

Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: November 8, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for November 4, 2024 – November 8, 2024

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Field Inspection Report

Monthly CV/Permit Fee Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

FOIA Report

Legislative Reading

NWMC Weekly Briefing

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

Monday, November 11, 2024

4:30 PM: [Referrals Committee](#)

5:00 PM: [Administration & Public Works Committee](#)

5:30 PM: [Planning & Development Committee](#)

6:15 PM: [City Council](#)

Tuesday, November 12, 2024

5:00 PM: [Finance & Budget Committee](#)

7:00 PM: [Preservation Committee](#)

Wednesday, November 13, 2024

7:00 PM: [Land Use Commission](#)

Thursday, November 14, 2024

6:00 PM: [Civic Center, Police, and Fire Headquarters Listening Session](#)

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

7:00 PM: [Social Services Committee](#)

Friday, November 15, 2024

7:15 AM: [Utilities Commission](#)

Check the City's Calendar for updates:

[City of Evanston - Calendar](#)

City of Evanston Committee Webpage:

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



Memorandum

To: Luke Stowe, City Manager

From: Hitesh Desai, CFO/ City Treasurer
Tammi Nunez, Purchasing Manager

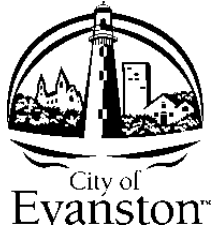
Subject: Bids/RFPs/RFQs Advertised during the Week of November 4, 2024

Date: November 8, 2024

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

Bids/RFPs/RFQs sent during the Week of November 4, 2024

Bid/RFP/RFQ Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
Parking Access Revenue System for 3 City Garages	Admin. Services	The City of Evanston's Parking Services Division of the Evanston Administrative Services Department is seeking proposals from experienced firms for: Parking Access and Revenue Control Systems (PARCS).	TBD	12/10	TBD
Business District Gateway Signage	CMO	The City of Evanston's Economic Development Department is seeking proposals from experienced firms to fabricate and install gateways signage and directory kiosks in Evanston's ten business districts. The signage designs and specs are included in the scope, but the City will defer to the expertise of the selected vendor to modify as needed to meet the project goals.	\$250,000	11/26	12/09



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: November 8, 2024

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

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

Cases Received and Pending, October 31, 2024 - November 6, 2024

Backlog (business days received until reviewed): 5

Volume (number of cases pending initial staff review): 14

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	144 Greenwood Street	R1	Building Permit	Install a modular ramp with handrails	04/29/24	pending additional information from the applicant
1	1404 Forest Avenue	R1	Building Permit	Interior renovation of existing coach house (ADU)	10/09/24	non-compliant, pending revision by the applicant
1	1323 Judson Avenue	R1	Building Permit	Addition and interior remodel	11/05/24	pending staff review
2	2118 Lake Street	R2	Building Permit	Patio and retaining wall	05/01/24	pending additional information from the applicant
2	1812 Lake Street	R3	Building Permit	Garage	06/25/24	non-compliant, pending additional information/revisions from the applicant
2	900 Clark Street	RP	Zoning Analysis	Demolish north end of Church Street Plaza movie theater building, construct new 27-story multi-family dwelling building with 358 dwelling units and 20% Inclusionary Housing dwelling units	07/03/24	non-compliant, pending additional information from the applicant
2	1111 Pitner Avenue	R3	Building Permit	Garden dwelling unit	09/23/24	pending revisions from the applicant
2	1620 Darrow Avenue	R3	Building Permit	Addition	10/02/24	pending additional information and revision from the applicant
2	1415 Grey Avenue	R2	Building Permit	Remove/replace stairs and hardscape	10/09/24	pending additional information from the applicant
2	1721 Lake Street	R3	Building Permit	Remove and replace porch and stairs, front and side walks	10/29/24	pending additional information from the applicant
2	1017 McDaniel Avenue	R2	Building Permit	2nd-story remodel with roof modification and interior remodel	10/31/24	pending staff review
2	1621 Lake Street	R3	Building Permit	Detached garage	11/01/24	pending staff review
3	819 Judson Avenue	R5	Building Permit	New 4-story multi-family dwelling building with 4 dwelling units and detached garage for 8 vehicles	04/16/24	non-compliant, pending revisions from the applicant
3	1300 Chicago Avenue (1300-1306 Chicago Avenue), 601-615 Dempster Street, 1307 Sherman Place	B1/oDM	Zoning Analysis	Planned Development for a new 7-story mixed-use building with ground floor retail, enclosed parking on ground floor, 65 dwelling units, and modification of the existing 2-story retail building with 2 dwelling units above	06/24/24	non-compliant, pending additional information/revisions from the applicant
3	1314 Judson Avenue	R1	Building Permit	Addition, deck, and interior remodel	09/16/24	pending additional information from the applicant
3	614 Judson Avenue	R1	Zoning Analysis	1st story addition, dormer at 2nd story, insulating existing 3-season room	09/26/24	pending revisions from the applicant
3	1221 Hinman Avenue	R1	Building Permit	Roof mounted solar panels	10/30/24	pending staff review
3	1115 Hinman Avenue	R1	Building Permit	Walk between residence and garage	10/30/24	pending staff review
3	527 Chicago Avenue, Unit I	C1a	Building Permit	Roof top deck	10/31/24	pending staff review
3	521 Chicago Avenue, Unit I	C1a	Building Permit	Roof top deck	10/31/24	pending staff review
3	912 Hinman Avenue	R5	Building Permit	Replace asphalt parking lot and concrete pad	10/31/24	pending staff review

