



AGENDA
ECONOMIC DEVELOPMENT COMMITTEE
JANUARY 26, 2022
6 P.M.

Pursuant to 5 ILCS 120/7(2), Economic Development Committee members and City staff will be participating in this meeting remotely. It has been determined that in-person meetings of the City's Boards, Commissions, and Committees are not practical or prudent due to the ongoing coronavirus pandemic. Accordingly, the Economic Development Committee may be convened, and members may attend by means other than physical presence consistent with 5 ILCS 120/7.

Those wishing to make public comments at the Economic Development Committee meeting may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the Economic Development Committee online comment form available by clicking [here](#).

Community members may watch the Economic Development Committee meeting online through the Zoom platform:

Join Zoom Meeting:

<https://us06web.zoom.us/j/82891264023?pwd=UnRkaytxOFZER3BNditoRG02eTBtdz09>

Meeting ID: 828 9126 4023

Passcode: 519565

Dial by your location +1 312 626 6799 (Chicago)

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. APPROVAL OF MEETING MINUTES

- A. **Minutes from December 1, 2021**
[EDC Draft Minutes 12.1.2021](#)

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3. PUBLIC COMMENT

4. ITEMS FOR CONSIDERATION

A. **Approval of Entrepreneurship Emergency Assistance Grant for Fatzee's** 10 - 13

Staff recommends the Economic Development Committee approve financial assistance from the Entrepreneurship Support Program totaling \$479 for Fatzee's.

For FY 2022, the Entrepreneurship Support Account (100.15.5300.62664) was allotted \$50,000. The current YTD balance is \$50,000.

For Action

[Approval of Entrepreneurship Emergency Assistance Grant for Fatzee's - Attachment - Pdf](#)

B. **ASPIRE - Evanston Community Healthcare Workforce Development Program** 14 - 36

Staff is seeking the Economic Development Committee's recommendation to City Council to approve \$200,000 from the American Rescue Plan Act (ARPA) for the proposed ASPIRE-Evanston Community Healthcare Workforce Development Program. The funding would match an investment proposed by Northshore University Health System.

American Rescue Plan Act (ARPA) - Economic Development

For Action

[ASPIRE - Evanston Community Healthcare Workforce Development Program](#)

[ASPIRE Community Workforce Development Program Proposal NorthShore-Evanston Community HealthCare Workforce ASPIRE CIF 01242022 \(MTB\) CLEAN](#)

[ASPIRE Community Workforce Development Program Presentation](#)

C. **The Aux requests \$1 million in ARPA funds to assist with the cost of constructing a new commercial facility at 2223 Washington Street** 37 - 41

The Aux is seeking a positive recommendation from the Economic Development Committee to the City Council to approve a \$1 million contribution from ARPA to assist in the cost of renovating 2223 Washington to serve as a hub dedicated to community wellness and racial equity

American Rescue Plan Act (ARPA) Fund - Economic Development

For Action

[The Aux requests \\$1 million in ARPA funds to assist with the cost of constructing a new commercial facility at 2223 Washington Street - Attachment - Pdf](#)

D. **Northlight Theater Request for American Rescue Plan Act Funding Consideration** 42 - 63

For Action: Staff Seeks Recommendation to City Council to Consider Prioritizing \$2 million funding from American Rescue Plan Act of 2021

American Rescue Plan Act of 2021 Allocation

For Action

[Northlight Theater Request for American Rescue Plan Act Funding Consideration - Attachment - Pdf](#)

E. **Whole & Free Foods Request for Tax Increment Finance (TIF) Investment for proposed relocation and expansion to 910-938 Custer Avenue** 64 - 68

For Consideration: Applicant seeking Economic Development Committee recommendation to City Council to approve Whole & Free Foods, LLC Tax Increment Financing totaling \$1,693,750 million to renovate 910-938 Custer Avenue to manufacture Every Body Eats allergy free food products.

The Chicago-Main Tax Increment Financing District

For Action

[Whole & Free Foods Request for Tax Increment Finance \(TIF\) Investment for proposed relocation and expansion to 910-938 Custer Avenue - Attachment - Pdf](#)

F. **Business District Improvement Strategy** 69 - 71

Staff is seeking the Economic Development Committee's recommendation to City Council to approve American Rescue Plan Act (ARPA) funds for Business District Improvement Strategy consulting services

American Rescue Plan Act (ARPA) - Economic Development and Tax Increment Finance Districts

For Action

[Business District Strategy](#)

G. **Evanston Business District Improvement Street Clean Team** 72 - 74

Staff is seeking the Economic Development Committee's recommendation to City Council to direct staff to issue an Request for Proposals for a business district cleaning services funded through American Rescue Plan Act (ARPA).

American Rescue Plan Act (ARPA) - Economic Development

For Action

[Evanston Business District Improvement Street Clean Team - Pdf](#)

- H. **Arrington Lagoon Building and Lakefront Concessions Request for Letters of Intent (LOI)** 75 - 83

Economic Development and Parks staff seeks approval from the Economic Development Committee to reissue a request for letters of intent to provide an elevated food program anchored at the Arrington Lagoon Building and serving other lakefront concessions and beaches.

N/A

For Action

[Arrington Lagoon Building and Lakefront Concessions Request for Letters of Intent \(LOI\) - Attachment - Pdf](#)

5. ITEMS FOR DISCUSSION

6. COMMUNICATION

- A. **Economic Development Reports** 84 - 103
[Economic Development Report 1.26.2022](#)
[RETT Reports November December 2021](#)
- B. **Announcements / Updates from EDC Members**

7. ADJOURNMENT

Order of Agenda Items is subject to change. Information about the Economic Development Committee is available at [http://www.cityofevanston.org/economicdev special-councilcommittees/economic-development-committee/index.php](http://www.cityofevanston.org/economicdev_special-councilcommittees/economic-development-committee/index.php). Questions can be directed to Paul Zalmezak at 847.448.8013. The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the City Manager's Office 48 hours in advance of the scheduled meeting so that accommodations can be made at 847-448-8683 (Voice) or 847-448-8064 (TTY).

DRAFT

**ECONOMIC DEVELOPMENT COMMITTEE MINUTES
DECEMBER 1, 2021 6:00 P.M.**

Members Present:, Councilmember Braithwaite (Chair), Councilmember Wynne, Councilmember Reid, Jeanne Lindwall, Councilmember Nieuwsma, Kelly Gallagher (joined at 6:30 p.m.)

Members Absent: Lisa Dziekan, Scott Ogawa, Councilmember Kelly, Councilmember Burns

Staff Present: Paul Zalmezak, Katie Boden, Neal Reeves

1. CALL TO ORDER/DECLARATION OF A QUORUM

Quorum was declared at 6:04 p.m.

2. APPROVAL OF MEETING MINUTES

A. Minutes from October 27, 2021

Councilmember Wynne moved approval of the minutes with suggested edits by Member Lindwall. Seconded by Nieuwsma. Motion carried unanimously.

4. PUBLIC COMMENT

No public comments were submitted.

5. ITEMS FOR CONSIDERATION

A. Approval of 2022 Meeting Dates

Councilmember Wynne moved approval. Councilmember Reid seconded. Motion passed unanimously.

B. Approval of Entrepreneurship Emergency Assistance Grant for Da Jerk Plt

Councilmember Braithwaite moved approval. Seconded by Councilmember Wynne.

Councilmember Reid congratulated the business on surviving the pandemic.

Councilmember Braithwaite acknowledged their hard work and inquired whether City Council approval was needed. Ms. Boden clarified that previous grants have been sent to the City Council for approval. Councilmember Wynne suggested it be sent to the City Council for consistency.

Motion passed unanimously.

C. Approval of \$1 Million in ARPA Funding for the Aux

DRAFT

Councilmember Braithwaite moved approval. Member Lindwall seconded.

Councilmember Braithwaite asked the owners of the Aux if they had done due diligence in addressing concerns or questions.

Councilmember Nieuwsma expressed concern over the process at this point. A plan on how ARPA funds will be used is lacking and all applicants should have a chance to be considered.

Councilmember Reid echoed concerns over the process; however, is generally in support of this project. Would like to support these black businesses and work towards the City's equity goals.

Councilmember Wynne also shared concerns about understanding ARPA funding goals and the process before spending begins. Exciting project but a matrix should be established to evaluate all applicants requesting funding.

Councilmember Braithwaite encouraged all Committee members to participate in the upcoming discussion on ARPA. All economic development projects will be coming through EDC and should be thoughtful when discussing the process and how economic development is dictated by the market.

Member Gallagher voiced her concern that Evanston is lacking in drawing patrons to the businesses. Should be a focus on attracting businesses to Evanston.

Councilmember Reid commented this is overall a good project to support and wants to support black entrepreneurs. Does not want to cause harm to black businesses because the City doesn't have a clear process. We should move very quickly to set the parameters to move forward.

Councilmember Nieuwsma reiterated that his stance remains the same until a process is in place, which should be equitable and transparent. Would prefer to hold in committee until then.

Councilmember Braithwaite suggested holding in committee until January. Councilmember Wynne agreed.

Councilmember Wynne shared that the committee should consider what happens if the project does not proceed with the funding sources along with community benefits and suggested being holistic when putting the process together.

Member Lindwall expressed overall support for the Aux, but mentioned it is important to look at all criteria. Should consider that the project is dependent on securing other funds and what if it doesn't succeed. Project addresses long standing equity concerns and provides benefits to the community. It's important to look at overarching Economic Development goals and should be holistic in developing criteria.

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Councilmember Nieuwsma motioned to table the item until the January 26th meeting. Councilmember Wynne seconded. Motion passed unanimously.

D. Issue Request for Proposals for City-Owned Property Located at 2222 Oakton Street

Councilmember Braithwaite motioned approval. Councilmember Wynne seconded.

Councilmember Reid mentioned 8th ward residents who would like to see a community center on the south side of Evanston and views the center as an asset to the entire community as a recreational / multi-use space. Would like to see a public-private partnership. Very excited about this project.

Councilmember Wynne said she is excited to see what an RFP will bring in for this property. It needs to get back to a functional use and will be an asset to the community.

Mr. Zalmezak mentioned this is not a quick process, there is a deliberate public noticing process that will take several weeks.

Councilmember Braithwaite asked whether the last RFP offered a tour of the facility. Mr. Zalmezak confirmed there will be a tour.

Councilmember Nieuwsma asked what kind of revenue was expected. Mr. Zalmezak responded the last offer was for \$1million for purchase, will update the proposal but probably in that range. Staff will figure out an appropriate lease rate if that is the direction.

Councilmember Reid commented that the south end of town does not have much publicly owned land. He said it was important to maintain a City-owned parcel such as this to retain future community control. He advocated for leasing the space.

Councilmember Wynne mentioned that the property does sit next to James Park. She said they may not get as much interest from developers if ownership is not on table. Would like to offer purchase and/or lease options and see what comes in.

Councilmember Reid supports getting both responses but would like the City to strongly consider leasing.

Mr. Zalmezak said before drafting the RFP, staff can look at zoning property to keep the recreational use. Will explore additional ideas to present to the City Council.

Councilmember Braithwaite added the previous proposals had food/restaurant uses. Could leave open to collaboration for multi uses.

DRAFT

Mr. Zalmezak said he will put that language into the RFP to encourage that type of use. Councilmember Reid suggested assigning points for that type of usage. Mr. Zalmezak responded that he will put a rubric or scoring system in place.

Motion passed unanimously.

6. ITEMS FOR DISCUSSION

A. Economic Development 2022-24 Work Plan

Mr. Zalmezak gave a brief presentation about potential Economic Development strategies, identifying objectives and measuring the outcomes. He suggested that we reinvest in the Evanston economy by intentionally shifting our efforts and resources to create community vitality. We will create an Economic Development Work plan that will tie into our overall City plans. He sought feedback from the committee about how we can measure community benefit.

Suggestions from the Committee:

- Jobs created, retained, and hiring locally
- Wage as a quality of job consideration
- Property tax, sales tax , and other tax revenue generated
- Hiring, climate, public health
- Workforce Development, economic resilience
- Up to 25% funding of business investment
- Develop a scorecard for potential projects
- Affordable housing
 - Build & subsidize housing, -OR-
 - Ensure workforce has skill and income level to afford housing stock
- Social Return on Investment (SRoI)
- Business ownership
 - Support for viable local businesses
 - Support for women and minority owned businesses

Categories to invest in reinvented economy:

1. Workforce development
2. Resilience
3. Business District Improvement
4. Inclusive Business Development

7. COMMUNICATION

A. Economic Development Reports

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Mr. Zalmezak shared that business activity has been solid. There is a lot of interest in real estate and investment. Our challenge is that our patrons of downtown haven't returned yet.

Councilmember Wynne inquired about businesses returning to downtown and the climate with Omicron's emergence. Mr. Zalmezak responded that businesses are working through their vaccine policies and planning a return to the office at the start of the new year. The remote environment is not permanent.

Councilmember Wynne asked whether this included flexible work schedules versus a permanent schedule. Mr. Zalmezak shared that it is business specific based on the culture that exists within the company.

Mr. Zalmezak will request a representative to talk about the study that discussed the attitudes/perceptions of working in the City of Evanston. The information can be used to create public policy to attract employees back to the City.

Mr. Zalmezak asked Committee members about their preference of meeting in person or virtual.

Councilmember Reid prefers virtual and a hybrid would be ideal with all of the committee work. Councilmember Nieuwsma and Member Lindwall agreed they would prefer to meet in person. Councilmember Wynne was neutral on the meeting preference.

Staff was flexible on the idea. Meeting in person has its benefits as well. Previous meeting area was in a committee room and preferred by the group.

B. Announcements / Updates from EDC Members

8. ADJOURNMENT

Meeting was adjourned at 7:25 p.m.



Memorandum

To: Members of the Economic Development Committee
From: Katheryn Boden, Economic Development Specialist
CC: Paul Zalmezak, Economic Development Manager
Subject: Approval of Entrepreneurship Emergency Assistance Grant for Fatzee's
Date: January 26, 2022

Recommended Action:

Staff recommends the Economic Development Committee approve financial assistance from the Entrepreneurship Support Program totaling \$479 for Fatzee's.

Funding Source:

For FY 2022, the Entrepreneurship Support Account (100.15.5300.62664) was allotted \$50,000. The current YTD balance is \$50,000.

Committee Action:

For Action

Summary:

Economic Development staff supports approval from the Economic Development Committee for financial assistance totaling \$479 through the Entrepreneurship Support Program for Fatzee's.

Mr. Zoheb Nasir is the owner of Fatzee's, a fast food restaurant located at 1608 Emerson Street. He has operated his business at this location for the last 3 years. Due to the pandemic, his business has been severely affected, including decreased revenues and loss of staff. Mr. Zoheb is seeking financial assistance in the amount of \$479 to cover the City of Evanston's annual food establishment license renewal fee.

The Entrepreneurship Emergency Assistance Support Program offers up to \$5,000 in financial assistance for Evanston small businesses to help cover operational expenses. Fatzee's received \$5,000 from this program in 2021, however, an additional \$1,000 is allotted per business to cover licensing and/or permitting fees.

Attachments:

[Emergency Assistance Entrepreneurship Grant - Fatzee's Application](#)

Form Name: Emergency Assistance Entrepreneurship Grant
Submission Time: January 6, 2022 1:30 pm
Browser: Chrome 96.0.4664.110 / OS X
IP Address: 24.12.184.93
Unique ID: 909836284
Location: 42.056198120117, -87.701103210449

Enterprise Support Grant: Emergency Assistance - Application Form

Have you read the program guidelines available on the City's website? Yes

Did your business experience a COVID-19 related hardship? (temporary forced business closure, limited seating/service capacity, loss of revenue, additional expenses due to safety measures, etc..) Yes

GUIDELINES

Grant Eligibility Information

Are you looking to hire/re-hire employees? Yes

Will any of these hires earn less than \$52,200 annually for full time (40 hours/week) or equivalent for part time positions (\$25/hour approx.)? Yes

Please confirm how many of these hires/rehires will earn less than \$52,200 annually (or part-time equivalent). Please specify full time vs. part time 2

Your Information

Applicant Name Zoheb Nasir

Applicant Address [REDACTED]

Applicant email znasir2671@gmail.com

Applicant phone number [REDACTED]

Your Business Information

Business Name Fatzee's - ZU FOODS INC.

Business Address 1608 Emerson St

Business website	fatzees.com
Please provide a description of your business (500 words max)	Fatzee's is a fast food restaurant located on Emerson st. We have been in business for about three years. The neighborhood loves our food and has been supporting has since this pandemic has started.
Please provide your DUNS number.	dont have it. will apply
How long have you been in business? Specify the number in years.	3
Business Type	Brick and Mortar
Please provide your Evanston Business Registration/Food License/Contractor License Number	19FOOD-0014

Financial Assistance

Did you or your business receive ANY type of financial assistance since March 2020 (public or private)?	Yes
Which of these programs did you receive funds from? (check all that apply)	City of Evanston Entrepreneurship Support Program (last 5 years) Paycheck Protection Program (PPP) and/or the Economic Injury Disaster Loan (EIDL) from the SBA (2020)
Is your business still operating?	Yes

Grant Use and Expenses

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business. Please be specific. (500 words max)	<p>We have let go two employees and have lowered hours of all current staff. I, myself Zoheb Nasir has been working close to 80 hours a week to be able to meet our ends. It has been very tough and not sure how long is this going to last.</p> <p>This grant may help us a lot as we'll have to pay \$479 for city license out of business' pocket. This grant might also be very helpful for the business as we'll have some extra funds towards payroll and I won't have to work 70-80 hours every week for some time.</p> <p>Please advise what would you guys need from our end so our business can receive any sort of assistance.</p>
Expenses to be funded (select all that apply)	Payroll Licenses/Certifications
Do you need financial assistance with City licensing and permitting requirements?	Yes

Please provide details below on the assistance you need with licensing/permitting:

We're required to pay \$479 for next year's license. If we can get it waived, it'd be a huge help.

Supporting Information

Please upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)

https://s3.amazonaws.com/files.formstack.com/uploads/4408752/111145385/909836284/111145385_papa_philly_license.pdf

Proof of business address/residency

https://s3.amazonaws.com/files.formstack.com/uploads/4408752/111380794/909836284/111380794_fatzees_license_expiration_3-31-2021.pdf

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines associated with the City of Evanston's Entrepreneurship Support Program."



