HUMAN SERVICES COMMITTEE
Monday, August 4, 2014
6:30 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Council Chambers

AGENDA

I. CALL TO ORDER / DECLARATION OF QUORUM

II. APPROVAL OF MEETING MINUTES OF JULY 7, 2014

   Citizen Comments

III. ITEMS FOR DISCUSSION
   HH1 Human Services Funding
   HH2 Citywide Grants

V. ITEMS FOR CONSIDERATION
   HH3 City of Evanston/EPL Memorandum of Understanding
   HH4 Medical Marijuana

VI. COMMUNICATION
   HH5 Evanston Animal Shelter Update

VII. ADJOURNMENT

Order & Agenda Items are subject to change. Information about the Human Services Committee is available at: www.cityofevanston.org/humanservices Questions can be directed to Erika Storlie Deputy City Manager at 847-448-8007.

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 Facilities Management Office at 847-859-7886(Voice) or 847-448-8064 (TTY).
Members Present: Alderman Fiske, Alderman Braithwaite, Alderman Holmes, Alderman Tendam, Alderman Grover, Alderman Burrus

Members Absent: None

Staff Present: Wally Bobkiewicz, Joseph McRae, Erika Storlie, Sarah Flax, Mario Treto, Evonda Thomas-Smith, Indira Perkins, Karen Danczak Lyons, Richard Eddington, Cindy Plante, Jessica Wingader

Presiding Member: Alderman Burrus

AGENDA

I. CALL TO ORDER / DECLARATION OF QUORUM
   Alderman Burrus called the meeting to order at 8:05 pm.

II. APPROVAL OF MEETING MINUTES OF JUNE 2, 2014
   Alderman Braithwaite moved approval. Alderman Fiske seconded approval with a correction. A voice vote was taken to approve the June 2, 2014 minutes and it was approved 6-0.

III. ITEMS FOR DISCUSSION
   Citizen Comments

Matthew Terry spoke on behalf of Food and Water Watch, a non-profit organization about the abuse of antibiotics and the loss of effectiveness of antibiotics. He cited two reports, one from the World Health Organization and the other from the Center for Disease Control, showing how antibiotics are losing effectiveness. Solutions include supporting legislation that will stop farmers from using antibiotics. Congress should pass the Preservation of Antibiotics for Medical Treatment Act and Senate should pass S. 1256: Preventing Antibiotic Resistance Act. In order for Congress to act, we need to hear from community leaders. Commissioner of the Department of Public Health and the Chicago City Council also called on Congress to pass similar resolutions. Evanston council should pass Healthy Farms Healthy Families. 150 Evanston residents signed a petition in favor of this resolution and urging city council to take action. Teams are working across the country to pass resolutions by the end of the summer to send a strong message about the urgency of this issue. Speaker asked that a resolution be introduced next Monday, July 14, 2014.

   Alderman Burrus requested a more formal presentation of the information for the next meeting on August 4, 2014.

   Speaker stated that his supervisor might be able to attend. Alderman Burrus requested contact information and requested that Erika Storlie follow up. She thanked the speaker.
Bonnie Wilson, former Township Assessor of Evanston, wanted to announce that the new Tax Assessment Review Office is located in room 1450 at the Civic Center next to the City Clerk’s office. The phone number is 847-448-8168; people can also call 311 if they are in Evanston. Mitzi Gibbs in the office is doing a superb job helping Evanston taxpayers identify exemptions.

Alderman Burrus asked about the exemptions people should be looking for.

Bonnie Wilson listed the Homeowner Exemption, the Senior Exemption and the Disabled Exemption.

HH8 - Junad Rizki wanted to discuss the non-payment of rent for Next Theater. He questioned the City’s decision to resign a lease with the theater. He suggested that the City outsource debt collection.

HH1 - Mary Rosinski of the Evanston Park and Lakefront Alliance spoke in support of Harley Clarke.

Doria Johnson stated that she was representing citizens concerned about Evanston police stop and frisk policies.

Diane Britton spoke of her concern over the recent youth violence and requested that a committee be formed to address this issue.

Alderman Burrus and Alderman Holmes identified Joe McCrae who is working with the police to address this issue. Alderman Burrus agreed that we all need to be working on and focusing on this issue. She encouraged community members to get involved.

Alderman Holmes stated that the City is serious, but we all need to work together. It will take everyone. This issue effects the whole community and we all need to come together to find a solution.

HH1 - Herb Harms spoke in support of Harley Clarke and the Illinois Department of Natural Resources moving into the space. He expressed concern over the lack of parking at Lighthouse beach and suggested that the garage be converted into 50 more parking spaces.

HH9 - Gerald Adler spoke in support of extending the lease with Next Theater.

Mary Rosinski further announced that the DeJae Coleman Foundation, this July 12th will be hosting an open discussion at the Heartwood Center on the book How Long Will I Cry? Voices of Youth Violence. All are welcome.

HH1 Harley Clarke Update

Wally Bobkiewicz provided an update on discussions with the Illinois Department of Natural Resources. Improvements to building will cost $5 million dollars and the State is willing to move forward. The work will take place over the next two fiscal years and attorneys are finalizing documents that Council will be able to review in August. The State would take control of the building around January 2015.

Alderman Fiske asked about funding and the City’s involvement.

Wally Bobkiewicz replied that the State is exploring different funding sources and that the City is not responsible for providing funding at this time.

Alderman Grover stated that she had been in touch with the many groups involved with the space – all are supportive.

Alderman Fiske requested that the Lakefront Alliance group also be involved in discussions.

Jeff Smith said that he has heard nothing but positive feedback about this project. He believes that all parties are committed to preserving the public nature of the space and public access to amenities. He talked briefly about funding concerns, but stated that the involved parties were looking at ways to make the funding more robust and went on to state that there are funds dedicated specifically to this project. He believes this project symbolizes the great things that Evanston has to offer and will introduce Evanston to a wider audience.

Alderman Burrus called for a motion.
Alderman Braithwaite moved approval. Alderman Holmes seconded. A voice vote was taken to approve the Harley Clarke Update and it was approved 6-0.

**HH2 Human Services Funding**

Alderman Burrus discussed the City’s allocation of funding and how it is meant to align with council goals to aid the many issues the City is working to address in partnership with local nonprofits. She stated that the funding is scattered. The information provided is meant to give a better overview of how funds are distributed. Alderman Burrus hopes for more discussion about funding to ensure that funding distribution aligns with council goals.

