AGENDA
ECONOMIC DEVELOPMENT COMMITTEE MEETING
WEDNESDAY, MAY 26, 2010 ROOM 2404 – 7:30 P.M.
LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE, EVANSTON, IL  60201

I. CALL TO ORDER

II. CONSIDERATION OF THE EDC MEETING MINUTES OF APRIL 28, 2010
   (DOCUMENT ENCLOSED)

III. CONSIDERATION OF FUNDING REQUESTS FOR NEIGHBORHOOD
     BUSINESS DISTRICT IMPROVEMENT FUNDS (DOCUMENT ENCLOSED)

IV. GRANDMOTHER PARK INITIATIVE – PROPOSAL TO TURN 1125
    DEWEY INTO A TOT LOT (DOCUMENT ENCLOSED)

V. UPDATE ON DEVELOPMENT OF BUSINESS ADVISORY CENTER
   (DOCUMENT ENCLOSED)

VI. UPDATE ON BUSINESS DEVELOPMENT GRANT APPLICATION FORM

VII. UPDATE ON OUTCOME OF ECONOMIC DEVELOPMENT SUMMIT

VIII. UPDATE ON EVANSTON PLAZA RECEIVERSHIP (DEMPSTER / DODGE)

IX. REVIEW OF BUSINESS REVITALIZATION PLAN DEVELOPMENT RFP
    AND CONSIDERATION OF FUNDING (DOCUMENT ENCLOSED)

X. COMMUNICATIONS: Real Estate Transfer Tax Report APRIL 2010
   (DOCUMENT ENCLOSED)

XI. ECONOMIC DEVELOPMENT STAFF STATUS REPORT (DOCUMENT
    ENCLOSED)

XII. ADJOURNMENT

NEXT ECONOMIC DEVELOPMENT COMMITTEE MEETING: JUNE 22, 2010

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disabilities. Any citizen needing mobility or communications access assistance should contact
Facilities Management Office at 847-866-2916 (Voice) or 847-448-8052 (TDD). La ciudad de
Evanston esta obligada a hacer accesibles todas las reuniones publicas a las personas minusvalidas o
las quines no hablan ingles. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de
Administracion Del Centro a 847-448-2916 (Voz) o 847-448-8052 (TDD).
II. ENCLOSURE: Economic Development Committee Meeting Minutes of April 28, 2010
I. CALL TO ORDER - Acting Chair Wynne called meeting to order at 7:34 pm and immediately introduced the 2 new Economic Development Planners, Annette Logan and Johanna Nyden. She commented on the enclosed work plan and thanked them for sending it out electronically.


ACTION TAKEN: Chair Wynne moved approval, Ald. Burrus seconded. Committee approved, as amended

III. ECONOMIC DEVELOPMENT STAFFING
Chair Wynne welcomed new Planners again.

IV. WORKPLAN FOR ECONOMIC DEVELOPMENT STRATEGY/MAJOR PRIORITIES & VISION STATEMENT
Lehman Walker, Director of Community & Economic Development introduced the draft work plan and explained that it is work in progress. All questions regarding the draft work plan are to be directed to him.
V. **GRANDMOTHER PARK INITIATIVE – PROPOSAL TO TURN 1125 DEWEY INTO A TOT LOT**

Gay Riseborough, Jen Goldstein and Adam Finlayson, all of the Grandmother Park Initiative presented the project to the Committee. Mr. Finlayson, treasurer said the group is requesting $50,000 from the Dempster Plaza Neighborhood Improvement Fund to create a tot lot at 1125 Dewey Avenue. The cost of the property is $70,000 including demolition and the taxes are approximately $9,000.

The site at 1125 Dewey previously had a home that burned down and it was at that time the neighborhood group was formed. The group stated that they had determined that there was a demand for the tot lot due to the lack of small parks in the area. They depicted this visually with a map. Washington School’s playground is nearby but has restricted hours for nine months during the school year. The groups has worked on this project for two years and have identified, Corlands, an organization that purchases land for public use and holds it until they are reimbursed.

Marty Lyons, Assistant City Manager explained that the Neighborhood Improvement Fund has been in existence since 1996 and referred to the memo prepared for the Committee members which explained an accounting error. The fund currently has a deficit of approximately $34,000. He explained that the error occurred because an inflation factor was not applied to the City’s portion of the tax bill. Mr. Lyons stated that the City’s Accounting Department reviewed the agreement and not sure why this error occurred. He also stated that the Evanston Plaza currently has low occupancy levels, which means the development is not generating enough sales tax revenue to replenish the fund.

After 90 minutes of discussion, Ald. Jean-Baptiste made a motion to continue consideration of proposed funding until the May 26th meeting because there were too many unanswered questions. Chair Wynne agreed and recommended that Doug Gaynor, Director of Parks and Recreation and Grant Farrar, City Attorney, and a representative from Corlands attend the May meeting. In the meantime staff should research funding and legal issues related to the proposal.

**ACTION TAKEN:** None. *Vote postponed until May 26th Meeting*

VI. **REPORT & ANNUAL FUNDING REQUEST OF NORTH SHORE CONVENTION & VISITORS BUREAU**

Gina Speckman, Executive Director of North Shore Convention & Visitors Bureau spoke to the committee and reviewed the items in the meeting packet materials. She reviewed growth in Bureau activities as they relate to Evanston. Ms. Speckman commented on the new Evanston photography available in the packet.

It was suggested by the committee to do outreach to non-profits who are not paying taxes and often hold their fundraising events outside of Evanston. Ms.
Speckman agreed this was a good idea and Jonathan Perman, Executive Director of the Evanston Chamber of Commerce committed to writing a letter to all the non-profits to move this effort forward and promote the unique spaces in Evanston.

**ACTION TAKEN:** *Ald. Rainey moved approval to grant the request of $65,563 to North Shore Convention & Visitors Bureau. Ald. Burrus seconded. Committee voted unanimously to approve.*

VII. **COMPARATIVE SALES TAX REPORTS PROVIDED BY THE EVANSTON CHAMBER OF COMMERCE**

Jonathan Perman explained statistics provided to committee members comparing Evanston to nine other communities since 2005. He reviewed the unemployment figures and the retail sales tax.

VIII. **UPDATE ON EVANSTON PLAZA RECEIVERSHIP**

Dennis Marino, Assistant Director of Planning and Zoning announced that Evanston Plaza is currently in receivership with Foresite Realty (of Rosemont) and that they were appointed by the Court. He announced that Foresite Realty will hold a tenant meeting on May 20th (time to be determined).

Mr. Marino also reported that he, Lehman Walker, and Ald. Jean-Baptiste walked the site with Len Richards and addressed some of the issues like landscaping, signage, common area maintenance fees (CAM), and the need for new tenant initiatives.

Foresite agreed to landscape the property the same as what Freed had done in the past and Mr. Marino told committee members that the approximately $1.2 million in taxes were paid by a third party. Foresite is also reported to having committed to work with tenants to resolve outstanding issues.

A committee member asked if the committee could attend the May 20th meeting if they would like to, as well as the President of Crain Street Commons, located across the street. Chair Wynne suggested the President give Mr. Marino his contact information before the end of the meeting.

Mr. Marino suggested members visit website: [www.foresiterealty.com](http://www.foresiterealty.com).

IX. **ALDERMANIC REFERENCE: CONSIDERATION OF THE NEED TO ESTABLISH A BUSINESS ADVISORY CENTER**

Mr. Walker, announced that a draft report of this concept will be available at the next meeting.
X. BUSINESS DEVELOPMENT GRANT APPLICATION FORM
Mr. Walker, stated that staff will work with a Sub-Committee to revise the previously very complex form to a simpler form. The Sub-Committee will meet in late May or early June.

XI. DISCUSSION: ECONOMIC DEVELOPMENT SUMMIT MEETING: OPTION FOR A NEW DATE
Mr. Walker indicated that the Summit would be rescheduled and that staff would poll Committee members to identify a suitable date for holding the event.

XII. COMMUNICATIONS: Real Estate Transfer Tax Report MARCH 2010

NEW BUSINESS
Ald. Rainey announced that 415 Howard was placed in receivership and the property was purchased the week prior by Cross Beam Capital. She explained they have plans to freshen up the building with new lighting, plans to work on the outside of the entry way and lobby and proposing a new color for the building.

Ald. Rainey reported that she and Mr. Walker walked two blocks on Howard Street and discovered many issues like hanging facades, window issues and misspelling of words on signage. As a result, many businesses were issued with code violations.

XIII. ADJOURNMENT
Chair Wynne moved adjournment, Ald. Grover seconded.
The meeting was adjourned at 9:50 pm.

NEXT ECONOMIC DEVELOPMENT COMMITTEE MEETING: MAY 26, 2010

Respectfully Submitted,

Annette Logan
Economic Development Planner
III. ENCLOSURE: Funding Request for Neighborhood Business District Improvement Funds
To: Members of the Economic Development Committee
From: Economic Development Division Staff
Subject: Neighborhood Business District Improvement Program Requests for Funding
Date: May 19, 2010

Enclosed please find submissions for requested funding for business association activities from across Evanston. There were a total of six submissions this year for a range of business district projects and programmatic activities. This memo provides a brief overview of the requirements and eligibility of the Neighborhood Business District Improvement program and summarizes the requests that were submitted to the City of Evanston’s Economic Development Division. Please note staff is in the process of revising the grant application form and will require more detailed information for next year’s submissions. The increase in detail and scope will allow the Division to better monitor the City’s investment in business districts to ensure dollars spent are maximized and all business districts benefit from this grant.

**Neighborhood Business District Improvement Program Summary and Requirements:**
Currently, this program is designed to provide small grants, ranging up to $10,000, to Evanston’s business/merchant associations.

- Eligible applicants include: 1) Business Associations; 2) Three or more business owners or commercial property owners in business districts; or 3) Two or more business owners in collaboration with one or more not-for-profit organizations.

- Eligible activities include: 1) Marketing strategies and campaigns; 2) Landscape improvements; 3) Improved lighting; 4) Signage; and 5) Other activities which benefit businesses.

In total there were six applications for funds that total $56,008. The 2010-2011 allocation for this project is a total of $50,000 with $10,000 allocations per organization. Staff recommends maintaining the $50,000 total allocated for this program. This memorandum outlines staff recommendations for reducing individual organization funding in order to provide support for all applicants.

The enclosures following this memorandum are copies of the submissions from individual organizations. Applicants have been advised to be present at the May 26, 2010 meeting to answer Committee questions regarding funding requests.

Please note that current application guidelines do not require submission of bids or proof of cost for line item expenses. Approved applicants are reimbursed for approved expenses following proof of cost or expenditure.
Central Street Merchants Association (CSMA)
Contact: Todd Ruppenthal
Amount Requested: $9,887
**Staff Funding Recommendation:** $9,000

Central Street Merchants Association (CSMA) has requested funds for two components: an advertising campaign and a public relations campaign. In order to complete the advertising campaign, CSMA requests support for funds to be used to purchase advertisements in the following publications: 1) *Evanston Roundtable*; 2) *Evanston Review*; 3) *Shop Evanston*; and 4) *Time Out Chicago*. Funds were also requested to complete a public relations campaign that will build on an existing marketing concept – “Shop Small Stores”. Staff recommends supporting the advertising campaign through a partial grant of $3,000 of the total $3,887 requested and supporting the public relations campaign with a grant of $6,000. The total recommendation for this group is $9,000.

Chicago-Dempster Merchants Association (CDMA)
Contact: Paul Giddings
Amount Requested: $10,000
**Staff Funding Recommendation:** $9,000

The Chicago-Dempster Merchants Association (CDMA) submitted an application that requested funds for the following activities: 1) Updating of the business district website; 2) Replanting of existing business district planters; 3) Advertising support for the Evanston Sidewalk Sale (July 23-25); 4) Support for business district brochure development and printing; 5) Advertising, promotional collateral, and lighting for Holiday Walk; and 6) Installation of snowflake decorations. Staff recommends supporting the activities and projects of Chicago-Dempster Merchants Association at $9,000.

CMYK Media Group
Contact: Marco Rodriguez
Amount Requested: $12,500
**Staff Funding Recommendation:** $9,000

The CMYK Media Group has requested funds to create, produce, print, and distribute a 24-page publication to serve four shopping districts of Evanston: Central Street Business Association, Chicago/Dempster Merchant Association, Main Street Shopping District, and Downtown Evanston. The firm requested $12,500 to support these activities. Staff recommends funding these activities at $9,000 under the condition that the publication expands business district promotion to include business and neighborhood activity along the Howard Street corridor and business districts in West Evanston.

Dr. Hill Business Association
Contact: John Leineweber & Mary McAuley
Amount Requested: 10,000
**Staff Funding Recommendation:** $7,000

The Dr. Hill Business Association has requested funding for the installation of six new planters in the business district as well as funding to cover the cost of planting material for the new planters. The submission also includes a request for reimbursement for expenses incurred to date for the installation of the “Generations” sculpture. Staff recommends full funding of the planting activities at $5,000. It is at the discretion of the Committee to provide reimbursement for expenses incurred. The Dr. Hill Business Association has provided full accounting of the additional costs associated with the sculpture’s installation. This information is enclosed at the
end of this section of packet materials. If the Committee does not wish to support the reimbursement, staff recommends providing $2,000 in funding support for additional planters or sculpture maintenance costs (i.e. plantings, repainting, light replacement). Staff recommends supporting activities in the Dr. Hill Business Association for a total of $7,000.

**Evanston Community Development Corporation (ECDC) & Church/Dodge Merchant Association (CDMA)**

Contact: Precious Wright & Diane Lupke  
Amount Requested: $8,620.91  
**Staff Funding Recommendation: $7,000**

Evanston Community Development Corporation (ECDC) and Church/Dodge Merchant Association (CDMA) have jointly requested funds for a variety of activities and the development of several materials. Activities include: 1) Design and printing of a four-page color brochure; 2) Development of a CDMA webpage on the ECDC website; 3) Design, printing, and distribution of coupon flyers; 4) Purchase of materials for the West End Market (merchant and promotional T-shirts, balloons, reusable bags); and 5) Purchase of planters and plantings for neighborhood businesses. Staff recommends funding website development, design and printing costs associated with development of brochures and coupons, planters, and printing of T-shirts for West End Merchants and market bags only at a total of $7,000.