A handwritten signature in black ink, appearing to be 'SJA', is written above a horizontal line.



Memorandum

To: Members of the Economic Development Committee
From: Paul Zalmezak, Economic Development Manager
CC: Nathan Norman, Workforce Development Coordinator
Subject: ASPIRE - Evanston Community Healthcare Workforce Development Program
Date: January 26, 2022

Recommended Action:

Staff is seeking the Economic Development Committee's recommendation to City Council to approve \$200,000 from the American Rescue Plan Act (ARPA) for the proposed ASPIRE-Evanston Community Healthcare Workforce Development Program. The funding would match an investment proposed by Northshore University Health System.

Funding Source:

American Rescue Plan Act (ARPA) - Economic Development

Committee Action:

For Action

Summary:

NorthShore University Health System is an Evanston-based company with corporate headquarters located at 1301 Central Street in addition to Evanston Hospital at 2650 Ridge. NorthShore also has numerous affiliated doctor's groups and immediate care centers in Evanston. Northshore operates five other hospitals in the region and recently announced a merger with Edward-Elmhurst Health

NorthShore executive leadership recently announced the urgent need to develop a healthcare workforce pipeline resulting from a number of factors including retirements/aging baby boom population, pandemic resignations and labor force training deficiencies. There are approximately 500 job openings in the NorthShore system alone.

Northshore is seeking a \$200,000 investment from the City of Evanston ARPA allocation to match NorthShore's proposed \$200,000 investment. The \$400,000 investment will launch the ASPIRE Evanston Community Healthcare Workforce Development Program to develop a workforce pipeline, to invest in students and young adults within the Evanston community and provide them with opportunities

to receive training, internships, certifications, tuition reimbursement and other tactics to support the exploration, launch and acceleration of healthcare careers by community members (including clinical, technology, administrative and hospitality roles)

NorthShore has the goal of creating new opportunities for personal, professional, and economic growth across its communities through: A) career building and pathways B) student education and internships C) certification and degree programs, and D) job training. NorthShore proposes to partner with the City and other community groups to create the ASPIRE Working Group consisting of more than thirty (30) members from the partnering entities. Attached is the program summary and draft funding and operating agreement between the City of Evanston and NorthShore University Health System ("NorthShore"). The ASPIRE Community Workforce Development Program will:

1. Launch Healthcare Careers for 11th-12th Graders through career exploration opportunities, such as career fairs and job shadowing; elementary school grades will be included in future phases of the program
2. Provide opportunities for Career Acceleration through internships, certification programs, and scholarships.
3. Expand Healthcare Opportunities for the City of Evanston and the broader community, ages 18-30yrs old

The program will providing funding for:

- Staffing – a program coordinator (full or part time to be determined)
- Scholarships – education, tuition reimbursement and certification programs.
- Internships – funds will be used to support internships
- Miscellaneous Operating Expenses – marketing, transportation, website development and maintenance, training, and other costs of operating the Program.

The NorthShore team has hosted numerous meetings over the past several months and collaborated with the following with Evanston's workforce development focused organizations in creating this program including City of Evanston, ETHS, District 65, Youth Job Center, Mayor's Employer Advisory Council (MEAC), YWCA, Powell WE Program, Oakton Community College, and Cradle to Career.

Legislative History:

Attachments:

[ASPIRE Community Workforce Development Program Proposal](#)

[NorthShore-Evanston Community HealthCare Workforce ASPIRE CIF 01242022 \(MTB\)](#)

[CLEAN](#)

[ASPIRE Community Workforce Development Program Presentation](#)

ASPIRE Community Workforce Development Program Proposal

November 2021

NorthShore University Health System

A Teaching Affiliate of
the University of Chicago
Pritzker School of Medicine

Hospitals • Medical Group • Research Institute • Foundation

EXECUTIVE SUMMARY

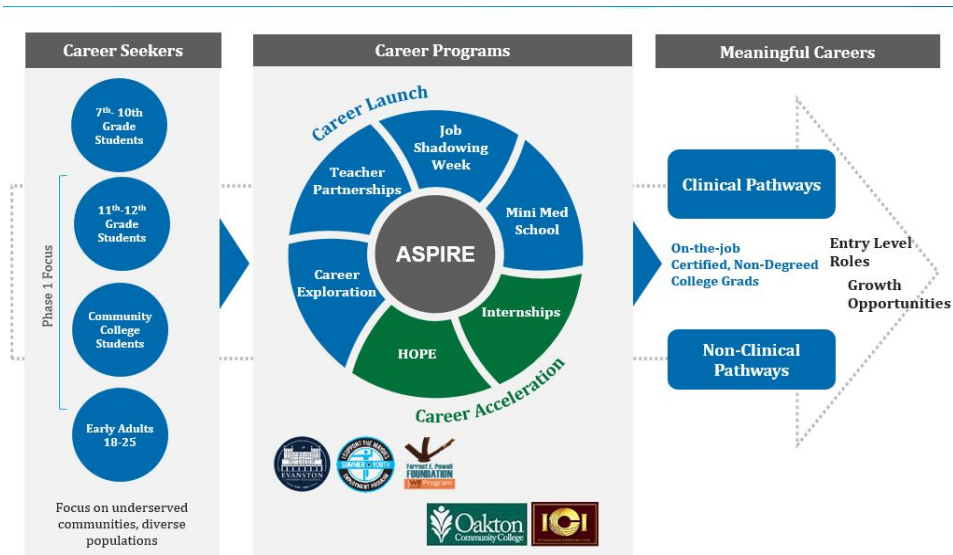
Objective: Develop a workforce pipeline to invest in students and young adults within our communities and provide them with opportunities to explore careers in healthcare (including clinical, technology, administrative and hospitality roles).

Background: At NorthShore University HealthSystem (NorthShore), Diversity, Equity, and Inclusion are at the core of our vision to *be an indispensable health partner to all of the communities we serve*. We are committed to accelerating *Opportunity, Inclusion, and Health Equity*. Our goal is to create new opportunities for personal, professional, and economic growth across our communities through: 1) career building and pathways 2) student education and internships 3) certification and degree programs, and 4) job training. To support this commitment, the ASPIRE Community Workforce Development Steering Committee is requesting \$400,000 to launch the ASPIRE Community Workforce Development Program.

Program Overview: The ASPIRE Community Workforce Development Program will:

- 1. Launch Healthcare Careers** for 11th-12th Graders through career exploration opportunities, such as career fairs and job shadowing; *elementary school grades will be included in future phases of the program*
- 2. Provide opportunities for Career Acceleration** through internships, certification programs, and scholarships.
- 3. Expand Healthcare Opportunities** for the City of Evanston and the broader community, ages 18-30yrs old

Vision City of Evanston/NorthShore Aspire Community Workforce Development



RESOURCES REQUIRED

Area of Impact	Core Function
Program Coordinator (1.0 FTE)	<ul style="list-style-type: none"> • Design, coordinate, and oversee the development of ASPIRE Community Workforce Development Program • Coordinate program communications and budget • Develop partnerships with community stakeholders, including the City of Evanston
Student Internships	<ul style="list-style-type: none"> • Creates valuable and diverse work experience through multiple NorthShore clinical and administrative departments • Includes career exploration, observing the workplace, and gaining knowledge while working alongside a healthcare professional
Scholarships/ Tuition Reimbursement	<ul style="list-style-type: none"> • Provides financial pathway for educational advancement opportunities • Supports certification programs for clinical roles • Aligns with broader goals of attracting and retaining talent
Career Exploration	<ul style="list-style-type: none"> • Infrastructure and technology to support ASPIRE Community Workforce Development Program. • Website focused on key priority career pathways, short videos, stories, and easy to understand information • Marketing and collateral to support career exploration and pathways
Additional Support	<ul style="list-style-type: none"> • Training sessions for teachers, counselors, and parents • Student transportation

OUTCOMES & COMMUNITY IMPACT

This funding request will enhance community partnerships and development programs, including:

- Evanston Township High School
- City of Evanston
- Oakton Community College
- Evanston Work Ethic (WE) Program
- International Career Institute
- Cook County Workforce
- Evanston Cradle to Career
- District 65

Additional outcome metrics*:

1. Total number of community members certified for clinical and degree programs
2. Total number of community members employed through NorthShore
3. Total number of community members who receive job training
4. Total number of students with internships with NorthShore
5. Total number of students reached through Career Exploration Phase

**Each outcome metric will also have a layer of diversity and inclusion by focusing on underserved communities*

REQUEST FOR FINANCIAL SUPPORT

Funding for ASPIRE Community Workforce Development Program is multifaceted is fundamentally based on broad community partnerships at the local, state and federal levels. These funding sources include: The City of Evanston (Pandemic Relief Funding), Cook County (Federal Funding), and private donor funds. Below is an *estimated* breakdown of requested funding support the NorthShore Community Investment Fund:

ASPIRE Community Workforce Development Budget

Total Funding Amount Requested	\$ 400,000
Funding Period	2 Years

	YEAR 1	YEAR 2
REVENUE	\$ -	\$ -
Total Revenue	\$ -	\$ -
EXPENSE		
Staffing		
Program Coordinator	\$ 60,000	\$ 60,000
Total Staffing	\$ 60,000	\$ 60,000
Education & Training		
Internships	\$ 30,000	\$ 30,000
Training Fees	\$ 500	\$ 500
Total Education & Training	\$ 30,500	\$ 30,500
Scholarships		
Certification Programs	\$ 20,000	\$ 20,000
Scholarships	\$ 60,000	\$ 60,000
Tuition Reimbursement	\$ 20,000	\$ 20,000
Total Scholarships	\$ 100,000	\$ 100,000
Other		
Website Development	\$ 5,000	\$ 5,000
Marketing	\$ 4,000	\$ 4,000
Transportation	\$ 500	\$ 500
Total Other	\$ 9,500	\$ 9,500
Total Expense	\$ 200,000	\$ 200,000
Net Income	\$ (200,000)	\$ (200,000)

TIMELINE

The goal is to begin executing programs in CY 2022. Following the success of the ASPIRE Community Workforce Development Program (**Phase 1**), we plan to expand programs to all NorthShore geographies, including Lake County, North City, and Northwestern Suburbs (**Phase 2**).



NORTHSHORE UNIVERSITY HEALTHSYSTEM

ASPIRE

EVANSTON COMMUNITY HEALTHCARE WORKFORCE DEVELOPMENT PROGRAM

FUNDING AND OPERATING AGREEMENT

This funding and operating agreement (the “**Agreement**”) is entered into and effective this ____ day of January 2022 (the “**Effective Date**”) by and between NorthShore University Health System (“**NorthShore**”) and the City of Evanston (the “**City**”) to memorialize the intent of the parties as it pertain to the Evanston Community Healthcare Workforce Development Program (the “**Program**”). NorthShore and the City may each be referred to as a “**Party**” or collectively as “**Parties**” throughout the Agreement.

- I. **Background:** Diversity, Equity, and Inclusion are at the core of NorthShore’s vision to be an indispensable health partner to all of the communities it serves. NorthShore is committed to accelerating opportunity, inclusion, and health equity. NorthShore has the goal of creating new opportunities for personal, professional, and economic growth across its communities through: A) career building and pathways B) student education and internships C) certification and degree programs, and D) job training. In furtherance of NorthShore’s goal, it has partnered with the City and other numerous community groups to create the ASPIRE Working Group (the “**Working Group**”) consisting of more than thirty (30) members from the partnering entities. To further support the efforts of the Working Group and Northshore’s commitment to the Evanston community, NorthShore is committing two hundred thousand dollars (\$200,000) for the first year, to launch the ASPIRE Evanston Community Healthcare Workforce Development Program to develop a workforce pipeline, to invest in students and young adults within the Evanston community and provide them with opportunities to receive training, internships, certifications, tuition reimbursement and other tactics to support the exploration, launch and acceleration of healthcare careers by community members (including clinical, technology, administrative and hospitality roles) (the “**Purpose**”).
- II. **Mission:** The mission of this Agreement is to provide the funding, structure, support, and organization necessary to achieve the Purpose through the Program. The Parties will work together towards the common Purpose to meaningfully impact the Evanston community. In support of this mission, the Parties will each have responsibility and accountability to reach the desired outcomes and act prudently, honestly, in good faith and ethically as it relates to the performance of activities related to the Program.
- III. **Governance and Oversight:** In support of the Program, the Parties will form the Program Oversight and Steering Committee (the “**Committee**”) which will meet regularly and utilize this Agreement as the foundation to A) set policy, B) establish, review and refine progress toward the Program’s goals through use of key performance indicators (“**KPIs**”), C) report out on Program outcomes, and D) if applicable interview, select and recommend that the City hire necessary personnel.

- a. **Committee Organization:** The Committee will consist of no less than three and no more than five individuals which will be appointed by agreement of NorthShore and the City who are also participants of the Working Group. The initial membership shall include: i) one NorthShore employee, ii) one Evanston Township High School employee, and iii) one City employee. Committee members will not be paid or compensated with Program funds for their work on the committee. Committee members may be removed at the behest of either Party, with a new member being nominated and approved promptly thereafter.
- b. **Meeting Frequency:** The Committee will meet as often as necessary to support the program but no less frequently than once every other month. Additionally, the Committee will produce a quarterly report, in a format of its own choosing, to be provided to the City and NorthShore to update the Parties on the Programs progress and any challenges or support required to achieve the Program objectives.
- c. **KPIs:** The Committee will be responsible to determine final KPIs, measure baselines and set appropriate targets. KPIs may include any meaningful metric, as determined by the Committee in its sole discretion, but may also include:
 - i. Numbers of students reached through career exploration programs, NorthShore internships, or outreach activities.
 - ii. Numbers of community members who receive education, training, certifications, or employment by NorthShore.
- d. **Budget and Expenditures:** The Committee will create, propose, and approve a budget that will reflect the general guidance below and with the intent of maximizing the flow of funds back into the community and in furtherance of the Purpose:
 - i. Staffing – The Parties agree that the Program will require a program coordinator and as such the budget should account for staffing this role. Whether the role is part-time or full-time and other role specific details are left to the discretion of the Committee.
 - ii. Scholarships – The Parties agree that NorthShore Funds will be used to fund scholarships which may be spread across numerous programs including education, tuition reimbursement and certification programs. The Committee will determine what programs and how much to budget for each based upon achieving the greatest impact for the community.
 - iii. Internships – The Parties agree that NorthShore Funds will be used to support internships which should be reflected in the budget, the types and amounts being at the Committee’s discretion.
 - iv. Miscellaneous Operating Expenses – The Parties agree that the Committee should budget for varied operational expenses including but not limited to: marketing, transportation, website development and maintenance, training, and other costs of operating the Program.

IV. **Funding and Accounting:**

- a. **NorthShore Funding** – NorthShore will provide funds to the City (“NorthShore Funds”) for use solely in support of the Program, as directed by the Committee and subject to this Agreement and applicable law. For the first year of the Program, NorthShore shall provide two hundred thousand dollars (\$200,000). Additional funding and years are subject to Program outcomes, funding availability and NorthShore’s discretion.
- b. **City of Evanston** – The City, subject to approval of the City Council, will support the Program with the use of federal funding, including but not limited to funds from the American Rescue Plan Act (“ARPA”) in amounts up to the same amounts provided by NorthShore.
- c. **Approved Expenses:** The Committee shall be responsible for approving expenses. The City, as recipient of NorthShore Funds, will maintain internal fiscal measures and safeguards to ensure any funds received for the Program are appropriately used and distributed in a timely manner.
- d. **Records and Audit:** The City as recipient of NorthShore Funds will maintain books and records accounting for all expenditures for the Program in accordance with all applicable laws and generally accepted accounting practices. The Committee shall support the City in tracking and maintaining Program records. The City shall make available to NorthShore, upon request, all books and records related to the Program and NorthShore Funds in order to audit and ensure appropriate use of funds for the Program’s Purpose.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records arising from this Agreement that are within NorthShore’s control, NorthShore shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and NorthShore shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable. NorthShore shall indemnify and defend the City from and against all claims arising from the City’s exceptions to disclosing certain records which NorthShore may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

- V. **Term:** This Agreement goes into effect on the Effective Date, as defined above, and continues for one (1) year. The Agreement may be extended for additional one (1) year terms by mutual written agreement of the Parties.

VI. **General Provisions:**

- a. **Compliance with Laws:** The Parties both agree to comply with all applicable Federal, State, and local, laws and regulations in performance of this Agreement.
- b. **Independent Relationship:** At all times relevant to this Agreement, NorthShore and City will at all times act and perform as independent contractors. Nothing in this Agreement or among



pursuits of the Program will be deemed to constitute the Parties as joint employers, joint ventures or anything other than independent contractors.

VII. **Pledge:**

In executing this document on behalf of my organization, I hereby attest that I am duly authorized to execute and commit to this Agreement.

Signature page to follow, which may be executed in multiple counterparts.

****Remainder of Page Intentionally Blank****



Signatures:

NorthShore University Health System

City of Evanston

Name: Douglas Silverstein
Its: President of Evanston Hospital

Name:
Its:

ASPIRE Community Workforce Development Program Proposal

November 2021

NorthShore University Health System

A Teaching Affiliate of
the University of Chicago
Pritzker School of Medicine

Hospitals • Medical Group • Research Institute • Foundation

EXECUTIVE SUMMARY

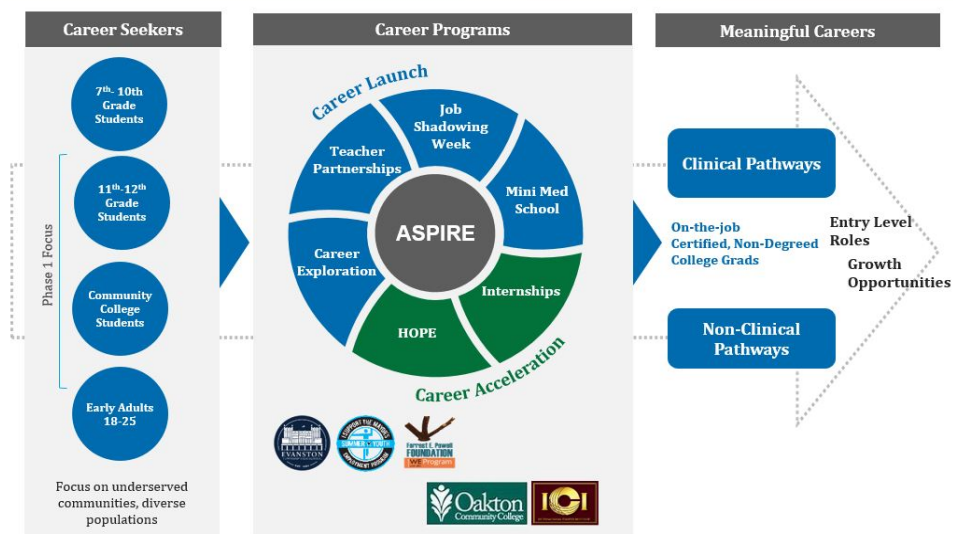
Objective: Develop a workforce pipeline to invest in students and young adults within our communities and provide them with opportunities to explore careers in healthcare (including clinical, technology, administrative and hospitality roles).