Alderman Holmes stated that the overview is similar to the unified budgeting system and provides a good overview of allocations.

Alderman Burrus stated that it would also be important to review the money distributed by the Evanston Community Foundation and the organizations they fund.

Alderman Grover stated that some requests for funds were connected to federal grants that would match allocations. She suggested that there should be a way to indicate which requests were associated with federal funding.

Wally Bobkiewicz asked if the committee would like more information or if the committee is interested in taking next steps.

Alderman Burrus stated that CDBG should be a part of the discussion.

Alderman Braithwaite pointed out that the information provided doesn’t include money spent on programing. Alderman Braithwaite stated that he would like to see operational costs versus programmatic costs; Alderman Burrus agreed.

Alderman Grover stated that she would like the agencies that receive funds to be a part of the conversation.

Alderman Holmes stated that City funding for programs is different than money given to nonprofits. This discussion is about money given to nonprofits to provide services that the City doesn’t provide. However, if there is overlap in services, then that would be good to know, and she would be open to further conversation if that were the case.

Alderman Braithwaite asked to define the target population and review where the City’s funding is having an impact on that defined group.

Alderman Grover defined the population as at risk families.

Wally Bobkiewicz asked if he could communicate the feedback to the Community and Economic Development Committee.

Alderman Burrus called for a more robust, committee-type format to discuss these issues. These groups need to be a part of the conversation to define what we are all trying to accomplish. Alderman Burrus stated that goals should be clearly defined and that the City needs to take a stand, define what we want to change and move forward.

Wally Bobkiewicz suggested a joint committee with Housing and Community Development Act Committee and the Mental Health Board.

Alderman Burrus agreed that a joint meeting would be helpful. All parties involved need to be a part of the conversation.

Alderman Holmes stated that current funding is not meant to address a lot of the current issues. It would be good to look at reallocating funds and communicate any changes to partner agencies.

Alderman Burrus stated that the Committee review the City’s vision. Stopping the violence should be the first priority.

Wally Bobkiewicz suggested that staff work on the issues addressed.

**HH3 City of Evanston/EPL Memorandum of Understanding**

Karen Danzen Lyons introduced the purpose of the Memorandum of Understanding. The document reflects that the libraries are still City facilities and the Library will work with the City to maintain the property. The Library is responsible for programing and will reimburse the City for services that the
The Library runs on funds collected through property taxes and that there is a delay in collecting revenue. The City assists in paying reasonable expenses associated with running the Library until the Library is able to repay the City.

Alderman Braithwaite asked if the City’s Facilities staff would help determine repairs or if the Library board would hire an independent party.

Karen Danzen Lyons replied that the Library hired a consulting company to do a building analysis that was completed at the end of last year. The Library will provide a capital plan when the City’s capital plan is released so the results can be shared. The Main Library and the North Branch both have facilities issues, but the Library will work with the City to ensure that all repairs are completed in a cost effective way.

Alderman Burrus asked how the $250,000 number was derived.

Karen Danzen Lyons stated that more information could be found in the 2014 Budget and she would be happy to provide that information.

Alderman Burrus noted that there was no money allocated for building maintenance or capital improvements and asked if the City would be expected to cover those costs.

Karen Danzen Lyons stated that the Library would work with the City to determine the most efficient way and that the answer was part of larger capital improvement discussions.

Alderman Burrus stated that the Library was responsible for the cost of repairs. She asked if the Library wanted to purchase building. She expressed concern over the lack of clearly defined financial obligations. Alderman Burrus also asked if the property included the adjacent parking lot or just the lot under the building. Alderman Burrus does not want to include the adjacent lot in the Memorandum.

Karen Danzen Lyons replied that the lot has always been described as part of the property and still remains under the purview of the City’s parking.

Alderman Burrus stated that the lot shouldn’t be a part of this Memorandum.

Alderman Holmes stated that she didn’t associate the adjacent lot with the Library.

Alderman Burrus asked to include a definition of the parking lots in the Memorandum.

Alderman Fiske agreed with Alderman Burrus.

Wally Bobkiewicz stated there would be further discussion around the delineation of the property, but that the focus should be on maintenance and that any costs associated with maintenance would be the responsibility of the Library Fund. The Library is looking at ways to raise revenue. It might not be cost effective to have the Library issue its own debt, instead debt can be allocated to the Library Fund and debt can be paid through revenues that come into the Library Fund. No agreements would transfer property away from the residents of Evanston. If the Library acquires a new parcel than it would be the responsibility of the Library Fund and that all maintenance would also be the responsibility of the Library Fund. Mr. Bobkiewicz asked to hold this in committee until the issue of the surface lot was clarified.

Alderman Burrus asked for itemization of the $250,000.

Alderman Fiske stated that the original document was unwieldy and that staff did a great job streamlining the process. It was a pleasure to serve on the committee.

Alderman Tendam stated that information to support statistics is available and that last year’s budget is key to itemizing the $250,000 – the information is available.

Wally Bobkiewicz stated that staff would make changes and provide more information for the August meeting.

V. ITEMS FOR CONSIDERATION

HH4  Human Rights Ordinance

Wally Bobkiewicz provided the history of ordinances which codified beliefs in human rights in fair housing and fair treatment and reviewed the standards used to make Evanston welcoming to all. A police officer was appointed to work specifically with LGBT issues and staff worked to review sections of the City Code that dealt with employment and fair housing to include best practices. Jonathan
Williams-Kinsel worked with the Law Department to draft Ordinance 26O14. This new ordinance lets the nation know how welcoming and accepting Evanston is of diversity and combines things in one section to make sure our language reflects best practices. The new language is clear that the City is not an enforcement organization. Complaints are managed through Cook County or the State of Illinois.

Alderman Tendam commented on Evanston progressive stance. He spoke in favor of the new ordinance and thanked Alderman Wynne, Alderman Rainey and staff.

Alderman Braithwaite also gave thanks to all for the work and leadership and asked about any documented cases of discrimination against transgendered residents.

Wally Bobkiewicz stated that none have come forward. The ordinance needed to be changed to include the most up to date language, not because there are issues present.

Alderman Braithwaite asked about national organizations that are looking at polls around quality of life for African Americans.