3	533 Chicago Avenue, Unit D	C1a	Building Permit	Roof top deck	11/04/24	pending staff review
3	531 Chicago Avenue, Unit F	C1a	Building Permit	Roof top deck	11/05/24	pending staff review
4	1118 Elmwood Avenue	R3	Building Permit	Motorized aluminum pergola	07/30/24	non-compliant, pending revisions from the applicant
4	990 Grove Street	D1	Zoning Analysis	Convert office space to work/live units on the 1st floor and to dwellings on floors 2-5	09/13/24	pending additional information from the applicant
4	1012 Church Street	D3	Building Permit	New 2-story theatre (Northlight Theatre)	10/10/24	pending additional information from the applicant
4	1009 Wesley Avenue	R3	Building Permit	Carpport	10/11/24	revisions submitted by applicant, pending staff review
4	804 Davis Street	D3	Building Permit	Interior remodel for a bakery retail	10/29/24	pending Administrative Review Use review
4	804 Davis Street	D3	Zoning Analysis	Administrative Review Use for Type-2 restaurant bakery	11/04/24	pending staff review
5	2125 Darrow Avenue	R4	Building Permit	Garage	12/04/23	non-compliant, pending revisions from the applicant
5	1811 Church Street	B2/oWE	Building Permit	New 4-story mixed-use building with ground floor retail and 33 dwelling units (HODC)	08/18/23	pending revisions and additional information from the applicant
5	2209 Emerson Street	R3	Building Permit	Deck	03/25/24	pending additional information from the applicant
5	2027 Brown Avenue	R3	Building Permit	Concrete parking pad behind garage	05/09/24	non-compliant, pending revisions and/or variation application from the applicant
5	2112 Asbury Avenue	R3	Building Permit	Remove deck, replace with paver patio	05/16/24	pending additional information from the applicant
5	1825 Dodge Avenue	R4	Building Permit	Addition (Lake Regional Conference 7th Day Adventists)	06/13/24	revisions submitted by applicant, pending staff review
5	1420 Leonard Place	R3	Zoning Analysis	New efficiency home	07/23/24	pending revisions and additional information from the applicant
5	2311 Emerson Street	R3	Building Permit	3-season room addition and rear porch	08/09/24	pending additional information from the applicant
5	2115 Wesley Avenue	R3	Building Permit	Replace front porch deck, steps, and rails	09/16/24	pending additional information from the applicant
5	1836 Lemar Avenue	R2	Building Permit	Deck	10/01/24	non-compliant, pending revisions from the applicant
5	830 Hamlin Street	R4a	Building Permit	Paver patio	10/09/24	pending additional information from the applicant
5	2206 Maple Avenue	R4a	Zoning Analysis	Redevelopment existing surface parking lot for a new 5-story building with 30 dwellings and 29 parking spaces	10/11/24	pending additional information from the applicant
5	1310 Foster Avenue	R5	Building Permit	Replace deck	11/06/24	pending staff review
6	2703 Hartzell Street	R1	Building Permit	Carpport and concrete slab	05/01/24	pending additional information/revisions from the applicant
6	2306 Central Park Avenue	R1	Building Permit	Front portico, deck, and replace exterior stairs	09/20/24	pending additional information from the applicant
6	2708 Harrison Street	R1	Building Permit	Paver patio	09/23/24	pending additional and revisions from the applicant