Background: At NorthShore University HealthSystem (NorthShore), Diversity, Equity, and Inclusion are at the core of our vision to *be an indispensable health partner to all of the communities we serve*. We are committed to accelerating *Opportunity, Inclusion, and Health Equity*. Our goal is to create new opportunities for personal, professional, and economic growth across our communities through: 1) career building and pathways 2) student education and internships 3) certification and degree programs, and 4) job training. To support this commitment, the ASPIRE Community Workforce Development Steering Committee is requesting \$400,000 to launch the ASPIRE Community Workforce Development Program.

Program Overview: The ASPIRE Community Workforce Development Program will:

- 1. Launch Healthcare Careers** for 11th-12th Graders through career exploration opportunities, such as career fairs and job shadowing; *elementary school grades will be included in future phases of the program*
- 2. Provide opportunities for Career Acceleration** through internships, certification programs, and scholarships.
- 3. Expand Healthcare Opportunities** for the City of Evanston and the broader community, ages 18-30yrs old

Vision City of Evanston/NorthShore Aspire Community Workforce Development



RESOURCES REQUIRED

Area of Impact	Core Function
Program Coordinator (1.0 FTE)	<ul style="list-style-type: none"> • Design, coordinate, and oversee the development of ASPIRE Community Workforce Development Program • Coordinate program communications and budget • Develop partnerships with community stakeholders, including the City of Evanston
Student Internships	<ul style="list-style-type: none"> • Creates valuable and diverse work experience through multiple NorthShore clinical and administrative departments • Includes career exploration, observing the workplace, and gaining knowledge while working alongside a healthcare professional
Scholarships/ Tuition Reimbursement	<ul style="list-style-type: none"> • Provides financial pathway for educational advancement opportunities • Supports certification programs for clinical roles • Aligns with broader goals of attracting and retaining talent
Career Exploration	<ul style="list-style-type: none"> • Infrastructure and technology to support ASPIRE Community Workforce Development Program. • Website focused on key priority career pathways, short videos, stories, and easy to understand information • Marketing and collateral to support career exploration and pathways
Additional Support	<ul style="list-style-type: none"> • Training sessions for teachers, counselors, and parents • Student transportation

OUTCOMES & COMMUNITY IMPACT

This funding request will enhance community partnerships and development programs, including:

- Evanston Township High School
- City of Evanston
- Oakton Community College
- Evanston Work Ethic (WE) Program
- International Career Institute
- Cook County Workforce
- Evanston Cradle to Career
- District 65

Additional outcome metrics*:

1. Total number of community members certified for clinical and degree programs
2. Total number of community members employed through NorthShore
3. Total number of community members who receive job training
4. Total number of students with internships with NorthShore
5. Total number of students reached through Career Exploration Phase

**Each outcome metric will also have a layer of diversity and inclusion by focusing on underserved communities*

REQUEST FOR FINANCIAL SUPPORT

Funding for ASPIRE Community Workforce Development Program is multifaceted is fundamentally based on broad community partnerships at the local, state and federal levels. These funding sources include: The City of Evanston (Pandemic Relief Funding), Cook County (Federal Funding), and private donor funds. Below is an *estimated* breakdown of requested funding support the NorthShore Community Investment Fund:

ASPIRE Community Workforce Development Budget

Total Funding Amount Requested	\$ 400,000
Funding Period	2 Years

	YEAR 1	YEAR 2
REVENUE	\$ -	\$ -
Total Revenue	\$ -	\$ -
EXPENSE		
Staffing		
Program Coordinator	\$ 60,000	\$ 60,000
Total Staffing	\$ 60,000	\$ 60,000
Education & Training		
Internships	\$ 30,000	\$ 30,000
Training Fees	\$ 500	\$ 500
Total Education & Training	\$ 30,500	\$ 30,500
Scholarships		
Certification Programs	\$ 20,000	\$ 20,000
Scholarships	\$ 60,000	\$ 60,000
Tuition Reimbursement	\$ 20,000	\$ 20,000
Total Scholarships	\$ 100,000	\$ 100,000
Other		
Website Development	\$ 5,000	\$ 5,000
Marketing	\$ 4,000	\$ 4,000
Transportation	\$ 500	\$ 500
Total Other	\$ 9,500	\$ 9,500
Total Expense	\$ 200,000	\$ 200,000
Net Income	\$ (200,000)	\$ (200,000)

TIMELINE

The goal is to begin executing programs in CY 2022. Following the success of the ASPIRE Community Workforce Development Program (**Phase 1**), we plan to expand programs to all NorthShore geographies, including Lake County, North City, and Northwestern Suburbs (**Phase 2**).

NORTHSHORE UNIVERSITY HEALTHSYSTEM

ASPIRE

EVANSTON COMMUNITY HEALTHCARE WORKFORCE DEVELOPMENT PROGRAM

FUNDING AND OPERATING AGREEMENT

This funding and operating agreement (the “**Agreement**”) is entered into and effective this ____ day of January 2022 (the “**Effective Date**”) by and between NorthShore University Health System (“**NorthShore**”) and the City of Evanston (the “**City**”) to memorialize the intent of the parties as it pertains to the Evanston Community Healthcare Workforce Development Program (the “**Program**”). NorthShore and the City may each be referred to as a “**Party**” or collectively as “**Parties**” throughout the Agreement.

- I. **Background:** Diversity, Equity, and Inclusion are at the core of NorthShore’s vision to be an indispensable health partner to all of the communities it serves. NorthShore is committed to accelerating opportunity, inclusion, and health equity. NorthShore has the goal of creating new opportunities for personal, professional, and economic growth across its communities through: A) career building and pathways B) student education and internships C) certification and degree programs, and D) job training. In furtherance of NorthShore’s goal, it has partnered with the City and other numerous community groups to create the ASPIRE Working Group (the “**Working Group**”) consisting of more than thirty (30) members from the partnering entities. To further support the efforts of the Working Group and NorthShore’s commitment to the Evanston community, NorthShore is committing two hundred thousand dollars (\$200,000) for the first year, to launch the ASPIRE Evanston Community Healthcare Workforce Development Program to develop a workforce pipeline, to invest in students and young adults within the Evanston community and provide them with opportunities to receive training, internships, certifications, tuition reimbursement and other tactics to support the exploration, launch and acceleration of healthcare careers by community members (including clinical, technology, administrative and hospitality roles) (the “**Purpose**”).
- II. **Mission:** The mission of this Agreement is to provide the funding, structure, support, and organization necessary to achieve the Purpose through the Program. The Parties will work together towards the common Purpose to meaningfully impact the Evanston community. In support of this mission, the Parties will each have responsibility and accountability to reach the desired outcomes and act prudently, honestly, in good faith and ethically as it relates to the performance of activities related to the Program.
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pursuits of the Program will be deemed to constitute the Parties as joint employers, joint ventures or anything other than independent contractors.

VII. **Pledge:**

In executing this document on behalf of my organization, I hereby attest that I am duly authorized to execute and commit to this Agreement.

Signature page to follow, which may be executed in multiple counterparts.

****Remainder of Page Intentionally Blank****



Signatures:

NorthShore University Health System

City of Evanston

Name: Douglas Silverstein
Its: President of Evanston Hospital

Name:
Its:



Memorandum

To: Members of the Economic Development Committee
From: Paul Zalmezak, Economic Development Manager
Subject: The Aux requests \$1 million in ARPA funds to assist with the cost of constructing a new commercial facility at 2223 Washington Street
Date: January 26, 2022

Recommended Action:

The Aux is seeking a positive recommendation from the Economic Development Committee to the City Council to approve a \$1 million contribution from ARPA to assist in the cost of renovating 2223 Washington to serve as a hub dedicated to community wellness and racial equity

Funding Source:

American Rescue Plan Act (ARPA) Fund - Economic Development

Council Action:

For Action

Summary:

The Aux is returning to the Economic Development Committee as requested by the Economic Development Committee in December of 2021. Attached is an update since the last meeting which includes The Aux announcement of a \$100,000 grant from the Chicago Community Trust and hiring of two Black-owned firms to design and construct the project. In addition, several tenants have been confirmed including 4 Suns Fresh Juices, Embrace Your Crown, Well Beings Chicago, Chef Q, Sunshine Enterprises, and the Laundry Cafe.

The AUX is a proposed "commercial hub dedicated to community wellness and racial equity – a space owned and co-created by the community. Located at 2223 Washington in Evanston, the AUX will transform 16,500 square feet of vacant industrial property into high-quality commercial space for a collective of Black-owned businesses and organizations that support holistic health - including physical, emotional, social, environmental, spiritual, and financial wellness."

The effort is lead by Evanstonians Tiffini Holmes, Gabori Partee, Jacqui White, and Tosha Wilson. Lori Laser recognized the potential of this effort and is an investment partner. Juli Kaufman is an advisor helping lead the team through the real estate acquisition and planning.

The Aux has acquired 2223 Washington Street near the intersection of Main Street and Pitner Alley in Evanston's 2nd Ward. The property was most recently owned and occupied by EZ Spuds, a vegetable processing company. The company relocated its industrial operation to Morton Grove leaving the property vacant. The Aux team negotiated the purchase and has obtained the required zoning to operate The Aux. Attached are two presentations summarizing the project and a request for City of Evanston American Rescue Plan Act (ARPA) investment.

The Aux is seeking \$1 million from the ARPA-Economic Development fund to assist with constructing the adaptive reuse of the vacant industrial building to deliver the estimated \$7 million project. The Aux team believes the City's investment will leverage additional investment from other public and private sources. Funding will also expedite the project which has an early 2022 construction start and late 2022 opening.

The Aux predicts several economic benefits resulting from the City's investment including:

- increased property taxes resulting from converting vacant building to active use
- approximately ten Black-owned businesses
- a supportive pipeline for new entrepreneurs of color (an incubator of sorts)
- an estimated 30 new permanent (non-construction) local jobs
- creation of inclusive economic pathways to entrepreneurship and community wealth building - helping the City support economic wellness and vitality
- a welcoming place supporting diversity.

The Growing Season, and Illinois LLC, serves as The Aux's nonprofit developer, enabling this catalytic project that would not be possible using market forces alone. Once the project is complete, ownership is transferred to local community equity investors and ongoing support is not needed. The Aux has raised \$1.1 million in philanthropy to date and are now launching the public fundraising campaign. Following is a sources and uses table summarizing The Aux's capital campaign.

SOURCES OF FUNDS	TOTAL	Committed	Currently Pending	Gap
	(Target Request Levels)	(Funds Pledged or Received)	(Proposal Invited; Consideration in Process)	(Effort in Progress)
PHILANTHROPY				
Lead Individual Donors	\$ 1,200,000	\$ 1,100,000	\$ 100,000	\$ -
Foundations				
Local / Chicago Area Funders	\$ 150,000	\$ -	\$ 100,000	\$ 50,000
National Funders	\$ 1,300,000	\$ -	\$ 1,300,000	\$ -
Local Health Institutions	\$ 500,000	\$ -	\$ 500,000	\$ -
Local Corporations	\$ 150,000	\$ -	\$ -	\$ 150,000
Philanthropy SubTotal	\$ 3,300,000	\$ 1,100,000	\$ 2,000,000	\$ 200,000
PUBLIC SUPPORT				
City of Evanston	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -
Cook County	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Public Support Subtotal	\$ 2,000,000	\$ -	\$ 1,000,000	\$ 1,000,000
EQUITY				
Angel Local Investors	\$ 500,000	\$ -	\$ 500,000	
Crowd / Neighbor Investors	\$ 1,500,000	\$ -	\$ 1,500,000	
Equity Subtotal	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -
			(Launch Early 2022)	
	TOTAL	Committed	Currently Pending	Gap
TOTAL SOURCES OF FUNDS	\$ 7,300,000	\$ 1,100,000	\$ 5,000,000	\$ 1,200,000
USES OF FUNDS				
Acquisition	\$ 800,000			
Design and Engineering	\$ 450,000			
Estimated Construction	\$ 6,050,000			
TOTAL USES OF FUNDS	\$ 7,300,000.00			

Upon Economic Development Committee review and approval, The Aux would proceed to the City Council for an ARPA funding request. Staff will recommend the funding meet benchmarking standards and provide clawback provisions to help assure city funding helps meet the public benefit goals of the project including Black ownership, jobs created, Black entrepreneurs incubated/launched, etc.

Legislative History:

The Aux has presented its request for funding at the October 2021 Economic Development Committee meeting. The City Council considered The Aux's request for funding in November 2021, and referred it back to the Economic Development Committee. The Economic Development Committee at the December 2021 meeting requested The Aux return in January 2022.

Attachments:

[The AUX City of Evanston January 2022 Update](#)



The AUX is a \$6M commercial redevelopment dedicated to community wellness and racial equity. The project is being co-developed by a team of Evanston leaders and The Growing Season. Together, we will transform 16,000 sq.ft. of vacant property into high-quality commercial space for a collective of Black-owned businesses and organizations. The project brings to the Chicago area an [innovative redevelopment model](#) that has successfully catalyzed developments of more than \$17 million in Milwaukee, WI. Central to the model, the buildings are financially supported by, owned by, developed by, and filled with businesses run by community members who employ local residents. Through this model, community *wealth* building is integrated with community *health* building.



COMMITTED TENANTS

Well Beings Chicago promotes total wellness to cultivate, nurture, and restore well beings. In The Aux, they will offer mental health therapy, group fitness, wellness coaching, personal training, retreats, and workshops.



Chef Q Ibraheem hosts upscale underground dining events and private chef services. Aux visitors will be able to enjoy cooking & gardening classes and engage catering services.



Sunshine Enterprises is dedicated to empowering local entrepreneurs in underserved areas to grow their businesses and transform their communities through training, coaching, and connecting to vital marketplace opportunities.



The Laundry Café provides a vibrant place to wash clothes, enjoy a café, log on to wifi, and join cultural events and family programs.



4 Suns Fresh Juices is a juice and smoothie culture shop which serves a variety of nutritious, plant-based, made-to-order fresh juices and smoothies.

Embrace Your Crown is a beauty, lash, and beard bar committed to healthy hair.



JANUARY PROJECT UPDATES

- **Funding:** The Aux received a \$100,000 pre-development grant from the Chicago Community Trust.
- **Design:** Nia, a Black-owned architectural firm is advancing with The Aux to the Design Development phase.
- **Construction:** Ujamaa, a Black-owned construction firm has been selected as The Aux project construction team. The pre-construction phase is scheduled to commence in February.

Watch [The Aux Video Here](#)
 Website: theauxevanston.com
www.thegrowingseason.com/the-aux



The Aux / 2223 Washington St. Evanston, IL 60202
TheAuxEvanston@gmail.com



Memorandum

To: Members of the Economic Development Committee
From: Paul Zalmezak, Economic Development Manager
Subject: Northlight Theater Request for American Rescue Plan Act Funding Consideration
Date: January 26, 2022

Recommended Action:

For Action: Staff Seeks Recommendation to City Council to Consider Prioritizing \$2 million funding from American Rescue Plan Act of 2021

Funding Source:

American Rescue Plan Act of 2021 Allocation

Committee Action:

For Action

Summary:

Northlight Theater is seeking \$2 million from the City of Evanston's American Rescue Plan Act of 2021 (ARPA) allocation as summarized in the attached January 21, 2022 letter. The funding request represents 8% of the \$25 million total project costs. The funding would be used to expedite the fundraising campaign, signal to the marketplace that the community is supportive of the endeavor, and will ultimately help with economic recovery. Construction would begin summer of 2023.

Northlight predicts the City's investment of \$2 million of ARPA would not only leverage an additional \$23 million in construction but also an estimated \$56 million in new visitor spending resulting in over \$450,000 in new sales tax revenues mostly dining and beverage sales at downtown Evanston restaurants.

The investment also leverages a new activity in downtown, desperately needed to attract visitors due to the impacts of the pandemic and the related ongoing decline of retail stores. Public benefits yielded from the investment include shared space, education programming, and job training opportunities. Northlight is committed to breaking down barriers to access and will offer free programming to community members in need. Complete details of the proposal are included in the attachments.

Background

Northlight was founded in Evanston in 1974 and performed in various locations throughout the city for over 20 years. The theater relocated to the North Shore Center for the Performing Arts in Skokie in 1997 and have been producing live theater there for the past 24 years.

Legislative History:

May 26 2021 Economic Development Committee discussion

Attachments:

[LOR to City of Evanston revised 1-21-22](#)

[New Asset for Evanston](#)

[Board of Trustees with pictures 1-21-22](#)

[NL Evanston presentation Rev2 1-24-2022](#)

NORTHLIGHT THEATRE

Board of Trustees

J. Douglas Gray
Chair

Mark McCarville
President

Paul Lehner
Secretary

Julie Chernoff
Vice President

Jennifer Christensen
Vice President

Donna Frett
Vice President

Robert J. Regan
Vice President

Kelly Ryan
Treasurer

Percy Berger

E. Faye Butler

Carole Cahill

Christy Callahan

Timothy Evans
Executive Director

Freddi Greenberg

BJ Jones
Artistic Director

Yves Lassere

Sari Macrie

Dennis Marino

Blythe McGarvie

Susie McMonagle

Atlee Valentine Pope

Rahul Roy

Evelyn Salk
Trustee Emeritus

Reetu Gowdar Sanders

Bob Silverman

Craig Smith

Thomas D. Stringer

Dr. Eric Witherspoon

January 21, 2022

Mayor Daniel Biss
City of Evanston
2100 Ridge Avenue
Evanston, IL 60201

Dear Mayor Biss,

Northlight Theatre requests your support in securing funds from the recent federal stimulus allocation awarded to The City of Evanston for our capital project which is a new theatre center in downtown Evanston.

