of Evanston
2100 Ridge Avenue
Evanston, IL 60201

Reference:
Professional Services Agreement for Putting Assets to Work Project (USDOT Build America Bureau Innovative Finance and Asset Concession Grant)

Description of Services Provided (July 15 - 31, 2025):

- **Resumed Weekly Coordination & Project Management:**
 - Resumed weekly coordination meetings with the City’s project lead to align on priorities, review deliverables, and adjust work plans.
 - Defined roles and responsibilities for Propvizer/mPact Team and City staff on key workstreams.
- **Police & Fire Headquarters Evaluation:**
 - Scoped and led analysis of adaptive-reuse versus new-build options for the Police/Fire HQ at 1800 Maple, walked through existing building, reviewed architectural plans, reviewing AECOM’s technical findings.
- **Asset Inventory & Assessment Framework:**
 - Updated the assessment framework to incorporate feedback on impacts, market readiness, and revenue potential.
- **Feasibility Analyses & Financial Modeling:**
 - Began drafting site-specific feasibility memos for priority assets, outlining



preliminary revenue projections and partnership structures.

- **Timeline & Deliverable Updates:**
 - Revised the engagement timeline, key milestones, and deliverable schedule to reflect revised goals and objectives based on feedback from the City.
- **Engagement**
 - Began buildout of engagement plan and website. Organizing scope of engagement plan for select assets.

Item	Amount
Prorated monthly retainer (July 15-31)	\$9,596.77
Reimbursement of hard costs related to website/engagement (receipt attached)	\$600

Total Due: \$10,196.77

Remittance Instructions:

Please remit payment by check to:

Propvizer, Inc.

2205 South 1000 East

Salt Lake City, Utah 84106

(Or, if you prefer electronic payment, please contact ben@propvizer.co for ACH instructions.)



AUTOMATE THE TEDIOUS

INVOICE

Invoice #: 0001

Date: 7/25/2025

Due Date: 07/30/2025

Bill To:

Propvizer, Inc.

Alexandra Stieglitz

2205 S 1000 E

Salt Lake City, Utah

Description of Services

Item #	Service Description	Amount
001	20% of contract total due at contract signing	\$600.00

Total Due: \$600.00

Payment Instructions:

Please make payment via [Bank Transfer / ACH] to:

Bank Name: Chase

Account Name: ENDSTATION LLC

Account Number: 921882699

Routing Number: 044000037



INVOICE

Date: August 31, 2025

Invoice #: 2025-005

Bill To:

Luke Stowe, City Manager

City of Evanston

2100 Ridge Avenue

Evanston, IL 60201

Reference:

Professional Services Agreement for Putting Assets to Work Project (USDOT Build America Bureau Innovative Finance and Asset Concession Grant)

Description of Services Provided (August 2025):

- Continued evaluation of City facilities, including 1801 Maple for police/fire suitability.
- Initiated assessments of the Noyes Cultural Arts Center and Evanston Library.
- Developed the community engagement website and prepared for launch.
- Prepared council update memo and began scheduling council meetings.
- Ongoing project management, coordination, and feasibility analysis to support asset planning.
- Timeline & Deliverable Updates:
 - Revised the engagement timeline, key milestones, and deliverable schedule to reflect revised goals and objectives based on feedback from the City.
- Engagement
 - Began buildout of engagement plan and website. Organizing scope of engagement plan for select assets.

Item	Amount
August monthly retainer (August 1-31)	\$17,500

Total Due: \$17,500

Remittance Instructions:

Please remit payment by ACH.



INVOICE

Date: September 30, 2025

Invoice #: 2025-009

Bill To:

Luke Stowe, City Manager

City of Evanston

2100 Ridge Avenue

Evanston, IL 60201

Reference:

Professional Services Agreement for Putting Assets to Work Project (USDOT Build America Bureau Innovative Finance and Asset Concession Grant)

Description of Services Provided (September 2025):

- Continued evaluation of City facilities, including 1801 Maple for police/fire suitability.
- Initiated assessments of the Noyes Cultural Arts Center and Evanston Library.
- Distributed council update memo, scheduling council meetings, in person meetings with council members and staff
- Begin architect selection and alignment with strategies
- Finalized the community engagement website and launched community engagement.
- Ongoing project management, coordination, and feasibility analysis to support asset planning.
- Timeline & Deliverable Updates:
 - Revised the engagement timeline, key milestones, and deliverable schedule to reflect revised goals and objectives based on feedback from the City.