**Main Street Merchants Association (MSMA)**

Contact: John Szostek  
Amount Requested: $10,000  
**Staff Funding Recommendation: $9,000**

Main Street Merchants Association (MSMA) has requested funds to support several activities and projects. The submitted project budget includes requests for support of the following: 1) Retaining a part-time Marketing Director; 2) Printing costs for special coupon book; 3) Update and management of content on the business district website; 4) Repair and reprinting of street light banners; and 4) Design and printing of Main Street Guide. Staff recommends $9,000 in funding to support the costs associated with retaining a part-time Marketing Director, printing of the coupon book, website management, repair of the street light banners, and design and printing of the Main Street Guide.
DATE OF APPLICATION: 4/9/10
APPLICANT: Central Street Business Association
NAME: Todd Ruppenthal + Alex Wilkins Committee Co-Chairs
PHONE: 847-425-3535 - Todd - Happy Avisky Bakery
ADDRESS: 2601 Prairie Avenue, Evanston, IL 60201
DESCRIPTION OF PROPOSED PROJECT:

Please See Attached

TOTAL ANTICIPATED BUDGET: $ 14, 740
Funds requested from the City: $ 9, 867
OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

Please See Folder "Central Street Shop Small Stores Campaign Collateral"

INCLUDE THIS COMPLETED FORM WITH THE PROPOSAL
Central Street Business Association
Neighborhood Business District Improvement
Program Proposal
“Feet On The Street”

Issue we are looking to improve: We believe that the overall business climate in the Central Street Business District has taken a downturn based on both the present economic situation and the fact that the business association does not have the financial resources to create a lasting marketable presence in the minds of our customers. We believe that the business climate has the possibility to be improved by instituting a two prong approach to creating a cohesive marketing/advertising strategy for the Central Street Business District. First, We would like to build on the success of the “Shop Small Stores” PR campaign, utilizing public relations professionals to create a marketable “story” that they can then use to gain media attention for Evanston and the business district. Also, further capitalizing on the public relations effort, we have created a advertising strategy that will maximize our exposure around our scheduled events (Sidewalk Sale, Fall Retail Therapy, and our Holiday Open House) and the public relations efforts.

Goal: To create a marketing “story” to integrate both the advertising and public relations efforts of the association that will benefit all businesses owners in the Central Street Shopping District. We will use this program to generate a higher level of exposure, to increase our customer base and turn it into higher foot traffic “Feet On The Street” in the Central Street Business District. Thus, increasing the sales volume for all those in the district.

Philosophy to reach goal:

Public Relations - Our public relations philosophy is that we would like to capitalize on the momentum generated by the “Shop Small Stores” campaign while creating a marketable “story” for our business district that will garner media attention to attract new customers to the area. (We have included articles and collateral items from the “Shop Small Stores” campaign so you can see the great opportunity upon which we can build.) We have obtained proposals from multiple local public relations professionals. This is what informed our $6000 budget to have a 6 month campaign carry us through the remainder of this year’s events in the Central Street Shopping District.

Advertising - We have created this proposal with the philosophy that the majority of the businesses within our district have a primary marketing reach of a 5 to 10 mile radius of our shopping district. We would like to use these funds to create an impact within this reach area. A benefit to the local Evanston area is that we are using almost all the funds that we propose in our local area. This puts into practice the idea that we have embraced on Central Street to keep our money as much as possible within our local area. The advertising component is equally important in this plan as this is where the Central Street Business Association’s funds can be enhanced by the city’s funds to maximize the draw of customers to the business district for its scheduled events. The basic advertising strategy is based on a long held marketing concept that if a customer is exposed to a product/event/business on a minimum of 3 occasions that they will at that point turn their viewing into action in relation to that product/event/business. We have created an advertising mix that we hope will create that minimum 3 time exposure before each of our events. We hope you will also notice that we consider this to be a partnership in that we have included aspects of this marketing program that we will use the Central Street Business Association’s resources to create the largest impact that we can on the customers in our market area.
Central Street Business Association
Event & Public Relations Marketing Budget
(Sidewalk Sale – July 15-17, Fall Retail Therapy – October 7,
Holiday Open House – December 5)

Public Relations Component:  

6 Month Program  
($6,000)

(Create a Unique Central Street “Story” to build on the Shop Small Stores concept and highlight District events. Use this to garner significant media attention during their time with us and help us use this information moving forward to continue this work.)

Marketing Component:

Event Posters & Bag Talkers  (3 events @$350 per event)  
($1050)

Misc. Event Marketing Expense (Press Release, Banners, Balloons etc.)  
(3 events @ $200 per event)  
($600)

Ongoing “Shop Small Stores” Expense  
(Posters, Pins, Static Stickers etc.)  
($1000)

Advertising Component:

Evanston Roundtable  
(3/8 page ad for each of 3 events)  
($1050)

(1/4 page co-op ad for each of 3 events)  
($1050)

Evanston Review  
(1/4 page ad for each of 3 events)  
($1,173)

(1/4 page co-op ad for each of 3 events)  
($1,173)

Shop Evanston  
(1 page Ad to cover Fall Retail Therapy And Holiday Open House)  
($1,000)

Time Out Chicago  
(1 – ¼ page co-op ad with North Shore Convention And visitors bureau to highlight Sidewalk Sale)  
($664)

Totals  
($9,867)  
($4873)

Budget Total  
($14,740)
CITY OF EVANSTON
NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM

DATE OF APPLICATION: April 15, 2010

APPLICANT: The Chicago Dempster Merchants Association (CDMA)

NAME: Paul Giddings

PHONE: 847-328-0083

ADDRESS: 1310 1/2 Chicago Ave

DESCRIPTION OF PROPOSED PROJECT:

The CDMA needs to update and make more viable its website, Shop Evanston.com, to include SEO (i.e., search engine friendly URLs SEO (posts & updates for events; link building campaign which helps establish relativity of our site).

We must have target key words and pop up messaging ability to stay viable in today's market place. This website connects, benefits and enhances business for all the merchants in the Chicago Dempster Merchants Association and it is used to promote community activities, i.e., YEA!, City-Wide Sidewalk Sale, etc.

TOTAL ANTICIPATED BUDGET: $4,000.00

FUNDS REQUESTED FROM THE CITY: $3,500.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

We've had the site since 1997. It's never been updated and is therefore antiquated. To stay current in today's market we must do this update.

RETURN THIS COMPLETED FORM TO:

City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847) 866-2928 Fax: (847) 448-8120
Email: dmarino@cityofevanston.org
mrobinson@cityofevanston.org
DATE OF APPLICATION: April 15, 2010

APPLICANT: The Chicago Dempster Merchants Association (CDMA)

NAME: Paul Giddings

PHONE: 847-328-0083

ADDRESS: 1310 1/2 Chicago Ave

DESCRIPTION OF PROPOSED PROJECT:

The CDMA has invested in eleven individual planters. We replant them twice a year. They are the only daily evidence of a thriving neighborhood and welcome visitors and shoppers to our district.

TOTAL ANTICIPATED BUDGET: $2,000.00

FUNDS REQUESTED FROM THE CITY: $1,500.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

We utilize the services of PLANTINGS, an Evanston based, woman owned business to do our beautiful planting for us.

RETURN THIS COMPLETED FORM TO:

City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847)866-2928 Fax: (847) 448-8120
Email: dmarino@cityofevanston.org mrobinson@cityofevanston.org
CITY OF EVANSTON
NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM

DATE OF APPLICATION: April 15, 2010
APPLICANT: The Chicago Dempster Merchants Association (CDMA)
NAME: Paul Giddings
PHONE: 847-328-0083
ADDRESS: 1310 1/2 Chicago Ave

DESCRIPTION OF PROPOSED PROJECT:
The Evanston Sidewalk Sale, held between July 23rd and 25th, is a citywide event. As a merchants district, it is our single largest advertising and shopping event. We all, as merchants, do well with this weekend project.

TOTAL ANTICIPATED BUDGET: $2,000.00
FUNDS REQUESTED FROM THE CITY: $1,500.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)
We combine advertising dollars from the Downtown Evanston, other merchant districts and Chicago's North Shore Convention & Visitors Bureau to maximize the impact of our advertising.

RETURN THIS COMPLETED FORM TO:
City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847) 866-2928 Fax: (847) 448-8120
Email: djmarino@cityofevanston.org mrobinson@cityofevanston.org
DATE OF APPLICATION: April 15, 2010
APPLICANT: The Chicago Dempster Merchants Association (CDMA)
NAME: Paul Giddings
PHONE: 847-328-0083
ADDRESS: 1310 1/2 Chicago Ave

DESCRIPTION OF PROPOSED PROJECT:
Over the past several years we have produced an advertising brochure which lists all the Chicago Dempster Merchants and their related services. We have not produced this brochure for several years and the consensus is that the brochure is a worthwhile marketing tool. The brochure has a four color cover and a black and white interior that can easily be reproduced. The brochure is distributed to hotels in the city and helps to promote the vibrant Evanston shopping experience.

TOTAL ANTICIPATED BUDGET: $1,000.00
FUNDS REQUESTED FROM THE CITY: $750.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)
Since this will be the first time the brochure will be updated in three years, we will be able to include new small businesses in the neighborhood.

RETURN THIS COMPLETED FORM TO:
City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847)866-2928 Fax: (847) 448-8120
Email: dmario@cityofevanston.org
mrobinson@cityofevanston.org
CITY OF EVANSTON
NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM

DATE OF APPLICATION: April 15, 2010
APPLICANT: The Chicago Dempster Merchants Association (CDMA)
NAME: Paul Giddings
PHONE: 847-328-0083
ADDRESS: 1310 1/2 Chicago Ave

DESCRIPTION OF PROPOSED PROJECT:

The Holiday Walk is a 20 plus year tradition in our neighborhood. The Walk includes a variety of holiday related activities including Santa, Carolers and promotional activities. The holiday season represents a crucial portion of merchant annual sales and now, more than ever, can make or break the success of a small business. The creation of a vibrant, festive atmosphere is vital to the seasons success. The funds will be used for advertising, promotional collateral and some holiday lighting.

TOTAL ANTICIPATED BUDGET: $3,000.00
Funds requested from the City: $2,150.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

In 2009, once again due to lack of funds, the Holiday Walk was a shadow of it's former self. Our intention is to revitalize the event.

RETURN THIS COMPLETED FORM TO:
City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847) 866-2928 Fax: (847) 448-8120
Email: dimarino@cityofevanston.org
mrobinson@cityofevanston.org

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CITY OF EVANSTON
NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM

DATE OF APPLICATION: April 15, 2010
APPLICANT: The Chicago Dempster Merchants Association (CDMA)
NAME: Paul Giddings
PHONE: 847-328-0083
ADDRESS: 1310 1/2 Chicago Ave

DESCRIPTION OF PROPOSED PROJECT:
Several years ago we purchased large (five feet tall) snowflakes from Temple Display to attach to our lampposts. Because tree lighting is so expensive, we use these snowflakes to enhance the festive look of our neighborhood and entice shoppers to the area during the holiday season. This money is for the installation, removal and storage of the eight snowflakes.

TOTAL ANTICIPATED BUDGET: $750.00
Funds Requested from the City: $600.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)
Last year, due to a shortfall in funds, we were unable to install the snowflakes.

RETURN THIS COMPLETED FORM TO:
City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847)866-2928 Fax: (847) 448-8120
Email: dpmarino@cityofevanston.org
mrobinson@cityofevanston.org
DATE OF APPLICATION: Apr 14, 2010

APPLICANT: CMYK Media Group (SHOP EVANSTON MAGAZINE)

NAME: Marco A. Rodriguez/Amy L. Ceisel

PHONE: 847 322 4943 or 847 328 2997

ADDRESS: PO BOX 6004 Evanston, IL 60204

DESCRIPTION OF PROPOSED PROJECT:

Create, Produce, Print and Distribute a custom 24 page publication (20,000 total copies) to serve the 4 shopping districts of Evanston: Central Street Business Association, Chicago/ Dempster Merchant Association, Main Street Shopping District, and DT Evanston (formerly EvMark).

The "Shopping Districts of Evanston" presented by the City of Evanston and Shop Evanston would have the objective of promoting the local business owners and to remind residents to shop locally in support of the City's effort to maintain the vibrant business community we enjoy in Evanston. Please see details in attached proposal. Enclosed please find sample copies of past Shop Evanston Magazines and a brief "mock-up" of the Shopping Districts of Evanston concept.

TOTAL ANTICIPATED BUDGET: $14500

Funds Requested FROM THE CITY: $12500

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

Shop Evanston Magazine and Marco Rodriguez has been working with the merchants and business owners throughout Evanston including Lynn Bednar, Paul Giddings, and Shaun Chinksy to find creative ways to have collective marketing benefit the respective associations. The associations have been very pleased with the marketing but can't market with more frequency with the limited budgets they hold in their coffers.

In the past, Shop Evanston has heavily discounted its advertising rates to the associations to facilitate the marketing during the challenges of the market. We wish to continue our support.

RETURN THIS COMPLETED FORM TO:

City of Evanston Planning Division
2100 Ridge Avenue
Evanston, IL 60201
Phone: (847) 866-2928 Fax: (847) 448-8120
Email: dmarino@cityofevanston.org
mrobinson@cityofevanston.org
Hello Dennis:

I left you a voice mail the other day but noticed that you were really busy with meetings. In any event, I wanted to submit the following written proposal for consideration by the council/committee. CMYK Media Group (an Evanston business) is the entity which owns Shop Evanston (Shop Local) Magazine which circulates quarterly to all Evanston residents.

The objective of the publication is to drive residents to shop Evanston businesses and keep our business community vibrant and alive. We are very much like the North Shore Convention Bureau Services but with a hyper-local initiative to help Evanston businesses remain profitable and remain open in Evanston.

To that end, we have tailored the publication with articles that deal specifically with Evanston. More recently, we feature "Art under Glass", Talking Film Festival, and other relevant Evanston content which residents truly appreciate. The editorial is supported by the advertising dollars of the merchants. Obviously, there are business-owners which would like to direct market with Shop Evanston—but simply cannot afford to given market conditions.

However, all the associations (Central Street Business, Chicago Dempster, Main Street, and EvMark (DT Evanston)) could collectively either insert marketing in the quarterly publication Shop Evanston with the subsidy of the City of Evanston, or Shop Evanston could produce a custom Shopping Districts of Evanston publication and distribute to all the neighborhoods of Evanston once or twice a year.