Northlight in downtown Evanston would be extraordinarily beneficial to the Evanston community. Specifically, it would have enormous economic impact over five years including:

•\$56,000,000 in New Spending*

Northlight in Evanston will cause both Evanstonians and people from neighboring communities to spend money in Evanston that otherwise would have been spent elsewhere.

This is good for Evanston because theatre attendees spend money on taxable items- food, drinks, merchandise, hotels-which, in turn, generate sales tax revenue which supports the city and its residents.

Municipalities are constantly seeking ways in which they can generate this type of new spending. Large-scale cultural venues like Northlight achieve the desired goal of new spending without draining local resources.

•\$450,000 in New City Tax Revenue*

This is a direct outcome of the new spending described above.

Municipalities generally get their revenue from property taxes and sales tax. Home owners in Evanston pay high property taxes; an increase in city tax revenue will help offset the disproportionate amount of revenue that currently comes from property taxes.

In summary, when a city experiences an increase in new spending and tax revenue, the residual effect is a vibrant local economy with flourishing businesses that attract more business development. A world-class theatre in downtown Evanston will elevate the city's stature as a first-class, urban-ring city and cultural hub.

ARTISTIC DIRECTOR BJ JONES || EXECUTIVE DIRECTOR Timothy J. Evans

NORTHLIGHT THEATRE at the NORTH SHORE CENTER for the PERFORMING ARTS
9501 Skokie Boulevard Skokie Illinois 60077

ADMINISTRATION 847.679.9501 || BOX OFFICE 847.673.6300 || NORTHLIGHT.org

Equally important is our goal of serving as a public square for the greater Evanston community. The need for a community to share in civil discourse on current and relevant issues has never been greater. Northlight intends to activate its space seven days a week; well beyond the plays on our stage. In addition to offering our space to other community and arts organizations, we anticipate hosting community conversations, guest lecturers from Northwestern and other universities, leaders from area social service organizations; basically any group or organization that requires space to engage with each other and the greater community. Current plans also include an event space for 250+ people on our third level thus offering the downtown area a new home for benefits, fundraisers and special events.

Northlight also has extensive education and community engagement programs. Currently we serve nearly 4,000 students per year, including students from many schools located in Evanston and Skokie. And we are deeply invested in using the arts to build strong communities as demonstrated by our existing Evanston-based community partnerships including with Y.O.U. (Youth & Opportunity United), YWCA Evanston/North Shore, Family Focus/ Evanston, Evanston Scholars, Youth Job Center and the Levy Senior Center. Since the initial writing of this letter, Northlight has added the following, new partnerships to its community engagement portfolio: McGaw YMCA, Foster Senior Club, Rimland Services, Center for Independent Futures, the Evanston Public Library. It should be noted that although the new theatre center will be located downtown, in the fourth ward, our impact extends to every ward in Evanston. Our ability to expand and deepen these commitments would only increase with our own space as would our Arts for Everyone program which breaks down barriers to accessing theatre by providing free tickets.

Our timing for this project, which we estimate will cost approximately \$25,000,000.00 is immediate as our lease with the North Shore Center for the Performing Arts ends in the next three years and we currently intend to start construction in the Summer of 2023. A capital commitment from the City of Evanston in the amount of **\$ 2,000,000** for a project that benefits Evanston in such an impactful way is critical to seeing this project through to completion.

Of course, the benefits to Northlight are numerous but our intent with this letter is to demonstrate the larger impact on the local economy and greater community.

Thank you for considering this request. We welcome the opportunity for our capital project to be considered for funding. Given the extensive public benefits that Northlight in Evanston brings to the community, we feel strongly that our request be given careful consideration.

Best regards,

Timothy J. Evans



Executive Director
Northlight Theatre

*Economic Impact Study conducted by Hunden Partners in December 2015 and updated in July 2019

NORTHLIGHT THEATRE

A NEW ASSET FOR EVANSTON

When a city experiences **an increase in new spending and tax revenue**, the residual effect is a **vibrant local economy** with flourishing businesses that attract **more business development**.

ECONOMIC IMPACT

According to an economic impact study,* **in the first 5 years of operation** in Evanston, it is estimated that Northlight patrons will generate:

\$56,000,000 in New Spending over 5 years

Northlight in Evanston will cause both Evanstonians and people from neighboring communities to spend money in Evanston that otherwise would have been spent elsewhere.

This is good for Evanston because theatre attendees spend money on taxable items—food, drinks, merchandise, hotels—which, in turn, generates sales tax revenue which supports the city and its residents.

Municipalities are constantly seeking ways in which they can generate this type of new spending. Large-scale cultural venues like Northlight achieve the desired goal of new spending without draining local resources.

Over \$450,000 in City Tax Revenue over 5 years

This is a direct outcome of the new spending described above.

Municipalities generally get their revenue from property taxes and sales tax. Home owners in Evanston pay high property taxes; an increase in city tax revenue will help offset the disproportionate amount of revenue that currently comes from property taxes.

CIVIC IMPACT

AUDIENCES Northlight brings in audiences averaging 50,000 per year in its current location. The new location's close and convenient access to the CTA and Metra will increase the number of people who can access our programming, in turn increasing the perception of Evanston as a first-class destination and cultural hub.

STUDENTS Northlight's thriving Education programs engage thousands of students per year in many schools, including Evanston Township High School and schools in District 65. Through theatre arts, our programs teach collaboration, self-expression and creativity—building future theatre-goers and arts-makers, and better citizens for tomorrow!

THE COMMUNITY Northlight is deeply invested in using the arts to build strong communities. Our Evanston community partnerships with Y.O.U., YWCA Evanston/North Shore, Family Focus, Evanston Scholars, McGaw YMCA, Youth Job Center, Levy Senior Center, and CJE engage hundreds of individuals, from youth to senior citizens, with the arts each year. Plus our Arts for Everyone program provides partnering organizations with free tickets to our productions and other artistic events. A location in Evanston will serve to deepen these partnerships and expand our impact.

**conducted by Hunden Strategic Partners 2015, updated 2019*



NORTHLIGHT THEATRE

Board of Trustees FY22



J. DOUGLAS GRAY - Chair
Marshall Street Capital
Member Since 2017

Mr. J. Douglas Gray serves as President, Vice Chairman and an Independent Director at Marshall Street Capital (formerly known as Everett Smith Group, Ltd). At the firm, he supports Marshall Street Capital's management team in the development and implementation of the company's investment strategy, spanning broad, diversified assets, to position the group for profitable long-term growth and value enhancement.



MARK MCCARVILLE - President
Braydon Partners, LLC
Member Since 2015

Mark has had a four decade-long career in banking and finance. Since 2003, he has been with Braydon Partners, after a 25-year tenure in executive management with Sara Lee Corporation. He is involved with Metropolitan Family Services, Evanston Community Foundation, and other local charities.



PAUL LEHNER - Secretary
Adducci, Dorf, Lehner, Mitchell & Blankenship
Member Since 2017

Paul's practice is concentrated in employment, labor, and general commercial litigation (in state and federal courts and before various state, federal and local agencies), arbitration, mediation and client counseling. Paul has tried cases to verdict in state and federal courts, arbitrations, and before administrative agencies.



DONNA FRETT - Vice President
Chicago Botanic Garden
Member Since 2015

An alumna of DePaul's Graduate School of Business, Donna now works as an information specialist at the Chicago Botanic Garden and is a member of the Chicago Council on Global Affairs. She is a mentor for the Evanston Scholars.



JULIE CHERNOFF - Vice President
Make It Better Magazine
Member Since 2016

Julie is a freelance writer and Dining Editor of Make It Better Magazine. She has served on boards of Evanston Community Foundation, Woman's Club of Evanston, and more. She holds degrees from Yale and California Culinary Academy.



JENNIFER CHRISTENSEN - Vice President
JWC Partners
Member since 2020

Jennifer is a global leader who focuses on the recruitment of senior executives and board directors for clients in industrial, technology, consumer goods, and financial services. Jennifer founded JW Partners in 2010 and has more than 30 years of business experience across a broad range of client service and management roles



ROBERT J. REGAN - Vice President
AAR Corporation
Member Since 2019

Robert J. Regan is a corporate and securities lawyer by training, with particular expertise in SEC disclosure issues, corporate finance and mergers and acquisitions. Prior to joining AAR, he enjoyed a 25-year legal career with Schiff Hardin LLP. Regan is also a member of the Board of Directors of the Legal Aid Society of Chicago.



KELLY RYAN - Treasurer
PNC Financial Services
Member since 2020

Kelly Ryan has been a banking executive for the past two decades and active in a variety of community volunteer initiatives. As a Senior Relationship Manager and Senior VP for PNC she focuses on middle market opportunities. A sampling of the many community organizations she has served are Big Shoulders Fund, AidsCare Chicago, Friends of St. Columbanus Food Pantry, The Chicago Fashion Incubator, and Grow Up Great.



PERCY BERGER
Entrepreneur & private equity investor
Corporate Director, NorthShore
University HealthSystems, retired
 Member since 2021

Mr. Berger's career achievements span consumer and industrial equipment manufacturing, chemical processing corporations and, in the area of finance, insurance and international banking sectors of the world's leading financial institutions. Mr. Berger also served as a 23-year corporate director of NorthShore University HealthSystems.



E. FAYE BUTLER
Actor
 Member since 2020

E. Faye is an accomplished and decorated theatre actress and singer who has performed around the globe to international acclaim. Her many awards include 7 Joseph Jefferson Awards, a 2016 Guy Adkins Award Excellence in Advancement of Music Theatre, a 2016 Rosetta LeNoire Award, 2 Helen Hayes Awards, a Barrymore Award, 4 Black Theatre Alliance Awards and many more.



CAROLE CAHILL
Kellogg School of Management
 Member Since 2016

Carole joined Kellogg more than 35 years ago and has held five different roles in that time. Currently, she manages the Jacobs Center facility, guides special-events functions, and oversees the school's Community and Engagement initiatives.



CHRISTY CALLAHAN
@ Properties
 Member Since 2017

Christy is an experienced Licensed Real Estate Broker with a demonstrated history of working in the real estate industry. Skilled in Advertising, Public Speaking, Media Relations, Real Estate Transactions, and Management, Christy is a strong real estate professional with a BA focused in Journalism from Drake University



RON CHADHA
Allstate
 Member Since 2022
Vice President, Corporate and
Emerging Businesses Strategy at
Allstate

Ron joined the Northlight board Primarily to share his expertise in strategic planning as the company moves forward with the new theatre center. Ron also serves on the board of Swedish Covenant Hospital.



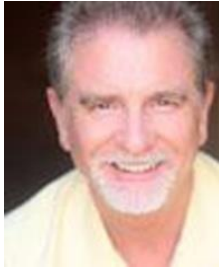
TIM EVANS
Northlight Executive Director

Prior to his arrival at Northlight, Tim spent more than 20 years at Steppenwolf in management and producing positions. He currently serves on the Board of Trustees for the League of Chicago Theatres and on the theatre selection panel for the Princess Grace Foundation Awards. He also serves on the selection committee for the Eisenhower Fellows.



FREDDI GREENBERG
Attorney
 Member Since 2000

A Graduate of Loyola University Chicago School of Law, Freddi works as an attorney representing clients in connection with renewable technologies, energy and natural resources



BJ JONES
Northlight Artistic Director

BJ has worked with Northlight since its inception in 1974. He has directed 26 productions at Northlight, commissioned many new plays and produced even more world premieres. A Chicago theatre staple, BJ has been leading Northlight artistically since 1997.



YVES LASSERE
ENGINEER

Member since 2020
Yves Lassere is a 34-year resident of Evanston.. Yves is an engineer and worked for several companies in the Chicago area, including more than 20 years at ComEd. He is currently a management consultant in Supply Chain Management and Project Management. He is also an Engagement Manager at the Executive Service Corps (ESC) working with non-profits in the Chicagoland area. He is a member of the Evanston Lighthouse Rotary Club. His past non-profit experience includes board membership at the Evanston High School Educational Foundation, the City of Evanston Minority, Women & Evanston Business Enterprise Development Committee, Financial and Program Committees at Alternatives, Inc., and at Haiti Outreach - an NGO providing access to clean water in remote areas of Haiti.



SARI MACRIE
Strategic Communications
Member since 2021

Sari L. Macrie has extensive financial and communications experience, both as a consultant and as a corporate officer, with over twenty years experience in large and small companies, including CDW, Cardinal Health, Allstate and Ameritech. She was the president of Macrie & Associates, a strategic communications consultancy whose client list of Fortune 100 companies included CDW, Cardinal Health, Monsanto, Pharmacia, SBC Communications, Tellabs and Dean Foods, among others.



DENNIS MARINO
IFF
Member since 2020

In his role as Senior Project Manager with IFF, Dennis's scope of work includes real estate focused consulting services involving performing arts organizations. Prior to joining IFF, Dennis worked for the City of Evanston as Planning and Zoning Director.



SUSIE MCMONAGLE
Community Leader, Artist
Member Since 2014

Susie is a Chicago actress with credits from Writers and Court Theatre, to Broadway and national tours. In addition to her career landing a Jeff win and multiple nominations, she serves on the advisory board for The Performer's School in Highwood and volunteers with Y.O.U. in Evanston.



BLYTHE MCGARVIE
Business Leader
Member since 2020

Blythe serves as a member of the boards of directors of Apple Hospitality REIT, Sonoco and LKQ and formerly served on the boards of Accenture, Viacom, Travelers Insurance, Pepsi Bottling Group and Lafarge NA. In 2019, Women, Inc. named her as a 2018 Most Influential Director. Blythe taught full-time in the accounting and management unit at Harvard Business School for two years.



ATLEE POPE
Blue Canyon Partners, Inc.
Member Since 2018

Atlee has over 35 years of wide-ranging experiences as a management executive. She co-founded the management consulting firm Blue Canyon Partners in 1998 and became the full owner in 2013. She is also a frequent speaker, guest lecturer, and co-author of a book on growth



RAHUL ROY
O'Keefe Reinhard & Paul
Member Since 2011

Rahul has worked his way across two continents over a 20+ year career in marketing communications and brand building in the agency business. Rahul holds a B.A. (Honors) degree in English Literature from Delhi University and an M.S. in Advertising Management from Northwestern University's Medill School of Journalism.



REETU GOWDAR SANDERS
Strategic Business Consultant
Member since 2020

Reetu is a freelance strategic business consultant who partners with small businesses, start-ups, and non-profits to develop creative planning and solutions



. BOB SILVERMAN
VSA Associates
Member Since 2012

Bob is the Chief Financial Officer for VSA Associates. Additionally, he has served on the board of Niles Township High School District 219 and holds an MBA from NIU's College of Business.



CRAIG M. SMITH - Vice President
Eckenhoff Saunders Architects
Member Since 2014

Craig is the Principal Architect at Eckenhoff Saunders Architects. He has received multiple awards for his designs. His work with higher educational, institutional, and commercial clients advocates for not only intelligent and creative design, but also a focus on environmental sustainability.



TOM STRINGER
Tom Stringer Design Partners
Member since 2008

Tom is the President of Tom Stringer Design Partners, a multi-disciplinary firm that has worked in all kinds of markets, from residential interiors, to restaurants, to yachts. His designs have been featured in many publications and earned his firm accolades across the industry.



DR. ERIC WITHERSPOON
Superintendent District 202 (ETHS)
Member Since 2021

Eric Witherspoon has been the Superintendent of Evanston Township High School (ETHS) District 202 since July 2006. Throughout his tenure at ETHS, Dr. Witherspoon has focused on equity and excellence to raise expectations and outcomes for all students

NORTHLIGHT
THEATRE

Bringing World Class Theatre to a World Class City



NORTHLIGHT THEATRE

It's not about the building:
it's about the *impact*
of the building

Inside

World class, award-winning theatre for a broader, more diverse audience

Outside

Increased vibrancy in downtown Evanston with the theatre activated 7 days a week.

Throughout the Community

Enriching the lives of hundreds of Evanston students and thousands of individuals through art.



NORTHLIGHT
THEATRE

Let's start with the art:

Why Theatre Matters

Live Theatre...

...promotes social discourse, dialogue
and potential societal change

...is a collective, spiritual experience that
has existed more than 2,500 years

...is what makes us human and
gives a community its soul

**Northlight's return home to Evanston will
contribute to Evanston being a most liveable city.**



**NORTHLIGHT
THEATRE**

In the First Five Years

**Consider the enormous economic impact
Northlight brings to Evanston:**

\$56M
New Spending

\$450K
City Tax Revenue

117
FTE Jobs

50K+
People Annually

Cultural Vitality = Economic Vitality

NORTHLIGHT THEATRE

Consider the impact on Evanston Students:

A new theatre center in downtown Evanston = increased, on-site programming which will result in reaching 2X more Evanston students each year.

Theatre arts education equates to:

Better Attendance

Improved Reading Comprehension

Enhanced Self-Esteem

Narrowed Achievement Gap

According to the National Endowment for the Arts,
May 2021

Cultural Vitality = Academic Vitality



NORTHLIGHT THEATRE

Consider the impact throughout our community:

Expanded programming to advance the missions of current Community Partners:

- Y.O.U.
- Youth Job Center
- YWCA Evanston/North Shore
- McGaw YMCA
- Foster Senior Club
- Levy Senior Center
- Family Focus
- Evanston Scholars
- Evanston Public Library

New programming to advance the missions of even more organizations:

- Center for Independent Futures
- Connections for the Homeless
- Moran Center
- Books & Breakfast
- Fleetwood-Jourdain
- And more!

Increased access to the art via our ground-breaking free ticket program, **Arts for Everyone.**

Cultural Vitality = Community Vitality in every Evanston Ward



A new theatre center in downtown Evanston = expanded programming with social service organizations resulting in more equitable access to the arts.



NORTHLIGHT THEATRE

Envision a more vibrant Downtown Evanston



Activated Theatre Center
7 days a week

- Live performances
- Education Classes
- Music
- Film
- Dance
- Community Conversations & more!

