



Memorandum

To: Mayor Biss and Members of the City Council
From: Luke Stowe, City Manager
Subject: Weekly City Manager's Update
Date: June 6, 2025

STAFF REPORTS BY DEPARTMENT

Weekly Report for June 2, 2025 – June 6, 2025

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Field Inspection Report

Health Department

No Report

Law Department

Weekly Liquor License Application Report

Clerk's Office

FOIA Report

Legislative Reading

NWMC Weekly Briefing

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

Monday, June 9, 2025

2:45 PM: [Referrals Committee](#)
3:00 PM: [Executive Session](#)
4:30 PM: [Goals Planning Discussion](#)
5:30 PM: [Administration & Public Works Committee](#)
6:00 PM: [Planning & Development Committee](#)
6:30 PM: [City Council](#)

Tuesday, June 10, 2025

5:00 PM: [Finance & Budget Committee Meeting – CANCELED](#)
7:00 PM: [Preservation Commission - CANCELED](#)

Wednesday, June 11, 2025

5:00 PM: [NU City Committee](#)
7:00 PM: [Land Use Commission](#)

Thursday, June 12, 2025

6:00 PM: [Parks and Recreation Board](#)
6:30 PM: [Environment Board](#)
7:00 PM: [Joint Social Services & Housing and Community Development Committee](#)

Friday, June 13, 2025

No Meetings

Check the City's Calendar for updates

[City of Evanston - Calendar](#)

City of Evanston Committee Webpage:

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



Memorandum

To: Luke Stowe, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of June 2, 2025

Date: June 6, 2025

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

Bids/RFPs/RFQs sent during the Week of June 2, 2025

Bid/RFP/RFQ Name	Requesting Dept.	Description of Project	Budget Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Fire Station #3 Structural Concrete Repairs	PWA	This is a structural concrete repair project for our Fire Station #3. The work includes selective demolition; corrosion removal and painting of structural steel; installation of conventionally supported, suspended concrete floor; and partial depth concrete repair of a concrete slab on grade.	\$150,000	07/08	07/28



Memorandum

To: Honorable Mayor and Members of the City Council
From: Elizabeth Williams, Planning & Zoning Manager
Subject: Weekly Zoning Report
Date: June 6, 2025

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

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

Cases Received and Pending, May 29, 2025 to June 4, 2025

Backlog (business days received until reviewed): 20

Volume (number of cases pending initial staff review): 34

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
2	2118 Lake Street	R2	Building Permit	Patio and retaining wall	05/01/24	pending additional information from the applicant
2	1812 Lake Street	R3	Building Permit	Garage	06/25/24	non-compliant, pending additional information/revisions from the applicant
2	1620 Darrow Avenue	R3	Building Permit	Addition	10/02/24	non-compliant, pending revisions/variation application from the applicant
2	1732 Wesley Avenue	R1	Building Permit	Enlarge patio	04/15/25	pending additional information from the applicant
2	1206 Dewey Avenue	R3	Building Permit	Addition and remodel with ADU in basement	04/16/25	non-compliant, pending revisions or minor variation application from the applicant
2	2200 Greenwood Street	R4	Building Permit	Pergola	05/01/25	pending additional information from the applicant
2	1615 Dodge Avenue	R3	Building Permit	Garage	05/02/25	pending additional information from the applicant
2	1830 Dempster Street	C1	Zoning Analysis	Interior remodel of existing commercial space for Popeye's restaurant, no drive-thru	05/16/25	pending staff review
2	1712 Ashland Avenue	R2	Building Permit	Deck	05/21/25	pending staff review
2	1510 Ashland Avenue	R3	Building Permit	Extend driveway, patio	05/28/25	pending staff review
2	1108 Fowler Avenue	R2	Building Permit	Interior remodel and new patio	05/28/25	pending staff review
2	914 Ashland Avenue	R3	Zoning Analysis	Resurface and restripe parking lot and resurface asphalt playground (Washington School)	06/03/25	pending staff review
2	1300 Ashland Avenue	R3	Building Permit	Deck	06/03/25	pending staff review
3	1300 Chicago Avenue (1300-1306 Chicago Avenue), 601-615 Dempster Street, 1307 Sherman Place	B1/oDM	Zoning Analysis	Planned Development for a new 7-story mixed-use building with ground floor retail, enclosed parking on ground floor, 65 dwelling units, and modification of the existing 2-story retail building with 2 dwelling units above	06/24/24	non-compliant, pending additional information/revisions from the applicant
3	1115 Hinman Avenue	R1	Building Permit	Walk between residence and garage	10/30/24	pending additional information from the applicant
3	717-719 Chicago Avenue	C1a	Building Permit	Interior remodel	03/20/25	pending application requesting Administrative Review Use approval for Ground Floor Office from the applicant
3	717-719 Chicago Avenue	C1a	Zoning Analysis	Administrative Review Use for ground floor office	05/23/25	pending staff review
3	520 Michigan Avenue	R5	Building Permit	Remove/replace rear concrete parking lot	06/02/25	pending staff review
3	855 Hinman Avenue	R6	Building Permit	Concrete and curb replacement	06/02/25	pending staff review
4	990 Grove Street	D1	Zoning Analysis	Convert office space to work/live units on 1st floor and dwellings on floors 2-5	09/13/24	pending additional information from the applicant