The publication would be a total of 24 pages in 4-color, gloss, and in a handy digest size just like Shop Evanston. The magazine page distribution would be established in the following manner:

<table>
<thead>
<tr>
<th>Central Street</th>
<th>4 pages</th>
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</thead>
<tbody>
<tr>
<td>Main Street</td>
<td>4 pages</td>
</tr>
<tr>
<td>Chicago Dempster</td>
<td>4 pages</td>
</tr>
<tr>
<td>DT Evanston (EvMark)</td>
<td>4 pages</td>
</tr>
<tr>
<td>Center Spread (MAP)</td>
<td>2 pages</td>
</tr>
<tr>
<td>Front Cover</td>
<td>1 Page</td>
</tr>
<tr>
<td>Back Page</td>
<td>1 Page</td>
</tr>
<tr>
<td>Mayor's Letter</td>
<td>1 Page</td>
</tr>
<tr>
<td>Parking Map</td>
<td>1 Page</td>
</tr>
<tr>
<td>Editorial/Events Pages</td>
<td>2 Pages</td>
</tr>
<tr>
<td><strong>Total Pages</strong></td>
<td><strong>24 Pages</strong></td>
</tr>
</tbody>
</table>

Shop Evanston has worked with all the associations in past and has been effective in getting all the participants to cooperate in the production, design, and layout of the respective advertisements. I have been in communication with a few of the association leaders about this proposal and have initial buy-in from the participants. The magazine could be quickly produced and distributed by Shop Evanston (CMYK Media Group) as we already have the artwork, logos, and personalized information so as to capture the spring and summer markets. The logistical aspects of this undertaking would be the responsibility of Shop Evanston. As always, final proofs would be provided to the associations, the council, City Manager, and the Mayor's office.
A total of 20,000 copies would be ordered so that each association could distribute to their respective local area consumers. Basically, each association would have 5000 copies distributed to their marketplace. The wonderful part about the collective publication is that the cross marketing of the districts may actually bring about new customers and sales from different district area residents.

The cost to produce, print and distribute the publication is $14,500.

Thank you in advance for your consideration in this matter. I will drop off hard copies of the application and all the supporting material described including past issues of Shop Evanston and the "mock-up" of the "Shopping Districts of Evanston"—presented by City of Evanston and Shop Evanston Magazine

Respectfully submitted,

Marco A. Rodriguez, J.D.

Associate Publisher and General Manager
Shop Evanston
A CMYK Media Group Publication
1123 Madison, Suite 100
Evanston, IL 60202

837 328 2997 office
847 328 2574 fax
847 322 4943 mobile
mrodriguez@cmykmediagroup.com

4/14/2010
CITY OF EVANSTON
ECONOMIC DEVELOPMENT
NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM
SUMMARY PROJECT/PROGRAM DESCRIPTION

DATE OF APPLICATION: 5/14/2010
APPLICANT: De Hill Business Association
NAME: John Fennewald • Mary McAuley
PHONE: (847) 602-4282 cell (847) 475-5702 fax (847) 475-5710 office
ADDRESS: P.O. Box 6094 Evanston, Illinois 60204-6094

DESCRIPTION OF PROPOSED PROJECT:
This project consists of the following:
1. Purchase six (6) concrete planters similar to those
   found in other Evanston business districts (Main, Dempster, campaign) $3,000
   NOTE: The De Hill Master Plan calls for September 10, 2001 to identify 22 locations
2. Placement, soil addition and plant material installed in planters
   Replacement/additional plant material installed in De Hill
   SCULPTURE GARDEN LABOR MATERIALS $2,000.00
3. Reimbursement for expenses incurred to date (over the
   last two (2) years) with the installation of the "Generations"
   SCULPTURE RELATED LIGHTING, ADDITIONAL AND REPLACEMENT
   LANDSCAPE MATERIAL AS WELL AS ONGOING MAINTENANCE $5,000

TOTAL ANTICIPATED BUDGET: $10,000 plus likely cost overruns to be shared by De Hill
Funds requested from the City: $10,000

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

* see attached proposal for detailed budget

INCLUDE THIS COMPLETED FORM WITH THE PROPOSAL
May 14, 2010

Annette Logan
Economic Development Committee
City of Evanston

RE: Neighborhood Business District Improvement Program

Dear Ms. Logan and Committee Members,

We are submitting the following proposal as a continuation of our original comprehensive business district plan and budget which was first presented in September, 2001. A copy of that proposal is attached for your review. You will see that we have been awarded funds to improve our business district on three separate occasions. In each instance, we presented specific objectives and, with your valuable assistance, we realized the plans presented. We hope to continue to build on this success, adhering to the vision that was formulated in our nascent business community nine years ago.

Our proposal this year consists of three funding requests. The first is to purchase six concrete planters similar to those found in other Evanston Business districts, including Chicago-Main, Central Street and Core Downtown areas. (prototypes are also contained in our 2001 long term plan) The cost of each container is $500 for a total of $3,000.

The second funding request has two components; to purchase and install soil and appropriate plant material in the recently purchased and placed planters and to maintain and enhance the Dr. Hill Memorial Sculpture Garden at the intersection of Green Bay Road, Ashland Avenue and Noyes Street. This will include regular maintenance weeding and watering, as well as replacement planting, and light bulb replacement for spotlights which illuminate “Generations” and a fresh coat of paint for the sculpture. Labor & material would be $2,000.

Finally, we are requesting funding for reimbursement of expenses advanced in conjunction with our last Business District grant from the Economic Development Committee in 2007. Muffy McAuley and I personally advanced the funds necessary to properly complete the Dr. Hill Memorial Sculpture Garden to assure an enduring asset of the highest quality for the Dr. Hill neighborhood and for all Evanstonians. I think it reflects quite well our collaboration with the City of Evanston and it is my hope that the Economic Development Committee will appreciate this effort and approve the additional funding to reimburse our out of pocket expenses.
Listed below is an itemization of the expenses incurred which went beyond the original grant request, and a brief explanation of the circumstances requiring the overrun.

- Excavate, install ¾” rebar reinforcement and pour 6’ X 6’ concrete base for sculpture installation.  
  Labor $ 600  
  Material $ 700  
  $1,300

A 3’ diameter sonotube 4’ deep filled with concrete was installed in 2006 at the time of the original landscaping of the garden, in anticipation of an undetermined sculpture piece. It was only determined in 2009, as the sculpture was fully coming together, that the base would prove to be woefully inadequate to support “Generations”, a metal structure of 4,000 + lbs.

- Install six (6) halogen lights to illuminate sculpture  
  Sean Diebold Electric  
  Labor $ 380  
  Material $ 217  
  $ 597

Again, in 2006, when the landscaping project was underway, 250’ of heavy wall underground piping and wiring had to be installed prior to final grading and plant material installation. When the landscaping was completed, we installed boxes with GFI protected outlets, to allow for installation of holiday lights during the winters of 2006, 2007 and 2008. Only when the sculpture was installed did we purchase and install the proper showcase lighting.

- Purchase and install additional perennial plantings, including bushes, ornamental grass, ground cover flowering plants & shredded pine mulch.  
  Labor $1,000  
  Material $1,500  
  $2,500

During the extremely hot dry summers of 2007 and 2008 we were unable to secure a fire hydrant key and connection from the department and had to rely on a “bucket brigade” to water the garden. Additionally, a nasty, insatiable binder weed infested the garden, despite untold hours attempting to eradicate the destructive invader. We lost a lot of our original perennials. Now, however, we have secured the fire hydrant key and connection and believe we have successfully “nuked” the binder weed. It was costly, in our time, in our own physical effort and in the replacement cost of plants.

- Reception for Dr. Hill Sculpture dedication; purchase food, drinks, ice, paperware etc.  
  Supplies $ 500

August 6, 2009 dedication published in both local newspapers and set to correspond with the starlight concert in Twiggs Park, later that same evening. The receptions was held at the Lighthouse Lofts, 1607 Simpson Street, between the two events. Several City officials and members of the community participated in the event.

- Ongoing maintenance, including cultivation, weeding and watering.  
  Labor $ 200
As mentioned previously, we secured a fire hydrant key and connection to allow us to water the garden. Most of the time, however, was spent battling the binder weed. We first tried to simply pull it out, then to dig it out, and finally we had to amass a chemical arsenal to destroy the invasive plant. The combination of efforts was ultimately successful.

- Total expenses disbursed by Renaissance Realty & Construction $5,097

It took us over two years to complete the project, and throughout that time, we advanced the funds and provided the energy to come to a successful conclusion for all of Evanston. We simply cannot, at this time, afford to make such a significant monetary contribution as well.

In concluding, I would like to make the committee aware of the overall impact that the Dr. Hill Business Association and your assistance in funding these projects have had on this community. When the Association was loosely formed in 1995, there were three viable businesses in the neighborhood and a glut of vacant warehouses and commercial buildings, making it a hot spot for undesirable activity. Today there are over fifty thriving businesses located in the neighborhood, including architects, photographers, production companies, culinary service centers, holistic health educators (for humans and companion animals alike) and numerous art studios of various media, all contributing to what has become Evanston's "Arts District".

Over the years, the Dr. Hill Business Association has sponsored neighborhood barbecues and clean-ups, lemonade socials, holiday light give-aways, banner installations and numerous art salons. In concert with Evanston Arts Week and in collaboration with the Evanston Chamber of Commerce, we have regularly hosted "Evanston's West Side Story" with open studio tours. We were recently contacted by the Winnetka Art Institute Associates who wanted to forge an event in the Arts District. On Thursday, May 20, their group will tour several of the Arts studios in the neighborhood and then convene at Now We're Cookin' for dinner. This is the fruit of our collaboration with the City of Evanston.

We appreciate your help and financial support in these on-going efforts to make the "Hill Arts District" an attractive home for businesses and a unique destination point on the North Shore.

Respectfully,

John Leineweber, Treasurer
Dr. Hill Business Association
City of Evanston Neighborhood Business District Improvement Program  
Evanston CDC and Church Dodge Merchant Association  
Budget Detail

Evanston CDC solicited estimates from multiple service providers for each item. An Evanston provider was chosen whenever possible. If no bid was received in response to our request, multiple published prices were considered to develop reasonable cost estimates.

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
<th>NBDI Grant</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDMA Shop the Westside Brochure / Map</td>
<td>Design and print 1,000 4 color, 4 page brochures w center map to be distributed at the WEM and in each store</td>
<td>720.00</td>
<td>947.00</td>
</tr>
<tr>
<td>CDMA webpage and business pages</td>
<td>CDMA page on the ECDC website and link to 10 individual business pages</td>
<td>1,800.00</td>
<td>4,070.00</td>
</tr>
<tr>
<td>CDMA Shop the Westside cutout coupons</td>
<td>3 cutout coupon flyers to be designed by ECDC and distributed at the WEM and door to door by Second Chance workers</td>
<td>585.00</td>
<td>1,545.00</td>
</tr>
</tbody>
</table>
| CDMA Shop the Westside shirts etc                   | 25 merchant shirts = 611.76  
250 T-shirts =1,077.25  
250 market bags = 1,050.00  
500 balloons = 147.50  
helium and tank rental = 229.40  
merchandise for sale and distribution at the WEM, proceeds support WEM “Market Bucks” coupons | 3,115.91   | -3,115.91   |
| Welcome plants and planters                         | Joint beautification project with Kiwanis, Kiwanis provides labor for planting, CDMA merchants provide upkeep 20 @ 120 / planter | 2,400.00   | 2,600.00    |
| Totals                                              |                                                                        | $8,620.91  | $12,277.91  |
City of Evanston Neighborhood Business District Improvement Program
Evanston CDC and Church Dodge Merchant Association
Project Detail

Evanston CDC is working with the Church Dodge Merchant Association on a series of initiatives under the theme “Shop the Westside!” These initiatives are intended to attract potential customers to the Westside, inform them of the variety of merchandise available on the Westside, help locate specific merchants, and incentivize initial purchases.

1 – CDMA Shop the Westside Brochure and Map: Anecdotal comments indicate that many are unaware of the types of stores and services available on the Westside. In fact, some believe there is no shopping left on the Westside. CDMA merchants are eager to have a brochure identifying Westside merchants and a locator map. ECDC requests 1,000 4-page, 4-color brochures. Brochures would be available at the WEM and various sites around the community.

2 – CDMA Webpage on the ECDC Website: Few Westside businesses currently have websites. ECDC is working with individual merchants to develop websites. The CDMA webpage would allow individual Westside merchants to have a web presence while their websites are under construction and link to their websites after they are completed. All businesses would be locatable on the CDMA website. Ten businesses, currently without websites, would be selected for a one-page linked webpage to the CDMA page.

3 – CDMA Shop the Westside Cutout Coupon Flyers: Last season ECDC provide CDMA merchants with free coupons to promote their businesses. Coupons were a big hit with merchants and customers. CDMA would like us to continue this practice. ECDC cannot afford the print costs to continue to provide this service to the CDMA without additional support. ECDC will continue to do design and layout to support the coupons and Second Chance will distribute the flyers door-to-door and to churches. ECDC proposes 1,000 flyers in three printings distributed throughout the summer.

4 – CDMA Shop the Westside Merchandise: In the first season for the WEM, T-shirts and balloons were distributed. All last season people came to the market looking for CDMA balloons and ECDC T-shirts. It was a great marketing technique. All summer long we saw our shirts in the neighborhood. ECDC proposes CDMA “Shop the Westside” shirts for merchants, giveaway T-shirts, market bags for sale, and balloons. Proceeds from the market bags would support the “Market Bucks” coupons for use with any market vendor.