6	3121 Thayer Street	R1	Building Permit	Deck	09/27/24	pending additional information from the applicant
6	2638 Central Park Avenue	R1	Building Permit	Replace walks with pavers, interior remodel	10/02/24	pending additional information and revision from the applicant
6	3515 Hillside Road	R2	Building Permit	Pavers along driveway	10/07/24	pending additional information from the applicant
6	2429 Cowper Avenue	R1	Building Permit	Paver patio	10/28/24	non-compliant, pending revision from the applicant
6	3313 Grant Street	R1	Zoning Analysis	Gut rehab of existing 1st story, 2nd story addition	11/01/24	pending staff review
6	2700 Thayer Street	R1	Zoning Analysis	2-story addition in front yard	11/06/24	pending additional information from the applicant
7	1806 Chancellor Street	R1	Building Permit	Remove patio, re-install patio, stepping stones, grill pad, and patio maintenance	06/20/24	pending additional information from the applicant
7	2518 Jackson Avenue	R1	Building Permit	Garage with ADU	06/27/24	pending additional information from the applicant
7	625 Clinton Place	R1	Building Permit	Remove and replace brick paver parking pad	07/01/24	pending additional information from the applicant
7	1501 Central Street	U2	Building Permit	Parking lots, plaza, and landscaping for Ryan Stadium (NU)	07/08/24	pending additional information from the applicant
7	2356 Colfax Terrace	R1	Building Permit	Post-permit revisions to modify outdoor walls/roofs, fences, impervious, decks	09/11/24	pending additional information from the applicant
7	2222 Lincoln Street	R1	Building Permit	Roof mounted solar panels	09/26/24	pending additional information from the applicant
7	2737 Woodbine Avenue	R1	Building Permit	Garage	09/27/24	pending revisions from the applicant
7	2637 Stewart Avenue	R1	Building Permit	Deck and garage	10/03/24	pending additional information from the applicant
7	2626 Sheridan Road	R1	Building Permit	1.5 story addition and interior remodel	10/10/24	pending revisions from the applicant
7	2169 Campus Drive	U3	Building Permit	New building, Kellog School of Management (NU)	10/21/24	pending additional information from the applicant
7	2748 Asbury Avenue	R1	Building Permit	Replace portion of existing deck, extend deck	10/30/24	pending staff review
7	2674 Prairie Avenue	R4	Building Permit	Remove and replace rear porch and stairs	10/31/24	pending staff review
7	2773 Garrison Avenue	R1	Building Permit	Paver landing, stairs, and walk, and awning over door	11/01/24	pending staff review
7	2736 Broadway Avenue	R1	Building Permit	Interior remodel and exterior remodel of porch/deck	11/01/24	pending staff review
7	623 Milburn Street	R1	Building Permit	Concrete pad	11/01/24	pending staff review
7	1726 Chancellor Street	R1	Zoning Analysis	New garage to replace existing	11/01/24	pending staff review
7	2000 Grant Street	R1	Building Permit	Replace front steps and portion of walk	11/04/24	pending staff review
7	1835 Hinman Avenue	U1	Building Permit	Interior renovation of basement and floors 1-5 of dormitory (NU)	11/05/24	pending staff review
8	1020 Harvard Terrace	R2	Building Permit	Patio drainage planter box	10/01/24	non-compliant, pending revisions from the applicant
8	406 Callan Avenue	R5	Building Permit	Repave parking lot	10/01/24	pending additional information from the applicant
8	1901 Howard Street	C1	Building Permit	Interior tenant improvement	11/06/24	pending staff review