4	1009 Wesley Avenue	R3	Building Permit	Carport	10/11/24	pending revisions from the applicant
4	1566 Oak Avenue	R6	Building Permit	Building repairs	03/11/25	pending additional information from the applicant
4	1330 Wesley Avenue	R1	Building Permit	Remove walk, install paver seating area	03/31/25	pending additional information from the applicant
4	960 Grove Street	D1	Building Permit	Conversion of existing building to 32 dwelling units	04/29/25	non-compliant, pending revisions or variation application from the applicant
4	1019 Dempster Street	R5	Building Permit	Basement ADU	05/06/25	pending additional information from the applicant
4	1550-1562 Maple Avenue	D4/R6	Zoning Analysis	New 7-story multi-family residential building with 42 dwelling units and 67 parking spaces	05/08/25	pending additional information from the applicant
4	1550-1562 Maple Avenue	D4/R6	Zoning Analysis	New 5-story multi-family residential building with 34 dwelling units and 33 parking spaces	05/08/25	pending additional information from the applicant
4	1507 Wilder Street	R3	Building Permit	Rooftop mounted solar panels	05/27/25	pending additional information from the applicant
4	1219 Elmwood Avenue	R3	Building Permit	Front porch	05/31/25	pending staff review
4	620 Grove Street	D2	Zoning Analysis	Proposed religious use on Sundays, event space Monday - Saturday	06/02/25	pending staff review
4	1213 Main Street	R1	Building Permit	Open and screen porch additions and interior remodel	06/03/25	pending staff review
4	919 Sherman Avenue	R3	Building Permit	Remove and replace front porch	06/04/25	pending staff review
5	1811 Church Street	B2/oWE	Building Permit	New 4-story mixed-use building with ground floor retail and 33 dwelling units (HODC)	08/18/23	pending revisions and additional information from the applicant
5	2209 Emerson Street	R3	Building Permit	Deck	03/25/24	pending additional information from the applicant
5	2027 Brown Avenue	R3	Building Permit	Concrete parking pad behind garage	05/09/24	non-compliant, pending revisions and/or variation application from the applicant
5	2112 Asbury Avenue	R3	Building Permit	Remove deck, replace with paver patio	05/16/24	pending additional information from the applicant
5	1836 Lemar Avenue	R2	Building Permit	Deck	10/01/24	non-compliant, pending revisions from the applicant
5	830 Hamlin Street	R4a	Building Permit	Paver patio	10/09/24	non-compliant, pending revisions from the applicant
5	1655 Foster Street	OS	Building Permit	Antennas and related equipment	11/12/24	pending additional information from the applicant
5	1816 Lyons Street	R4	Building Permit	Patio	04/03/25	non-compliant, pending revisions from the applicant
5	1418 Noyes Street	R3	Building Permit	2-story addition and 2-story detached accessory building for an ADU	04/28/25	pending additional information from the applicant
5	1925 Wesley Avenue	R5	Building Permit	Remove/replace decks	05/02/25	pending additional information from the applicant
5	1107 Garnett Place	R4a	Building Permit	2-1/2 story addition, attic dormer addition, and interior remodel	05/06/25	non-compliant, pending minor variation application submission from the applicant