Wally Bobkiewicz stated that staff researched the issue of making Evanston the most livable city for African Americans, but has not been able to identify anything scientific. Staff will continue to look. The information and ranking system staff used came from the Human Rights Campaign.

Alderman Grover asked if the changes to the ordinance included combining sections of the Human Rights Ordinance and updating the language to include two more protected classes.

Mario Treto stated that the ordinance is updated to include gender identity and source of income and codifies something that is already in place.

Alderman Tendam addressed the issue of why Evanston is updating the ordinance by stating that the LGBT community is different, more private than other groups and the discrimination against this group might be more covert, but that all minority groups are protected under this ordinance.

Alderman Burrus stated that she had minor changes to ordinance, but otherwise she supports it.

Wally Bobkiewicz asked that the Committee recommend to the City Council that the ordinance be introduced.

Alderman Tendam moved approval of Ordinance 26O14. Alderman Braithwaite seconded. A voice vote was taken to approve the Human Rights Ordinance and it was approved 6-0.

**HH5 Lease Renewal for Art Encounter**
Alderman Holmes moved to approve. Alderman Tendam seconded. A voice vote was taken to approve the Lease Renewal for Art Encounter and it was approved 6-0.

**HH6 Lease Renewal for Actor’s Gymnasium**
Alderman Grover moved to approve. Alderman Tendam seconded. A voice vote was taken to approve the Lease Renewal for Actor’s Gymnasium and it was approved 6-0.

**HH7 Lease Renewal for Piven Theater**
Alderman Fiske moved to approve. Alderman Holmes seconded. A voice vote was taken to approve the Lease Renewal for Piven Theater and it was approved 6-0.

**HH8 Authorization to Collect Debt for Next Theater/Promissory Note**
Wally Bobkiewicz stated that there have been issues collecting rent from Next Theater, but Next has been a longstanding tenant and an important part of the community. Past agreements between the City and the theater were paid in full. Challenges for the theater started two years ago and the City tried to work with Next. Wally Bobkiewicz thanked Joe McRae and Christina Ferraro for working with the staff and board of Next. However, it may not be possible for the City to work with Next at this time and the solution may include a Promissory Note that states the total debt and gives the theater one more year to operate in Evanston. If the theater is not allowed to operate, the City may not be able to
find another tenant at this time and the theater may remain unoccupied for the season. This would have a negative effect on Next. Giving the theater a year to operate would give the City the opportunity to find another tenant. Next Theater has been a tremendous asset to the community. If the debt were paid than the theater should continue, but if not, The City has a responsibility to the taxpayers to find a viable tenant.

Alderman Fisk stated her reluctance to end the relationship and asked if Next had a representative present. She thanked the City Manager and asked if there was a way to assess other benefits that the community receives because from the theater’s residency.

Wally Bobkiewicz hypothesized that a few thousand participants came for the past season and stated that the theater has been an economic engine, bringing dining and life to that area. To have the theater vacant for the next nine months benefits no one.

Alderman Fiske agreed that it would be unfortunate for a downtown to lose a theater.

Wally Bobkiewicz responded that several leases have been approved, but all theaters are fragile.

Alderman Grover stated her support for the proposal.

Alderman Tendam questioned the absence of Next Theater board representation and also stated his support for the proposal.

Alderman Holmes asked if there had been discussion between City staff and Next board members.

Wally Bobkiewicz stated that there was a disconnect between the operations of theater and the governing board.

Alderman Braithwaite stated that he would also like a theater representative to participate in discussions.

Wally Bobkiewicz stated that a board representative would present to the Council at a future meeting.

Alderman Braithwaite asked about the Tenants’ Association.

Joseph McRae stated that the Tenants’ Association didn’t have a discussion with staff.

Alderman Braithwaite asked if this was the only theater behind in rent.

Joseph McRae stated that, with the Lease Agreements that have come before the Committee, all issues have been addressed.

Alderman Fiske stated that she would like to invite the board to come and introduce themselves to the community. She asked if there was someone in Economic Development who helps nonprofits raise funds.

Joseph McRae stated that the board was aware of the meeting but unable to attend.

Wally Bobkiewicz stated that there were some legal concerns and that Mr. Farrar is involved, but a representative will be present at the next meeting.

Alderman Burrus asked if the issue should be held or if the Committee should move forward with a vote.

Alderman Holmes moved approval. Alderman Tendam seconded. A voice vote was taken to approve 6-0.

Wally Bobkiewicz clarified that Johanna Nyden on the Economic Development team works with all nonprofit arts organizations to connect them to Evanston businesses for the purposes of financial support.
HH9  Lease Agreement for Next Theater
Alderman Fiske moved approval. Alderman Holmes seconded. A voice vote was taken to approve the Lease Agreement for Next Theater 6-0.

HH10 2014 Emergency Solutions Grant Allocation
Sarah Flax stated that the City received a grant from HUD and, as part of the grant, she is required to state the dollars allocated on a percentage bases. The Committee already approved the allocations and the Council approved as well.

Alderman Gover moved approval. Alderman Tendam seconded. A voice vote was taken to approve the 2014 Emergency Solutions Grant Allocation and it was approved 6-0.

HH11 IHDA Abandoned Property Grant
Alderman Burrus asked if any discussion was needed.

Alderman Holmes moved to approve. Alderman Tendam seconded. A voice vote was taken to approve the IHDA Abandoned Property Grant and it was approved 6-0.

VI. COMMUNICATION
HH12 General Assistance Report
Wally Bobkiewicz stated that the team would provide updates several times throughout the year both at the Human Services Committee Meetings and at the Administration and Public Works Committee Meetings and introduced Evonda Thomas-Smith.

Evonda Thomas-Smith provided updates on general assistance programs, provided packets with more information, and introduced Indera Perkins, the new General Assistance Specialist. The report provides information on the General Assistance Program and Emergency Assistance Program. Since January 2014, there were 188 participants. Partnerships provided wrap services; services were not duplicated. 50 clients released or terminated since January. 37 more participants enrolled. Others became ineligible. Evonda stated that she met with participants in large group settings and individually to remind them of their rights and responsibilities. Participants can be dismissed from the program for various reasons; some gained employment or became SSI recipients. Participants benefited from a partnership with the YMCA and Evonda thanked Alderman Grover and Alderman Braithwaite for making that partnership possible and successful. 180 participants enrolled in County Care Program and are receiving services with Eire Family Services. She would like to grow the program through continued collaboration with existing partners and increased marketing. She identified a need for optometry and dental services and tobacco cessation programs.