Item	Amount
Monthly retainer (September 1-30)	\$17,500
Reimbursement for travel expenses (breakout detail on following page)	\$1,515.25
Total	\$19,015.25

Total Due: \$19,015.25



Reimbursement Detail

McAdams travel (Delta SLC-ORD, PIT-SLC) = Note that I split time on this trip between Evanston and another client, so flights are split 50/50. Delta: $\$814.96/2 = \407.48	\$407.48
McAdams travel (ORD-PIT) = $\$298.06/2 =$ \$149.03	\$149.03
McAdams hotel	\$138.15
McAdams Ride Share ORD to Evanston	\$50.59
McAdams Ride Share Evanston to ORD	\$57.27
McAdams Ride Share from airport	\$26.25
Porter Hyatt House	\$278.23
Porter Ride Share from airport	\$63.42
Porter Ride Share to to LGA	\$56.35
Porter Rides Share ORD to Evanston	\$51.47
Porter air NYC to ORD	\$237.01
Total	\$1,515.25

Receipts on following pages.

Date of Purchase: Sep 04, 2025

Flight Receipt for Salt Lake City, UT to Chicago-O'Hare, IL

PASSENGER INFORMATION

BENJAMIN MCADAMS
 SkyMiles Number: 2148751148

Confirmation Number: HSMWH6
 Ticket Number: 0062362751408

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
SLC>ORD Tue 16Sep2025 DL 2413	FLWN	O	MAIN
PIT>SLC Thu 18Sep2025 DL 3248	FLWN	S	MAIN

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$729.64 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$54.72 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.40 USD

Total Price: \$814.96 USD

Paid with American Express *****2007

KEY OF TERMS

- Arrival date different than departure date
 ** - Check-in required
 ***- Multiple meals
 *S\$ - Multiple seats
 AR - Arrives
 B - Breakfast
 C - Bagels / Beverages
 D - Dinner

F - Food available for purchase
 L - Lunch
 LV - Departs
 M - Movie
 R - Refreshments, complimentary
 S - Snack
 T - Cold meal
 V - Snacks for sale



Wed, Oct 01, 2025

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: [Visit the Travel-Ready Center](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

BV1P8D

Flight 1 of 1 UA3464	Class: United Economy (H)
Wed, Sep 17, 2025	Wed, Sep 17, 2025
09:07 PM	11:44 PM
Chicago, IL, US (ORD)	Pittsburgh, PA, US (PIT)
Flight Operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS.	

Traveler Details	
MCADAMS/BENJAMINM	
eTicket number: 0162328973203	Seats: ORD-PIT -----
Frequent Flyer: UA-XXXXX439 Member	

Purchase Summary	
Method of payment:	American Express ending in 2007
Date of purchase:	Thu, Sep 04, 2025
Airfare:	263.03
U.S. Transportation Tax:	19.73
U.S. Flight Segment Tax:	5.20
Passenger Civil Aviation Security Service Fee:	5.60
U.S. Passenger Facility Charge:	4.50
Total Per Passenger:	298.06 USD
Total:	298.06 USD

Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.



Holiday Inn

09-17-25

Benjamin Mcadams 2205 South 1000 East Salt-Lake-City 84106 United States	Folio No.	:		Room No. :	509
	A/R Number	:		Arrival :	09-16-25
	Group Code	:		Departure :	09-17-25
	Company	:		Conf. No. :	42173621
	Membership No. :	PC	197548957	Rate Code :	IDMAF
	Invoice No.	:		Page No. :	1 of 1

Date	Description	Charges	Credits	
09-16-25	American Express XXXXXXXXXXXX2107		138.15	
09-16-25	*Accommodation	120.65		
09-16-25	Local Occupancy Tax	9.05		
09-16-25	State Occupancy Tax	7.24		
09-16-25	Cook County Tax	1.21		
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review . We look forward to welcoming you back soon.		Total	138.15	138.15
		Balance	0.00	

Guest Signature: _____

I have received the goods and/or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Chicago North-Evanston
1501 Shennan Avenue
Evanston, IL 60201
Telephone: (847) 491-6400 Fax: (847) 328-3090

Your ride with Donald on September 16

1 message

Lyft Receipts <no-reply@lyftmail.com>
To: benmcadams@gmail.com

Wed, Oct 1, 2025 at 1:01 PM



YOUR RIDE TO 1501 SHERMAN AVE ON SEPTEMBER 16, 2025 AT 10:10 PM

Thanks for riding with Donald!100% of tips go to drivers. [Add tip](#)