5	1450 Simpson Street, 2007-2017 Ashland Avenue, 1471-1485 Foster Street, 1450-1454 Emerson Street	R4	Zoning Analysis	Zoning Verification Letter	05/06/25	incomplete application, pending additional information from the applicant
5	908 Hamlin Street	R4a	Building Permit	Attached ADU addition to existing 2-family dwelling	05/06/25	pending revisions from the applicant
5	2009 Dodge Avenue	R3	Building Permit	Temporary storage containers related to fire restoration	05/08/25	pending additional information from the applicant
5	2128 Maple Avenue	R4a	Building Permit	Addition to garage, deck, and interior remodel to residence	05/16/25	pending additional information from the applicant
5	1819 Lemar Avenue	R3	Building Permit	Front porch	05/16/25	pending revisions from the applicant
5	2007-2017 Ashland Avenue	R4	Zoning Analysis	Zoning Verification Letter (Oak Tree Apartments)	05/22/25	pending staff review
5	1932 Maple Avenue	B1	Building Permit	Repair asphalt, concrete pad, and garbage pad	06/03/25	pending staff review
5	1111 Foster Street	R4a	Building Permit	Pergola on existing deck	06/03/25	pending staff review
5	819 Foster Street	R5	Building Permit	Remove/replace walk	06/04/25	pending staff review
6	2703 Hartzell Street	R1	Building Permit	walk between residence and garage	05/01/24	pending additional information/revisions from the applicant
6	2306 Central Park Avenue	R1	Building Permit	Front portico, deck, and replace exterior stairs	09/20/24	pending additional information from the applicant
6	2429 Cowper Avenue	R1	Building Permit	Paver patio	10/28/24	non-compliant, pending revision from the applicant
6	2732 Thayer Street	R1	Building Permit	Rooftop mounted solar panels	02/20/25	pending additional information from the applicant
6	3233 Central Street	R4/oCS	Zoning Analysis	Construct 10 townhomes (single-family attached)	03/03/25	non-compliant, pending revisions from the applicant
6	2950 Payne Street	R1	Building Permit	Shed	03/19/25	pending revisions from the applicant
6	2950 Payne Street	R1	Building Permit	In-ground pool	04/01/25	pending revisions from the applicant
6	2710 Woodland Road	R1	Building Permit	Replace patio	04/08/25	pending additional information from the applicant
6	2316 Hartzell Street	R1	Building Permit	New single-family detached residence and 3-car garage	04/14/25	non-compliant, pending revisions from the applicant
6	2304 Prospect Avenue	R1	Building Permit	Detached garage	04/18/25	non-compliant, pending revisions from the applicant
6	1934 McDaniel Avenue	R1	Building Permit	Pergola and deck	04/18/25	pending additional information from the applicant
6	2527 Thayer Street	R1	Building Permit	Replace deck	04/24/25	pending additional information from the applicant
6	3222 Park Place	R1	Building Permit	Remove/replace brick paver driveway, front walk, service walk, and stoop	05/02/25	pending additional information from the applicant
6	2507 Hurd Avenue	R1	Building Permit	Remove/replace patio	05/05/25	pending additional information from the applicant