9	2131 Keeney Street	R2	Building Permit	Driveway and walk	06/25/24	pending additional information from the applicant
9	630 Wesley Avenue	R2	Building Permit	Detached garage/ADU and interior remodel of single-family dwelling	08/15/24	revisions submitted by applicant, pending staff review
9	611 Wesley Avenue	R3	Zoning Analysis	ADU	09/03/24	pending additional information from the applicant
9	1406 Cleveland Street	R3	Building Permit	Interior and exterior remodel at 2nd story	10/15/24	pending additional information from the applicant
9	1510 Main Street	R3	Building Permit	Replace front porch	10/30/24	pending staff review

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

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-31 Chicago Avenue	D4	Planned Development	New 12-story mixed-use building with approximately 6,000 sf ground floor commercial space, 48 enclosed parking spaces, and 110 dwelling units including 8 affordable dwelling units	08/27/24	pending P&D/CC 11/11/24
3	318 Greenleaf Street	R1	Major Variation	Building lot coverage for front roofed/covered porch and open parking pad within the west interior side yard	09/16/24	LUC 11/13/24
4	910 Custer Avenue	MXE	Planned Development	New 5-story multi-family dwelling building with 230 dwelling units (23 affordable units) and 50 open surface parking spaces	08/28/24	pending P&D/CC 11/11/24
9	630 Wesley Avenue	R2	Minor Variation	Street side yard setback to a detached garage	10/01/24	determination after 11/12/24
9	1516 Seward Street	R2	Minor Variation	Interior side yard setback to a 2nd story addition over existing 1st story	10/15/24	determination after 11/12/24



To: Luke Stowe, City Manager

From: David Wilson, HVAC Building Inspector

Subject: Weekly Field Inspection Report

Date: November, 8 2024

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

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

Weekly Field Inspection Report

Friday, November 8, 2024

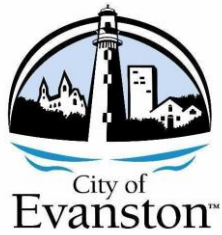
Ward	Property Address	Construction Type	Inspector Notes	Received
4	909 Davis	Interior Remodel	Permits for interior remodel to first, second and third floors have been issued	11/7/2024
4	1012 Church Street Northlight Theater	Assembly	Building plans have been submitted and are currently in review. Site and Northlight signage are in good condition. No construction fence at this time.	11/7/2024
*	*	*	*	*
*	*	*	*	*
7	1501 Central Street	Demolition	No changes. Street sweepers continue to address roadway dust and debris. All trucks continue to pass through truck washing station with manual washing of trucks and street. Construction fence is in place and in good condition.	11/7/2024
*	*	*	*	*
*	*	*	*	*



To: Luke Stowe, City Manager
From: Angela Butler, Permit Services Supervisor
Subject: Monthly Construction Valuation and Permit Fee Report
Date: November 8, 2024

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2023.

Please contact me at abutler@cityofevanston.org if you have any questions or need additional information.



DATE: November 8, 2024
 TO: Luke Stowe, City Manager
 FROM: Angela Butler, Permit Services Supervisor
 SUBJECT: Construction Valuation and Permit Fee Report for October 2024

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of October 2024	\$ 518,807.44
Total Permit Fees Collected Fiscal Year 2024	\$ 15,767,906.27
Total Permit fees Collected for the Month of October 2023	\$ 189,178
Total Permit Fees Collected Fiscal Year 2023	\$ 3,589,777

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR October 2024	\$ 18,290,804
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2024	\$ 833,100,795
TOTAL CONSTRUCTION VALUE FOR October 2023	\$ 8,986,769
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2023	\$ 176,211,876