5 – Welcome Planters: CDMA merchants would like to beautify the neighborhood with welcome planters at each business front door. ECDC has approached Kiwanis for assistance and they will provide the labor to plant and distribute 20 planters. CDMA merchants will provide upkeep.
CITY OF EVANSTON
ECONOMIC DEVELOPMENT
NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM
SUMMARY PROJECT/PROGRAM DESCRIPTION

DATE OF APPLICATION: 4/14/2010
APPLICANT: MAIN STREET MERCHANTS ASSOCIATION
NAME: John Szostek
PHONE: 847-744-8407
ADDRESS: 90 EVANSTON FESTIVAL THEATRE, 600 MAIN ST, EVANSTON, IL 60202

DESCRIPTION OF PROPOSED PROJECT:
SEE ATTACHMENT

TOTAL ANTICIPATED BUDGET: $16,500
FUNDS REQUESTED FROM THE CITY: $10,000.00

OTHER INFORMATION YOU WOULD LIKE TO INCLUDE (additional pages permitted)

INCLUDE THIS COMPLETED FORM WITH THE PROPOSAL
City of Evanston Neighborhood Business District Improvement Program

Main Street Merchants Association

Marketing Main Street

Following on from the investment of the member businesses of Main Street/Chicago Ave., bounded at the south at South Blvd., the north at Greenleaf, the east at Hinman and the west at Elmwood, have made significant improvements to the business climate of the district. The website is built, banners are up, planters in place and directional signs updated. Now we are ready to enter a period where the internal organization of MSMA solidifies. We are about to organize as an Illinois not-for-profit org. and have established a board and officers. What is clear is that we need to focus on marketing the district. We are proposing the following program. We need to have a person dedicated to covering the marketing and carrying out the program. We have come to an agreement with Evanston Festival Theatre to co-hire a marketing director. They will pick up the majority of the cost, ($20,000) but we will get what we need. The last two years we have printed 6-10 thousand coupon books for distribution at the Custer Fair and through the retail outlets. Very successful. Our website needs more consistent attention in order to make it an effective marketing tool so we have added a line item just for that. We need a new Guide brochure. We are asking for $10,000 with the balance of the budget coming from member dues and contributions.

Project Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Director</td>
<td>$5,000</td>
</tr>
<tr>
<td>Printing Costs for Special Coupon Book</td>
<td>$3,000</td>
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<tr>
<td>Website Management</td>
<td>$2,000</td>
</tr>
<tr>
<td>Repair and reprinting of street light banners</td>
<td>$1,000</td>
</tr>
<tr>
<td>Design and Printing of Main Street Guide</td>
<td>$5,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$16,500</strong></td>
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</table>
ENCLOSURE: Dr. Hill Business Association Report & Reimbursement Materials
NEIGHBORHOOD IMPROVEMENTS
FOR THE HILL BUSINESS DISTRICT

PROPOSAL/BUDGET

Date of Report: September 10, 2001
Date of Observations: August 27, 2001 to September 9, 2001
Prepared by: Dr. Hill Business Association
INTRODUCTION

The Dr. Hill Community Business Association was formulated over a year ago by neighborhood business/property owners (see attached site map). We took the name “Dr. Hill Business Association” to commemorate Dr. Elizabeth Hill who worked so nobly to provide health care to the African American community of Evanston and today still serves as an exemplary role model for the neighborhood’s youth. Its members have already made sizable investments of time, money, and energy in this area. Our objectives are multi-faceted reflecting the diversity of our district. At this juncture, we are concentrating our efforts toward bringing “sensitive” development and resources to the community.

The Association seeks to improve neighborhood security by addressing gang-related activities. We have met several times with Alderman Joe Kent regarding camera surveillance on Simpson/Dewey. At the direction of City Planning and Development members, we walked through our most serious crime pockets with the Police Department and discussed possible security measures including luminous street lighting and fencing. We are also in the process of applying for a Type 1 street designation for Dewey and Simpson allowing us to place fencing on the property lines. Projects such as this, besides adding to our safety, will help our community retrieve its sense of pride. These improvements should also act to catalyze additional development/investment.

This past July, we sponsored the first annual “Dr. Hill Community Clean-up and Barbecue” with the business members purchasing and serving food after cleaning the streets and alleys. Part of our expanding focus shall be beautifying the streetscape, which will be elaborated upon in this proposal.

Our board members include Hugh Semple, Rev. Peter Fowler, Albert Bowen, Clifford Washington, John Leineweber, Mary McAuley, Andy Spatz, Signe Adas, and Patrick Blair. We also have active participation from Al Hirsch, Leon Robinson, Steve Armstrong, Roger Parris, Mayor Lorraine Morton and Alderman Joe Kent. Our fall membership drive is underway.
GENERAL

NEIGHBORHOOD DESCRIPTION:
This neighborhood is bounded by Simpson on the south, Bridge Street on the west, Greenbay Road on the east and the Chicago Sanitary District Drainage Canal on the north (see attached site map).

GOALS:
The Dr. Hill Business Association seeks to effect improvements in the neighborhood in order to create an environment, which strengthens, supports and fosters businesses operating in the Association. To that end, we are embarking on a long-term plan outlined below.

MASTER PLAN — COMPLETED January, 2004
FUNDING IN FULL

In an effort to organize our goals and make the best use of funding, as it becomes available, our first step should be a “Neighborhood Master Plan”. This neighborhood has several underutilized assets; one of them is the Sanitary District Drainage Canal and the adjacent William H. Twiggs Park. These two elements make up approximately one third of our district’s area. We would like to investigate ways these entities could have a stronger presence in day to day life. Another situation that is already beginning to impact this area is our unique MUE zoning. New real estate development is already taking advantage of this (The Peacock Lofts and The Stamp Factory). We feel that the opportunity to integrate the Canal, Park and existing, thriving neighborhood businesses (Ashland Millwork and Hanson Roofing, for example) and a reclaimable inventory of building stock present a special opportunity. We seek a mix of activities and ambience similar to that of a small European town...the vitality of a 16-hour day.

We have met/discussed the above ideas as well as countless others with Charles Waldheim, Chair of the Landscape Urbanism Program and Director of Graduate Studies in the School of Architecture at the University of Illinois at Chicago. He has suggested commissioning our Master Plan through the Universities graduate program. We feel that this coupled with efforts from two Evanston architects in our organization could generate a Plan that would start us in the right direction.

BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost to fund Master Plan with UIC</td>
<td>$4500</td>
</tr>
<tr>
<td>Reproduction Costs</td>
<td>$1000</td>
</tr>
<tr>
<td>Donated Professional Service</td>
<td>$0</td>
</tr>
<tr>
<td>Total Required Funding</td>
<td>$5500</td>
</tr>
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</table>
**SIDEWALK REPLACEMENT:**

Most of the sidewalks in our neighborhood have been neglected for years...in short they are *AWFUL*. Their overall appearance is counterproductive to the positive image our business community wishes to present. Many literally are turning to dust. Several have shifted creating dangerous height changes in between sections. (see attached photographs). The real estate developers/landlords of recent new projects have taken it upon themselves to deal with this problem, replacing large sections of walk at their own expense. They felt it necessary to do so to attract the quality of tenant their investment to our area warrants. We think that City participation with this would help accelerate the rejuvenation of our district. We do realize that the scope of this portion of our proposal requires that it take place over time.

After inventorying our “sidewalk stock”, we met/discussed this project with Jay Lane of Jay Lane Contractors. Jay’s business is located in our neighborhood and he is also a local landlord. He estimates that to remove, dispose of debris and replace the sidewalks would cost $6.00 per square foot. An attached plan of our neighborhood indicates the areas requiring this process.

**BUDGET**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost to remove/haul/replace sidewalk (8901 sq.ft. @ $6/)</td>
<td>$53,406</td>
</tr>
<tr>
<td>Total Required Funding</td>
<td>$53,406</td>
</tr>
</tbody>
</table>

**PLANTERS/PAVERS / ASSOCIATED PLANT MATERIAL:**

As Evanston residents, we all have been impressed by the changes in the Cityscape brought about by the planters, pavers, and landscaping that have been introduced into the Downtown, Dempster Street, and Main Street Business Districts. We do not think it coincidental that an influx of development has followed. We would hope that a similar increase in activity would follow our proposed improvements, adding to the revitalization of our District.

Per the attached Site Map, we have located 22 appropriate planter/planting locations. Planters would be of the same size/ type that has been used in the business districts referenced above. We have also designated appropriate areas for pavers. Obviously these ideas and locations will be studied further during the “Master Planning” process.

**BUDGET**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of 22 planters installed w/ plant material (22@ $500/unit)</td>
<td>$11,000</td>
</tr>
<tr>
<td>Cost of approximately 2500 sq.ft. of pavers, installed (2500 sq ft. @ $15/)</td>
<td>$37,500</td>
</tr>
<tr>
<td>Total Required Funding</td>
<td>$48,500</td>
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</table>
The planter/paving Site Map also designates a triangular parcel of land at the intersection of Greenbay and Ashland and the SW corner of Twiggs Park and Bridge Street. We feel that these would be one appropriate location for a Dr. Hill Monument and Garden. At this time, we are contemplating a carved wooden element, similar to the ones that welcome you to other Evanston neighborhoods yet express our own district's uniqueness. These spaces would serve as an "gateways" to our Business District as well as an "invitation" to the neighborhood. Obviously these ideas and locations will be studied further during the "Master Planning" process.

<table>
<thead>
<tr>
<th>BUDGET</th>
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<tbody>
<tr>
<td>Cost of Dr. Hill Monument/Signage 2007</td>
<td>$13,961</td>
</tr>
<tr>
<td>Cost of Dr. Hill Garden (plant materials, installation)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Total Required Funding</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Another successful City program that we wish to mimic is the installation of refuse containers. It's obvious to us as Evanston residents, the impact they have made in the cleanliness of our existing Business Districts. We wish to incorporate the same type that is presently being used throughout the City into our Neighborhood/Master Plan. We have indicated several appropriate locations on Site Map. Again, these ideas and locations will be studied further during the "Master Planning" process.

<table>
<thead>
<tr>
<th>BUDGET</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of refuse container (15 containers @ $500/unit)</td>
<td>$7,500</td>
</tr>
<tr>
<td>Cost of container installation (15 containers @ $100/ unit)</td>
<td>$1,500</td>
</tr>
<tr>
<td>Total Required Funding</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

Another "streetscape" idea presently in use throughout Evanston is the Street Banner. We wish to display approximately 30 of these at various points along Greenbay, Ashland, Simpson, and at the Brown/Bridge intersection. These would be used to distinguish the business, educational, and recreational activities happening in our district. As in the present business districts, these banners would add color and richness to our area. Again, these ideas and locations will be studied during the "Master Planning" process. We have enclosed a design for your review.

<table>
<thead>
<tr>
<th>BUDGET</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of banner (30 banners @ $300/unit)</td>
<td>$9,000</td>
</tr>
<tr>
<td>Cost of banner installation (30 banners w/ hangers @ $100/ unit)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Total Required Funding</td>
<td>$12,000</td>
</tr>
</tbody>
</table>
SUMMARY AND CONCLUSIONS

As business people, the Dr. Hill Business Association understands that there obviously is a limited amount of funds available for ventures of this type. Our “Master Plan” will help us recognize the “initiation point” of our district, working outward from that point. This appears similar in tact to what has previously transpired from the ongoing Downtown re-development. It should be obvious from the tone of this proposal, that our organization looks forward to interacting with the appropriate City Departments to develop the appropriate strategy to help us reach our goals. We look at the City of Evanston as a “partner” in this venture, also benefiting financially from the investment our members are making in the Development of the District.

In reviewing the monies required to fund the projects listed above, we felt the need to prioritize in workable increments ($10,000). This we think will “jump start” future projects. We propose the following initial expenditures:

PHASE ONE:

a) Neighborhood Master Plan We plan on funding this study privately. $0
b) Refuse Containers (7 thus @ $500/unit, material only) $3,500
c) Refuse Containers (7 thus @ $100/unit, installation only) $700
d) Street Banners (10 thus @ $100/unit, material only) $1,000
e) Street Banners (10 thus @ $100/unit, installation only) $1,000
f) Monument and Garden $3,800

Total Budget $10,000

PHASE TWO:

a) Planters/Associated Plant Material (5 thus @ $500/unit) $2,500
b) Refuse Containers (8 thus @ $500/unit, material only) $4,000
c) Refuse Containers (8 thus @ $100/unit, installation only) $800
d) Monument and Garden (additional development from phase one) $2,700

Total Budget $10,000

Note: All locations for the above installations shall be determined through the “Master Plan”. We plan on enhancing our budget’s through donated plant materials.
Dr. Hill Community

- 22 Planters
- 2500sf Pavers
- 15 Refuse Containers
- Dr. Hill Monument/Garden
Typical planters in Evanston
Problems with sidewalks

Darrow just north of Simpson

Darrow just north of Simpson

Darrow just north of Simpson
### Document Information

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>DATE</th>
<th>TYPE</th>
<th>REFERENCE</th>
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<tbody>
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<td>956202</td>
<td>07/03/09</td>
<td>INVOICE</td>
<td>ORD:818194-0.04. HILL SCULPTURE; Concrete Sculpture Base #248 - 3/1/09</td>
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### Payment Details

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**PLEASE PAY THIS AMOUNT**

**589.84**

---

**THANK YOU! WE APPRECIATE YOUR BUSINESS!**

---

A FINANCE CHARGE of 1½% per month, which is an Annual Percentage Rate of 18%, will be added to any balance over 30 days old.
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DR. HILL CORNER COMMUNITY PARK
JOHN LEINEWEBER
RENAISSANCE REALTY

DATE 8/27/09
<table>
<thead>
<tr>
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<th>Time In</th>
<th>Time Out</th>
<th>Total</th>
<th>Task Description</th>
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<td>5</td>
<td>13</td>
<td>17</td>
<td>28</td>
<td>MARK</td>
</tr>
<tr>
<td>31</td>
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<td>Kevin</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
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<td>WILL</td>
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Total hours: \[\frac{5}{65} + \frac{17}{527} + \frac{28}{924} = 1516\]  

Rate: 

Total: 

\[\pm\] or - 

Total: 

\[\text{Note: These hours are already paid for by you.}\]
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<thead>
<tr>
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<th>Time out</th>
<th>Total</th>
<th>Task Description</th>
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<tbody>
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<td>T 8/4</td>
<td>7:30</td>
<td>6:30</td>
<td>3</td>
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<tr>
<td>W 8/5</td>
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<td>T 8/6</td>
<td>8:30</td>
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<tr>
<td>F 8/7</td>
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Total hours 24.5

Rate 33

Total $888.50

+ or -

Total
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<td></td>
<td>8:30</td>
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<td>BUY THE YARD</td>
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<tr>
<td>S</td>
<td>2:00</td>
<td>2:20</td>
<td></td>
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<tr>
<td>M</td>
<td>4:10</td>
<td>4:14</td>
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<tr>
<td>W</td>
<td>4:10</td>
<td>4:14</td>
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<td>2:00</td>
<td>2:00</td>
<td>19:7</td>
<td>SURVEY (EDGING)</td>
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Total hours