6	2320 Pioneer Road	R4	Zoning Analysis	Convert Pioneer Place building from assisted living to independent living, reduces units/beds from 218 to 205, addition of 40 parking spaces within two new parking lots and two expanded parking lots, exterior modification to the building, and various other site improvements (Three Crowns Park)	05/07/25	pending staff review
6	2508 Thayer Street	R1	Building Permit	Rebuild pergola on front of residence	05/17/25	pending additional information from the applicant
6	3422 Park Place	R2	Building Permit	Paver patio	05/20/25	pending additional information and revision from the applicant
6	2632 Princeton Avenue	R2	Building Permit	Replace asphalt driveway	05/23/25	pending staff review
6	2316 Forestview Road	R1	Building Permit	Replace deck	05/28/25	pending staff review
6	2700 Thayer Street	R1	Building Permit	2-story addition	05/31/25	pending staff review
6	2542 Lawndale Avenue	R1	Zoning Analysis	Demolish existing detached garage, construct new detached garage with workspace above	05/30/25	pending staff review
7	1806 Chancellor Street	R1	Building Permit	Remove patio, re-install patio, stepping stones, grill pad, and patio maintenance	06/20/24	pending additional information from the applicant
7	625 Clinton Place	R1	Building Permit	Remove and replace brick paver parking pad	07/01/24	pending additional information from the applicant
7	2010 Hawthorne Lane	R1	Building Permit	Pave driveway	01/09/25	pending additional information from the applicant
7	2711 Woodbine Avenue	R1	Building Permit	Attic renovation	02/13/25	non-compliant, pending revisions from the applicant
7	2316 Brown Avenue	R3	Building Permit	Interior remodel to construct a kitchen in basement	02/24/25	pending additional information from the applicant
7	1221 Leonard Place	R1	Building Permit	Replace front and rear deck	03/05/25	pending pending additional information from the applicant
7	1912 Colfax Avenue	R3	Building Permit	Construct roof over existing patio	03/05/25	pending additional information from the applicant
7	1731 Jenks Street	R1	Building Permit	Garage	03/06/25	non-compliant, pending revisions from the applicant
7	1501 Central Street	U2	Building Permit	Site utilities and support facility (NU softball field)	04/01/25	pending application submittal to amend the planned development by the applicant
7	2433 Simpson Street	R1	Building Permit	Brick pavers	04/04/25	non-compliant, pending revisions from the applicant
7	2112 Grant Street	R1	Building Permit	Enlarge driveway, new front walk	04/16/25	non-compliant, pending revisions from the applicant
7	1915 Grant Street	R3	Building Permit	Construction of 12 efficiency homes	05/05/25	pending additional information from the applicant
7	1829 Grant Street	R3	Building Permit	Rebuild front steps and back porch	05/06/25	pending additional information from the applicant
7	2352 Jackson Avenue	R1	Building Permit	Remove/replace front landing and step	05/23/25	pending additional information from the applicant

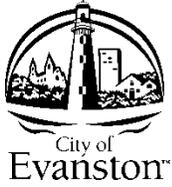
7	1810 Central Street	B1a/oCSC	Zoning Analysis	Administrative Review Use for a Type-2 Restaurant (No Longer Human)	05/24/25	pending staff review
7	2146 Brown Avenue	R1	Building Permit	Sport court and basketball hoop in side yard	06/03/25	pending staff review
8	1003 Dobson Street	R2	Zoning Analysis	Garage	11/15/24	additional information needed from the applicant
8	213 Richmond Avenue	R2	Building Permit	Concrete in backyard	04/21/25	pending additional information from the applicant
8	136 Dodge Avenue	R4	Building Permit	Replace front step, door sill, and front patio	06/03/25	pending staff review
8	815 Case Street	R5	Zoning Analysis	New dormers on east and west sides of 1-1/2 story single-family residence and interior remodel	06/03/25	pending staff review
8	209 Dodge Avenue	R4	Building Permit	Construct balconies	06/04/25	pending staff review
9	2131 Keeney Street	R2	Building Permit	Driveway and walk	06/25/24	pending additional information from the applicant
9	611 Wesley Avenue	R3	Zoning Analysis	ADU	09/03/24	pending additional information from the applicant
9	1109 Washington Street	R3	Building Permit	Replace porch and steps	05/28/28	pending staff review