New Job Opportunities in Evanston

- **Professional:** expanded full-time year-round staff positions in marketing, fundraising, box office, operations, finance, and administration
- **Artistic & Technical:** artists, theatrical technicians, and craftspersons
- **Service:** part-time positions in box office, house management, concessions, valet, and events
- **Operations:** part-time positions in facility maintenance and janitorial work.
- **Construction:** demolition of existing structures and construction and furnishing of the new theatre center



Northlight's new theatre center will create pipelines to a broad range of job and career pathway opportunities

Construction Jobs: Local Employment Program Goals

Minority/Woman/Evanston-based Employment

Northlight will meet or exceed all of the LEP Goals established by the City of Evanston:

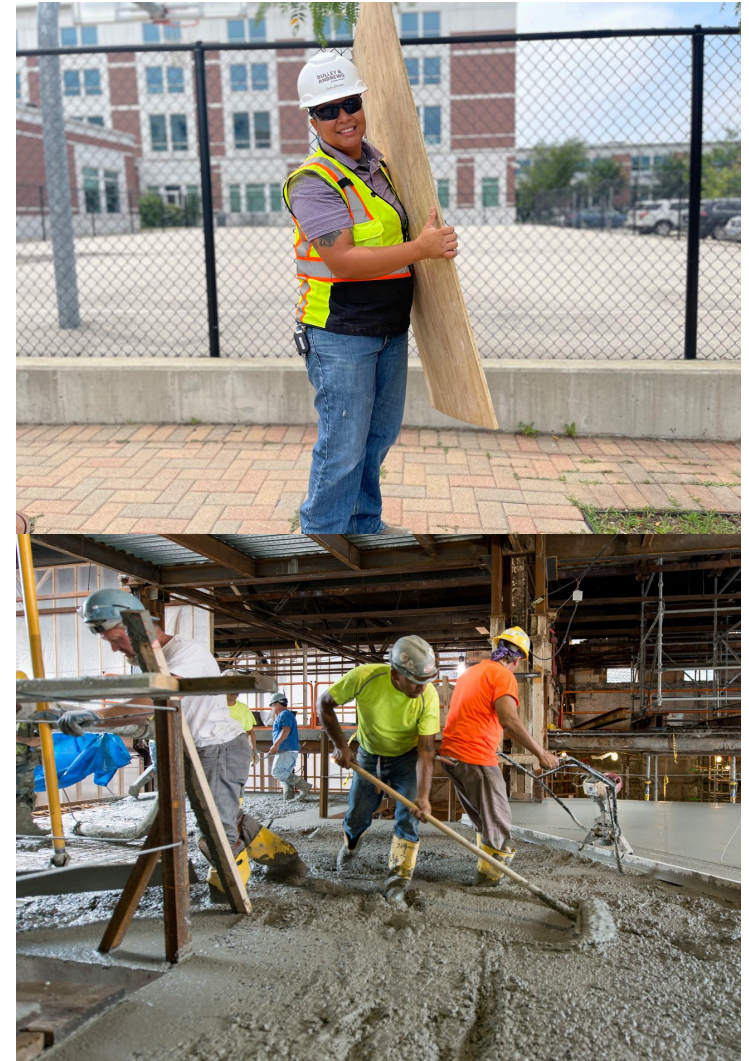
- Minority, Woman, Evanston Hiring & Businesses 25%
- Evanston Hiring & Businesses 3%

Expected Full-Time Onsite Jobs during construction: 25
(average over 17 month construction duration)

Expected Journey Workers involved in construction: 200-250

Additional measures to raise awareness and increase engagement:

- Implement onsite DEI sensitivity and awareness program
- Project as Learning Lab for youth in nearby school and/or ETHS
- Conduct Multiple Outreach Meetings
- Sponsor and attend multiple employment Fairs
- Hold occasional community Meetings (good neighbor capacity)
- Local media advertising of trade opportunities / business opportunities
- Engagement with associated unions organizations



Working together to make Evanston stronger

NORTHLIGHT THEATRE

Transportation: How will people get here?

Public Transit

The new theatre is within two blocks of Metra, CTA train & bus, and Pace bus stops.

Evanston City Lots

There are 3,300 public parking spaces within a 3 to 5 minute walk:

- 1800 Maple Self Park (1400 spaces)
- Sherman Plaza Self Park (1250 spaces)
- Church Street Self Park (600 spaces)
- Lot 27 @ 1621 Oak (36 spaces)
- Lot 25 @ 1614 Maple (8 spaces)

Valet Parking

Northlight plans to provide valet parking options for peak times.

Walking or by Bicycle



Northlight will be an easily accessible destination

But isn't Northlight coming anyway?

- There are no guarantees. Every capital campaign has inherent risks, though the Northlight team will work tirelessly to raise the necessary funds
- Every significant donation unlocks additional, significant donations - from individuals, foundations, and corporations.
- An investment from the city maintains our timeline for opening in Fall 2024, which accelerates Evanston's economic recovery.
- A long-term partnership with the City of Evanston is essential to the success of the district.



An investment from Evanston = a significant increase in our ability to build this Destination Driver in downtown Evanston

Northlight's Next Act infuses Evanston with Cultural, Economic, Academic and Community Vitality!

Northlight's new theatre center will be a beacon of light; a beacon that draws people not just from Evanston, but from the entire North Shore and the City of Chicago. A true public square accessible by several forms of public transportation, Northlight will be the destination driver that is currently missing in downtown Evanston.

Northlight's new theatre center...
an investment in Evanston's future





Memorandum

To: Members of the Economic Development Committee
From: Paul Zalmezak, Economic Development Manager
Subject: Whole & Free Foods Request for Tax Increment Finance (TIF) Investment for proposed relocation and expansion to 910-938 Custer Avenue
Date: January 26, 2022

Recommended Action:

For Consideration: Applicant seeking Economic Development Committee recommendation to City Council to approve Whole & Free Foods, LLC Tax Increment Financing totaling \$1,693,750 million to renovate 910-938 Custer Avenue to manufacture Every Body Eats allergy free food products.

Funding Source:

The Chicago-Main Tax Increment Financing District

Committee Action:

For Action

Summary:

Whole & Free Foods LLC is seeking Economic Development Committee approval and recommendation to the City Council for Tax Increment Financing (TIF) funding estimated at \$1.5 million, but not more than \$1.8 million, from the Chicago-Main TIF District to renovate 910-938 Custer Avenue as the manufacturing facility of Every Body Eat® allergy free food products (ie. the Every Body Eat® Bakery LLC). (The final TIF request will be known once the final purchase price for the building and the budget for renovations are finalized.)

Whole and Free Foods, founded in Evanston in 2018, is a woman-owned and minority woman-led business, owned by Evanston residents [Trish Thomas](#), [Richard Thomas](#), [Bill Kimball](#), and [Lisa Hershenson](#) and investors including [Cleveland Avenue](#). About 50% of the company's outside investors are women, and 44% of the total outside capital is from investors of color.

Ms. Thomas, the CEO and majority owner, also a Lecturer of Entrepreneurship at Northwestern's Farley Center for Entrepreneurship & Innovation, anticipates an opportunity to generate additional revenue by providing office space and contract manufacturing for other emerging brands (Mr. Beast, Hungry Harry's, Blake's Seeds, Fabalish, Spaarx Snacks),

established brands, and private-label (Trader Joes, Amazon), seeking “free from” manufacturing because there currently are no resources in the Midwest. She has studied the market and identified a need for a “free from” shared commercial kitchen in the Chicago area because none currently exist.

The project would be a 47,000 square foot facility (the existing footprint of the former Dard Manufacturing facility) that would include advanced manufacturing capabilities to produce plant-based baked foods using advanced bakery machinery and automated packaging equipment. The site would need to accommodate adequate dry storage, shipping and receiving, and warehouse space as well as office space, a commercial test kitchen, a small-batch production area, and parking.

Whole and Free's TIF request of \$1.7 million represents 13% of the total project cost as summarized in the sources and uses table below.

FOR DISCUSSION PURPOSES ONLY

Uses		TIF Eligible	25% of TIF Eligible
Purchase Land & Building (Custer Street LLC)	\$ 4,500,000	\$ 4,500,000	
Renovations & Utility Improvements	\$ 1,500,000	\$ 1,500,000	
Equipment & FFE	\$ 6,000,000		
Job Training & Workforce Development (2 years)	\$ 150,000	\$ 150,000	
Other Expenses (Bank Fee, Appraisal, Environmental)	\$ 175,000	\$ 175,000	
Project Fees (Architect, Engineer, Project Manager)	\$ 450,000	\$ 450,000	
Total Project Costs	\$ 12,775,000	\$ 6,775,000	\$ 1,693,750

Sources	
Purchase Custer Street Property (Custer Street LLC)	
Whole & Free Foods/Property Investor	\$ 400,000
Mortgage (bridge lender through project completion)	\$ 4,100,000
TIF - City of Evanston	\$ 1,693,750
Equipment Leases/Debt	\$ 6,000,000
Whole & Free Foods LLC Equity	581,250
Total	\$ 12,775,000

Whole and Free proposes to use the TIF funds solely for aspects of the project that have a clear and obvious benefit to the community of Evanston included, but not limited to facility features that will:

- 1) create a wide variety of high-quality jobs (sales, marketing, finance, equipment operators, product innovation, warehouse) and provide workforce training and food handling and other certifications for its employees;
- 2) bring new entrepreneurs/companies to the city of Evanston by creating access to the only “free from” commercial kitchen in the Midwest;

- 3) providing local food entrepreneurs with access to resources, space and a network of experienced entrepreneurs and big food company executives as part of an “Entrepreneur in Residence” program;
- 4) providing a flexible work and meeting space for local entrepreneurs to use for events, training and programming that helps spark and foster entrepreneurship and innovation in Evanston; and
- 5) working with the Chicago/Main neighborhood to expand the outdoor dining cluster to the northern part of Custer street utilizing the site parking lot for food trucks and/or tables (if liability issues can be worked through).

The Whole & Free Foods investment in Evanston has potential for the following economic benefits:

- 35 jobs immediately upon project completion, with a likely 15-20 more jobs within 3 years for a total of 50-70;
- workforce development investment for ETHS and Evanston residents in advanced manufacturing, robotics, and digital sales and marketing;
- increased property taxes;
- the attraction of other emerging “free from” food companies to the City (utilizing the shared Commercial Kitchen, the only allergen free option in the Midwest);
- contract manufacture for other food companies that would regularly visit Evanston;
- improve community access to allergen free foods at a reduced cost, because food allergies disproportionately impact minority communities.

But for the City of Evanston’s contribution of TIF funds Whole & Free Foods will not have the means to pursue the lease, renovation and adaptive reuse of 912 Custer Avenue in Evanston, and will continue to seek expansion in other areas or states with favorable financing, taxation, and economic development assistance.

The TIF investment, representing 13% of the total project costs and has the potential to create as many as 50-60 jobs within a few years. The benefits described above will exceed the investment.

Economic Development and Law Department staff will draft a term sheet and redevelopment agreement for City Council consideration if approved by the Economic Development Committee. Included in the agreement will be Evanston local hire requirements, the contribution of space and curriculum for food industry job training, and food access program requirement, and clawback provisions if Whole & Free Foods were to relocate or sell their business or fail to meet job training/hiring requirements within the next seven years.

Chicago-Main TIF District

The Chicago-Main TIF currently has a balance of \$1 million and has been generating approximately \$1.1 million in annual increment in recent years. Staff will estimate the tax increment generated by this property and its estimated payback for inclusion in the City Council memo at a later date. Additionally, staff will provide a detailed list of proposed public improvements as well as estimate future increment from other developments in the TIF to paint a clearer picture of the impact of investing TIF in this project. The table that follows summarizes planned expenditures from the TIF, most of which is public works infrastructure improvements

/ Main Street reconstruction. A more detailed cash flow analysis will be provided at the committee meeting and/or the City Council meeting if project is moved for consideration.

Chicago-Main TIF District Activity		
Project	Department	Expenses
Main St, Maple to Hinman, Ph II engr svcs (2022)	PWA	\$155,000
CIPP Sewer Rehab (2022)	PWA	\$25,000
Alley Improvement, N. of Washington, E. of Sherman (2022)	PWA	\$310,000
Custer Avenue (2022)	CMO-Econ	\$50,000
Every Body Eat (2022-2026)	CMO-Econ	\$1,700,000
Main St, Maple to Hinman, Ph III engr svcs (2023)	PWA	\$360,000
Main St, Maple to Hinman, Construction (2023)	PWA	\$2,060,000
Water Main, Lumberyard to Custer (2023) - (Dard Bldg Residential Development)	PWA	\$200,000
Relief Sewer extension, Sherman to Custer - (DARD bldg development. (2023))	PWA	\$70,000
Total		\$4,930,000

910-938 Custer Avenue

The proposed Every Body Eat® Bakery facility renovation at 910-938 Custer Avenue would replace an approved planned development approved by the City Council on March 11, 2019 (Ordinance [22-O-19](#)). The residential development was to replace the longtime home of [Dard Products](#), a manufacturer of promotional products who vacated the property in 2018 after selling the property and relocating to Skokie and opening a new production facility in Missouri.

Since receiving city council approval in 2019 for townhomes, the property ownership group, led by Kevin Lee, changed significantly with the death of a primary partner and health issues facing another partner who resigned. To date, they have failed to identify a partner to construct the approved project.

The Whole and Free proposal is permitted in the MXE zoned property. No further city council action, outside of TIF investment, would be required. Staff recommends Whole & Free schedule a concept plan discussion with the Design and Project Review (DAPR) committee to discuss parking and circulation and planned exterior changes to the property as well as operation hours and truck traffic restrictions. Once the property is ready for permit, the applicant will return to DAPR for approvals.

Background

Staff has discussed this project with Ms. Thomas as early as 2019, prior to the COVID-19 pandemic. Because they could not find an allergen and corn free commercial kitchen, to start

the company, Whole and Free Foods leased and renovated a small restaurant/storefront at 1009 Davis Street in the summer of 2019, with the intent of making and selling healthy snacks and grab n' go meals that could be sold at the Davis Street location and sold as packaged goods through other channels.

Due to the pandemic, the Davis Street location never opened, but the Company has been successful in selling some of its food items as packaged goods. It launched its first product, Every Body Eat® snack thins in March 2020. In less than six months, despite launching at the first peak of the pandemic, the Davis Street location did not have enough production capacity to meet the demand for their products and was forced to seek larger space, eventually leasing a 9,600 SF space at 2032 West Hubbard Street in the [ICNC manufacturing district](#) in Chicago, and moving 25 jobs from Evanston to Chicago. Today, the company employs 32 people, its products are sold in 800 retail stores, and Whole Foods Market will start nationally distributing Every Body Eat® in more than 500 stores this spring.

This new facility will enable the company to produce in one 7 hour shift what it currently produces in one month unlocking profit margins and the production capability to increase its business 15-20x in the next five years.

Legislative History:

At the May 2021 meeting of the Economic Development Committee, Ms. Thomas, summarized a proposal to acquire [1611 Church Street](#) and build a state of the art mixed use building to house its headquarters, a shared commercial kitchen, and produce its [Every Body Eat®](#) products in Evanston. The plan ultimately did not proceed due to timing and difficulty identifying funding sources to assist with the significant redevelopment of the property.



Memorandum

To: Members of the Economic Development Committee
From: Paul Zalmezak, Economic Development Manager
Subject: Business District Improvement Strategy
Date: January 26, 2022

Recommended Action:

Staff is seeking the Economic Development Committee's recommendation to City Council to approve American Rescue Plan Act (ARPA) funds for Business District Improvement Strategy consulting services

Funding Source:

American Rescue Plan Act (ARPA) - Economic Development and Tax Increment Finance Districts

Committee Action:

For Action

Summary:

Staff has prepared a draft scope of services to include in a RFP for a Business District Improvement Strategy and is seeking the Economic Development Committee's input and referral to the City Council for consideration.

Goal: To implement and coordinate a study that provides a framework to enhance the quality and mix of retail, food and entertainment offerings in all of Evanston's commercial corridors.

Background: The City of Evanston is less than three miles from Old Orchard, one of the country's premier regional shopping centers, and thirty minutes north of Chicago's world renowned shopping and entertainment. On-line shopping, parking challenges (real and perceived), expensive rents, property taxes and the uncertainty of the pandemic have created confusion amongst retailers, small business and business district service providers perhaps never experienced in Evanston, despite it's many economic evolutions.

There are several organizations, including City staff, with aggregated salaries and benefits approaching \$1 million annually working on a variety of efforts to retain businesses and attract and/or help individuals create new retail, experiential and services establishments to each of our nearly dozen business districts. There is not a cohesive plan. Oftentimes efforts are duplicated. And little is done to measure effectiveness. We should be creating and supporting more impactful strategies, initiatives and programs

and measure our successes, including benchmarking against other similar communities. These efforts require a cohesive approach to retail attraction for all of Evanston's historic and emerging districts..

The objective of the study is to:

- change the outdated image of Evanston's retail community
- attract more street-level retail and destination drivers including specialty stores, entertainment users and multi-gen experiential places.
- retain existing businesses and incubate new
- improve the appeal for the daytime office population and community members alike
- create jobs and increase the tax base as well as spending by visitors and resident
- reduce spending leakage to our competitive communities.

The extent of the study will include (from north to south):

- Central Street
- Hill Arts
- Noyes Street and Foster Street
- Church / Dodge / Emerson
- Downtown Evanston
- Dempster Street - Dodge Avenue
- Dempster Street - Chicago Avenue
- Main Street
- Howard Street

Staff proposes the following scope of services for the Evanston Business Districts Improvement Strategy

SCOPE OF SERVICES

The successful bidder will create a response that applies modern approaches to the challenges facing traditional business districts. The challenges go beyond typical leakage analysis and presence/absence studies. Physical improvements and placemaking strategies tied with real market analysis will be required to help Evanston transition into the post-pandemic, e-commerce dominated world.

A. Existing conditions assessment — conduct an assessment of Evanston's business districts including storefront tenant mix, physical characteristics, wayfinding, storefront appearance, streetscape, parking, streets, streetscape, placemaking, and other features impacting the retail/commercial district experience. Consultant should analyze access, land use, zoning, utilities, transportation, mobility systems, traffic and parking patterns, neighborhood conditions and recent land use and development trends. Marketing and placemaking strategies will also be assessed.