Rate

Total

± or -

Total
SALES DRAFT
LURVEY LANDSCAPE SUPPLY
2550 E. DEMPSTER ST.
DES PLAINES, IL 60016
TERMINAL 1376471

#6165811882
#8/17/2009 12:23:04

V/S XXXXXXXXXXX93735
AUTH. TRANS. ID: #05824663735796
INVOICE 50002.002
AUTH. CODE 08447A
SALE TOTAL $197.73

CUSTOMER COPY

F.O.B. TERMS PAYMENT

SHIP TO: Cash Sale

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<th>PAYMENT</th>
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| EDBS | Edging, Border Steel 1/8"x4"x16' w/6 Stakes | 5.000 | 35.9500 | 179.75 |

Signature

NO RETURN / NO GUARANTEE ON SOD & NURSERY STOCK

INVOICE NUMBER: 0579159-IN
INVOICE DATE: 8/17/2009

ORDER NUMBER:
ORDER DATE:
SALES PERSON: MJK
CUSTOMER NO: 01-CASH01

Net Invoice: 179.75
Less Discount %: 0.00
Freight: 0.00
Sales Tax: 17.98

Invoice Total: 197.73
Less Deposit: 197.73
Invoice Balance: 0.00
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**Account:** #7186
**Approval:** 010405
**Change Due:** 0.00

**Total:** $41.80

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<td>7160</td>
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**Account:** #7186
**Approval:** 010640

**Total:** $74.56
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PRODUCTS & SERVICES
SALES TAX

TOTAL AMOUNT

34.13
**ACCOUNT SUMMARY**

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<td>Late Fees</td>
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<td>New Balance</td>
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**Closing Date** 09/25/09  
**Next Closing Date** 09/24/09  
**Payment Due Date** 09/20/09  
**Credit Limit** $35,000  
**Credit Available** $28,296  
**Minimum Amount Due** $431.00

**CURRENT ACTIVITY**

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<td>1607 SIMPSON</td>
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**FINANCE CHARGE SUMMARY**

**REGULAR REVOLVE CREDIT PLAN**

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**FOR PROPER CREDIT, PLEASE WRITE 6035 3220 1489 8052 ON CHECK AND ENCLOSE WITH THIS STUD.**

**Make Payments to:**

Dept. 32 - 2014690362  
HOME DEPOT CREDIT SERVICES  
PO BOX 6029  
THE LAKES, NV 88001-6029  

**Make Address Changes Below**

RENAISSANCE REALTY  
ACCOUNTS PAYABLE  
PO BOX 6094  
EVANSTON, IL 60204-6094  
16020460949461

603532201469036200538884300000000049100
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Transaction Detail and/or Finance Charge Summary Continued on Next Page
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For your convenience, you can call in or fax an order for pickup at ☑ our Will Call area. We'll even help load the order into your truck or ☑ arrange for delivery. Pickup is available seven days a week during ☑ normal store hours. For more information, contact your local ☑ The Home Depot store. ☑
MAIL PAYMENTS TO:  
Home Depot Credit Service  
P.O. BOX 6029  
The Lakes  
NV 88901-6029  

RENAISSANCE REALTY  
A/P  
ACCOUNTS PAYABLE  
PO BOX 6094  
EVANSTON  
IL 60204-6094  

MAKE CHECKS PAYABLE TO:  
Home Depot Credit Service  
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO  :  **************6052  
P.O. NO  :  DRHILLTRIANGLE  
INVOICE NO  :  9311359  
INVOICE DATE  :  08/04/09

INVOICE AMT  :  574.02  
CHARGED AMT  :  574.02  
<= AMOUNT YOU PAY

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DIRECT INQUIRIES TO  
SERVICE REP: 1-800-685-6691  
FAX: 1-800-266-7308
MAIL PAYMENTS TO: Home Depot Credit Service  
P.O. BOX 6029  
The Lakes  
NV 88901-6029  

MAIL TO:  
RENAISSANCE REALTY  
A/P  
ACCOUNTS PAYABLE  
PO BOX 6094  
EVANSTON  
IL 60204-6094  

MAKE CHECKS PAYABLE TO: Home Depot Credit Service  
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO  : *******6052  
P.O. NO  : DRHILLTRAINGLE  
INVOICE NO  : 9311361  
INVOICE DATE  : 08/04/09

INVOICE AMT  : 16.80  
CHARGED AMT  : 16.80  <= AMOUNT YOU PAY

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| TAX:              | 1.53        |
| SHIPPING:         | 0.00        |

INVOICE TOTAL: 16.80

DIRECT INQUIRIES TO  
SERVICE REP: 1-800-685-6691  
FAX: 1-800-266-7308
MAIL PAYMENTS TO: Home Depot Credit Service
RENAISSANCE REALTY
A/P
P.O. BOX 6029
ACCOUNTS PAYABLE
PO BOX 6094
The Lakes NV 88901-6029
EVANSTON IL 60204-6094
MAKE CHECKS PAYABLE TO: Home Depot Credit Service
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO : **********6052
P.O. NO : DRHILL
INVOICE NO : 8342052
INVOICE DATE : 08/05/09

INVOICE AMT : 32.29
CHARGED AMT : 32.29 <= AMOUNT YOU PAY

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TAX: 2.94
SHIPPING: 0.00

INVOICE TOTAL: 32.29

DIRECT INQUIRIES TO
SERVICE REP: 1-800-685-6691
FAX: 1-800-266-7308
MAIL PAYMENTS TO: RENAISSANCE REALTY
Home Depot Credit Service A/P
P.O.BOX 6029 ACCOUNTS PAYABLE
The Lakes PO BOX 6094
NV 88901-6029 EVANSTON IL 60204-6094

MAKE CHECKS PAYABLE TO: Home Depot Credit Service
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO: ************6052
P.O. NO: DRHILL
INVOICE NO: 8363239
INVOICE DATE: 08/05/09

INVOICE AMT: 10.73
CHARGED AMT: 10.73 <= AMOUNT YOU PAY

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TAX: 0.98
SHIPPING: 0.00

Invoice Total: 10.73

DIRECT INQUIRIES TO
SERVICE REP: 1-800-685-6691
FAX: 1-800-266-7308
MAIL PAYMENTS TO: Home Depot Credit Service
P.O.BOX 6029
The Lakes NV 88901-6029
RENAISSANCE REALTY
A/P ACCOUNTS PAYABLE
PO BOX 6094
Evanston IL 60204-6094
MAKE CHECKS PAYABLE TO: Home Depot Credit Service
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO: *******6052
P.O. NO: DOCTORHILLMAEK
INVOICE NO: 6342106
INVOICE DATE: 08/07/09

INVOICE AMT: 131.78
CHARGED AMT: 131.78 <= AMOUNT YOU PAY

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SUBTOTAL: 119.80
TAX: 11.98
SHIPPING: 0.00
INVOICE TOTAL: 131.78

DIRECT INQUIRIES TO
SERVICE REP: 1-800-685-6691
FAX: 1-800-266-7308
MAIL PAYMENTS TO: RENAISSANCE REALTY
Home Depot Credit Service A/P
P.O. BOX 6029 ACCOUNTS PAYABLE
The Lakes PO BOX 6094
The Lakes NV 88901-6029 EVANSTON IL 60204-6094
MAKE CHECKS PAYABLE TO: Home Depot Credit Service
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO : **********6052
P.O. NO : DRHILL
INVOICE NO : 3363971
INVOICE DATE : 08/10/09

INVOICE AMT : 21.97
CHARGED AMT : 21.97 <= AMOUNT YOU PAY

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DESCRIPTION S.K.U. QUANTITY PRICE EXTENSION
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SUBTOTAL: 19.97
TAX: 2.00
SHIPPING: 0.00

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INVOICE TOTAL: 21.97

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DIRECT INQUIRIES TO
SERVICE REP: 1-800-685-6691
FAX: 1-800-266-7308
MAIL PAYMENTS TO:
Home Depot Credit Service
P.O. BOX 6029
The Lakes NV 88901-6029

RENAISSANCE REALTY
A/P ACCOUNTS PAYABLE
PO BOX 6094 EVANSTON IL 60204-6094

MAKE CHECKS PAYABLE TO:
Home Depot Credit Service
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO : ************6052
P.O. NO : DRHILLMARK
INVOICE NO : 2342338
INVOICE DATE : 08/11/09

INVOICE AMT : 32.95
CHARGED AMT : 32.95 <= AMOUNT YOU PAY

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SUETOTAL: 29.95
TAX: 3.00
SHIPPING: 0.00

INVOICE TOTAL: 32.95

DIRECT INQUIRIES TO
SERVICE REP: 1-800-685-6691
FAX: 1-800-266-7308
MAIL PAYMENTS TO:  RENAISSANCE REALTY
Home Depot Credit Service  A/P
P.O. BOX 6029  ACCOUNTS PAYABLE
The Lakes  PO BOX 6094
The Lakes  EVANSTON  IL 60204-6094

MAKE CHECKS PAYABLE TO:  Home Depot Credit Service
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO  :  *******6052
P.O. NO  :  TRIANGLEMARK
INVOICE NO  :  5364735
INVOICE DATE  :  08/18/09

INVOICE AMT  :  35.13
CHARGED AMT  :  35.13  <= AMOUNT YOU PAY

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SUBTOTAL: 31.94
TAX: 3.19
SHIPPING: 0.00

INVOICE TOTAL: 35.13

DIRECT INQUIRIES TO
SERVICE REP: 1-800-685-6691
FAX: 1-800-266-7308
MAIL PAYMENTS TO: Home Depot Credit Service  
P.O. BOX 6029 The Lakes NV 88901-6029  
RENAISSANCE REALTY A/P ACCOUNTS PAYABLE  
EVANSTON IL 60204-6094
MAKE CHECKS PAYABLE TO: Home Depot Credit Service  
PLEASE INCLUDE ACCOUNT NUMBER ON CHECK TO ENSURE PROPER PROCESSING

ACCOUNT NO: ************6052  
P.O. NO: TRIANGELSTAN  
INVOICE NO: 4596422  
INVOICE DATE: 08/19/09  
INVOICE AMT: 10.92  
CHARGED AMT: 10.92 <= AMOUNT YOU PAY

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SUBTOTAL: 9.93  
TAX: 0.99  
SHIPPING: 0.00  
INVOICE TOTAL: 10.92

DIRECT INQUIRIES TO  
SERVICE REP: 1-800-685-6691  
FAX: 1-800-266-7308
THE HOME DEPOT #1902
2201 OAKTON STREET
Evanston, IL 60202 (847) 733-9200

1902 00034 97898 08/05/09
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SALES TAX
3.76
SUBTOTAL
29.95
SALES TAX
2.84
TOTAL
32.29
XXXXXXX6052 HOME DEPOT
AUTH CODE 00504/6342052
P.O. #/JOB NAME: DR HILL

THE HOME DEPOT #1902
2201 OAKTON STREET
Evanston, IL 60202 (847) 733-9200

1902 00034 78885 08/10/09
SALE
41 NTN292 03:24 PM

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19.97
SALES TAX
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TOTAL
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AUTH CODE 01103/3363971
P.O. #/JOB NAME: DR HILL

THE HOME DEPOT #1902
2201 OAKTON STREET
Evanston, IL 60202 (847) 733-9200

1907 00031 66659 08/04/09
SALE
41 SIY624 09:56 AM

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8912.49
6519401041 1GPERENNIAL <A>
903.99
83244206296 1GM0ONSHADOW <A, S>
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TOTAL
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AUTH CODE 00401/3311359
P.O. #/JOB NAME: DR HILL TRIANGLE

THE HOME DEPOT #1902
2201 OAKTON STREET
Evanston, IL 60202 (847) 733-9200

1902 34 98805 08/07/2009 4454

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595.99
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SALES TAX
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TOTAL
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AUTH CODE 011107/2342338
P.O. #/JOB NAME: DR HILL MARK
HOME DEPOT #1902
2201 OAKTON STREET
EVANSTON, IL 60202 (847)733-9200

1902 00059 07274 08/19/09
SALE 14 SCOT59 02:44 PM

071549043124 GRSSMD1.3G <A> 15.27
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TOTAL 16.80

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AUTH CODE 004001/5311361
P.O./# JOB NAME: DR HILL TRAINGLE

071121561015 SPECT H&G <A> 31.94
SUBTOTAL 31.94
SALES TAX 3.19
TOTAL 35.13

XXXXXXXXXXXX6052 HOME DEPOT
AUTH CODE 019646/4956422
P.O./# JOB NAME: TRIANGLE MARK

THE HOME DEPOT #1902
2201 OAKTON STREET
EVANSTON, IL 60202 (847)733-9200

1902 00036 89270 08/19/09
SALE 41 HVR344 12:19 PM

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SALES TAX 1.53
TOTAL 16.80

XXXXXXXXXXXX6052 HOME DEPOT
AUTH CODE 004001/5311361
P.O./# JOB NAME: DR HILL TRAINGLE

071121561015 SPECT H&G <A> 31.94
SUBTOTAL 31.94
SALES TAX 3.19
TOTAL 35.13

XXXXXXXXXXXX6052 HOME DEPOT
AUTH CODE 019646/4956422
P.O./# JOB NAME: TRIANGLE MARK
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<th>Description</th>
<th>Amount</th>
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<td></td>
<td>Receptions for Twiggs Park</td>
<td>419.21</td>
</tr>
<tr>
<td></td>
<td>Concert &amp; Sculpture dedication</td>
<td></td>
</tr>
<tr>
<td>1/30/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/6/09</td>
<td></td>
<td></td>
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</tbody>
</table>
Hello, I'm KELLY

JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B
JEWEL ICE CUB7# 1.59 B

PREFERRED 6 DRINKS 6565 5197

1 @ 4/7.52
SEVEN-UP 2 LITER ** 1.88 B
SC 71103473 PREFERRED SAVINGS .63-B
1 @ 4/7.52
SEVEN-UP 2 LITER ** 1.88 B
SC 71103473 PREFERRED SAVINGS .63-B
1 @ 2/5.90
MM SMPLYLMN 59Z ** 2.95 B
SC 15026114 PREFERRED SAVINGS .45-B
281.50 GROCERY
3.00 B
1 @ 10/10.00
S/C LIME SLTZ 2L 1.00 B
1 @ 2/5.90
MM SMPLYLMN 59Z ** 2.95 B
SC 15025114 PREFERRED SAVINGS .45-B
D IET COKE 2 LTR PC 1.99 B
SC 71100321 PREFERRED SAVINGS 1.11-B
DIET COKE 2 LTR PC 1.99 B
SC 71100321 PREFERRED SAVINGS 1.11-B
AGE VERIFIED
CORONA X 12/120Z ** 10.99 T
BAD 16.99 BB SAVINGS 6.00