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

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	605 Davis Street	D2/D3	Planned Development	New 31-story mixed-use tower with 445 dwelling units, including 89 on-site inclusionary dwelling units, 3,200 sf of ground floor commercial space, and 80 parking spaces with additional spaces to be leased within City garages	05/08/25	pending additional information from the applicant
1	1621-31 Chicago Avenue	D3	Minor Planned Development Adjustment	Modifications to the building footprint, interior layout, exterior design, and a reduction in height from 12 stories to 11 stories. 41 interior parking stalls are proposed on the 2nd floor, and 3 parking stalls to be leased from the City within the Church St. garage.	05/13/25	pending staff review
2	900 Clark Street	RP	Planned Development	New 27-story mixed-use building with ground floor retail and 383 dwelling units	01/28/25	pending additional information from the applicant
2	1206 Dewey Avenue	R3	Minor Variation	Interior side yard setbacks to addition	05/12/25	pending application fee payment, public notice
3	1028 Chicago Avenue	C2	Sign Variation	Sign height for 2 wall signs, one on the north facade and one on the south facade (Oscar Isberian Rugs)	02/11/25	pending additional information from the applicant
4	620 Grove Street	D2	Special Use	Special Use for a Religious Institution	06/04/25	pending staff review
5	1107 Garnett Place	R4a	Minor Variation	Building height for addition	05/22/25	determination after 06/18/25
6	3434 Central Street	R2	Planned Development	New 2-story 19,952 sf and 38 parking spaces for a Daycare Center - Child	05/13/25	pending staff review

6	2900 Central Street	B1a/oCSC	Special Use	Special Use for a Kennel to permit overnight boarding of adoptable dogs associated with a retail goods and services pet store	05/30/25	pending staff review
7	2515 Sherman Avenue	R1	Minor Variation	Building lot coverage and north interior side and east rear yard setbacks for proposed addition	01/19/25	pending additional information/revisions from the applicant
7	1501 Central Street	U2	Planned Development	New softball stadium with capacity for 1,326 spectators, new locker rooms, team areas, press box, new lighting, and amplified sound system (Northwestern).	05/19/25	pending staff review



To: Luke Stowe, City Manager
From: David Wilson, HVAC Building Inspector
Subject: Weekly Field Inspection Report
Date: June, 6 2025

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

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

Weekly Field Inspection Report

Friday, June 6, 2025

Ward	Property Address	Construction Type	Inspector Notes	Received
*	*	*	*	*
4	1012 Church Street Northlight Theater	Assembly	No changes. Foundation work continues. The alleyway has been closed with offsite parking provided for residents.	6/5/2025
*	*	*	*	*
*	Truck Route	*	No changes. Truck route continues to monitored for speed and debris.	6/5/2025
7	1501 Central Street	New Construction	No changes. Steel construction continues. Concrete slab pours continue. Street sweepers continue to address roadway dust and debris. All trucks continue to pass through truck washing station with manual washing of trucks and street. Construction fence is in place and in good condition.	6/5/2025
*	*	*	*	*
*	*	*	*	*



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: June 6, 2025

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

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of June 6, 2025

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
5	Free Flow Kitchen	1623 Simpson St. Evanston, IL 60201	C	Restaurant	7 a.m. — 1 a.m. (Mon-Wed); 7 a.m. — 2a.m. (Thur-Sun)	Application pending



Memorandum

To: Honorable Mayor and Members of the City Council

From: Esperanza Castellanos, Deputy City Clerk

Subject: Monthly FOIA Report - May 2025

Date: June 5, 2025

Enclosed is the monthly report of FOIA requests. During the month of May, the City of Evanston received 345 requests.

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

City of Evanston Performance Report

May 1, 2025 - May 31, 2025 All departments

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

345 request(s) received Total number of new requests received during this reporting period.	19117 total request(s) Total number of requests in the portal at the beginning of the reporting period.	371 request(s) closed Total number of requests closed during this reporting period.
113 request(s) open Total number of open requests by the end of this reporting period.	86 request(s) overdue Total number of requests that became overdue in this reporting period.	11 request(s) paused Total number of requests that were paused by the end of this reporting period.

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

74 late response(s) Total number of requests where an initial response was sent after the response window expired.	3 day(s) to respond Median response time in days in this reporting period.	3 day(s) to respond Average response time in days in this reporting period.
182 fulfilled outside 5 days Number of requests closed beyond 5 days of request submission during this reporting period.	96 fulfilled within 5 days Total number of requests closed within 5 days of request submission during this reporting period.	9 day(s) to fulfillment Median number of days taken to fulfill all requests in this reporting period.
12 day(s) to fulfillment Average number of days taken to fulfill all requests in this reporting period.		