Memorandum

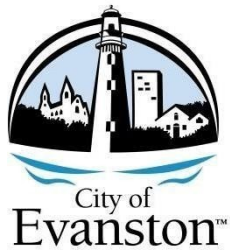
To: Honorable Mayor and Members of the City Council

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

Subject: Food Establishment License Application Weekly Report

Date: November 8, 2024

Ward	Property Address	Business Name	Date Received	Current Status
4	804 Davis St	Paris Baguette	10/30/2024	Pending Permit Issuance
4	1633 Orrington Ave	Mira Sushi Restaurant & Bar	9/11/2024	Pending Permit Issuance
2	1741 Maple Ave	Cozy Thai Cuisine (Relocating)	9/10/2024	Building Permit Issued – Pending Inspections
1	1735 Benson Ave	Bat 17 (Relocating)	9/6/2024	Pending Inspections
8	1717 Howard St	Showkey African Cuisine	8/26/2024	Pending Permit Application
8	565 Howard St	T & E Productions	8/22/2024	Pending Permit Issuance
1	1710 Sherman Ave	Guzman y Guzman	8/16/2024	Permit Issued – Pending Inspections
7	2022 Central St	The Celtic Knot	6/13/2024	Building Permit Issued-Pending inspections
3	1310 ½ Chicago Ave	Peeled Juice Bar	5/9/2024	Pending Permit Issuance
2	2223 Washington St	The Laundry Café (in The Aux)	4/23/2024	Building Permit Issued-Pending Inspections
7	1995 Campus Dr	NU Center East Lawn Redevelopment	4/5/2024	Building Permit Issued-Pending Inspections
5	1623 Simpson St	Free Flow Kitchen	3/21/2024	Pending Permit Issuance
1	1618 Sherman Ave	Life Time (Smoothie Bar)	3/19/2024	Building Permit Issued-Pending Inspections
1	1737 Sherman Ave	Taco Bell	10/5/2023	Building Permit Issued-Pending Inspections
1	521 Davis St	La Cocinita (Relocating)	7/11/2023	Building Permit Issued – Pending Inspections
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Building Permit Issued– Pending Inspections



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: November 8, 2024

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

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of November 8, 2024

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
1	Hops & Grapes	816 ½ Church St. Evanston, IL 60201	E	Package Store	8 a.m. — Midnight	Application pending
2	Cozy	1741 Maple Ave. Evanston IL 60201	D	Restaurant	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri- Sat); 7 a.m. — 1 a.m. (Sun)	Application pending
7	The Celtic Knot Public House	2022 Central St. Evanston IL 60201	D	Restaurant	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri- Sat); 7 a.m. — 1 a.m. (Sun)	Application pending
1	Life Time Fitness	1618 Sherman Ave. Evanston, IL 60201	D	Restaurant	7 a.m. — 1 a.m. (Mon-Thurs); 7 a.m. — 2 a.m. (Fri- Sat); 7 a.m. — 1 a.m. (Sun)	Application pending



Memorandum

To: Honorable Mayor and Members of the City Council

From: Sabrina Tamura, Deputy City Clerk

Subject: Monthly FOIA Report - October 2024

Date: November 7, 2024

Enclosed is the monthly report of FOIA requests. During the month of October the City of Evanston received **353** requests.

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

City of Evanston Performance Report

October 1, 2024 - October 31, 2024 All departments

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

353 request(s) received Total number of new requests received during this reporting period.	16701 total request(s) Total number of requests in the portal at the beginning of the reporting period.	385 request(s) closed Total number of requests closed during this reporting period.
262 request(s) open Total number of open requests by the end of this reporting period.	117 request(s) overdue Total number of requests that became overdue in this reporting period.	21 request(s) paused Total number of requests that were paused by the end of this reporting period.

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

151 late response(s) Total number of requests where an initial response was sent after the response window expired.	5 day(s) to respond Median response time in days in this reporting period.	4 day(s) to respond Average response time in days in this reporting period.
139 fulfilled outside 5 days Number of requests closed beyond 5 days of request submission during this reporting period.	57 fulfilled within 5 days Total number of requests closed within 5 days of request submission during this reporting period.	13 day(s) to fulfillment Median number of days taken to fulfill all requests in this reporting period.