Alderman Braithwaite stated that he was looking forward to updates. He asked about the number of participants taking advantage of Erie services.

Evonda Thomas-Smith stated that she expects to see a decrease.

Alderman Braithwaite asked about the changes in requirements that make people eligible for general assistance.

Evonda Thomas-Smith stated that Indera Perkins would address those concerns.

Alderman Holmes stated that she has heard nothing but good reports from participants so she is not sure who has concerns about eligibility.

Alderman Grover offered complements to all parts of services.

Indera Perkins talked about the best practices she has been incorporating into services. She attended several trainings; topics included rental assistance and best ways to process medical insurance claims. The Coast to coast medical discount program has been reinstated with Erie. Cost difference has been significant and the program reimburses the City for using the program. Since January, 2014, the City has been able to save 61% of medical costs and participants receive medication at no cost. Participants are required to register with Illinois Department of Employment Security. Indera Perkins discussed the process and challenges in enrolling participants. Successes of the program include participants receiving previously unclaimed benefits. People with additional questions or concerns can contact the office directly.
Alderman Burrus complemented Indera on the great presentation. She further stated that it is great to see the difference that these services have made in people’s lives.

**HH13 Marijuana Arrests/Tickets**

Chief Eddington discussed some of the controlled substance issues that the committee has been addressing. He referenced the proposal stated by Northwestern University student, Marco Pavisic. He worked with the Legal Department to prepare an opinion and summarized the findings. The City does not have the authority under the Illinois Constitution to handle or prosecute controlled substance cases under City ordinance. Chief Eddington further stated that the laws around drug use other than cannabis were governed by the State. The City’s choice to make cannabis possession punishable by compliance tickets has been implemented and will be further addressed by the presentation.

First slide shows trend data for arrests and compliance tickets.

Alderman Grover clarified that the blue line indicated arrests and noted the downward trend.

Chief Eddington stated that when a juvenile receives a ticket, that person’s parent or legal guardian is contacted.

Alderman Braithwaite asked about the amount of fines offenders can receive.

Chief Eddington stated that fines were involved and the amount was determined by a judge.

Second slide showed compliance tickets issued – the number written compared to collection and community service.

Alderman Burrus asked about community service in lieu of fines and how the program is administered.

Alderman Holmes stated that the courts work in partnership with agencies including the Moran Center. A staff member from the Moran Center is present at court to discuss community service options with people.

Alderman Burrus stated that this aligns with council goals.

Chief Eddington stated that the administrative judges had a similar goal in mind for community service and that they use that option whenever it is appropriate.

**HH 14 Quarterly Tenant Based Rental Assistance Program Update**

Sarah Flax provided an update on the Quarterly Tenant Based Rental Assistance Program. The program was approved last summer to address the needs of families who didn’t have stable housing and also have children in (Evanston public) schools. Sarah Flax highlighted the challenges people in this situation faced and stated that TBRA put families in rentals of their choice – close to school and work. Families in the program also receive wrap services from other agencies. All of the participating households are in compliance and quarterly updates will be provided.

Alderman Holmes asked about direct contact with District 65. She stated that she has received complaints from District 65.

Sarah Flax stated that she and Mary Ellen Poole are working with Judith Treadway. One of the challenges is that the school district has two schools in Skokie. At the onset of the program, it was unclear whether children who are Evanston residents, but attending a District 65 school in Skokie, were eligible for services.

Alderman Braithwaite stated that he heard similar concerns and asked if there was someone with Connections for the Homeless who works specifically with District 65.

Sarah Flax stated that caseworkers from Connections work with individuals, schools, and school social workers.

Alderman Braithwaite asked if there was money set aside specifically for District 65 families.

Sarah Flax replied that the TBRA money, as designated by Council, is for Evanston families with children under the age of 18, not just District 65 children.

Alderman Holmes asked about 60203.

Sarah Flax stated that home funds need to be used in geographic jurisdiction. It doesn’t matter if kids are going to school in another area as long as they are living in 60202 or 60201.
Alderman Braithwaite stated that parents used a Skokie address because they didn't have another address.

Sarah Flax stated that if the kids are in the schools it doesn't matter.

Alderman Holmes stated that the confusion comes from the three different zip codes in Evanston.

Alderman Burrus stated that the University has its own zip code.

Sarah Flax encouraged people to refer any issues to her or Mary Ellen.

Alderman Braithwaite asked if Connections for the Homeless could confirm the total number of families from District 65 who were placed in homes.

Sarah Flax stated she would confirm the number of families with children in District 65 versus District 202. She also stated that she would provide the total number of families referred, the total applied, and the numbers of families assisted in District 65 and District 202.

Alderman Burrus thanked Sarah for the presentation.

VII. ADJOURNMENT

Alderman Holmes moved for adjournment. Alderman Braithwaite seconded. The meeting adjourned at 10:05pm.

Respectfully Submitted

Jessica Wingader
Administrative Secretary
Memorandum

To: Honorable Mayor and Members of the City Council
   Human Services Committee

From: Wally Bobkiewicz, City Manager

Subject: Proposed Human Services Funding Summit to Continue Discussion of Human Services Funding and Procedures

Date: July 31, 2014

Recommendation
It is recommended that a joint meeting between the City Council Human Services Committee, the Mental Health Board and the Housing and Community Development Act Committee be held on September 29, 2014 to continue discussions of grant funding processes and procedures from the City of Evanston to local service organizations.

Background
The Human Services Committee decided on a FY 2015 funding allocation not to exceed $809,286 for Mental Health Board grants at the May 5, 2104 meeting.

Also, allocation procedures for human service funding was discussed at the May meeting, with consideration to returning to unified budget hearings for the 2016 fiscal year and revising funding procedures to maximize benefit to Evanston residents.

Currently the Mental Health Board funding process is the single largest allocation of General Fund tax dollars to outside agencies. Unified budget hearings have been done in the past and could be a potential time saver for local organizations who apply for both Mental Health Board funding and CDBG (Community Development Block Grant) funding that is distributed through the Housing and Community Development Act Committee.