COOK CTY LIQ TAX 0.97
MLR GHBTL1212 ** 8.79 T
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COOK CTY LIQ TAX 0.97
** TAX 3.95 BAL 45.87
Acc# 3003
American Express 45.87
CHANGE 0.00

Thank you,
RENEW MANAGEMENT SERVICE

E 260143 TURKEY WRAP 5.78 R
E 260143 TURKEY WRAP 5.78 R
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E 260143 TURKEY WRAP 5.78 R
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E 260143 TURKEY WRAP 5.78 R
53288 WBRDG CHARD 8.99 T
37518 1.5 WINE TAX 0.06 N
53288 WBRDG CHARD 8.99 T
37518 1.5 WINE TAX 0.06 N
53288 WBRDG CHARD 8.99 T
37518 1.5 WINE TAX 0.06 N
53288 WBRDG CHARD 8.99 T
37518 1.5 WINE TAX 0.06 N
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37438 LIQUR TAX 0.92 N
259382 POM POMS 4.88 T
259382 POM POMS 4.88 T
120611 ICE HT 7.98 R
597310 NAPKINS 8.13 T
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E 2705 CB JUICE 4.98 T
316936 ALMONDS 480Z 10.99 R
443734 WATERLON 5.38 R
898111 HUMMUS 5.86 R
749997 STRAWBERRY 3.98 R
491777 FOIL 2 PK 11.88 T
737311 CRACKERS 6.56 R
936493 FITA CHIPS 4.98 R

SUBTOTAL 208.09
TAX 1 10.000 % 11.50
TAX 2 2.250 % 2.07
TAX 3 5.000 % 1.92
TAX 4 6.000 % 2.16
TOTAL 225.74
CHECK TND 225.74
CHANGE DUE 0.00

# ITEMS SOLD 31

TCS 6059 6738 6617 2922 3110 2
IV. ENCLOSURE: Grandmother Park Initiative – Proposal to Turn 1125 Dewey into Tot Lot
To: Economic Development Committee
From: Martin Lyons, Asst. City Manager
Cc: Lehman Walker, Community and Economic Development Director
    Grant Farrar, City Attorney
    Doug Gaynor, Director of Parks Recreation and Community Services
Subject: Grandmother Tot Lot Update
Date: May 21, 2010

At the April 2010 Economic Development Committee meeting staff was directed to follow-up on specific issues related to land acquisition, budget, and the overall scheduling for this project.

Grant Farrar has communicated with Emy Brawley of Openlands on Friday May 21st. She indicated that her organization resumed dialog with the broker for the property and was working to put the property under contract for $70,000. Ms. Brawley confirmed that Openlands could hold a property for up to 3 years pending the finalization of project fundraising and development. Ms. Brawley and Mr. Farrar will be present at the Wednesday committee meeting to discuss next steps.

Subsequent to the April EDC meeting, the Parks Recreation and Community Services Department (PRCS) reviewed the construction and financial portion of the proposal. The shaded areas of the attached memo represent areas that need further discussion and Doug Gaynor will be in attendance at the meeting. PRCS has also confirmed that OSLAD grant applications can be received up to 7/1/10. We will need to determine who will be applying for the grant. The PRCS department can obtain the grant applications for the Grandmother Park volunteer group. The OSLAD grant, if awarded may not be available until next June.

In summary, the project is moving forward, but is still just at step 1. We need to determine the following over the next year:

- An accurate projection of total costs for the project.
- A funding timeline:
  - OSLAD grant
  - Other grants
  - City Land Funding – amount and timing
  - Fund raising milestones
Given a funding timeline and minimum funding threshold, a construction design and schedule.

If we are going to wait until all funds are raised, then our earliest construction start will be July/August of 2011. We have the ability to wait longer for all funds to be raised, given Openlands commitment to hold the land for up to three years.
To: Marty Lyons, Assistant City Manager
From: Douglas Gaynor, Parks, Recreation and Community Services Director
Subject: Comments regarding the Grandmothers Park Initiative Proposal
Date: May 20, 2010

I’ve reviewed the Grandmothers Park Initiative proposal and listed my comments below.

**Comments regarding the budget on page 9:**

**PHASE I – LAND ACQUISITION**

- Land: $70,000
- Demolition of existing structure (included in land cost): $0
- Openlands (CorLands) staff services: $1,300
- Appraisal: $300
- Title commitment: $1,000
- Utility fees (included in land cost): $0
- Phase I environmental site assessment: $1,500
- Legal fees (two closings): $3,000
- Misc. Closing Costs: $2,000
- Estimated Interest (two years, 5%): $7,000
- Subtotal: $86,100

**PHASE II – DEVELOPMENT**

- Printing & mailing for Fundraising purposes: $3,000
- Design (done by Park Dist. Landscape Designer, at no charge to us): $0
- Landscaping (walkways, shrubs): $40,000
- Trees: $10,000
- Fencing: $25,000
- Equipment: $35,000
  - (ADA Equipment donated by Noah’s Playground): $0
- Drinking Fountain: $20,000
- Subtotal: $133,000

**TOTAL:** $219,100

In addition to the comments noted above, they also need to add following:

- Bid advertisements: $1,500
- Site survey: $5,000
- Site preparation: $25,000
- OSLAD Auditing: $3,000
- Landscape Architect Services: $25,000
- Development plans costs should be closer to: $200,000
- What about allowance for contingency: $20,000

Demolition (foundations ?) – is this included in their costs above? The total cost for the Monroe Tot Lot construction was around $100,000.
### Comments regarding the Fundraising and Grant Writing Plan on page 10:

#### Fundraising

<table>
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<th>Event</th>
<th>Amount</th>
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<td>Events</td>
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<tr>
<td>Personal Appeal</td>
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<tr>
<td>Corporate Appeal</td>
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<tr>
<td><strong>Fundraising Subtotal</strong></td>
<td><strong>$120,000</strong></td>
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#### Grant Writing

<table>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Dempster Plaza Neighborhood Improvement Fund*</td>
<td>$50,000</td>
</tr>
<tr>
<td>Open Space Lands Acquisition and Development (OSLAD)**</td>
<td>$35,000</td>
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<tr>
<td>Community Development Block Grant (1125 Dewey falls in the boundary)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Other Grants</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Grant Writing Subtotal</strong></td>
<td><strong>$130,000</strong></td>
</tr>
</tbody>
</table>

**Total**  

|        | **$250,000** |

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*The Dempster Plaza Neighborhood Improvement fund is a $200,000 fund created by the plaza developers (Freed and Associates) to mitigate the impact on the surrounding communities. The community voted to approve the project in April 2009.

**The Open Space Lands Acquisition and Development (OSLAD) is a state grant reimbursing municipalities one half of acquisition costs to create new parks and open spaces.

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**Comment [p6]:** Do we charge an administration cost to prepare the grant documents?

**Comment [p7]:** ??

**Comment [p8]:** It should be noted that this is a competitive grant process and requires a 50% fund match.
V. ENCLOSURE: Update on Development of Business Advisory Center
CONCEPT:

The Business Advisory Center ("the Center") will be a physical and virtual resource for individuals seeking to establish a business or businesses interested in expanding in the City of Evanston. The Center will provide guidance and information on City processes (e.g. application for permits and licenses, public process, etc.). Referrals to appropriate City Departments and external organizations that will assist interested individuals in business development will also be provided.

SCOPE OF SERVICES OFFERED:

- **Orientation to Starting an Evanston Business.** This service is intended for individuals needing assistance in the development of a business plan and support in a business start-up. Additional counseling and orientation to Evanston’s permitting, licensing, and public approval process will also be provided.

- **Beginning Business Operations.** This service is intended for businesses that have developed a business plan, obtained financing, and may have also secured a location for operations. Information and assistance on Evanston’s permitting, licensing, and public approval process will be provided.

TWO LOCATIONS:

- **Economic Development Division’s Offices in the Lorraine H. Morton Civic Center.** A kiosk will be created in the Economic Development Division office where individuals can visit to obtain information about business development, business expansion, and City processes. Staff will also be available to provide further counseling or assistance.

- **New Economic Development Website.** The Economic Development website will include an area entitled “Start a Business in Evanston”. The website will link visitors to applicable City Departments, business development resources, and other information and appropriate contacts as identified.
**ORIENTATION TO STARTING AN EVANSTON BUSINESS**

### STEP 1: BUSINESS DEVELOPMENT SUPPORT

**GOAL** – *Provide guidance and assistance for obtaining financial assistance, developing a business plan, and other start-up activities.*

- **Assistance Provided at Economic Development Division Office:**
  - Create record of initial visit, complete “intake” form. This will be used in follow-up and monitoring efforts.
  - Referral to appropriate entities providing support for business plan development (ECDC, Technology Innovation Center, etc.).
  - Referral to entities providing business financing (local banks and other financial institutions, etc.).
  - Counseling as necessary to support individuals through the business development and start-up process.

- **Information available at Economic Development Division Office and Website will include:**
  - List of entities providing support for business plan development (ECDC, Technology Innovation Center, etc.).
  - List of entities providing start-up capital and business financing (local banks and other financial institutions, etc.).
  - Demographic data (population, household income, age, etc.) for both Evanston and designated radius to be determined outside of Evanston (to be used as a resource for business development/market research).

### STEP 2: CITY OF EVANSTON LICENSES AND PERMITS

**GOAL** – *Provide guidance and assistance to individuals in determining health and safety compliance in Evanston.*

- **Assistance Provided at Economic Development Division Office:**
  - Referral to applicable City Departments engaged in permits and license approval
  - Guidance and overview of City’s public approval process and/or permitting/license process.

- **Information available at Economic Development Office and Website will include:**
  - List of licenses and permits required to open and operate a business in Evanston and links to applicable City Departments.
  - List of licenses and permits required for construction/renovation of commercial properties and links to City Departments.
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.

### STEP 3: CITY OF EVANSTON ZONING

**GOAL** – *Provide guidance to individuals in determining the zoning requirements of a specific business and/or specific location.*

- **Assistance Provided at Economic Development Division Office:**
  - Referral to Planning/Zoning Division for determination of zoning appropriateness.
  - Guidance and overview of City’s public approval process and/or permitting/license process.

- **Information available at Economic Development Office and Website will include:**
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.
**STEP 4: BUSINESS SITE SELECTION (if not previously identified)**

**GOAL** – Provide information on available properties in Evanston.

- **Assistance Provided at Economic Development Division Office:**
  - Review available information on spaces/properties available for lease or purchase for commercial use.
  - Referral to licensed commercial real estate professionals.
  - Notify appropriate Alderman of proposed business’ interest in opening/operating within ward boundaries.

- **Information available at Economic Development Division Office and Website will include:**
  - List of Evanston business districts and contacts for business association leaders.
  - List of available sites in Evanston (organized by geography, space type, and lease rate).
  - Link to Evanston Ward map to identify Alderman associated with business location.

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**BEGINNING BUSINESS OPERATIONS**

**STEP 1: LOCATION SUITABILITY & CITY OF EVANSTON ZONING**

**GOAL** – Provide guidance to individuals in determining the zoning requirements of a specific business and/or specific location.

- **Assistance Provided at Economic Development Division Office:**
  - Referral to Planning/Zoning Division for determination of zoning appropriateness.
  - Guidance and overview of City’s public approval process and/or permitting/license process.

- **Information available at Economic Development Office and Website will include:**
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.

**STEP 2: LOCATION SUITABILITY & CITY OF EVANSTON ZONING, LICENCES, AND PERMITS**

**GOAL**—Provide confirmation that proposed business site is located in appropriate zoning district and pertinent permit and license applications are completed.

- **Assistance Provided at Economic Development Division Office:**
  - Referral to Planning & Zoning Division for determination of appropriate zoning.
  - Notify appropriate Alderman of proposed business’ interest in opening/operating within ward boundaries.

- **Information available at Economic Development Division Office and Website will include:**
  - List of licenses and permits required to open and operate a business in Evanston and links to applicable City Departments.
  - List of licenses and permits required for construction/renovation of commercial property and links to City Departments.
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.
Link to Evanston Ward map to identify Alderman associated with business location.

STEP 3: REVIEW PROCESS FOR UTILITY AND SERVICE CONNECTION

**GOAL** – Provide information on utilities and waste management services in Evanston.

- **Assistance Provided at Economic Development Division Office:**
  - Referral and information on Evanston’s Waste Franchise.
  - Guidance and information on utilities in Evanston (electric, water, gas, etc.).

- **Information available at Economic Development Division Office and Website will include:**
  - Information and link to Evanston’s Waste Franchise (Note: This is pending update on website).
  - Information and link to Evanston’s utility providers (electric, water, gas, etc.).

STEP 4: IDENTIFY INSPECTION REQUIREMENTS

**GOAL** – Determine inspections necessary to officially open and operate business in Evanston.

- **Assistance Provided at Economic Development Division Office:**
  - Referral and information on City Departments that manage inspection processes.

- **Information available at Economic Development Division Office and Website will include:**
  - Information and links to City Departments involved in inspection processes.
IX. ENCLOSURE: Business Revitalization Plan Development RFP
REQUEST FOR PROPOSAL

NUMBER: 10-105

for

City of Evanston Business Attraction Plan for Economic Revitalization

PROPOSAL DEADLINE: 2:00 P.M., Thursday March 18, 2010,
Room 4200, Lorraine H. Morton Civic Center,
2100 Ridge Avenue, Evanston, Illinois

SEALED PROPOSALS TO BE RETURNED TO:

CITY OF EVANSTON
PURCHASING DIVISION
ROOM 4200, LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE
EVANSTON, ILLINOIS  60201
PHONE (847)866-2935
FAX (847)448-8128
Sealed Proposals will be received by the City Purchasing Manager in Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201, until 2:00pm local time on March 18, 2010. Proposals shall cover the following:

**City of Evanston Business Attraction Plan for Economic Revitalization**

**RFP Number 10-105**

Work under this Request for Proposals includes analyses of current economic trends and business attraction potential for the City of Evanston, development of a strategy for business attraction and recommendations to implement the strategy. The work also includes report generation, meetings with and presentations to the Economic Development Committee, other economic development organizations and City Council. The above items shall conform to the Request for Proposals (RFP) on file in the Office of the Purchasing Manager. The Request for Proposals will be available in the Office of the Purchasing Manager on February 25, 2010.