American Express *2007

\$50.59

Standard fare (16.18mi, 27m 41s)	\$37.31
City of Chicago Accessibility Fee	\$0.10
City of Chicago Airport, McCormick Place, Navy Pier Surcharge	\$5.00
City of Chicago Fee	\$1.13
Evanston Surcharge	\$0.45
Tip	\$6.60

Your trip

Your ride with Morteza on September 17

1 message

Lyft Receipts <no-reply@lyftmail.com>
To: benmcadams@gmail.com

Wed, Oct 1, 2025 at 1:02 PM



YOUR RIDE TO RECIRCULATION RD ON SEPTEMBER 17, 2025 AT 6:52 PM

Thanks for riding with Morteza!100% of tips go to drivers. [Add tip](#)

American Express *2007

\$57.27

Standard fare (16.03mi, 40m 24s)	\$43.12
City of Chicago Fee	\$1.13
City of Chicago Airport, McCormick Place, Navy Pier Surcharge	\$5.00
City of Chicago Accessibility Fee	\$0.10
Evanston Surcharge	\$0.45
Tip	\$7.47

Your trip

Your ride with Patrick on September 18

1 message

Lyft Receipts <no-reply@lyftmail.com>
To: benmcadams@gmail.com

Wed, Oct 1, 2025 at 3:54 PM



YOUR RIDE TO 555 S MAIN ST ON SEPTEMBER 18, 2025 AT 7:33 PM

Thanks for riding with Patrick!

100% of tips go to drivers. [Add tip](#)



American Express *2007

\$26.25

Standard fare (6.96mi, 8m 36s)

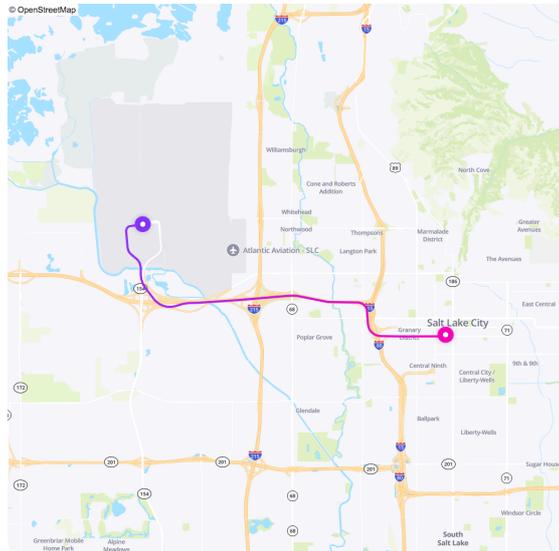
\$22.83

Tip

\$3.42

Your trip

- **Pickup 7:33 PM**
776 N Terminal Dr, Salt Lake City, UT
- **Drop-off 7:42 PM**
555 S Main St, Salt Lake City, UT



Committed to getting you there safely, every time



Every Lyft ride has built-in safety features like real-time monitoring, emergency help, and tools like Location Sharing and Audio Recording - so you're always in control. [Learn more](#)

Get help and more

-  Tip driver >  Favorite Driver >
-  Find lost item >  Dispute ride charges >
-  Report incident >  Help center >

Select 'You' on the home screen in the Lyft app, then '[Ride History](#)' to view your ride cost breakdown or get additional help.

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

Receipt #2130050902718422764

[© OpenStreetMap](#)

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548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P



Hyatt House Chicago/Evanston

1515 Chicago Avenue
Evanston IL 60201
United States

<https://www.hyatt.com/hyatt-house/en-US/chix-hyatt-house-chicago-evanston>
847-864-2300

Payee MR Ryan Porter
180 Front St Apt 8t
Brooklyn NY 11201
United States

Room No. 0807
Arrival 09-17-25
Departure 09-18-25
Page No. 1 of 1
Folio 1
Window
Folio No. 151968

Confirmation No. 101281701

Group Name

Date	Description	Charges	Credits
09-17-25	Guest Market Beverage	5.50	
09-17-25	F&B Sales Tax	0.56	
09-17-25	Guest Market Food	8.00	
09-17-25	F&B Sales Tax	0.82	
09-17-25	Guest Room	230.00	
09-17-25	State Occupancy Tax	13.80	
09-17-25	City Occupancy Tax	17.25	
09-17-25	County Tax	2.30	
09-18-25	American Express XXXXXXXXXXXXX2009 XX/XX		278.23

Total 278.23 278.23

Guest Signature

Balance 0.00

I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership: XXXXXX516I
548823516I00