Additionally, there was discussion of reforming how funds are allocated to focus on some key areas rather than maintenance funding, requesting an annual funding level from the City Council in the Spring prior to the Mental Health Board’s review of funding applications, and potentially transitioning scope from mental health to also include a broader public health and human services focus.
To: Members of the Human Services Committee

From: Ylda Capriccioso, Assistant to the City Manager/Intergovernmental Affairs Coordinator

Subject: Overview of Citywide Grants Research from 2004-2013

Date: July 24, 2014

SUMMARY:

Staff was asked to research citywide grants and fundraising activity at the City and evaluate the trends over the last five years. This memo addresses only citywide grants and staff is currently working to provide more information regarding fundraising efforts as a follow-up for the committee.

The purpose of this memo is to detail the city’s grant funding activity from FY 2009-2013. It defines sources of grant funding, city departments receiving the most grant funding and any trends in grant funding revenues over the past five years. The primary source of data is the City of Evanston’s Comprehensive Annual Financial Report (CAFR) 2004-2013. Staff also worked with various departments to identify supplemental information, which is not recorded in the CAFR financial statements.

Evanston receives moderate amount of funding from state and federal grants in the overall budget. Based on the CAFR, grant revenues for FY 2009-2013 totaled $46,831,708, compared to the previous five years (FY 2004-2008), which totaled $22,163,302.

Figure 1. Total Grant Revenue compiled from Statement of Revenues, Expenditures and Changes in Fund Balance for Governmental Funds.
Most grants received are categorized as revenue then directed to a specific account and fund, if one exists, i.e., Community Development-HOME Fund, or are allocated to the General Fund. Current city accounting methods do not distinctly differentiate between certain types of grant revenues received unless they are audited by federal or state regulations. Under the New World Systems, the accounting methods could be identified to help better track the types of grant funds received. The table below lists grants received in addition to supplemental information provided by Public Works, Library, Utilities, Fire, Parks and Recreation departments.

Table 1. Total Grant Funding from 2009-2013

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| 2009-2013 TOTAL         | $46,831,710*|

*The Fire Department did not have amounts by year only lump sum which is calculated in the 2009-2013 Total.

**Trends in Grant Funding**

The City of Evanston’s grant revenues have varied over the past five years. Two significant factors contributed to this up and down trend. In 2009, the American Recovery and Reinvestment Act (ARRA), an economic stimulus package passed to aid
communities around the U.S. by saving and creating jobs, and provide temporary relief from the economic downturn. The Neighborhood Stabilization Program (NSP) and NSP2, products of ARRA, further aided communities to specifically address the housing crisis and needs from the economic downturn. Both programs enabled many communities, like Evanston to obtain funding for a number of programs.

Over the past five years, grant funding has seen a consistent up and down trend with the largest changes being a 125% increase from 2009-2010 and a 26% decrease from 2012-2013. The large change from 2009-2010 was a result of a large NSP2 grant award. The change from 2012-2013 was due to NSP2 funds being drawn down. NSP2 funds have now been all used.

Grant funding will always vary from year-to-year and most departments are actively seeking grant funding to supplement general funds in order to maintain and even develop new programs.

**Type of Grant Sources by City Department**

Community Development receives the largest share of grant funding and the major funding sources have been the Illinois Development Authority (IDHA) HOME, Department of Commerce and Economic Opportunity (DCEO) CDBG, and NSP2. Table 2 provides a break out of these grants.

<table>
<thead>
<tr>
<th>Table 2. Major Sources of Grant Revenue FY 2009-2013</th>
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<tbody>
<tr>
<td><strong>HOME</strong></td>
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<tr>
<td>2013 1/1/13-12/31/13</td>
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<tr>
<td>2012 1/1/12-12/31/12</td>
</tr>
<tr>
<td>2011 3/1/11-12/31/11*</td>
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<tr>
<td>2010 3/1/10-02/28/11</td>
</tr>
<tr>
<td>2009 3/1/09-2/28/10</td>
</tr>
</tbody>
</table>

*10 months only

Other departments are actively applying and receiving grants. Interviews with various departments provided more detail about grant amounts awarded as well as the types of grant sources. Table 3, provides a description of some of these grants.

<table>
<thead>
<tr>
<th>Table 3. Type of Grant Sources by City Department</th>
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<tbody>
<tr>
<td><strong>FY 2009-2013</strong></td>
</tr>
<tr>
<td>Community Development</td>
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<tr>
<td>Fire</td>
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<tr>
<td>Library</td>
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<tr>
<td>Health Department*</td>
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<tr>
<td>Public Works</td>
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<tr>
<td>Utilities</td>
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<td>---------------------------------</td>
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<tr>
<td>Parks, Recreation &amp; Community Services</td>
</tr>
</tbody>
</table>

* FY 2012-YTD
To: Honorable Mayor and Members of the City Council
   Human Services Committee

From: Wally Bobkiewicz, City Manager
      Karen Danczak Lyons, Library Director

Subject: Memorandum of Understanding

Date: July 31, 2014

Update:

The attached version of the Memorandum of Understanding contains a revision to the description of the surface parking lot in response to concerns raised at the Human Services Committee meeting on July 7, 2014.

Summary:

In 2011, the City of Evanston and the Board of the Evanston Public Library agreed to work together and bring library operations into compliance with Illinois Library Law. A joint Transition Committee was appointed comprised of two representatives of the City Council, the City Manager, two members of the Evanston Public Library Board of Trustees and the Library Director.

Working together the Transition Committee has reviewed library operations and worked to define the relationship between the City of Evanston and the Evanston Public Library. Beginning in the 2014 Budget, funding was included in the Library’s budget to reimburse the City of Evanston for costs associated with administrative support of the library including such items as producing the library’s payroll, purchasing goods and services, cutting checks and managing personnel.

This draft Memorandum of Understanding reflects the work of the Committee and reflects a description of the continued relationship between the City of Evanston and the Evanston Public Library.
Legislative History:

On October 1, 2012 the City Council approved Ordinance 117 – 0 – 12 which amended the Evanston City Code to make certain changes to the City of Evanston Public Library Board’s authority and authorized the Library Director to hire employees, fix their compensation and remove such employees, subject to the approval of the Board. The Library Board has the authority to contract with any public or private corporation for the purpose of providing or receiving library service.