B. Customer profiles — Provide customer profile information to assist with better understanding customer behavior and how to market and serve them. This assessment should go beyond Census data and include psychographics of resident, visitor, and daytime employee consumers.

C. A review of City codes, regulations, and policies - Strategy should include recommendations for improving, removing, or adding regulations to improve business district vitality.

D. Needs assessment / Community Engagement - Determine the City's interest and desire for certain types of potential uses or redevelopment and the scale, intensity and economic market for those uses. Seek community input through engaging meetings, surveys, and other means.

E. Market gap analysis — Complete a market study to understand supply and demand conditions and identify categories that have a realistic opportunity to be met locally.

F. Recommended Improvements / Final Report - final report should include a series of recommendations that provide a basis for a comprehensive strategy for improving our business districts.

The findings of this study will inform the City Council and community members and help guide city staff, merchant district leaders, special service area directors, and small business create data-driven recommendations incorporated into future land use, economic development, and infrastructure plans. The study, cost to be determined based on RFP responses, could be funded from a number of sources including TIF, ARPA, SSA partnership contribution, and economic development funds.

Staff is seeking direction from the Economic Development Committee regarding the need to return to the City Council prior to issuing the RFP to discuss the potential of using ARPA funding, or to return to the City Council once a consultant is identified and recommended. The process will take approximately 45 days to complete including issuing RFP nationwide, allowing consultants to respond, and staff review and City Council consideration.

Legislative History:

The Economic Development Committee supported issuing and RFP at the October 27, 2021 committee meeting. ARPA funding discussions were held by the City Council until now.



Memorandum

To: Members of the Economic Development Committee
From: Paul Zalmezak, Economic Development Manager
Subject: Evanston Business District Improvement Street Clean Team
Date: January 26, 2022

Recommended Action:

Staff is seeking the Economic Development Committee's recommendation to City Council to direct staff to issue an Request for Proposals for a business district cleaning services funded through American Rescue Plan Act (ARPA).

Funding Source:

American Rescue Plan Act (ARPA) - Economic Development

Committee Action:

For Action

Summary:

Staff has prepared a draft scope of services to include in a RFP for a committed business district maintenance service team and is seeking the Economic Development Committee's input and referral to the City Council for ARPA funding consideration. Downtown Evanston, Main Street, and Howard Street will be the primary focus. Services will be deployed on other streets as needed.

The total program cost will be determined upon completing the competitive bid process. The annual preliminary estimated cost of the program will be in the range of \$250,000 to \$300,000 based on consultation with business districts who have utilized these services, and through direct contact with the service providers.

Staff is seeking funding for the period spring 2022 through December 31, 2024. This roughly two year period will serve as a pilot program and will provide time for city economic development and public works staff to coordinate with the special service area and merchant district leadership to design a sustainable funding source and division of labor. During this two year period, the funding cleaning and maintenance funding shift to the contractor / pilot program will allow the business districts to focus on events, marketing and other direct small business services to expedite pandemic recovery.

OBJECTIVES This project will have a visible impact. Funding will allow The City of Evanston to provide an elevated cleaning and maintenance program in downtown, Main Street, and Howard Street (and other areas periodically as needed).

- Remove litter and other services to key gateways, commercial corridors, and other key areas
- Recruit Evanstonians to staff the crews
- Work with local nonprofits to help train residents
- Support participants as they pursue permanent employment
- Developed a strong candidate pool for local firms to select new hires

Schedule and Staffing

- All crew members will wear identifiable professional branded uniforms and greet business owners, local residents and all pedestrians in a friendly, professional manner.
- For downtown, vendor would provide a supervisor and five participants to work five days a week year round. Crew will work 6.5 hours per day with a half hour lunch break. Likely a similar number of staff would be deployed in other districts.
- Schedule and staffing levels can be altered when mutually agreed upon by the vendor and the City of Evanston.
- Billing will be prorated to reflect changes.

Scope of Work

The selected vendor will provide the following services and deliverables:

- Clean all sidewalks, removing all litter, including cigarette butts, leaves, and broken glass from the building to the curb, and eighteen inches into the street from the curb, as well as to the alley (or five car lengths) on every cross street, or to the nearest alley. This includes the mouth of the alley and 10 feet into each alley.
- Remove litter from planters.
- Remove all animal waste from pedestrian walkways and receptacles designed for animal waste.
- Empty all public trash receptacles along the route.
- Clean around Metra and CTA entrances
- Remove and dispose of signage from light posts, newspaper boxes, unoccupied storefront walls and doors. This does not include fully adhesive signs that are entirely affixed to poles, newspaper boxes, etc.
- Separate recyclable (glass, aluminum, and paper) and non-recyclable materials upon pick-up and store recyclable and non-recyclable materials in two separate garbage bins.
- Provide spot cleaning with high powered (gum removal) pressure washer
- In the event of a snow occurrence, vendor will clear all crosswalks, bus stops, and priority areas as designated by City, of snow and/or ice when accumulation is 2 inches or over. This would be in lieu 5 of regularly scheduled litter abatement and would take place during the regularly scheduled litter abatement hours.

Reporting

- Vendor will provide a monthly operations report. These reports will note trash and recycling collected, signs removed, tree grates cleaned, etc.

- Vendor will provide an updated, ongoing service schedule to the City of Evanston.. Report all graffiti details (e.g., address, type of surface) to the appropriate representative in the Department of Public Works.
- City will coordinate with Vendor to integrate reporting in 311 system where appropriate to track maintenance provided and services requested outside of Vendor scope including clogged drains, rat burrows, abandoned bicycles, heavy graffiti, etc.

General Information

- Vendor will provide all labor, materials and equipment.
- Vendor will provide proof of insurance and certificate of insurance noting the City of Evanston as additional insured upon receiving the contract.
- All work shall be performed by properly supervised personnel.
- Vendor will provide experienced supervisors which will be in constant contact with the crews and relay status of the project to client.

Staff will coordinate with Public Works Administration and further collaborate with the Special Service Areas to issue and evaluate the proposals. Staff will return to the City Council in approximately six weeks with a recommended vendor and request for funding.

Legislative History:



Memorandum

To: Members of the Economic Development Committee
From: Katheryn Boden, Economic Development Specialist
CC: Paul Zalmezak, Economic Development Manager; Lawrence Hemingway, Parks & Recreation Director
Subject: Arrington Lagoon Building and Lakefront Concessions Request for Letters of Intent (LOI)
Date: January 26, 2022

Recommended Action:

Economic Development and Parks staff seeks approval from the Economic Development Committee to reissue a request for letters of intent to provide an elevated food program anchored at the Arrington Lagoon Building and serving other lakefront concessions and beaches.

Funding Source:

N/A

Committee Action:

For Action

Summary:

Staff is seeking the Economic Development Committee's direction to issue a Request for Letters of Intent that would include three facets anchored by a café program at the Arrington Lagoon building and patio in addition to a mobile concessions program.

1. Arrington Lagoon Building and Patio

The selected food establishment would be responsible for offering a café experience at the Arrington Lagoon building and patio. This underutilized historic structure would serve as the hub of the lakefront food experience with potential for café tables and chairs, tree lights or festoon lights, and year round service for summer and winter activities. The building's small kitchen could be used as a heating kitchen for food prepared off site or potentially retrofitted for small scale cooking/warming. Beverage programming could include beer, wine, soft drinks, hot chocolate, slush drinks, etc.

2. Clark Street Beach House

The Clark Street Beach house vending windows could be utilized to generate revenue by selling pre-packaged food and beverage as well as frozen treats.

3. Beaches

Lighthouse, Greenwood Street , Lee Street , and South Boulevard beaches could be served by food bicycles or carts and rotate periodically as determined by the operator.

Ideally, an experienced operator would operate the Arrington Lagoon building and perhaps partner with individual smaller startup food establishments to manage the mobile operations. The City would prefer to select one operator through this letter of intent who would manage the entire lakefront food service program. Proposals must include proposed menus, pricing, hours of operation, proposed rent, and a plan that recognizes the City's desire to activate the lagoon building patio.

Interested parties are encouraged to submit creative proposals offering seasonal menus and drinks that could run through the beach season or year-round (serving hot beverages to ice skaters., etc.). Proposals will be evaluated on the food program's food offering variety, pricing, and food establishment partnership diversity. The City will give priority to proposals from locally owned food establishments.

Legislative History:

On March 6, 2020, the City issued a request for letters of intent for experienced food establishment operators to provide concession services at the Arrington Lagoon building, and as well as other lakefront locations. Due to the unfortunate timing of the onset of the COVID-19 pandemic, the project was put on hold.

Attachments:

[Lakefront Concessions RLI](#)



CITY OF EVANSTON

Request for Letters of Intent (RLI)

for

Experienced Food Establishment Operator to Provide Seasonal Concessions Services at
Evanston Arrington Lagoon

Release: **XXXX**

RLI DEADLINE: **5pm XXXX**

Emailed to: pzalmezak@cityofevaston.org
(no hard copies please)

Site Tour : **Optional walk thru / Q&A**

Arrington Lagoon Picnic Shelter
1647 Sheridan Rd, Evanston, IL 60201

Request for Letters of Intent for Historic Arrington Lagoon Picnic Shelter

The City is seeking proposals from an experienced food establishment operator, concessionaire, and/or mobile food vendor to provide seasonal concession services at 1631 Sheridan Road commonly known as the Arrington Lagoon Picnic Shelter. Additionally, operators/vendors would be granted use of a concession wagon space to provide lakefront mobile concessions within the park area at Lighthouse Beach, Greenwood Street Beach, Lee St. Beach, and South Blvd. Beach. Proposal can also include use of the Clark Street Beach building vending windows. Proposals may be submitted for the Lagoon Building singly and/or include all lakefront beaches and parks.

The Evanston lakefront is a very special environment, providing the community with a range of active and passive recreational opportunities, including beaches, playgrounds, flexible green space, trails, and a range of boating facilities. Additionally, several historic structures located on the waterfront create a sense of place that embodies the character of Evanston, and the parks are framed by beautiful single and multi-family homes that overlook Lake Michigan. The five public swimming beaches open for the season **May XX, 2022**.

It is the City's goal to enhance the recreational experience at Evanston's beach facilities by ensuring high-quality, family-friendly, accessible food and beverage choices for residents, beachgoers, and park patrons. This request offers a unique opportunity to partner with the City of Evanston to enhance concession services across the City's lakefront with the intent to feature local, Evanston-based businesses. The City's vision is to implement a concessions program and/or cafe that will draw visitors and serve beachgoers and patrons of the lakefront park system. Respondents are encouraged to be creative in designing a food and beverage program.

Important points for concessionaires to consider:

- Anticipated hours that concession is expected to be open are from 10:30 a.m. to 7:30 p.m. Later hours may be considered.
- The Lagoon building lacks a standard restaurant exhaust system, cooktops, and oven. (The space will be open for viewing on **XXXX**)
- The tenant is expected to serve quality food and drinks to meet the needs of the visiting public. To promote healthy food choices, vendors are encouraged to provide several healthy food and drink options.
- The sale of alcohol may be considered but restricted to the lagoon building and patio. No offsite consumption will be allowed. Alcohol consumption at parks and beaches is not permitted. Staff will closely monitor vendor for compliance.
- Operator must provide equipment, small wares, and supplies for concessions
- Proposal should include a plan to activate adjacent outdoor space.

PROPERTY

The Property has various community programming for the Parks, Recreation and Community Services Department of the City of Evanston, and many other uses. The "Common Facilities" will include those areas and facilities within the Property (outside of the Premises) for the nonexclusive use of Tenants in common with other authorized users, and includes, but is not limited to, café seating, patio seating, sidewalks, restrooms and open means of ingress and egress. The cafe operator will share the seating / cafe tables with the general public reflecting its purpose as a public building.

Tenant shall at a minimum operate refreshment concession services on weekends at the Arrington Lagoon Food & Drink Stand between the hours of 10:00 a.m. and 5:00 p.m., weather permitting or during hours designated and agreed upon with the Director of the Parks, Recreation and Community Services Department. Opening of the lagoon building food service should coincide with the beach season opening on **May 23rd**. The Arrington Lagoon property can remain open until **October 31, 2019**. City Staff may close the building earlier due to freezing conditions to avoid damage to plumbing. Additional hours during winter / ice skating hours may be considered.

Tenants will have the non-exclusive right to use the Common Facilities, including the washrooms referenced above. Storage of equipment will be limited to the vendor/kitchen area. Storage will not be accommodated in the common space. The operator(s) shall have the right to conduct their business at Evanston beaches.

The City will supply the following utilities and services: heating, ventilation, and air conditioning (HVAC), water, sewer, fire alarm testing and monitoring, snow removal, sanitation services and HVAC maintenance. If any modification or improvement of the existing utility services is necessary for the proposer's use, the tenant will be responsible for the cost of such services and must receive prior approval.

Note for 2020 Operations: *During the 2020 summer camp season, Evanston Parks and Recreation will be hosting a camp in the lagoon building during weekdays 8am to 5pm. The interior room will not be available during this time for food / beverage sales. Food and beverage operations may be considered in the interior space during evenings and weekends. Storage of camp materials will need to be accommodated. This camp plan was established prior to release of this RFP and cannot be changed at this time. In future years, this space restriction may be negotiated based on availability of alternative space for the camp. Clark St., Greenwood St., Lee St., and South Blvd.) from May 13, 2019 until September 2, 2019.*

LETTER OF INTENT EVALUATION

The City will evaluate proposals based on financial stability of the tenant to effectively equip, manage, operate and maintain the cafe and the ability to support and foster artistic and cultural activities. In addition, a menu with a diversity of options reflecting the diverse neighborhood and diversity of uses in the neighborhood including residential, ETHS, and office uses.

Letters of intent from interested parties should include the following:

- Summary of concessions/cafe concept, including use of outdoor space
- Applicant summary including experience, existing food establishments
- Contact information: name, address, phone number and email address
- Sample Menu including pricing
- Preferred hours of operation
- The respondent must provide references, including name, address and telephone number of a contact person for each project identified and described.
- Specify if office and storage space is needed
- Proposed Rent (annual rent stated on a square foot basis) and/or proposed revenue share.

Staff reserves the right to request financial information from applicants to determine creditworthiness and capacity to sustain the business.

PROJECTED TIMELINE (dates are estimates and may change)

- 1. Issuance of requesting Letter of Intent XXXX
- 2. Walk thru and Q&A Session..... XXXX
- 3. Letters of Intent Submission Due Date..... XXXX
- 4. Notification of Decision..... XXXX

Submittal Requirements: Electronic PDF submitted via email to pzalmeszak@cityofevanston.org.

ANY PROPOSALS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE REJECTED.
It is the sole responsibility of the proposer to ensure that his or her proposal is emailed by the stated time.

Evaluation Criteria

The City will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RLI. A review committee will review in detail all proposals that are received. During the evaluation process, the City may require a Proposer's representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. This contract will be forwarded to the City Council for final approval.

The evaluation criteria listed below will be used in the selection of the successful Proposer.

- A. Qualifications and Expertise
- B. Proposed Rent
- C. Organization and Completeness of Proposal
- D. Willingness to Execute the City of Evanston's Lease Agreement

Selection Process

The City will select a firm on the basis of the responsiveness of the proposal to the RLI submittal requirements, the evaluation criteria stated above and the demonstrated willingness to execute an acceptable written contract. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials from the Proposer.

Responses may be rejected if the firm fails to perform any of the following:

- A. Adhere to one or more of the provisions established in this Request for Proposal.
- B. Demonstrate competence, experience, and the ability to provide the services described in this Request for Proposal.
- C. Submit a response on or before the deadline and complete all required forms.
- D. To fulfill a request for an oral presentation.
- E. To respond to a written request for additional information.

Discussions and/or interviews may be conducted with responsible firms that have submitted proposals in order to clarify certain elements. All proposals shall be afforded fair and equal treatment with respect to any opportunity for clarification. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing firms. The selection shall be done by the City's review committee and will be recommended to the City Council for final approval.

If the City is unable to reach any sort of agreement with the selected firm, the City will discontinue negotiations with the selected firm and begin negotiations with the firm ranked second and so on until agreement is reached.

The firm to be recommended to the City Council will be the one whose proposal is determined to be the most advantageous to the City in consideration of price and all other evaluation factors

which are set forth in this Request for Proposal No other factors or criteria not listed in this RFI shall be used in the evaluation.

QUESTIONS REGARDING REQUESTS FOR LETTERS OF INTENT

All questions related to this Request for Letters of Intent should be submitted in writing to Paul Zalmezak, Economic Development Manager at pzalmezak@cityofevanston.org with a copy to Parks & Recreation Director Lawrence Hemingway at lhemingway@cityofevanston.org.