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

0.0 hour(s) spent Total number of hours staff spent on requests in this reporting period.	0 median hour(s) spent Median number of hours staff spent on each request.	0 average hour(s) spent Average number of hours staff spent on each request.
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Staff Cost: How much money is spent fulfilling record requests

\$0.00 dollars spent Total amount of money spent (from staff costs) fulfilling requests in this reporting period.	\$0 median dollars spent Median amount of money spent (from staff costs) on each request.	\$0 average dollars spent Average amount of money spent (from staff costs) on each request.
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Cost Recovery: Payments received from requesters via NextRequest

1 total invoices Total number of requests with invoices.	\$0.00 dollars received Total amount of money received from all requests with invoices in this reporting period.	\$0 median dollars earned Median amount of money received from each request with invoices in this reporting period.
\$0 average dollars earned Average amount of money received from each request with invoices in this reporting period.		

Requests by Department

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

Department	New	Closed	Median	Average
3-1-1	2	3	21	17
Accounting	3	2	6	6
Administrative Adjudication (Hearings)	0	0	0	0
Administrative Services	0	0	0	0
Budget	0	0	0	0
Building Code	1	1	6	6
Building Permits	29	27	6	8
City Clerk's Office	73	102	9	11
City Manager's Office	0	0	0	0
Collector's Office	2	1	6	6
Community Development	1	1	6	6
DO NOT USE: Information Technology (IT)	1	2	110	110
Economic Development	1	2	16	16
Email	9	7	16	17
Evanston Police Department Media	0	0	0	0
Facilities & Fleet Management	0	0	0	0
Finance	5	8	9	15
Fire	13	14	6	7
Health & Human Services	4	2	10	10
Historic Preservation	1	1	9	9
Housing and Grants	0	0	0	0
Human Resources (HR)	5	5	17	16

Legal	13	13	11	14
Library	0	0	0	0
OPS (Police Office of Professional Standards)	38	16	9	14
Parking/Fleet	1	0	0	0
Parks, Recreation, and Community Services (PRCS)	2	0	0	0
Planning	1	0	0	0
Police	207	214	7	10
Property Standards	7	9	6	10
Public Works	2	4	16	24
Purchasing	3	8	11	18
Sustainability	0	0	0	0
Trees Only (PWA)	1	0	0	0
Video Requests (Not Police Video Request)	4	5	15	24
Water	4	6	6	7
Zoning	2	2	17	17
Not Assigned	8	7	1	4

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Time
5 Day Extension Request - Mark an "X" by the option that is applicable	89
ACCIDENT/CRASH	22
ADDITIONAL RESPONSE TIME NEEDED - BODY CAMERA FOOTAGE	4
COMMERCIAL REQUEST	27
EXTENSION NOTICE	5
FIRE REPORT REQUESTS	2
Follow Up	51
Fulfilled - No Redactions [Use template if explanation of docs produced is necessary]	14
Fulfilled - Private Information Redacted	22
Notice to Narrow Request - fill in estimated pages and staff time	6
Proof of Identify Required - Documentation Request	28
Proof of Ownership - Housing Documentation Request	14
Property Liens	5
QUESTION/CLARIFICATION REQUIRED	4
Real Estate Transfer Tax	3
RECURRENT REQUESTER	17
Voluminous Request	1

Closure Response Report

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

Closure Response	Times Used
Denial of Request	4
Denial of Request: 14 Day Unresponsive	30
Denial of Request: Duplicate Request	21
Denial of Request: Pending Law Enforcement Investigation	1
Denied: Partial	2
Denied: Records exempt from disclosure	1
Fulfilled - Body Camera Footage Redacted	6
Fulfilled - In Person	40
Fulfilled - No Redactions	145
Fulfilled - Private Information Redacted	101
No Responsive Documents	36

Tag Report

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

Tag Name	Times Used
"Recurrent requesters"	17

Key Assumptions

Requests Overdue

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

Late Responses

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

Response and Fulfillment Speed

Response time is tracked using the first external message sent through the NextRequest portal. This metric

assumes that the message sent includes either a "request for clarification" or a time estimate.

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

Median days to close and average days to close are calculated based on the number of requests that have a closed date within the reporting period.