Attachments:
Memorandum of Understanding
THIS Memorandum of Understanding (“MOU”) is made and entered into this ____ day of ________, 2014, by and between CITY OF EVANSTON (“City”), an Illinois home rule municipality and EVANSTON PUBLIC LIBRARY (“Library”), an Illinois municipal library; the City and the Library shall be referred to herein as the “Parties”, upon the following terms and conditions:

WHEREAS the Library is a municipal library acting pursuant to the Illinois Local Library Act, 75 ILCS, 5/1, et seq.,

WHEREAS, the Library and the City wish to memorialize the relationship between the two parties in a Memorandum of Understanding,

NOW, THEREFORE, BE IT AGREED TO IN THIS MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EVANSTON PUBLIC LIBRARY AND THE CITY OF EVANSTON, AS FOLLOWS:

ARTICLE I. FINANCIAL MATTERS

SECTION 1. The City agrees to pay and be reimbursed by the Library Fund for all Library operating costs between January 1 of each current fiscal year and the time of receipt by the Library of the first tax levy proceeds for that fiscal year.

SECTION 2. The City and the Library worked together during 2013 and agreed that $250,000.00 was an equitable and reasonable annual cost for overhead expense related to the Library which would be paid through inter-fund transfer beginning in FY 2014. This annual reimbursement of $250,000 and subsequent annual reimbursements will have no impact upon Evanston residents as both the expenditure level and the associated revenue required were transferred from the General Fund to the Library Fund during the 2014 budget process. In 2014 and future years, the City and the Library agree to work together to monitor actual costs and identify both operational and cost efficiencies and make agreed-upon adjustments to the annual reimbursement.

SECTION 3. The City will reasonably consider requests by the Library Board for additional funds or advances due to unforeseen circumstances.

ARTICLE II. REAL PROPERTY

SECTION 1. The City of Evanston owns all real property occupied and/or used by the Library, provided that said real property was purchased or constructed with funds obtained by the City (“Library Facilities”).
The Library will determine how it chooses to use the Library Facilities for the library services it offers.

The City shall not sell, use, assign, transfer, or lease the Library Facilities or any portion thereof to any third party or entity without prior timely written notice and without the mutual agreement of the City and Library.

SECTION 2. When capital repairs and/or improvements are needed to maintain the structural integrity and operations of the Library Facilities, the City and Library agree to a shared responsibility for the cost of said capital repairs and improvements, including without limitation HVAC, electrical, plumbing and required safety systems. The City and Library further agree to identify funding sources to complete said capital repairs and improvements, with the intent that the cost of said capital repairs and improvements result in a minimal impact on the taxpayers of Evanston. The Library agrees to be responsible for interior modifications of the Library Facilities including movement of non-load bearing walls, flooring, carpeting, furniture and fixtures.

ARTICLE III. PARKING SYSTEM MATTERS

The City’s Parking Fund shall continue to maintain the Library’s basement parking garage, including but not limited to overhead door service, repair, cleaning, light replacement and maintenance and the surface parking lot adjacent to the Main Library Facility at 1703 Orrington and identified by the following PIN numbers: 11 – 18 – 208 – 014 and 11 – 18 – 208 – 015. The City shall receive all revenue from parking at the Main Library with no right of reimbursement to the Library.

ARTICLE IV. TERM OF AGREEMENT

The term of this Memorandum of Understanding shall be for an indefinite duration and remain in full force and effect until modified or terminated by the mutual written consent of the Parties.

ARTICLE V. MISCELLANEOUS.

(a) The City and the Library have the lawful power and authority to enter into this MOU and to carry out its obligations hereunder.

(b) By entering into this Memorandum of Understanding, the City is not waiving or relinquishing the exercise of its home rule powers;

(c) By entering into this Memorandum of Understanding, the Library and its trustees are not waiving or relinquishing their statutory powers under the Illinois Local Library Act;
(d) This MOU may be modified or amended only in writing signed by both Parties. It may not be amended or modified by oral agreements between the Parties unless they are in writing duly executed by Parties.

(e) All notices or demands that either party may need to serve under this Agreement may be served on the other party by mailing a copy by registered or certified mail to the following addresses for the parties (or at such other address as the applicable party may designate in a written notice to the other party):

If to Library: Evanston Public Library
Attn: Board of Trustees, President
1703 Orrington Avenue
Evanston, IL 60201

With a copy to: Evanston Public Library
Attn: Karen Danczak Lyons
1703 Orrington Avenue
Evanston, IL 60201

If to City: City of Evanston
Attn: City Manager
2100 Ridge Avenue
Evanston, Illinois 60201

With a copy to: City of Evanston Law Department
Attn: Corporation Counsel
2100 Ridge Avenue
Evanston, IL 60201
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first hereinabove provided.

CITY OF EVANSTON

By: __________________________
Name: Wally Bobkiewicz
Title: Manager

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

By: __________________________
Name: Michael Tannen
Title: President
To: Chair and Members of the Human Services Committee

From: Wally Bobkiewicz, City Manager
Johanna Nyden, Economic Development Division Manager
Paul Zalmezak, Senior Economic Development Coordinator

Subject: Leasing of 1800 Maple Avenue for Potential Medical Cannabis Dispensary

Date: July 30, 2014

Recommendation:
Staff recommends the adoption of Resolution 59-R-14 “Authorizing the City Manager to Execute Letters of Contingent Lease Approval for City Owned Property Located at 1800 Maple Avenue”. The contingent lease approval would be for all interested parties seeking to be applicants to the State of Illinois’ medical cannabis dispensary program. A requirement of the application for licensing is the identification of a specific site that is 1) determined to be permitted by local code and 2) owned by an individual or entity that has indicated willingness to lease the space to said licensee.

Background:
In August 2013, Illinois Governor Pat Quinn signed Public Act 098-0122 “The Compassionate Use of Medical Cannabis Pilot Program Act” into law with an effective date of January 1, 2014. This statute allows for the establishment of medical cannabis dispensaries and cultivation centers for the prescribing of medical cannabis to qualifying patients throughout Illinois. The statute permits 2.5 ounces of marijuana to be prescribed every two weeks to patients suffering from a list of identified illnesses and ailments. The doctor that prescribes the medication must have a prior and ongoing care relationship with the patient.