\$63.42

Apple Pay

Fare	\$43.60
<i>Rate #1 (STAND. CITY RATE) - 10.53 mi</i>	<i>\$43.60</i>
Toll	\$0.00
Airport Fee	\$1.75
Extras	\$6.00
Improvement Surcharge	\$1.00
Service Fee	\$0.00
State Surcharge	\$0.50
Tip	\$10.57
Subtotal	\$63.42
Curb Credits	\$0.00
Total	\$63.42
Charged on 09/18/25	Confirmation #UAFF08

Pickup Terminal B Departures, New York, NY
11371 at 12:32 PM

Dropoff 165 Front Street, New York, NY
11201 at 1:02 PM

Serviced by

Curb

Driver: KUNSANG Driver #: 5082829 Vehicle #1R37
Trip #1025

Need Help? <https://www.gocurb.com/rider-app-support>
Lost something? <https://www.gocurb.com/lost-and-found>

Fast! Your ride with Pedro on September 17

From: angela.russell@gmail.com

To: angela.russell@gmail.com

Subject: Fast!

Hi Pedro,

Here's the receipt for your ride on September 17.

Receipt for ride on September 17

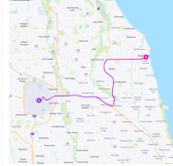


confirmation #: 2018-09-17-144

Thanks for riding with Pedro!

Total of fare plus to driver: \$51.74	
Standard fare (1.01 miles, 20m 11s)	\$35.51
City of Chicago Accessibility Fee	\$1.50
City of Chicago (TAXI, McCook Park, Navy Pier, South Loop, McCormick Place, Navy Pier)	\$5.00
Fee Surcharge	\$0.45
Standard Surcharge	\$0.45
City of Chicago Fee	\$1.15
Tax	\$0.15

American Express 1009 **\$51.74**



- **Pickup** 10:19 AM
615 Westmoreland Rd, Chicago, IL
- **Drop-off** 10:28 AM
1515 S Chicago Ave, Evanston, IL

Tip driver

Find last item

Request review

To protect your privacy, receipt information has been redacted. See [Lyft's privacy policy](#) for more information.

Help Center

Receipt #0120181716020800000

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Fast: Your United Airline booking confirmation - CCYF0K

From: Ryan Porter <ryanporter@united.com>
To: Angela Russell <russell@united.com>
Date: Tue, 20 Jun 2017 10:42 AM
Subject: Confirmation for your United Airline booking - CCYF0K



Thanks Ryan for choosing United!

Confirmation number: CCYF0K

We're processing your request and will issue your ticket soon. A confirmation with your itinerary and receipt will be sent to russell@united.com. If you don't receive an email, [click here](#).

[Manage my bag](#)

Purchase summary

Fare	\$902.00
Taxes and Fees	\$63.00
Total	\$237.01

Credit card payment: 6017 21 (American Express® CARD)

Flight to Chicago

Mon 11, 2017

8:25 AM **10:02 AM**

LGA **UA** ORD 2h 31m

Mon, Jun 12, 2017 **ORD** Chicago, IL, US

Aircraft 747-400

Class Y

Seat 17A

Meal Continental

Entertainment United

Baggage 1 checked

Flight to New York

Mon 12, 2017

8:55 AM **12:14 PM**

ORD **UA** LGA 2h 16m

Tue, Jun 13, 2017 **LGA** New York, NY, US

Aircraft 747-400

Class Y

Seat 17A

Meal Continental

Entertainment United

Baggage 1 checked

Travelers

Ryan Porter	1	Basic
Passport type	USA	USA or US, 18
Home residence	USA	USA or US, 18
Address	USA	USA or US, 18

Calculate bag charges

Route	FIRST CLASS	BUSINESS CLASS	ECONOMY PREMIUM
New York, NY, US (LGA) to New York, NY, US (LGA) Return 11, 2017	\$150.00	\$250.00	\$100.00
New York, NY, US (LGA) to New York, NY, US (LGA) Return 12, 2017	\$150.00	\$250.00	\$100.00

These are estimates of additional bag charges that may apply to your itinerary. Baggage charges may vary by carrier, equipment, or class of service. For more information, please visit [www.united.com](#).