Staff Time

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

Staff Cost

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

Message Templates Report

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



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING JUNE 6, 2025

Last Call to RSVP for the 2025 Newly Elected Officials Workshop

On Saturday, June 14, the Northwest Municipal Conference, DuPage Mayors and Managers Conference, McHenry County Council of Governments, Metro West Council of Government, South Suburban Mayors and Managers Association, and Southwest Conference of Mayors are hosting the 2025 Newly Elected Officials Workshop. The workshop will provide practical tools, expert insights, and peer guidance to support newly elected municipal officials as they transition into office. Please note that current elected officials are also welcome to attend.

The workshop will be held from 8:00 a.m. to 2:00 p.m. at the DoubleTree by Hilton in Lisle. The cost to attend is \$25 per person, which includes a breakfast buffet, boxed lunch and workshop materials. The workshop agenda will be shared as details are finalized. For more information and to register, please visit the [2025 Newly Elected Officials Workshop](#) registration site. *Staff contacts: Mark Fowler, Larry Bury*

RSVP Today for the July 31 SPC Supplier Showcase

The 2025 SPC Supplier Showcase will be held on Thursday, July 31, from 10:00 a.m. to 1:00 p.m. at Oakton College, 1600 E. Golf Road in *Des Plaines*. The Showcase will be held in the Footlik Theater and PAC Lobby with parking available in Lot A. This is a free event for attendees with a boxed lunch provided by the SPC sponsoring Councils of Government – Northwest Municipal Conference (NWMC), DuPage Mayors and Managers Conference (DMMC), South Suburban Mayors and Managers Association (SSMMA) and Will County Government League (WCGL).

Thanks to SPC partner Sourcewell, their presentation “Strategic Sourcing Toolkit – Move to Strategic Sourcing” will be eligible for one contact hour toward Continuing Education Unit (CEU) credits. Sourcewell will provide attendees with a certificate of completion to submit to their respective professional organizations.

The SPC Supplier Showcase presents a unique opportunity for local government officials from the SPC’s participating councils of government and others to meet one-on-one with SPC suppliers at one time. NWMC, DMMC, SSMMA and WCGL members and staff will be onsite to learn about the products, services and solutions offered by the SPC to help you better serve your communities.

The Showcase offers a flexible, open house format, so attendees have two hours, from 10:00 a.m. until noon, to stop by when convenient. Suppliers will have individual display areas where you can discuss your joint purchasing needs. The schedule is as follows:

- 10:00 a.m. – noon: Supplier Showcase - PAC Lobby
Vehicle demonstration in Parking Lot A
- Noon – 1:00 p.m.: Box lunch and Sourcewell Presentation “Strategic Sourcing Toolkit – Move to Strategic Sourcing” – Aaron Peterson, Sourcewell Government Account Representative

Invitations and additional information have been sent to NWMC Managers/Assistant Managers, Finance Directors, IT Directors, Public Works Directors, Purchasing Directors, Fire Chiefs and Police Chiefs. Please register by Wednesday, July 23 using this link: [SPC Supplier Showcase Registration - Attendees](#). For additional information, please contact NWMC Purchasing Director Ellen Dayan, 847-296-9203 or edayan@nwmc-cog.org. *Staff contact: Ellen Dayan*

Plan Now for the July 22 NWMC Auction

It’s time to get your hotrods ready for the summer NWMC Surplus Vehicle & Equipment Auction, scheduled for noon on Tuesday July 22 at America’s Auto Auction (America’s AA) in Crestwood. Thank you to *Palatine*, Park Forest and Wheaton for being the first to sign up! For more information, please contact staff or America’s AA Sales Executive Manager Maria Cortez, maria.cortez@americasautoauction.com, 708-389-4488 (office) or 708-676-1887 (mobile). *Staff contact: Ellen Dayan*

Applications Due Soon for IDOT FY 2027 Highway Safety Funding

As previously reported, the Illinois Department of Transportation (IDOT) recently announced the [FY 2027 Local Highway Safety Improvement Program \(HSIP\)](#) call for projects. IDOT plans to allocate \$32.75 million to local agencies to support projects that reduce traffic fatalities and serious injuries, aligning with the national "moving toward zero" initiative.