The statute identifies specific areas were dispensaries cannot be located. Dispensaries are limited to a total of 60 centers throughout the state. The statute identifies the total number of dispensaries permissible in designated geographic areas within the state. Only one dispensary is permitted for the geographic areas defined by the Niles and Evanston Township boundaries. Beyond the quantity of dispensaries, the statute also identifies specific regulations where dispensaries may not locate. The geographic areas that are excluded from consideration by the state statute are areas within 1,000 feet of
feet of the property line of a pre-existing public or private preschool or elementary or secondary school or day care center, day care home, group day care home, or part day child care facility. Additionally, no dispensary shall be located in any dwelling unit, rooming unit, or residential district.

A map attached to this memorandum identifies the areas that are eligible based on the state’s criteria. Based on this, properties currently available with leasable space that are allowed within the City’s current zoning restrictions, there are only three properties in which dispensaries can be located in Evanston. Properties include:

- 1830 Sherman Avenue (frequently referred to as the “CopyCat Building”);
- 900 Clark Street (former real estate offices of Arthur Hill Real Estate);
- 1800 Maple Avenue (vacant commercial space in the City of Evanston’s Maple Avenue Parking Garage);

Discussion:
Following the implementation of the Illinois Public Act, a number of entities seeking to open dispensaries approached City staff regarding the opportunity to locate in Evanston. Due to the limited locations in Evanston and the fact that Evanston has a property available for lease that meets location criteria, staff has fielded nearly 10 inquiries by entities seeking to open a dispensary at 1800 Maple. The entities seeking to open dispensaries have generally been comprised of doctors, nurses, and other medical professionals.

The State of Illinois anticipates releasing the application medical cannabis dispensaries in early fall. Applicants will have a period of time to review the application and ask questions and provide comments; after the review period ends there will be another period of time prior to the submission date. It is anticipated that this entire process could take six to eight weeks.

The State of Illinois will impose a tax upon the “privilege of cultivating medical cannabis” at a rate of seven percent (7%). This is a tax that will be responsibility of the cultivation centers and not the dispensary or the qualifying patient. The Public Act does also state that this tax on the cultivation centers shall be in addition to all other occupation or privilege taxes imposed by the State of Illinois or any other municipal corporation or political subdivision. Therefore, the City of Evanston could establish a tax upon medical cannabis if it desired.

1800 Maple - City of Evanston Property
The City’s vacant commercial space at the Maple Avenue Parking Garage is one of the properties that meets the location criteria as identified by the state statute. This property has remained vacant since the garage’s construction in the late 1990s. The leasing of this property has proved challenging due to the restrictions generated by the location of the space as well as the inability to install certain equipment in the space for
food users. The lack of pedestrian “foot traffic” has made the space less desirable to traditional retailers; the inability to construct required ventilation through the parking garage for commercial kitchens has discouraged food users from locating in the space that prepare foods on site.

Economic Development staff has been approached by several individuals who are interested in leasing the vacant garage space as a dispensary. However, none of these entities is licensed by the state at this time. A requirement of the application to be licensed by the state is that an entity must have a specific location selected and landlord willingness to lease the property. The letter attached to Resolution 59-R-14 indicates the City’s willingness to negotiate a lease with the licensee of a medical marijuana dispensary. If authorized to do so, this letter would be provided to all applicants of the Illinois medical cannabis dispensary licenses. In the event that an entity that receives a letter from the City is the selected state licensee for the Evanston/Niles region, the City could move forward with normal lease negotiations with that entity. This letter does not obligate the City to a particular party for the lease. Additionally, it does not require the City to ultimately lease to that entity if it is determined that the City and that entity cannot come to agreeable lease terms.

Taxation
As stated earlier in this memorandum, the State of Illinois does not prohibit the City from imposing a tax on sales generated at the Evanston location (whether it is the 1800 Maple location or not). Under the City of Evanston’s ability as a Home Rule community, goods sold at the dispensary could be subject to a locally determined tax. Under federal law, medical marijuana is not a prescription drug. Based on this determination, most states across the US have determined that this means medical marijuana is not eligible for a sales tax exemption. Therefore, it is taxed in the same manner the same as any other over-the-counter drug in those states and subject to eligible taxes.

Communities that have medical cannabis dispensaries have enacted local taxes on sales at these locations. Below is a sample of applicable taxes in communities:

- Los Angeles, CA—Business tax of $60 per $1,000 of gross receipts (6%);
- Sacramento, CA—4% tax;
- Ashland, OR—5% tax;
- San Jose, CA—10% tax on gross receipts (but no city sales tax);
- Stockton, CA—2.5% tax; and
- In Maine, medical marijuana is subject to the 5.5% sales tax but edible products like brownies and lozenges are taxed at 8%, the state’s tax rate for prepared meals.

If Evanston were to apply a four percent (4%) tax rate on items sold at the dispensary it could expect to conservatively collect a range of new revenue between $20,000 and $40,000 annually. Additional projections of revenue generate have this location generating over $200,000 annually in new revenue. Dispensaries in locations similar to
Evanston report annual revenues between $500,000 and $1,000,000. Based on imposing a 4% tax, this could generate between $20,000 and $40,000 annually. Other models of revenue generation indicate that on average patients spend between $2,000 and $3,000 annually on medical marijuana. The total population for the dispensary area is approximately 180,000 individuals; assuming that between .2 and 1 percent of individuals seek to purchase these goods, this could be between 360 and 1,800 for the Evanston and Niles Townships. The range of annual sales produced by this market share could be between $1,000,000 and $6,000,000. The total revenue (based on a 4% tax) could then be between $28,800 and $216,000.