The City of Evanston (the City) in accordance with the laws of the State of Illinois, hereby notifies all proposers that it will affirmatively ensure that the contract(s) entered into pursuant to this Notice will be awarded to the successful proposers without discrimination on the ground of race, color, religion, sex, age, sexual orientation, marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

Each respondent shall be required to submit with his/her proposal a disclosure of ownership interest statement form in accordance with the provisions of Ordinance 15-O-78. Failure to submit such information may result in the disqualification of such proposal.

Jewell Jackson
Purchasing and Contracts Manager
I. PROJECT DESCRIPTION

A. Background

Community Profile
The City of Evanston, located on the north side of the greater Chicago metropolitan area, is a community of 76,000. Although the City is primarily residential in nature, it does have a number of commercial areas, including a revitalized Downtown. The southern boundary of the City of Evanston borders the City of Chicago and is twelve miles north of downtown Chicago. Evanston is the first in a succession of eight communities fronting on Lake Michigan, stretching twenty-one miles and collectively known as the "North Shore." The City is home to Northwestern University, and Garrett Theological Seminary. In addition, the City is the home of two major teaching hospitals, St. Francis Hospital and Evanston Hospital, numerous technology companies, many corporations, service institutions, large national retailers, entertainment uses and small entrepreneurial businesses.

Project Background: Economic Development is High Priority
Like most American cities, the City of Evanston is focusing on strengthening its economy due to the economic downturn and the need to revitalize the local economy. Retaining current and attracting new businesses to Evanston is a critical aspect of the City’s new economic development strategy that was adopted by the City Council in December 2009. The City is seeking highly qualified respondents to evaluate and redesign the current business attraction practices. This includes the need to identify opportunities for attracting more businesses by sector and business types based on an analysis of the local economy and the comparative advantages Evanston has for attracting certain types of businesses.

B. Available City of Evanston Information
Interested parties are encouraged to review the City’s Economic Development Strategy, minutes of the Economic Development Committee, the Comprehensive Plan, the Zoning Ordinance and other related public documents.

II. SCOPE OF SERVICES

The task items listed below are a list of desired components and outcomes. A complete proposal should include these task items and any additional items recommended by respondents with an explanation for their inclusion.

- Identify the current market trends and conditions of economic sectors that currently conduct business in the City of Evanston and prioritize these sectors for additional attraction opportunities.
- Identify the current market trends and sectors that currently do not conduct businesses in the City of Evanston and develop an action plan that could actively pursue attracting new market sectors where feasible and desirable.
- Evaluate the opportunities and strengths the City of Evanston has to attract businesses and develop action plans to enhance or augment current practices.
- Evaluate the liabilities and weaknesses the City of Evanston has to attract businesses and develop an action plan to reduce those identified issues.
- Identify potential new services or changes to existing services that the City of Evanston and its partners can do to retain and attract businesses, including financing programs.
- Develop a prioritized list of sectors to target for business attraction and develop specific business targets to be attracted.
- Develop a medium to long range business attraction plan and implementation strategy that synthesizes all elements conducted in other scope items. This attraction plan should include the role of key partners to help attract desired businesses.

III. PROJECT BUDGET
Please provide a detailed project budget in a separate sealed envelope with this proposal. Bid requirements are detailed in Article V of this Request for Proposal.

IV. PROJECT SCHEDULE
A. Please provide a detailed project schedule with your proposal.

V. SUBMITTAL REQUIREMENTS
A. Responses to this RFP should be in one volume. Any firm brochures and/or information pertaining to the qualification of the individuals and/or consultant team may be submitted but must be included in the single volume. A total of six (6) copies of the submittal are required, including one unbound copy.

B. All respondents to the RFP must include the following as part of their respective materials:
1. Project Approach: All respondents must submit a narrative describing their proposed project approach. How will the project be accomplished? What key elements does your firm or team offer?
2. Schedule: All respondents must submit a narrative describing their willingness to provide services within the identified schedule.
3. Consultant Staff: All respondents shall clearly identify the professional staff person(s) who would lead and participate in this project. The proposal should indicate the abilities, qualifications and experience of all persons who would be assigned to provide the required services.
4. Qualifications and Experience: All respondents shall describe a minimum of three (3) other contracts under which services similar in scope, size or discipline to the required services were performed within the past five years. In addition consultants must provide references, including name, address and telephone number of a contact person for each project identified above.
5. Disclosure of Ownership Interests: All respondents shall complete Attachment C - City of Evanston Disclosure of Ownership Interests Form.
6. Consultant Fees: All respondents shall provide the following information in a separate, sealed envelope:
   a. Attachment D - Fee Proposal: respondents shall complete this form as required to detail their proposed fee.
   b. Hourly Rate Chart: respondents shall provide hourly rates for all staff levels (including sub-consultants) that will participate on the project. Rates must include all overhead and mark-up.
7. Contract: All respondents must review Attachment B – Professional Consultant Services Agreement. Respondents must include any exceptions to this agreement in a separate itemized list.
8. M/W/EBE Requirements: The City has a 25% Minority-Owned, Women-Owned, and Evanston-based business (M/W/EBEs) participation goal for all of its
contracts. As part of its proposal, each respondent must complete Attachment E – M/W/EBE Schedules and Forms. Any questions regarding M/W/EBE compliance should be directed to Lloyd Shepard, M/W/EBE Coordinator at 847-448-8078, or Jewell Jackson, Purchasing Manager, at 847-866-2935.

Failure to include any of the materials described in items 1 through 8 listed above may be considered cause for rejection of the proposal.

All costs incurred in the preparation and submission of the Request for Proposal shall be borne by the respondent. The City of Evanston shall be under no obligation to return any responses or materials submitted by a respondent as a result of this Request for Proposal.

VI. SELECTION PROCESS
A. The City will select respondent(s) on the basis of their responsiveness to the Request for Proposal submittal requirements. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.
B. Responses may be rejected if the individual and/or consulting team fails to perform any of the following:
   1. To adhere to one or more of the provisions established in this Request for Proposal.
   2. To demonstrate competence, experience, and ability to provide the services described in this Request for Proposal.
   3. To submit a response on or before the deadline and complete all required forms.
   4. To fulfill a request for an oral presentation.
   5. To respond to a written request for clarification or additional information.
C. Discussions/interviews may be conducted with responsible entities that have submitted proposals in order to clarify certain elements. All proposals shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers at the discretion of the City. In conducting discussion, there shall be no disclosure of information derived from proposals submitted by competing respondents. The selection shall be made by a respondent review team and will be recommended to the City Council for final approval.
D. The individual and/or consulting team(s) to be recommended to the City Council will be one whose proposal is determined to be the most advantageous to the City, in consideration of price and the evaluation factors set forth in this Request for Proposal. No other factors or criteria shall be used in the evaluation.
E. The City of Evanston reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The City of Evanston reserves the right to select respondents based on initial proposals received without discussing such proposals among the vendors. The City of Evanston reserves the right to accept any submittal, or any part or parts thereof, or to reject any, some or all submittals. The City of Evanston reserves the right not to fund any of the respondents to this Request for Proposal.

VII. EVALUATION CRITERIA
A. The proposals will be reviewed and evaluated in accordance with the criteria established within this section. This approach allows the City to evaluate vendors on the basis of their competence, expertise, cost of goods and services, ability to complete the work within the required time, and past record in performing similar work. The following factors will be evaluated for each Consultant that submits a proposal:
   1. Qualifications and Expertise: Qualifications and experience of consultants/personnel assigned to contract, number of similar projects completed under which services similar in scope, size or discipline to the required services were performed or undertaken, and the manner in which they were completed.
2. Project Understanding: Consultant’s narrative understanding of project goals and requirements.
3. Costs for Services: Proposed fees as outlined in the projects’ fee proposal.
5. Schedule: ability of the consultant to meet or exceed the stated schedule requirements.
6. Proposed involvement of M/W/EBEs: proposed utilization of M/W/EBEs in completing a portion of the services required.

VIII. CONFIDENTIALITY
A. Responses to this RFP become the exclusive property of the City of Evanston. All documents submitted in response to this RFP may be regarded as public records and may be subject to disclosure. Protection from disclosure generally applies to those elements in each submittal which are marked as “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”. During the course of the submittal evaluation process or the course of the project, the Purchasing Agent will accept materials clearly and prominently labeled “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY” by the respondent or other submitting party. The Purchasing Agent will not advise as to the nature of the content of the documents entitled to protection to disclosure, or as to the definition of trade secret, confidential, or proprietary information. The respondent or other submitting party will be solely responsible for all such determinations made by it, and for clearly and prominently marking each and every page or sheet of materials with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY” as it determines to be appropriate. Respondents which indiscriminately so identify all or most of their submittal as protected from disclosure without justification may be deemed non-responsive.
B. The Purchasing Agent will endeavor to advise the Respondent of any request for the disclosure of the material so marked with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”, and give the proposer or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the proposer, the proposer shall be solely responsible for notifying the submitting party of the request. The City’s sole responsibility is to notify the proposer of the request for disclosure, and the City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City or its officers, employees, consultants, or subconsultants.

IX. CONTACT INFORMATION
A. Please contact Jewell Jackson, Purchasing and Contracts Manager at 847-866-2935 if there are any procedural or purchasing questions.
City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ________________________________

APPLICANT ADDRESS: ______________________________________

TELEPHONE NUMBER: ______________________________________

FAX NUMBER: ______________________________________

APPLICANT is (Check One)  
1. Corporation ( )  2. Partnership ( )  3. Sole Owner ( )  
4. Association ( )  5. Other ( )

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

_____________________________________ ___________________________________

_____________________________________ ___________________________________

_____________________________________ ___________________________________

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

_____________________________________ ___________________________________

_____________________________________ ___________________________________

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

_____________________________________ ___________________________________

_____________________________________ ___________________________________
SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

_____________________________________ ___________________________________
_____________________________________ ___________________________________
_____________________________________ ___________________________________

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

_____________________________________ ___________________________________
_____________________________________ ___________________________________
_____________________________________ ___________________________________

SECTION 3 - TRUSTS

3a. Trust number and institution.

________________________________________________________________________

3b. Name and address of trustee or estate administrator.

________________________________________________________________________
________________________________________________________________________

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

_____________________________________ ___________________________________
_____________________________________ ___________________________________
_____________________________________ ___________________________________

4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

_____________________________________ ___________________________________
_____________________________________ ___________________________________
_____________________________________ ___________________________________

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

_____________________________________   ______________________________
Date                                                Signature of Person Preparing Statement

________________________________________
Title

ATTEST: ___________________________________
Notary Public
(Seal)
This Agreement is for the provision of all Services necessary to the City of Evanston, made this ________________, 2010, by and between the City of Evanston, located at 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and ________________ (“Consultant”).

In consideration of the mutual covenants herein contained, Consultant agrees to perform the Services hereinafter described, and City agrees to pay the amounts hereinafter described, all on the terms and conditions hereinafter set forth.

I. COMMENCEMENT DATE

Consultant shall commence the Services on the date provided in Addendum A. If Addendum A does not provide any specific commencement date, Consultant shall commence the Services no later than three (3) DAYS AFTER City executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by the date set forth on Addendum A. If Addendum A does not provide any specific completion date, Consultant shall perform the Services diligently and continuously with an adequate number of qualified employees to ensure completion as soon as reasonably possible.

III. PAYMENTS

City shall pay Consultant those fees set forth on Addendum A. Payment shall be made upon the completion of each task for a project, as set forth in City’s Request for Proposal No. # (Exhibit A). Any expenses in addition to those set forth on Addendum A must be specifically approved by the City in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the “Services”) set forth in Addendum A. Services are those as defined in the City’s Request for Proposal No. # (Exhibit A), and Consultant’s Proposal (Exhibit B).
V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services described in Addendum A in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the highest professional standard, free from errors or omissions, ambiguities, coordination problems, and other defects in the documentation. Consultant shall take into account any and all applicable plans and/or specifications furnished by City or by others at City’s direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall cause its employees to observe the working hours, rules, security regulations and holiday schedules of City while working at the Property and to perform their respective duties in a manner which does not unreasonably interfere with City’s business and operations, or the business and operations of the tenants and occupants of the Property. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If so requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, such performance is unsatisfactory.

B. Representation and Warranties. Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the services, and (3) Consultant and its employees performing the Services have had substantial experience performing comparable services for other parties during the past five (5) consecutive years.

C. Termination. City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for services performed prior to termination.

D. Independent Contractor. (1) Consultant’s status shall be that of an independent contractor and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. (2) Consultant shall at its own expense comply with all applicable workmen’s compensation, unemployment insurance, employer’s liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended
E. Conflict of Interest. Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

F. Ownership of Documents and Other Materials. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pagers, without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant’s own general reference.

G. Payment. Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City’s receipt of an invoice and all such supporting documentation.

H. Right to Audit. Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City’s authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide City an immediate refund of the overpayment (together with interest at the lesser of 18% or per annum or the highest rate permitted by applicable law), and shall reimburse all of City’s expenses for and in connection with the audit respecting such invoice.

I. Indemnity. Contractor must defend, indemnify, keep and hold harmless the City of Evanston, its officers, representatives, elected and appointed officials, agents and employees from and against any and all Losses, including those related to:

1. injury, death or damage of or to any person or property;
2. any infringement or violation of any property right (including patent, trademark or copyright);
3. failure to pay or perform or cause to be paid or performed Contractors covenants and obligations as and when required under this Contract or otherwise to pay or perform its obligations to any subcontractor;
4. the City’s exercise of its rights and remedies under this Contract; and
5. injuries to or death of any employee of Contractor or any subcontractor under any workers compensation statute.

“Losses” means, individually and collectively, liabilities of every kind, including losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys’ fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, any or all of which in any way arise out of or relate to the acts or omissions of Contractor, its employees, agents and subcontractors.

At the City Attorney’s option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Contract. Any settlement must be made only with the prior written consent of the City Attorney, if the settlement requires any action on the part of the City.