22 day(s) to fulfillment

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

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

0.0 hour(s) spent

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

0 median hour(s) spent

Median number of hours staff spent on each request.

0 average hour(s) spent

Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests

\$0.00 dollars spent

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

\$0 median dollars spent

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

\$0 average dollars spent

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

Cost Recovery: Payments received from requesters via NextRequest

0 total invoices

Total number of requests with invoices.

\$0.00 dollars received

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

\$0 median dollars earned

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

\$0 average dollars earned

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

Requests by Department

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

Department	New	Closed	Median	Aver.
3-1-1	1	4	16	17
Accounting	1	0	0	0
Administrative Adjudication (Hearings)	0	0	0	0
Budget	1	0	0	0
Buildings and Permits	20	20	6	9
City Clerk's Office	61	41	7	9
City Manager's Office	4	3	7	9
Collector's Office	6	3	7	9
Community Development	1	3	11	11
DO NOT USE: Information Technology (IT)	0	0	0	0
Economic Development	5	7	9	9
Email	18	88	46	39
Evanston Police Department Media	1	1	6	6
Finance	4	3	12	11
Fire	13	18	5	6
Health & Human Services	0	2	10	10

Housing and Grants	0	2	11	11
Human Resources (HR)	12	8	6	9
Legal	9	9	12	15
Library	2	2	9	9
OPS	35	15	25	30
Parking/Fleet	2	1	6	6
Parks, Recreation, and Community Services (PRCS)	5	2	11	11
Police	234	268	11	19
Property Standards	25	16	6	9
Public Works	0	0	0	0
Purchasing	2	4	13	15
Sustainability	0	0	0	0
Trees Only (PWA)	0	0	0	0
Video Requests	0	0	0	0
Water	0	0	0	0
Zoning and Planning	6	7	7	7
Not Assigned	0	0	0	0

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Time
5 Day Extension Request - Mark an "X" by the option that is applicable	160
ADDITIONAL RESPONSE TIME NEEDED	4
ADDITIONAL RESPONSE TIME NEEDED - BODY CAMERA FOOTAGE	18
ATTORNEY-LETTER OF REPRESENTATION REQUIRED	2
ATTORNEYS/INSURANCE /RECORD COPY SERVICE - RECORD FEES	11
Commercial Requester	13
Fulfilled - No Redactions [Use template if explanation of docs produced is necessary]	1
Notice to Narrow Request - fill in estimated pages and staff time	20
Proof of Ownership - Housing Documentation Request	2
Real Estate Transfer Tax	11
Recurrent Requester	5
REPORT INVOICE: PAYMENT DUE	17

Closure Response Report

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

Closure Response	Times U
COMMERICAL ACCIDENT REPORT REQUEST - PAYMENT REQUIRED	4
Denial of Request	5
Denial of Request: 14 Day Unresponsive	8
Denial of Request: Duplicate Request	12
Denied: Partial	3
Fulfilled - Body Camera Footage Redacted	12
Fulfilled - No Redactions	153
Fulfilled - Private Information Redacted	79
No Responsive Documents	119

Tag Report

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

Tag Name	Times Used
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Key Assumptions

Requests Overdue

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

Late Responses

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

Response and Fulfillment Speed

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

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

Median days to close and average days to close are calculated based on the number of requests that have a

closed date within the reporting period.

Staff Time

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

Staff Cost

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

Message Templates Report

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



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING NOVEMBER 8, 2024

HAPPY VETERAN'S DAY – THANK YOU FOR YOUR SERVICE!

Editor's Note

NWMC staff will be working remotely on Monday, November 11 as our office at Oakton College will be closed.

RSVP Today for the NWMC Holiday Celebration!