Attachments:
- Map of Permissible locations for Medical Cannabis Dispensaries (as defined by State of Illinois)
- Images of Medical Cannabis Dispensaries
- PowerPoint for Aug. 4, 2014 Human Services Committee
- Resolution 59-R-14
- Letter Outlining City’s Lease Contingency for 1800 Maple
Areas within the City of Evanston zoned non-residential more than 1000' from schools and day care
Images of Medical Marijuana Dispensaries

Nature’s Medicines, Phoenix, AZ
http://naturesmedicines.com/

Capital City Care, Washington, D.C.
http://www.capitalcitycare.com/

Greenleaf Compassion Center, Montclair, NJ
http://www.greenleafcompassion.com/
State of Illinois

- Public Act 098-0122 “The Compassionate Use of Medical Cannabis Pilot Program Act” signed into law August 2013
  - Allows for establishment of medical cannabis dispensary and cultivation centers in Illinois
  - Permits 2.5 oz. to be prescribed every 2 weeks by doctor
  - 60 dispensary centers throughout the State
  - 1 center dispensary for Evanston and Niles Townships
Medical Cannabis Pilot Program

- Applications to State of Illinois are due in Fall 2014
  - Applications will be released for period of review
  - Applications will be due shortly after review period is complete
- Pilot Program will sunset in 2017 if law isn’t renewed by that time
Dispensaries in Illinois CANNOT locate:

- within 1,000 feet of the property line of a pre-existing public or private preschool or elementary or secondary school or day care center, day care home, group day care home, or part day child care facility.
- in any dwelling unit, rooming unit, or residential district.
Areas of Evanston Eligible for Dispensary

- Not within Residential District
- Not within 1,000 feet of education facility or day-care facility.
Additional Limitations

- Available property (applicants are required to demonstrate they have a vacant property available)
- City of Evanston classifies Medical Cannabis Dispensary as a “medical office”; locations for this use are limited
- Landlords are willing/able to lease the space
Areas Eligible & Available for Dispensary

- Not within Residential District
- Not within 1,000 feet of education facility or day-care facility.
- Local Zoning Code
- Available Property
Properties Available within Area

1800 Maple Ave.

1830 Sherman Ave.

900 Clark St.
City-Owned Space 1800 Maple
Cannabis Dispensaries

Capital City Care, Washington, D.C.

Nature’s Medicines, Phoenix, AZ

Greenleaf Compassion Center, Montclair, NJ
Letter to Offer Contingent Lease

- Indicates willingness to lease to party selected as State of Illinois licensee
- Does not obligate City to execute lease
- Does not limit City’s ability to seek other users for the space
Opportunity to Tax Dispensary

- Marijuana is not a prescription drug under federal law and is not eligible for a sales tax exemption.
- Evanston is a Home Rule Community.
- Proposed 4% tax on medical cannabis sold at dispensary.
- Projected sales at dispensary in Evanston are between $500,000 and $1,000,000; result in new revenue of $20,000 and $40,000 annually.
Next Steps

- If recommended, move Resolution 59-R-14 to City Council on August 11, 2014
- City Manager is given authorization to execute letters
- Letters are provided to interested entities seeking to lease 1800 Maple for medical cannabis dispensary
- State releases application in early Fall 2014
A RESOLUTION

Authorizing the City Manager to Execute Letters of Contingent Lease Approval for City Owned Property Located at 1800 Maple Avenue

WHEREAS, in August 2013, Illinois Governor Pat Quinn signed Public Act 098-0122 “The Compassionate Use of Medical Cannibas Pilot Program Act” (the “Act”) into law with an effective date of January 1, 2014; and

WHEREAS, the statute allows for the establishment of medical cannibas dispensaries and cultivation centers and the prescribing of medical cannibas to patients throughout Illinois; and

WHEREAS, the Act mandates that medical cannibas dispensaries cannot be located within one thousand feet (1,000’) of the lot line of any pre-existing Public Educational Institution, Private Educational Institution, Child Daycare Center, and/or Child Daycare Home. No Medical Cannabis Dispensary shall be located in any Dwelling Unit, Rooming Unit, or Residential District; and

WHEREAS, based on the aforementioned restrictions for medical cannibas dispensaries, there are limited locations in the City of Evanston that are permissible sites for a dispensary to be sited, including a commercial space within the City owned property at 1800 Maple Avenue (the “Subject Property”); and

WHEREAS, the City Council desires to release a letter of contingent lease approval to potential tenants that seek to explore lease of the Subject Property as a medical cannibas dispensary,
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The foregoing recitals are incorporated herein as findings of the City Council of the City of Evanston, Illinois.

SECTION 2: The resolution authorizes the City Manager to execute a letter to potential tenants regarding the Subject Property to express the City's willingness to negotiate a lease agreement with the referenced party for the purpose of locating a medical cannabis dispensary if the party is selected as a state licensed medical cannabis dispensary. The letter to potential tenants is attached as Exhibit 1 and incorporated herein.

SECTION 3: This Resolution 59-R-14 shall be in full force and effect from and after its passage and approval in the manner provided by law.

_______________________________
Elizabeth B. Tisdahl, Mayor

Attest:

_______________________________
Rodney Greene, City Clerk

Adopted: _________________________, 2014
EXHIBIT 1

LETTER TO APPLICANTS FOR A MEDICAL CANNIBAS DISPENSARY
August 15, 2014

To Medical Marijuana Dispensary Applicant:

This letter indicates the City of Evanston’s interest and willingness to negotiate a lease for the 2,200 square foot space that is located in City-owned property located at 1800 Maple Avenue for use as a medical cannabis dispensary with your entity, if it is 1) to become a State of Illinois licensed medical cannabis dispensary and 2) the property is available for rent when that license is awarded.

The City Council of the City of Evanston adopted Resolution 59-R-14, “Authorizing the City Manager to Execute a Letter of Contingent Lease Approval for City-Owned Property located at 1800 Maple Avenue”. This resolution is an attachment to this correspondence. At the time of this letter’s drafting, the aforementioned City property is available for lease. This letter in no way binds the City to lease to the bearer of this letter, but rather provides indication that this property is available and that the City is willing to negotiate a lease for your proposed use at this location if your entity is to become a State of Illinois licensed medical cannabis dispensary.

The City does reserve the right to lease to another party or use if it is determined that it is in the best interests of the City to lease to that entity. This letter does not encumber the City to provide a right of first refusal if another entity is identified by the State of Illinois as a licensed medical cannabis dispensary and eligible to lease the space.

Similar to other tenants at the City of Evanston, this business would be subject to:

- Credit and background check;
- Demonstration of financial capacity to pay market level rent (market level rents are comparable rents to other downtown Evanston properties);
- Ability to provide sufficient capital to construct building improvements; and
- All other applicable local laws.

The City of Evanston is pleased that Evanston is among the locations you have considered. Good luck on your submission to the State of Illinois.

Sincerely,

Wally Bobkiewicz
City of Evanston