To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due under any Losses, including any claim by any employee of Contractor that may be subject to the Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision (such as, Kotecki v. Cyclops Welding Corporation, 146 Ill. 2d 155 (1991)). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

The indemnities in this section survive expiration or termination of this Contract for matters occurring or arising during the term of this Contract or as the result of or during the Contractors performance of Services beyond the term. Contractor acknowledges that the requirements set forth in this section to indemnify, keep and save harmless and defend the City are apart from and not limited by the Contractor’s duties under this Contract, including the insurance requirements set forth in the Contract.

J. Insurance. Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant’s performance or failure to perform the Services hereunder: (1) worker’s compensation in statutory limits and employer’s liability insurance in the amount of at least $500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than $3,000,000 combined single limit for bodily injury, death and property
damage, per occurrence, (3) comprehensive automobile liability insurance covering owned non-owned and leased vehicles for not less than $1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least $1,000,000. Consultant shall provide City with certificates of insurance and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City.

K. Confidentiality. In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and/or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

L. Use of City’s Name or Picture of Property. Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City’s name nor the name of any affiliate of City, nor any picture of or reference to the Property in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

M. No Assignments or Subcontracts. Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without City’s express prior written approval, and any attempt to do so shall at City’s option be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

N. Compliance with Applicable Statutes, Ordinances and Regulations. In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant’s sole cost and expense, except to the extent expressly provided to the contrary in Addendum A.

O. Liens and Encumbrances. Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics’ materialmens’ or other such lien claims, or rights to place a lien upon the Property or any improvements thereon in connection with any Services performed under or in connection with this
Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any subcontractor, supplier or materialmen, or other person, firm or corporation, upon the Property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

P. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

Q. Attorney’s Fees. In the event that any action, suit, or other proceeding is instituted to remedy, prevent, or obtain relief from a breach of this Agreement, or arising out of a breach of this Agreement, the prevailing party shall recover from the unsuccessful party as part of the judgment all of such party’s attorneys’ fees incurred in each and every such action, suit, or other proceeding.

R. Waiver. Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

S. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

T. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois.

U. Limitation of Liability. No individual of City shall have any personal liability in connection with this agreement. Consultant shall look solely to the assets of City for the satisfaction of any judgment in connection herewith.

V. Time. All time limits provided in this Agreement and any Addenda or Exhibits hereto are of the essence of this Agreement.

W. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder.

VI. INTEGRATION

This Agreement, together with Addendum A, Exhibit A through Exhibit B
constitute the entire agreement between the parties and supersedes all previous written or oral agreements, if any, relative to the subject matter hereof. In the event of any inconsistency between this Agreement, the Addenda, and any Exhibits, this Agreement shall control over the Addenda and Exhibits. In the event of inconsistency among Addenda or Exhibits, the more detailed Addenda or Exhibit shall control. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to a signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and other Addenda and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT:

CITY OF EVANSTON
2100 RIDGE AVENUE
EVANSTON, IL 60201

By: ________________________   By:_______________________
Its:  ________________________   Its:  ________________________
FEIN Number:  _______________   Date:  ______________________
Date:  _______________________   Attest:  ___________________
This ADDENDUM A to that certain Consulting Agreement dated __________, 2010 between the City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and ______________ (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

I. COMMENCEMENT DATE: ________________

II. COMPLETION DATE: ________________

III. FEES:

IV. SERVICES:

As defined in RFP #________ and Consultants Proposal Dated: ________________
SCHEDULE E: M/W/EBE WAIVER REQUIREMENTS

A. If the bidder has acted in accordance with the policy outlined herein, but is unable to achieve the required MBE/WBE/EBE participation level, the Bidder must seek a waiver or modification of the utilization percentage by submitting “M/W/EBE Participation Waiver Request.” The City of Evanston’s Business Development Coordinator (BDC) will determine if the request shall be granted.

B. Upon request from the City, the Bidder has 10 calendar days to submit supporting documentation for a waiver request to the BDC. The Bidder’s failure to provide sufficient documentation to support the waiver or modification request will cause the bid/proposal to be found non-responsive by the City and the bid will be rejected. The documentation used in the consideration of the waiver request must include but not be limited to a summary of the contact made, copies of correspondence, phone logs and certified mail receipts, etc.

C. For the M/W/EBE waiver or modification request to receive consideration, the following information must be submitted within the time frame noted above:

1. A narrative describing the Bidder’s efforts to secure Minority, Women and Evanston Business Enterprise Participation prior to proposal deadline.

2. In instances where the Bidder has not received inquiries or proposals from qualified Minority, Women and Evanston owned businesses in response to the required advertisement prior to proposal deadline, the Bidder must provide a notarized affidavit attesting to this circumstance.

3. Names (of owners), addresses, telephone numbers, date and time of contact and method of contact of qualified Minority, Women and Evanston owned businesses who submitted proposals to the Bidder as a result of the advertisement but were not found acceptable. Detailed reasons and justifications for each non-acceptance must be provided.

4. Names (of owners), addresses, telephone numbers, date and time of contact of at least 15 qualified Minority, Women or Evanston-owned businesses the Bidder solicited for proposals for work directly related to the advertised Bid, prior to the proposal deadline. (Copies of letters and proof of mailing must be attached.)

Direct solicitation to businesses must include specific project information and the type of work sought.

D. To determine whether or not the Bidder should be granted a waiver request, the City may, in addition to the information provided for in Section C above, request verification that consideration was given to the following areas while the Bidder attempted to achieve M/W/EBE participation:
1. That the work slated for M/W/EBE participation is real in scope and was selected to increase the likelihood of achieving the stated utilization percentage;

2. That negotiations with potential M/W/EBEs were conducted in good faith;

3. That conditions were not imposed on M/W/EBEs that were not also imposed on all other subcontractors; and

4. That benefits ordinarily conferred upon subcontractors for the type of work were not denied to the M/W/EBEs.

To obtain the complete specifications for the M/W/EBE program please contact Lloyd Shepard at the Small Business Development Center of the City of Evanston 847-448-8078
LETTER OF INTENT TO COMPLY WITH
THE CITY OF EVANSTON’S
M/W/EBE POLICY

I am __________________________ of __________________________, and have

____________________________ (Title of Affiant)    (Name of Firm)

authority to execute this affidavit on behalf of this firm. I __________________________

(Name of Affiant)

do hereby certify that:

1. This firm will endeavor to award subcontracts having a combined value of at least
25% of the total contract to MBEs, WBEs or EBEs for the procurement of equipment,
materials, supplies and/or services required in the performance of this Contract.

2. Neither this firm nor its partners, directors and/or officers has a controlling interest,
a conflict of interest, or any other authority to control the activities of the scheduled
M/W/EBE firms.

Please note: the City of Evanston references 49 Code of Federal Regulations Part 26 to evaluate compliance with the
provisions of this Specification for M/W/EBE Participation.

Signature: __________________________ Date: ________________

(Signature of Affiant)

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this ____________ day of
______________, by __________________________ as President

(or other authorized officer) of __________________________

______________ (Firm Name)

____________________________ (Notary Public Signature)      Notary Seal

Commission Expires: ______________________
SCHEDULE A
M/W/EBE Utilization Plan

The following firms will be utilized in accordance with the Letter of Intent to Comply:

<table>
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<tr>
<th>Name of Firm</th>
<th>% of Participation</th>
<th>MBE, WBE or EBE?</th>
<th>Description of work</th>
<th>Dollar Value</th>
<th>Perform 100%?*</th>
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TOTAL

*If the firm is subcontracting more than 10% of its work, an explanation must be provided.

If more than five firms are utilized, please duplicate the form and attach the additional information. (Total and notarization can appear on last page of multiple forms.)

Please note: the City of Evanston references 49 Code of Federal Regulations Part 26 to evaluate compliance with the provisions of this Specification for M/W/EBE Participation.

Certification letters for minority-owned and women-owned businesses must be included to be considered for participation.

Signed: ___________________________ Date: ___________________________

This instrument was acknowledged before me on this __________ day of

________________________, by __________________________ as President
(or other authorized officer) of __________________________.

__________________________________
(Notary Public Signature)            Notary Seal

Commission Expires: __________________________
SCHEDULE B:
Letter of Intent to Perform

I am __________________________ of ________________________, and have ________
(Title of Affiant) (Name of M/W/EBE Firm)
authority to execute this affidavit on behalf of this firm. I ______________________________
(Name of Affiant)
do hereby certify that:

______________________________ intends to participate as a ________
(Name of M/W/EBE Firm)
Subcontractor on the project known as ________________________________.
(Project Description)
The Prime Contractor, ________________________________, will award a contract to my
firm in the amount of $________________________ for __________________________.
(Type of Work)

This notification is pursuant to the Prime Contractor’s receipt of an executed agreement

with the City of Evanston.

Signed: ________________________________ Date: ________________
(M/W/EBE Subcontractor)

Signed: ________________________________ Date: ________________
(Bidder/Prime Contractor)

Corporate Seals (where appropriate)

This instrument was acknowledged before me on this ______________ day of
______________, by __________________________ as President
(or other authorized officer) of ________________________________ (Firm Name).

_________________________ (Notary Public Signature) Notary Seal

Commission Expires: __________________________
AFFIDAVIT OF M/W/EBE STATUS

I am ___________________ of ____________________________, and have authority to execute this affidavit on behalf of this firm. I ____________________________ do hereby certify that:

1. This firm is a:  (Check One Only)

   _______ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)

   _______ Women’s Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)

   _______ Evanston Business Enterprise (EBE) (A firm located in Evanston for a minimum one year and which performs a “commercially useful function”.)

Please note: 49 CFR Part 26 is used to evaluate compliance with the provisions of this specification.

2. COPIES OF ALL MBE OR WBE CERTIFICATIONS HAVE BEEN ATTACHED.

3. The following information will be provided upon written request, through the prime contractor or, if no prime, directly to the City of Evanston

   a) actual work performed on any project and the payment thereof; and,

   b) any proposed changes, in the status of the firm which would render this affidavit null and void.

   c) further verification of the indicated status

Signature: ________________________________ Date: ________________

(Signature of Affiant)

This instrument was acknowledged before me on this ____________ day of ____________________________, by ____________________________ as President
(or other authorized officer) of ____________________________.

(Firm Name)             Notary Seal

________________________________________
(Notary Public Signature)

Commission Expires: ____________________________
M/W/EBE PARTICIPATION WAIVER REQUEST

I am __________________ of __________________, and have authority to execute this certification on behalf of the firm. I __________________ do hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal for the following reason(s): (CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE ATTACHED.)

1. No M/W/EBEs responded to our invitation to bid. _____
2. An insufficient number of firms responded to our invitation to bid. _____
3. No subcontracting opportunities exist. _____
4. M/W/EBE participation is impracticable. _____

Please provide a written explanation of why M/W/EBE participation is impracticable.

Therefore, we request to waive _____ of the 25% utilization goal for a revised goal of _____%.

Signature: _______________________________ Date: ___________
(Signature of Affiant)

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this ___________ day of ______________________, by ______________________ as President (or other authorized officer) of _________________________________.

(Firm Name)

Notary Seal

____________________________ (Notary Public Signature)

Commission Expires: __________________
The advertisement must clearly state the method of evaluating the proposals or quotations, and the relative importance attached to each criterion. Bidders must uniformly and objectively evaluate the proposals submitted by Minority, Women and Evanston business in response to the advertisement based upon the evaluation criteria stated in the advertisement. The evaluation criteria must not be restrictive or exclusionary.
X. ENCLOSURE: Communications: Real Estate Transfer Tax Report April 2010
# MONTHLY RETT REPORT FOR APRIL 2010

**DATE:** May 5, 2010  
**TO:** Mayor and Aldermen  
**FROM:** Rodney Greene, City Clerk  

**SUBJECT:** RETT Report—April 2010

## Budget 2010-11  $1,600,000

<table>
<thead>
<tr>
<th>FY 2009-10</th>
<th>FY 2010-11</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>Amount</td>
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<tr>
<td>March</td>
<td>70,732</td>
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<tr>
<td>April</td>
<td>116,577</td>
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<td>May</td>
<td>128,920</td>
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<td>June</td>
<td>176,235</td>
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<td>July</td>
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<tr>
<td>Jan</td>
<td>95,075</td>
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<tr>
<td>Feb</td>
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</tbody>
</table>

*April 2010 revenues were reduced to reflect these expenditures: 0*

Monthly average needed to meet Budget $133,333  
FY 2010-11 Monthly Average $161,868

64 exemptions @ $100 ea = $6,400; CUMULATIVE $12,600

There were two (2) $1 million dollar sales in 2010.

04/06/10 -- 2115 Harrison; $1,100,000 Tax $5,500; Seller: Kennedy; Buyer: Swales
4/29/2010 -- 713 Sheridan; $2,600,000 Tax $13,000; Seller: Lloyd; Buyer: Stiles
XI. ENCLOSURE: Economic Development Staff Status Report
Memorandum

To: Members of the Economic Development Committee

From: Economic Development Division Staff

Subject: Economic Development Planner Activities

Date: May 19, 2010

Since the last Economic Development Committee Meeting, staff has engaged in the following activities:

**Outreach & Communications**
- Sent letters to Alderman, Mayor, and City Manager outlining staffs’ geographic responsibilities for business districts.
- Developed invitation list for First Annual Economic Development Summit; mailed and emailed invitations and coordinated logistics for function.
- Met with the following Business Associations to introduce Staff Liaison and review proposals for Neighborhood Business Improvement Districts;
  1. Central Street Business Association
  2. Main Street Merchants Association
  3. Dr. Hill Business Association
- Formalized list of questions to be used when visiting businesses and associations.
- Met with West Evanston Business/TIF District to discuss signage, alley work and property vacancies and sales.
- Held Tenant Meeting at Evanston Plaza (Dance Center Evanston) to introduce Foresite Realty and discuss updates on shopping center.
- Toured Technology Innovation Center.

**Analysis Activities**
- Reviewed applications for Neighborhood Business Improvement District Proposals; developed recommendations for 5/26/2010 Economic Development Committee Meeting.
- Reviewed applications for Neighborhood Storefront Improvement; engaged applicants on completing submittal to Economic Development Committee

**Work Planning**
- Economic Development Division held several working session to revise draft work plan and establish staff responsibilities and deadlines.

**New Activities**
- Staff developed draft concept of Business Advisory Center and met with Alderman Rainey to review concept.
- Staff developed draft of grant application for review with Application Sub-Committee.
- Staff selected two Summer Youth Employees to assist in comprehensive update of Evanston’s Business Directory. Summer Youth Employees will assist in contacting businesses to obtain updated phone and email information. Start date is June 14, 2010.