Economic Development Activities by Business District

Central Street Business District

New Businesses	Address	Ward	Latest Update	Status	Last update
Symphony's vacant	1945 Central	7	DeSalvo's Pizza Opening Soon	Vacant	
AM/FM dba Studio C Chicago	1707 Central St.	7	A creative workspace offering a wide range of services and space rental of various kinds. Opened https://www.studiocchicago.com/our-location		
Blended	2002 Central	7	2nd location for this smoothie business	Planning build out in 2022	
Evanston Modern Dental [1]	2805 Central		Dentist - Link to biz	Emailed biz for opening info.	
Prairie Ave Gallery	2601 Prairie Avenue	7	Coffee lab owners opening an exhibit space/gift shop	Open	
Laura Soskin Art Gallery/Gift Boutique [2]	1925 Central St	7	Now Open: Laura Soskin Art gallery/high-end gift boutique	Open	
Ongoing Projects	Address	Ward	Latest Update	Status	
Central Street Metra Station Café		7	Metra/Union Pacific Negotiations Ongoing		
1803 Central Street	1803 Central	7	Brazilian Jiu-Jitsu studio in back, retail in front		
2022-26 Central - LUSH	2022-2026 Central	7	City negotiating sale of property to LUSH. City Council		
Central Street SSA	N/A	6	Central Street SSA hired Angela Shaffer as Executive Director		
Vacancies / Closures	Address	Ward	Latest Update	Status	
Prairie Joes	1921 Central	7	Prairie Joe's Closed. New restaurant coming soon. TBD		
2608-2610 Green Bay	2608-2610 Green Bay	7	Vacant property for lease, 1352 sq ft. retail space available		
2652 Green Bay	2652 Green Bay	7	Vacant property for lease, 3626 sq ft. available, auto repair shop		
Vacant Revolution Wellness	2904 Central	6	Vacant		
2672 Green Bay	2672 Green Bay	7	Vacant property for lease, 1700 sq ft. retail / restaurant space available		
Central Rug and Carpet	3006 Central	6	Landlord seeking tenants.		
1909 Central St	1909 Central	7	Vacant property for lease, 1213 sq ft. retail space available		
1911 Central St	1911 Central	7	Vacant property for lease, 1050 sq ft. retail space available		
Gotta B Crepes [3]	2901 Central	6	Restaurant Closed	TBD	10/21/2021
Downtown					
New Businesses	Address	Ward	Latest Update	Status	
Tapville Social	810 Grove St.		Now open. Grand opening on December 17th.		11/29/2021
Eco & The Flamingo	1551 Sherman	4	Second location of zero waste general store now open. https://www.ecoandtheflamingo.com/	Open	1/22/2022
Reza	1557 Sherman	4	Reza's Opening in the former Pete Miller's space. Lease signed 11.8.2019	open	10/21/2021

Guidepost Montessori	1012 Davis St	4	Former Audio Consultants	Open	10/21/2021
Trulee Senior Living	1815 Ridge	2	(former National Towel Building Site)	open	10/21/2021
Cinnaholic	1596 Sherman Ave.	4		open	
Purple Acai Bowl		4			
Ongoing Projects / Opportunities	Address	Ward	Latest Update	Status	
Evanston Pub (world of beer)	1601 Sherman	1	Residential adapative reuse Approved. Project Starting SOon	under Construction	10/21/2021
Sojourner Church	1708 Oak	2		Vacant	10/21/2021
Orrington Hotel	1710 Orrington	1	New manager starting soon. Rooms open. Ballroom to undergo renovation soon	Open	10/21/2021
Vacant Andy's Frozen	719 Church	1	New restaurant reportedly signed lease. TBD	Vacant	10/21/2021
Approved Office - Chase Bank Site	605 Davis	4	New 19-story office building with ground floor retail, 40 parking spaces. Approved by city council. https://www.605davis.com/	Vacant	10/21/2021
Fountain Square Building	1601 Sherman	1	Interior and exterior renovation underway	Under Construction	10/21/2021
820 Davis Property	820 Davis	4	New Owner significant renovation	Under Construction	10/21/2021
Northwestern Medicine Medical Office (former Barnes & Noble)	1630 Sherman	1	Construction ongoing. Construction will wrap in December.	Under Construction	10/21/2021
Burger King (Downtown)	1740 Orrington	1	Trammell Crow Proposing office Development	In Zoning	10/21/2021
1555 Ridge	1555 Ridge	4	Private parking lot at Grove and Ridge listed for sale. planned 50 +/- rental units. Awaiting Building Permits	Under Construction	10/21/2021
Maple Avenue Garage	1800 Maple	2	Enterprise to rent former parking office. Medical Cannabis MedMen plans expansion into enterprise for adult use sales		10/21/2021
1001 University	1001 University	2	Office. No update		10/21/2021
University Facilities Shop	906 University Place	2	No Update		10/21/2021
Vacancies / Closures	Address	Ward	Latest Update	Status	10/21/2021
Church Street Property (vacant portion of Buffalo Wild Wings)	1741 Maple	2	5,500 sq ft remains availalbe (Salon lofts leased 4,000 sq ft)	Vacant	10/21/2021
Church Street Plaza Vacant American Apparel	950 Church	4	Vacant 3,500 sq ft former american apparel	Vacant	10/21/2021
Church Street Plaza Vacant Peeled	940 Church	4	1,000 sq ft vacant former peeled space	Vacant	10/21/2021
Church Street Plaza Vacant Link / CA Venture Space	900 Church	4	1,119 Sq Ft available	Vacant	10/21/2021
Church Street Plaza Cycle Bar Space	1702 Maple	2	2,020 sq ft available	Vacant	10/21/2021
Furious Spoon Space	Maple	2	New owner has plans TBA	Vacant	10/21/2021
Church Street Plaza Vacant Uncle Dan's Space	901 CHurch	2	6,292 Sq Ft Available in former uncle dan's space	Vacant	10/21/2021
Church Street Plaza - Century Theater	1715 Maple Avenue	2	Century Closed. New theater to be announced soon.	Vacant	10/21/2021
Church Street Plaza - FOR SALE			New ownership acquiring property end of October / early november		10/21/2021

Golden Olympic	1608 Chicago Ave	1	Owership seeking new tenants after Golden Olympics permanent closure	vacant
Olive Mediterranean Grill	1726 Sherman Ave	1	Reopening in former Taco Bell space on Sherman Ave	
Vacant PNC Vank Space	1633 Chicago Avenue	1	8,000 sq ft available next to Prairie Moon and Found	Vacant
1621 Chicago Avenue - Vacant Athletico	1621 Chicago	1	4800 Sq Ft Available for lease	Vacant
1621 Chicago Avenue - Vacant Kafein Space	1621 Chicago	1	1777 Sq Ft Available for lease	Vacant
Merion Retail - 1619 Chicago	1619 Chicago Ave	1	1,700 SF Max Contig still available	
Former Evanston Bistro	1710 Orrington	1	For Lease restaurant in base of Orrington Hotel	Vacant
Former Clarke's Restaurant	716 Clark	1	3,500 Sq Ft Available	Vacant
Varsity Theater	1710 Sherman	1	Owner Considering adaptive reuse options. Staff negotiating easement for Booman's Alley	Vacant
1712-22 Sherman (former Gap/Mattress Firm)	1712-22 Sherman	1	24,000 sq ft retail vacancy - Gap and Mattress Firm left	Vacant
La Macchina	1620 Orrington	1	Restaurant closed	Vacant
1743 Sherman Ave (Taco Bell)	1743 Sherman	1	Olive Mediterranean Grill	Vacant
Sherman Plaza Retail - Vacant Asha Spa	1604 Sherman	1	Available - 2nd floor	Vacant
Vacant Davis Fish Market Space	501 Davis	1	Health and Wellness business opening soon	Vacant
717 Church	717 Church	1	2nd floor above former Andy's/Sprint Store/Chipotle remains available for lease	Vacant
Former Eggsperience Cafe	812 Church	1	Space Available for Lease	Vacant
Vacant Panera Bread	1700 Sherman	1	Space available for Lease	Vacant
Vacant Unicorn Cafe	1723 Sherman	1	Space available for Lease	Vacant
Vacant Steven Papageorge	1721 Sherman	1	Space available for Lease (Papageorge relocated to Davis Street)	Vacant
Merion Retail - Former U Break I Fix	1611 Chicago	1	650 Sq Ft Available	Vacant
Albion Residential Retail Spaces	1454-1508 Sherman	1	New Dollop Coffee / General Store Announced	Vacant
1571 Maple	1571 Maple	1	1,500 sq ft remains available	Vacant
Las Palmas/Byline Bank property	817 University	1	Property for Sale. New development to be announced soon. Asking \$3 million. 17,300 sq ft	Vacant
Copycat	1830 Sherman	1	Property owner seeking tenants for garden level	Vacant
Former Fifth Third Bank Maple Ave	1710 Maple	2	5000 sq ft available	Vacant
Vacant Stained Glass Restaurant	Benson	1		Vacant
1840 Oak	1840 Oak	2	Listed for sale	
E2 Retail	1890 Maple	2	4400 sq ft available	Vacant
617-20 Grove - Vacant Retail	617 -20 Grove	4	2600 Sq Ft Available for Lease	Vacant
Bangers & Lace Space	810 Grove	4	4,200 Sq Ft Availalbe for Lease	For Sale
Vacant Bottle and Botega	1016 Davis	4	1900 Sq Ft Available	Vacant

1630-42 Maple Retail Space	1630-42 Maple	4	Former Fit Girl Studio Space	Vacant	
Little Mexican Cafe Space	1010 Church	4	Restaurant closed	Vacant	
1571 Maple Retail Space	1571 Maple	4	1500 sq ft available on Elmwood side of building	Vacant	
Vacant Former Rockin Ravioli	1012 Church Street	4	Northlight announced location and funding from State of Illinois. Fundraising ongoing. Zoning approved by City Council in September. Project on hold.	Vacant	
Former William's Shoes	710 Church	4	2,630 Sq Ft available.	Vacant	
American Mattress	618 Davis	4	Soon to be vacated by American Mattress		
1020 Church	1020 Church	4	Building for Sale.	Vacant	
King Homes	1555 Oak	4	Cameel Halim purchased property. Plans TBD.	Vacant	
Vacant Olive Mountain	610 Davis	4	Olive Mountain closed week of September 15	Vacant	
Antou Salon	625 Grove	4	for lease	Vacant	
former dragonfly space	chicago avenue	1	Graphic/Interior/ Designer planned for space	Vacant	
Botti Studio	Grove	4	TBD. Cameel Halim space	vacant	
Retail at base of 909-990 Grove	990 Grove	4	New retail space - Cameel Halim Space	vacant	
830 Davis	830 Davis	4	2300 sq ft available	Vacant	
Howard Street					
New Businesses	Address	Ward	Latest Update	Status	
Estación	633 Howard	8	Renovation underway	Under Construction	
Culture Connects LLC	707 Howard	8	Office space for entertainment consulting, artist management, event Planning and community networking		11/23/21
Ward Eight	629 Howard	8	Reopened under new ownership		11/23/21
Ongoing Projects / Opportunities	Address	Ward	Latest Update	Status	
Mobil	140 Chicago Ave	8	Owners upgrading gas station	Under Construction	
Harrington Brown Residential Development	128-130 Chicago	8	Owner planning to begin construction Spring 2021. Groundbreaking ceremony soon	Vacant	
CJE Senior Life Expansion	999 Howard	8	CJE Senior Life / Evergreen Constructing an affordable senior housing development.	Under Construction	
Caribbean Shipping - 705 Howard	705 Howard	8	Monitoring		
Howard Street Business Association	N/A	8	Met with businesses December 14, 2021. Staff will help facilitate meetings going forward.		11/23/21
Vacancies / Closures	Address	Ward	Latest Update	Status	
327-339 W Howard St	327-339 W Howard St	8	1,150 SF Avail	Vacant	
309-323 Howard St	309-323 Howard St	8	639 - 6,139 Available SF	Vacant	
Gaynor Monument	222 Chicago Ave	8	Building demolished. Owner to determine potential reuse	Vacant	
729 Howard Street	727-729 Howard	8	City owned property for lease . Approximately 2,000 sq ft.	Vacant	

Main-Dempster Mile				
New Businesses	Address	Ward	Latest Update	Status
Aspiritech	939 Chicago	3	QA testing company that empowers individuals on the autism spectrum to fulfill their potential through meaningful employment combined with social opportunity.	Open
Ella's Essence	908 Hinman	4	Floral studio opening soon	
Wild Fork	525 Main Street	3	Vacant US Bank Space	under construction
Inspired Indian Cooking	812 Dempster	4	Now open	Open
Evanston Pour	524 Dempster	3	vacant starbucks	under construction
Ongoing Projects / Opportunities	Address	Ward	Latest Update	Status
Vogue	718-732 Main Street	4	New 5-story, mixed-use building with ground floor retail, 99 dwelling units, and 35 off-street parking spaces	Demo/Construction begins Spring 2022
Lot 1 Redevelopment	South & Hinman	3	RFP's under review. Recommendation expected Nov/Dec 2021	
Autobarn Nissan Property	1012 Chicago	3	1012 Chicago Avenue development approved by city council	Vacant
Dard Property	912 Custer	4	New townhomes approved by City Council. Owner seeking purchaser for property.	
Minasian Property	1240 Chicago Avenue	3	Owner seeking offers for redevelopment. Includes 614 Dempster as an option	
Connoisseur Rugs property	1000 Chicago	3	Property for Sale	
CoLab - Suite 104	900 Chicago Ave - Suite 104	3	Monitor spaces	Deal with the chiropractor fell through, no offers
Chicago Ave Improvement Project	Chicago Ave Howard to Davis	3	In the visioning phase. Will apply for funding in 2022	
Main Street Streetscape	Main Street, Hinman to Maple	3	Construction to begin in 2023.	
Vacancies / Closures	Address	Ward	Latest Update	Status
The Main - Vacant Retail	518 Main	3	2,532 SF Retail	Vacant
The Main - Vacant Retail	520 Main (byline)	3	Location to be vacated by Byline Bank	
825 Chicago - 2nd Floor (former Zen Shiatsu)	825 Chicago	3	Approximately 2,000 sq.ft. with four separate areas, Rent at \$3,000 per month.	Vacant
831 Chicago Ave (barn doors)	831 Chicago Ave	3	For Sale	Vacant
904 Hinman (old brass repair shop)	904 Hinman	3	For Lease	Vacant
AML live/work	707-735	3	6 spaces open w/ 1800sf, including one double-wide 3600sf	Vacant
EPL CAMS branch	900 Chicago - Suite 102	3	Kapisa Rugs on a short term lease	Filled
CoLab - Suite 103	900 Chicago Ave - Suite 103	3	10560 sq ft available (this is not the right square footage ...)	Vacant

Former Jackson Hewitt	912 Sherman	4	D21 moved in, and is also taking 910 Sherman, construction starting soon	Filled	
Main Street Metra Station	600 Main	3	Union Pacific/Metra negotiations ongoing, delaying retail space marketing	Vacant	
802 Dempster former Board & Brush	802 Dempster	4	For sale, Ross Goldstein is the broker	Vacant	
Former Jim's Shoe Repair	1314 Chicago Ave	3	MicroRepair	Filled	
609 South Blvd former Ice House Gallery	609 South Blvd	9	Leased by Art Makers Outpost	Filled	
828-832 Custer Ave	828-832 Custer Ave	4	3,000 - 9,000 sq ft available		
Former Ten Thousand Villages	717-19 Main	4	Spa opened in 729 space 717 Main for Lease		
Former MBG Products & Elite Esthetic Center	1041-1043 Chicago	3	Both vacated in 2021	Vacant	
Former Studio Mangiameli	614 Dempster	3	Vacated in 2021	Vacant	
Former As You Like It & LaCapra State Farm	827-829 Chicago Ave	3	Both vacated in 2021	Vacant	
Former Splendor Images	908 Sherman	4	Vacated in 2021	Vacant	
Former Lapin Systems	832 Dempster	4	Vacated in 2021	Vacant	
West End / West Village					
New Businesses	Address	Ward	Latest Update	Status	
Ongoing Projects / Opportunities	Address	Ward	Latest Update	Status	
The Aux	2223 Washington	2	The Aux fundraising, seeking 7c Cook County, and ARPA	Vacant	10/21/2021
St. Johns UCC	1102 Wesley	4	Church Building listed for sale. https://www.loopnet.com/Listing/1102-Wesley-Evanston-IL/24316857/		10/21/2021
West End Business Association	N/A	2			10/21/2021
West Village Business Association	N/A	2			10/21/2021
Art District	Florence/Greenleaf	2			10/21/2021
Zentli	1813 Dempster	2	Renovation underway.		10/21/2021
Vacancies / Closures	Address	Ward	Latest Update	Status	
1108 Dodge (Former Evanston Auto Glass)	1108 Dodge	2	Owner considering tenant options		10/21/2021
Evanston Rebuilding Warehouse Former Location	2101 Dempster	2	TBD		10/21/2021
Reed Biedler Building	1275 Hartrey	2	Pursuing tenants for limited vacancies		10/21/2021
1335 Dodge Ave. (CNE)	1335 Dodge	2	Commercial property for sale		10/21/2021
1917 Greenleaf	1917 Greenleaf	2	For sale		10/21/2021
Auto Fitness Center	1300-1338 Dodge Ave	2	2,300 Sq Ft Available. No reported interest at this time		10/21/2021
Evanston "Town Center"	2300-2308 Main St	2	1,210 - 4,487 SF Office/Retail (Will Divide)		10/21/2021

West Side (CEBA/Hill Arts/Maple & Foster)					
New Businesses	Address	Ward	Latest Update	Status	
Double Clutch Brewery	2119 Ashland	5	https://www.doubleclutchbrewing.com/	Now Open	11/23/2021
Ongoing Projects / Opportunities	Address	Ward	Latest Update	Status	
New TIF District		5	Ordinances approved by City Council		11/23/2021
1801 Church / 1708-10 Darrow	1801 Church/1708 Darrow	5	RFP awarded to partnership of HODC and Mt. Pisgah. Plans TBD		10/21/2021
Foster School / Family Focus	2010 Dewey	5	Planning ongoing.		
Mount Moriah Masonic Temple	1231 Emerson	5	Architect owner renovating building for architects office		
Central Evanston Business Association (CEBA)	N/A	5	Met with CEBA businesses and Councilmember Burns 11/10/21		11/23/21
Hill Arts Business Association	N/A	5	Met with Hill Arts businesses and Councilmember Burns on 11/17/21		11/23/21
West Evanston Plan	N/A	5	Staff to continue efforts to implement plan		
Maple/Foster Merchant	N/A	5	Planning merchant district meeting with Councilmember Burns		11/23/21
Vacancies / Closures	Address	Ward	Latest Update	Status	
1615-1619 Simpson St	1615-1619 Simpson St	5	1100 Sq Ft Available		

[1] In the former Evanston Dental Spa space

[2] Former Hometech space

[3] I'm not sure the status of this space, but I can find out from Ryan and Kathia.