- [Carry-on baggage allowed](#)
- [United Rewards for Mileage Plus](#)
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[Baggage Allowance](#) - View current baggage allowance information.
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Chicago O'Hare - Airport (MDW)

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Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041

Revenue G/L #100.15.5300.55271

Employee: Paul Zalmezak

Position: Economic Development Manager

Date: March 2025

Total Hours 2

Pay Rate \$83.50

Total Personnel \$167.00

Date:	Hours	Description
March 1, 2025		
March 2, 2025		
March 3, 2025		
March 4, 2025		
March 5, 2025		
March 6, 2025		
March 7, 2025		
March 8, 2025		
March 9, 2025		
March 10, 2025		
March 11, 2025		
March 12, 2025		
March 13, 2025		
March 14, 2025		
March 15, 2025		
March 16, 2025		
March 17, 2025		
March 18, 2025		
March 19, 2025		
March 20, 2025	2	Putting Assets to Work Coordination / Civic Center Meeting
March 21, 2025		
March 22, 2025		
March 23, 2025		
March 24, 2025		
March 25, 2025		
March 26, 2025		
March 27, 2025		
March 28, 2025		
March 29, 2025		
March 30, 2025		
March 31, 2025		

Approval: *Luke Stowe*

Luke Stowe, City Manager

Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041

Revenue G/L #100.15.5300.55271

Employee: Paul Zalmezak

Position: Economic Development Manager

Date: April 2025

Total Hours 11

Pay Rate \$83.50

Total Personnel \$918.52

Date:	Hours	Description
April 1, 2025	2	Review PAW Scoring
April 2, 2025	8	Putting Assets to Work Team Kickoff / Tours
April 3, 2025		
April 4, 2025		
April 5, 2025		
April 6, 2025		
April 7, 2025		
April 8, 2025		
April 9, 2025		
April 10, 2025		
April 11, 2025		
April 12, 2025		
April 13, 2025		
April 14, 2025		
April 15, 2025		
April 16, 2025		
April 17, 2025		
April 18, 2025	1	Putting Assets to Work Project Schedule Meeting
April 19, 2025		
April 20, 2025		
April 21, 2025		
April 22, 2025		
April 23, 2025		
April 24, 2025		
April 25, 2025		
April 26, 2025		
April 27, 2025		
April 28, 2025		
April 29, 2025		
April 30, 2025		

Approval:

Luke Stowe

Luke Stowe, City Manager

Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041

Revenue G/L #100.15.5300.55271

Employee: Paul Zalmezak

Position: Economic Development Manager

Date: May 2025

Total Hours 4

Pay Rate \$83.50

Total Personnel \$334.01

Date:	Hours	Description
May 1, 2025		
May 2, 2025		
May 3, 2025		
May 4, 2025		
May 5, 2025	1	Putting Assets to Work Process Update Meeting
May 6, 2025		
May 7, 2025		
May 8, 2025		
May 9, 2025		
May 10, 2025		
May 11, 2025		
May 12, 2025		
May 13, 2025		
May 14, 2025	1	Putting Assets to Work Process Update meeting
May 15, 2025		
May 16, 2025		
May 17, 2025		
May 18, 2025		
May 19, 2025		
May 20, 2025		
May 21, 2025		
May 22, 2025		
May 23, 2025	1	Putting Assets to Work Proposal Scoring
May 24, 2025		
May 25, 2025		
May 26, 2025		
May 27, 2025		
May 28, 2025		
May 29, 2025		
May 30, 2025	1	Putting Assets to Work Proposal Scoring
May 31, 2025		

Approval:

Luke Stowe

Luke Stowe, City Manager

Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041

Revenue G/L #100.15.5300.55271

Employee: Paul Zalmezak

Position: Economic Development Manager

Date: June 2025

Total Hours 3

Pay Rate \$83.50

Total Personnel \$250.51

Date:	Hours	Description
June 1, 2025		
June 2, 2025		
June 3, 2025		
June 4, 2025		
June 5, 2025		
June 6, 2025		
June 7, 2025		
June 8, 2025		
June 9, 2025		
June 10, 2025	1	Putting Assets to Work interviews
June 11, 2025		
June 12, 2025	1	PAW Strategy / Discussion
June 13, 2025		
June 14, 2025		
June 15, 2025		
June 16, 2025		
June 17, 2025		
June 18, 2025	1	Putting Assets to Work interviews
June 19, 2025		
June 20, 2025		
June 21, 2025		
June 22, 2025		
June 23, 2025		
June 24, 2025		
June 25, 2025		
June 26, 2025		
June 27, 2025		
June 28, 2025		
June 29, 2025		
June 30, 2025		

Approval:

Luke Stowe

Luke Stowe, City Manager

Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041

Revenue G/L #100.15.5300.55271

Employee: Paul Zalmezak

Position: Economic Development Manager

Date: July 2025

Total Hours 7

Pay Rate \$83.50

Total Personnel \$584.51

Date:	Hours	Description
July 1, 2025		
July 2, 2025	1	Putting Assets to Work INterviews
July 3, 2025	2	Drafted paw memo
July 4, 2025		
July 5, 2025		
July 6, 2025		
July 7, 2025		
July 8, 2025		
July 9, 2025		
July 10, 2025		
July 11, 2025		
July 12, 2025		
July 13, 2025		
July 14, 2025	2	Prep and Breifing of councilmembers
July 15, 2025	1	Notice PAW Activities to City Council
July 16, 2025		
July 17, 2025		
July 18, 2025		
July 19, 2025		
July 20, 2025		
July 21, 2025	1	Putting Assets to work
July 22, 2025		
July 23, 2025		
July 24, 2025		
July 25, 2025		
July 26, 2025		
July 27, 2025		
July 28, 2025		
July 29, 2025		
July 30, 2025		

Approval:

Luke Stowe

Luke Stowe, City Manager

Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041

Revenue G/L #100.15.5300.55271

Employee: Paul Zalmezak

Position: Economic Development Manager

Date: August 2025

Total Hours 7

Pay Rate \$83.50

Total Personnel \$584.51

Date:	Hours	Description
August 1, 2025		
August 2, 2025		
August 3, 2025		
August 4, 2025		
August 5, 2025		
August 6, 2025	1	Arts Engagement - Putting Assets to work meeting with city manager
August 7, 2025		
August 8, 2025		
August 9, 2025		
August 10, 2025		
August 11, 2025		
August 12, 2025		
August 13, 2025		
August 14, 2025	3	PAW Planning - Councilmembers
August 15, 2025		
August 16, 2025		
August 17, 2025		
August 18, 2025		
August 19, 2025		
August 20, 2025		
August 21, 2025		
August 22, 2025		
August 23, 2025		
August 24, 2025		
August 25, 2025		
August 26, 2025	3	Prep and meeting to finalize PAW Draft to City Council and Scheduling
August 27, 2025		
August 28, 2025		
August 29, 2025		
August 30, 2025		
August 31, 2025		

Approval:

Luke Stowe

Luke Stowe, City Manager

Timesheet- City of Evanston US DOT Innovative Finance and Asset Concession Grant

Expense G/L #100.15.5300.65041
Revenue G/L #100.15.5300.55271
Employee: Paul Zalmezak
Position: Economic Development Manager
Date: September 2025
Total Hours 28.5
Pay Rate \$83.50
Total Personnel \$2,379.80

Date:	Hours	Description
September 1, 2025	0	holiday
September 2, 2025	0.5	consultant invoice review and submittal to accounting
September 3, 2025	3	Innovation grant admin, reviewing website and creating invoices/ communications with dot team
September 4, 2025	2.5	Prep for consultant weekly coordination call and weekly call, research Delphi system with City finance division
September 5, 2025	2	Innovation grant admin, invoicing and internal submittals, email communications to city engineers
September 6, 2025	0	Weekend
September 7, 2025	0	Weekend
September 8, 2025	0	
September 9, 2025	0	
September 10, 2025	0	
September 11, 2025	2	Prep for consultant weekly coordination call and weekly call (participate remote / court date)
September 12, 2025	0	
September 13, 2025	0	Weekend
September 14, 2025	0	Weekend
September 15, 2025	0	
September 16, 2025	1.5	Prepare technology/conference room set up for introductory meetings with City Council
September 17, 2025	6	introductory Councilmember meetings with consultant
September 18, 2025	2	Prep for consultant weekly coordination call and weekly call
September 19, 2025	2	Press release draft and review with communications team and city manager
September 20, 2025	0	Weekend
September 21, 2025	0	Weekend
September 22, 2025	1	Putting Assets to Work Meeting update
September 23, 2025	0	
September 24, 2025	0	
September 25, 2025	2	Prep for consultant weekly coordination call and weekly call
September 26, 2025	3	Phone call with Mclean (consultant) councilmember meeting, prep for councilmember meeting, admin/timesheet/accounting
September 27, 2025	0	Weekend
September 28, 2025	0	Weekend
September 29, 2025	1	PAW / Putting Assets to WORK Update Meeting
September 30, 2025		

Approval: *Luke Stowe*

Luke Stowe, City Manager

Title	USDOT Invoices - Zalmezak
File name	Evanston_Invoice_...OT_Innovative.pdf
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