As previously reported, we are pleased to host a free Holiday Celebration for members, legislators and guests. We look forward to seeing you on Wednesday, December 11 from 6:00 p.m. to 8:00 p.m. at the Chateau Ritz, 9100 N. Milwaukee Avenue in Niles. Formal invitations have been sent, so please RSVP your attendance to Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org by Monday, December 2. *Staff contact: Marina Durso*

Time to Answer the CRP, STP-SF, and TAP-L Call for Projects

As a reminder, the Chicago Metropolitan Agency for Planning (CMAP) is now accepting applications for more than \$385 million in funding through the Climate Reduction Program (CRP), Surface Transportation Program-Shared Fund (STP-SF), and Transportation Alternatives Program (TAP-L) through their FFY 2026-2030 Call for Projects.

To assist communities with understanding options and identifying the best fund for their project, CMAP has developed fact sheets for each funding source, [CRP](#), [TAP-L](#), and [STP-SF](#). Applications for all the call for transportation projects are due by December 20, 2024. All application materials, resources, and FAQs can be found on the updated [CMAP Call for Projects website](#). *Staff contacts: Eric Czarnota, Brian Larson*

Attention Mayors: Municipal Candidate for Election to the IFPIF Board of Trustees

From the Illinois Municipal League (IML):

Ballots have been mailed to mayors, village presidents and town presidents who are eligible to vote for members of the Illinois Firefighters' Pension Investment Fund (IFPIF) Board of Trustees. IML has endorsed IML Vice President, Mayor Mike Troup, City of Quincy, and Mayor David Pileski, Village of Roselle, for election to the Board. To be eligible to vote, a municipality must have a participating firefighters' pension fund.

More information about the IML endorsed candidates is on our website ([available via this link](#)). It is important that all eligible mayors, village presidents and town presidents (those with an Article 4 downstate firefighter pension fund) return their completed ballots prior to December 2, 2024, and it is requested that municipal officials support Mayor Troup and Mayor Pileski as the endorsed municipal candidates by IML. If you are an eligible mayor, village president or town president and have not received a ballot in the mail, please contact IML at (217) 525-1220 so we can ask for a replacement ballot to be sent to you. *Staff contact: Mark Fowler*

RSVP Today for ICDHR's Martin Luther King, Jr. Remembrance Celebration

On Saturday, December 14, the Illinois Commission on Diversity and Human Relations (ICDHR) will hold its 55th annual Dr. Martin Luther King, Jr. Remembrance & Commemoration Dinner and Concert. This year's theme is "Communities Coming Together" which commemorates the importance Dr. King placed on building strong communities, which the ICDHR wholeheartedly supports, particularly in these times of heightened social divisiveness." This year's Keynote Speaker is Illinois House of Representatives Speaker Emanuel "Chris" Welch.

The celebration will begin with a reception at 6:00 p.m. followed by dinner at 7:00 p.m. at Cotillion Banquets in Palatine. Please visit <https://www.icdhr.org/annual-mlk-dinner> for additional information, including tickets and sponsorship information. *Staff contact: Mark Fowler*

Newsy Items of the Week

The Record North Shore: [Voters give Glencoe go-ahead to become a home-rule unit](#)

Daily Herald: [Hoffman Estates aims to become 'Dementia Friendly' community](#)

Windy City Times: [Illinois launches new hotline for anonymously reporting hate crimes](#)

Daily Herald: [CTA shrugging off pandemic service lows; how about Metra and Pace?](#)

Daily Herald: [\\$30 million state grant will fund 16 projects to ease flooding in Lake County](#)

Meetings and Events

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, November 12 at 10:30 a.m. at the NWMC office and via videoconference.

NWMC Board of Directors will meet on Wednesday, November 13 at 6:00 p.m. at the NWMC office and via videoconference.

NWMC Legislative Committee will meet on Wednesday, November 20 at 8:30 a.m. via videoconference.

NWMC Local Government Communicators Committee will meet on Wednesday, November 20 at 11:00 a.m. at the *Des Plaines City Hall* and via videoconference.

NWMC Finance Committee will meet on Wednesday, November 20 at noon via videoconference.

NWMC Transportation Committee will meet on Thursday, November 21 at 8:30 a.m. at the NWMC office and via videoconference.

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