EVANSTON ECONOMIC INDICATOR DASHBOARD

2020	Unemployment Rate	Retail Vacancy Rate (by Quarter)	Retail Vacancy Rate DTE (by Quarter)	Office Vacancy Rate (by Quarter)	Office Vacancy Rate DTE (by Quarter)	Sales Taxes	Liquor Taxes	Hotel Tax	Amusement Tax	New Businesses	Closed Businesses	RETT
January	2.8					\$1,228,000	\$319,610	\$193,437	\$57,214	1		\$113,050
February	2.5					\$1,047,732	\$230,989	\$94,164	\$33,737	2		\$164,850
March	3.7	3.8%	8.2%	8.2%	9.6%	\$1,619,000	\$173,836	\$82,070	\$18,239	10	16	\$253,244
April	12.2					\$792,510	\$139,388	\$37,442	\$6,024	2	6	\$216,641
May	11.3					\$1,500,004	\$277,005	\$29,748	\$0	3	3	\$164,355
June	12.9	4.3%	8.3%	8.3%	9.8%	\$1,198,794	\$250,375	\$31,026	\$634	7	7	\$366,100
July	10.2					\$1,201,688	\$164,975	\$545,611	\$2,551	9	1	\$352,506
August	10.2					\$1,294,612	\$254,389	\$20,518	\$0	8	3	\$382,573
September	9.2	4.6%	9.3%	9.1%	9.9%	\$1,510,291	\$304,182	\$63,150	\$0	7	4	\$325,535
October	6.9					\$1,460,781	\$338,384	\$54,265	\$3,885	7	1	\$294,307
November	6.3					\$1,499,720	\$158,319	\$12,699	\$5,004	5	1	\$199,767
December	7.5	4.8%	9.5%	8.9%	10.3%	\$1,761,957	\$12,627	-\$51,827	\$5,286	1	2	\$380,922
2021	Unemployment Rate	Retail Vacancy Rate (by Quarter)	Retail Vacancy Rate DTE (by Quarter)	Office Vacancy Rate (by Quarter)	Office Vacancy Rate DTE (by Quarter)	Sales Taxes	Liquor Taxes	Hotel Tax	Amusement Tax	New Businesses	Closed Businesses	RETT
January	7.6%					\$1,399,000	\$325,756	\$18,710	\$65,886	8	2	\$327,305
February	6.8%					\$1,159,000	\$161,217	\$33,826	\$33,601	5	3	\$209,041
March	5.9%	5.4%	10.5%	8.8%	10.7%	\$1,363,372	\$111,359	\$13,158	\$40,427	1	5	\$265,499
April	5.9%					\$1,201,990	\$300,644	\$67,937	\$67,713	7	1	\$659,321
May	5.6%					\$1,685,511	\$227,070	\$45,042	\$81,397	3		\$366,060
June	7.3%	4.87%	9.70%	10.9%	14.2%	\$1,970,429	\$267,110	\$90,601	\$58,597	7		\$433,353
July	6.1%					\$2,133,185	\$210,826	\$61,467	\$35,075	8		\$892,520
August	5.7%					\$2,001,811	\$317,747	\$122,544	\$79,529	8	1	\$379,540
September	4.5%	4.70%	10.93%	10.65%	13.99%	\$1,788,387	\$247,369	\$162,920	\$93,375	8	4	\$372,155
October	4.0%									7	2	\$267,336
November	3.3%									8	3	\$1,578,780
December		5.22%	12.53%	10.76%	15.36%					3		\$349,265
2022	Unemployment Rate	Retail Vacancy Rate (by Quarter)	Retail Vacancy Rate DTE (by Quarter)	Office Vacancy Rate (by Quarter)	Office Vacancy Rate DTE (by Quarter)	Sales Taxes	Liquor Taxes	Hotel Tax	Amusement Tax	New Businesses	Closed Businesses	RETT
January										7	1	
February												
March												
April												
May												
June												
July												
August												
September												

October												
November												
December												

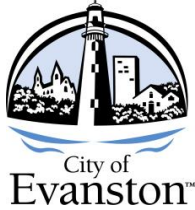
2022 New Businesses / Closed Businesses				
NEW BUSINESSES 2022				
Business Name	DBA	Address	Month Opened	Ward
Afghan Auto Body	Repairs for Less	1917 Greenleaf	January	2
Eco & the Flamingo		1551 Sherman Ave	January	4
Daniel Hubbard	Personal Past	Home-based	January	8
Adams Howard Matthews LLC		Home-based	January	3
Weath I Am LLC		Home-based	January	5
Ella's Essence		908 Hinman	January	3
Prairie Ave Gallery		2601 Prairie Ave	January	7
Deidre J. Robinson LLC		Home-based	January	7
CLOSED BUSINESSES 2022				
Business Name	DBA	Business Address	Month Closed	Ward
Next of Kin		625 Davis St.	January	4

2021 New Businesses / Closed Businesses			
NEW BUSINESSES 2021			
Business Name	DBA	Address	Opening Date
Anny Massage	K Massage	2934 Central St.	January
Fox Den Fitness		2401 Main St.	January
Studio 64 LLC	Studio 64 Hair	1735 Maple Ave	January
Rock Star Nails & Spa		635 Chicago Ave, Ste. 2	January
N&A Auto Repair		1701 Howard Street	January
SRR Consulting		Home-based	January
Linda Brennan LLC		Home-based	January
Tara LaDieu		Home-based	January
Styles by Chass Collections		745 Howard St.	February
1 Way CBD		747 Howard St.	February
Optistics LLC		Home-based	February
Liberated Transportation Inc (LTI)		Home-based	February
Lavender Eucalyptus		Home-based	February
NSA Property Holdings	iStorage	2020 Greenwood	March
Clair Does Hair		1735 Maple Ave	March
Shades by Jade		Home-based	March
Zephyr Government Strategies LLC		Home-based	March
93 Dabs Media LLC		Home-based	March
Ayurveda Alchemy		2736 Central Street	April
Anchorfish Printing & Embroidery		2302 Main St.	April
Madison Grace		612 Davis St.	April
Urban Athlete		1026 Davis St.	April
Sunny Beauty		1735 Maple Ave.	April
Steak N'Shake		2209 Oakton	Ownership Change
Palmhouse 619		619 Howard St.	
Cantuccios		1115 Emerson	
MilSpotts R.E. LLC		Home-based	April

Treasure Future LLC		Home-based	April		
Swantiques		518 Main St.	May (Pop-up)		
Jasley LLC		Home-based	May		
Emery Equity Inc.		Home-based	May		
DermaRetreat		1604 Chicago Ave	June		
HPCW LLC	Classic Car Wash	2425 Oakton	June		
Olive Mediterranean Grill		1743 Sherman Ave	Relocating - July		
Tennis Ballerz Corporation		1623 Sherman Ave	June		
The Penny Shop		1424 Lake St.	June		
Attuned Legal, LLC		805 Greenwood St.	June		
The Germ Doctor and Virus Boxer LLC		Home-based	June		
PSE LLC	The Plant Shop Evanston	1549 Sherman Ave	June		
Metal Lab Ventures LLC		1740 Ridge Ave	June		
Oliviganic LLC	Oliviganic Microblading	1577 Maple	July		
Felicia Rubio	Face by Felize	1735 Maple Ave	July		
Easy A/C, Inc		Home-based	July		
House of Boaz LLC	Sew Design Studio	2608 Greenbay Rd	July		
Story & Flourish Design Studio, LLC		Home-based	July		
RF Studios	RFStudio	2142 Ashland Ave	July		
Our Evanston LLC		Home-based	July		
Spirit Management Services, LLC	415 Premier Apartments	415 Howard St	July		
Kapisa LLC	Kapisa Rugs	900 Chicago Ave	August		
Salon Soto PLLC	Salon Soto	603 Davis St	August		
Arts & Minds Academy LLC	Arts & Minds Academy	1603 Orrington Ave	August		
Interactive Design Dividends, Inc.		Home-based	August		
Native 312 Events	Studio W.I.P.	737 Chicago	August		
HEMP & Company, LLC		809 Church St	August		
World of Promotions		Home-based	August		
Cinnaholic			August		
Ridgeville Tavern			August		
Heather Collins Personal Training	Monarch Fitness	928 Chicago	September		
Urban Athlete		1026 Davis St.	September		

Simple Bee Decor LLC		Home-based	Septemer		
MicroRepair		1314 Chicago Ave	September		
The Yoga Post, LLC	The Yoga Post	1937 Central St	Septemer		
VYV-US Corporation		1715 Church St. Unit 1	September		
Maggie Burke Landscape, LLC		Home-based	September		
Dogtopia		900 Clark St.	October		
Happy Lemon		1607 Chicago Ave	September		
Sona Fitness		3008 Central St.	October		
Keel Beak		Home-based	October		
They're Just Rocks, Jewelry and Such		Home-based	October		
Seidner Inspections LLC		Home-based	October		
Fulton Grace		812 Davis St.	October		
Deep Purple Acai Bowl		630 Davis St.	October		
Yasotorn Thai Cuisine		809 Dempster St.	October		
Sew Design Studio		2608 Green Bay Rd.	November		
Safety 1 On One LLC		Home-based	November		
Swantiques		508 Main St.	November	Pop-up	
2E Real Estate LLC		Home-based	November		
Madduck Jewels LLC		805 Greenwood	November		
Clearwater Contracting Inc.		2521 Gross Point	November		
Gallery 1925		1925 Central St.	November		
Tapville Social		810 Grove St.	November		
PolicyDirect Insurance Services Inc		Home-based	December		
Aspiritech		939 Chicago			
Evanston Prairie Avenue Gallery		2601 Prairie	December		
CLOSED BUSINESSES 2021					
Business Name	DBA	Business Address	Month Closed		
Olive Mediterranean Grill		1726 Sherman Ave	January		
MBG Products		1043 Chicago Ave	January		
Centrury Theater		1715 Maple Ave	February		
Golden Olympic		1608 Chicago	March		

AmeriCash Loans		1801 Demspter	March		
Golden Olympic		1608 Chicago	March		
Oak Cleaners		1633 Oak Ave	March		
Subway		1551 Sherman			
Tier One Training		1017 Davis St.			
T-Mobile		1732 Sherman Ave			
Douglas Susu-Mago		636 Church St., Ste 716	April		
Enpoint Clinical Inc.		820 Davis Street, Ste 452			
Urban Outfitters		921 Church St.			
Becky & Me Toys		620 Grove St.	September		
As You Like It Hair Salon		827 Chicago Ave	October		
Elite Esthetic Center		1047 Chicago Ave	October	moved to Skokie	
Prairie Joe's		1921 Central St.			
Whole and Free				Expanded and moved to Chicago	
Naf Naf		1629 Orrington Ave	November		
In Grape Company		1740 Ridge	November		
Egea Spa		1521 Sherman	November		



MONTHLY RETT REPORT FOR NOVEMBER 2021

TO: City Council
 FROM: Leticia A. Blackman
 SUBJECT: RETT REPORT – NOVEMBER 2021
 BUDGET 2020 **\$3,000,000.00**

FY2020

FY 2021

MONTH	AMOUNT	TRANSACTIONS	MONTH	AMOUNT	TRANSACTIONS	CUMULATIVE
JANUARY	113,050	49	JANUARY	327,305	92	327,305
FEBRUARY	164,850	78	FEBRUARY	209,041	65	536,346
MARCH	253,244	104	MARCH	265,499	96	801,845
APRIL	216,641	59	APRIL	659,321	112	1,461,166
MAY	164,355	78	MAY	366,060	147	1,827,226
JUNE	363,100	91	JUNE	433,353	164	2,260,579
JULY	352,507	124	JULY	892,520	159	3,153,099
AUGUST	382,474	135	AUGUST	379,540	141	3,532,639
SEPTEMBER	325,535	136	SEPTEMBER	372,155	132	3,904,794
OCTOBER	294,307	103	OCTOBER	267,336	108	4,172,130
NOVEMBER	199,767	74	NOVEMBER	1,578,780	113	5,750,091
DECEMBER	380,922	102	DECEMBER			

NOVEMBER 2021 Revenues were reduced to reflect this expenditure: \$0

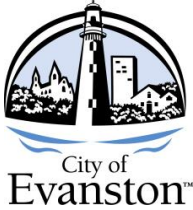
Monthly average needed to meet budget \$250,000.00

FY 2021 Monthly Average: \$522,810.00

53 EXEMPTIONS @ \$100.00 each: \$5,300.00; CUMULATIVE: \$61,600.00

\$ MILLION (12) SALES IN NOVEMBER 2021

DATE	ADDRESS	SALE PRICE	TAX	SELLER	BUYER
11/02/2021	1930 RIDGE AVE	\$65,000,000.00	\$585,000.00	CPF RESERVE, LLC	BC/MLF/FK/DF/FIC RESERVE, LLC
11/02/2021	1701 MAPLE AVE	\$12,500,000.00	\$112,500.00	SCG CHURCH STREET PLAZA, LLC	900-950 CHURCH STREET PROPERTY, LLC
11/02/2021	1705 MAPLE AVE	\$14,850,000.00	\$133,650.00	SCG CHURCH STREET PLAZA, LLC	900-950 CHURCH STREET PROPERTY, LLC
11/02/2021	900 CHURCH	\$3,000,000.00	\$21,000.00	SCG CHURCH	900-950 CHURCH

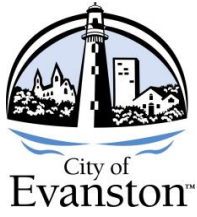


MONTHLY RETT REPORT FOR NOVEMBER 2021

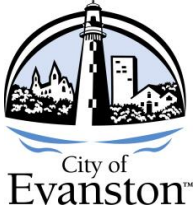
	ST			STREET PLAZA, LLC	STREET PROPERTY, LLC
11/04/2021	1625 PAYNE ST	\$1,000,000.00	\$5,000.00	LGR COMMERCIAL PROPERTY	1625 EVANSTON, LLC
11/05/2021	1570 ELMWOOD AVE #1401	\$1,350,000.00	\$6,750.00	HILK	MILLER
11/12/2021	1220 MICHIGAN AVE	\$1,500,000.00	\$7,500.00	DWYER	PETERSON/CRITELLI
11/19/2021	1717 RIDGE AVE	\$71,250,000.00	\$641,250.00	1717 RIDGE APARTMENTS, LLC	SPUS9 1717 RIDGE, LP
11/22/2021	728 LINCON ST	\$1,855,000.00	\$13,195.00	PERKOSKI	KRUK
11/29/2021	2207 ORRINGTON AVE	\$1,160,000.00	\$5,800.00	FALLS	GREENBERG/CHIEBEK
11/29/2021	1317-19 BRUMMEL ST	\$1,057,500.00	\$5,290.00	OUR GANG PARTNERS, LP	BLACK FOREST PROPERTIES, LLC
11/30/2021	2739 COLAX ST	\$1,150,000.00	\$5,750.00	GERALSON	OTT

COMMERCIAL (3) SALES IN NOVEMBER 2021

DATE	ADDRESS	SALE PRICE	TAX	SELLER	BUYER
11/02/2021	1701 MAPLE AVE	\$12,500,00.00	\$112,500.00	SCG CHURCH STREET PLAZA, LLC	900-950 CHURCH STREET PROPERTY, LLC
11/02/2021	1705 MAPLE AVE	\$14,850,00.00	\$133,650.00	SCG CHURCH STREET PLAZA, LLC	900-950 CHURCH STREET PROPERTY, LLC
11/04/2021	1625 PAYNE ST	\$1,000,000.00	\$5,000.00	LGR COMMERCIAL PROPERTY	1625 EVANSTON, LLC



MONTHLY RETT REPORT FOR NOVEMBER 2021



MONTHLY RETT REPORT FOR DECEMBER 2021

TO: City Council
 FROM: Leticia A. Blackman
 SUBJECT: RETT REPORT – DECEMBER 2021
 BUDGET 2020 **\$3,000,000.00**

FY2020

FY 2021

MONTH	AMOUNT	TRANSACTIONS	MONTH	AMOUNT	TRANSACTIONS	CUMULATIVE
JANUARY	113,050	49	JANUARY	327,305	92	327,305
FEBRUARY	164,850	78	FEBRUARY	209,041	65	536,346
MARCH	253,244	104	MARCH	265,499	96	801,845
APRIL	216,641	59	APRIL	659,321	112	1,461,166
MAY	164,355	78	MAY	366,060	147	1,827,226
JUNE	363,100	91	JUNE	433,353	164	2,260,579
JULY	352,507	124	JULY	892,520	159	3,153,099
AUGUST	382,474	135	AUGUST	379,540	141	3,532,639
SEPTEMBER	325,535	136	SEPTEMBER	372,155	132	3,904,794
OCTOBER	294,307	103	OCTOBER	267,336	108	4,172,130
NOVEMBER	199,767	74	NOVEMBER	1,578,780	113	5,750,091
DECEMBER	380,922	102	DECEMBER	349,265	100	6,099,356

DECEMBER 2021 Revenues were reduced to reflect this expenditure: \$0

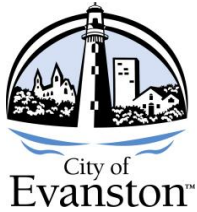
Monthly average needed to meet budget \$250,000.00

FY 2021 Monthly Average: \$522,810.00

56 EXEMPTIONS @ \$100.00 each: \$5,600.00; CUMULATIVE: \$67,200.00

\$ MILLION (7) SALES IN DECEMBER 2021

DATE	ADDRESS	SALE PRICE	TAX	SELLER	BUYER
12/01/2021	828 NOYES ST	\$17,100,000.00	\$153,900.00	828 NOYES STREET LOFTS, LLC	NOYES ADP, LLC
12/02/2021	1611 CHURCH STREET	\$1,475,000.00	\$7,375.00	HARRINGTON	CSE1611, LLC
12/02/2021	2145 SHERMAN AVE	\$1,151,800.00	\$5,760.00	MILLER TRUST	FISTFUL OF DINARS TRUST
12/09/2021	1334 ASBURY AVE	\$1,500,000.00	\$7,500.00	CAHILL/MIEGHAM	LESATT/DAVYDAITIS



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12/09/2021	1622 MONROE	\$1,235,000.00	\$6,175.00	LEVINSON	JACKSON
12/15/2021	2027 PRATT CT	\$1,000,000.00	\$5,000.00	PATRICK	SHEPARD
12/30/2021	2146 SHERMAN AVE	\$2,710,000.00	\$18,970.00	STEPHENS FAMILY LIMITED PARTNERSHIP	2016 WABANSIA PROPERTY, LLC

COMMERCIAL (3) SALES IN DECEMBER 2021

DATE	ADDRESS	SALE PRICE	TAX	SELLER	BUYER
12/01/2021	828 NOYES ST	\$17,100,000.00	\$153,900.00	828 NOYES STREET LOFTS, LLC	NOYES ADP, LLC
12/02/2021	1611 CHURCH STREET	\$1,475,000.00	\$7,375.00	HARRINGTON	CSE1611, LLC
12/03/2021	1243 CHICAGO AVE	\$770,000.00	\$3,850.00	BRUMLILK	1243 CHICAGO (EVANSTON) LLC