This funding opportunity prioritizes projects addressing High Risk Rural Roads (HRRR) and Vulnerable Road Users (VRU), with a focus on systemic improvements like signage, pavement markings, and guardrail upgrades. Eligible projects can receive up to 90% federal funding support, with local agencies responsible for the remaining 10% match.

Local public agencies must submit detailed project information, including crash data, cost estimates, timelines, and narratives. Resources such as crash analysis tools and sample applications are available on [IDOT's HSIP website](#). Applications are due by 5:00 p.m. on Friday, June 20. For additional guidance, applicants can contact Tim Peters, Tim.Peters@illinois.gov for questions on safety data and eligibility or Melinda Kos, Melinda.Kos@illinois.gov for questions about the application process. *Staff contacts: Eric Czarnota, Brian Larson*

Mayors Caucus Sets June 13 Quarterly Meeting

From the desk of Metropolitan Mayors Caucus Executive Director Neil James:

You are invited to the Metropolitan Mayors Caucus quarterly meeting, our first one since the April municipal elections. This is a perfect opportunity for Mayors throughout the region to meet because now more than ever, local governments need to stand together and work together! Please join us to meet and discuss local government issues with your fellow Mayors.

A tour of the Old Post Office will follow our meeting. You'll see the 3.5-acre rooftop park and learn about the repurposing of this early 20th-century post office factory into a modern, first-rate office building after it sat vacant for two decades.

Date: Friday, June 13, 2025

Time: 9 a.m. check-in, quarterly meeting starts at 9:30 a.m., tour of the Old Post Office at 11 a.m., lunch at 11:45 a.m.

Place: The Old Post Office, 433 W. Van Buren St., Suite 450, Cook County Room, Chicago, IL 60607

Register: [Please register](#) by Wednesday, June 11th. During the week of the meeting, you will receive a QR code via email, which will give you building access on June 13th. *Staff contact: Mark Fowler*

Mayors Caucus to Host Housing Solutions for Asylum Seekers Webinar

On Tuesday, June 17 at 3:30 p.m., the Metropolitan Mayors Caucus is hosting a webinar entitled "Evolving housing landscape for those seeking asylum and other emergency housing assistance in FY2026." According to the event announcement, participants will learn about:

- How various local leaders have advanced housing solutions via Supporting Municipalities for Asylum Seeker Services (SMASS) funding and other IDHS programs
- Likely FY26 public funding updates for housing this population, including through homeless prevention and response programs; and,
- Relevant information and resources for communities with and/or agencies serving asylum seekers and others in need of emergency housing assistance

To RSVP for the webinar, please email info@brickllc.com by Wednesday, June 11. *Staff contact: Mark Fowler*

Newsy Items of the Week

Daily Herald: [What's next after transit rescue dies in Illinois House, and what caused the meltdown? Lawmakers explain](#)

Chicago Tribune: [Illinois legislators left Springfield without funding public transit \(for now\). Here's what that means for CTA, Metra, Pace.](#)

Daily Herald: ['We know how to do it right': Suburbs welcoming data centers say they'll benefit their communities](#)

WBEZ: [How to reduce traffic collisions, deaths across Chicagoland](#)

Route Fifty: [‘Trust is the currency’ in local government, and tech can help build it](#)

Meetings and Events

NWMC Bicycle and Pedestrian Committee Field Trip will be held on Tuesday, June 10 at 10:30 a.m. at the *Mount Prospect Village Hall*.

NWMC Annual Gala will be held on Wednesday, June 11 at 6:00 p.m. at the Chicago Marriott Northwest in *Hoffman Estates*.

Regional Newly Elected Officials Workshop will be held on Saturday, June 14, from 8:00 a.m. to 2:00 p.m. at the DoubleTree by Hilton, 3003 Corporate West Drive in Lisle.

NWMC Surplus Vehicle & Equipment Auction will be held on Tuesday, July 22 at noon at America’s Auto Auction, 14001 Karlov Avenue, Crestwood

Suburban Purchasing Cooperative Supplier Showcase will be held on Thursday, July 31 from 10:00 a.m. to 1:00 p.m. at Oakton College in *Des Plaines*.

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