AGENDA
Human Services Committee
Monday, March 2, 2020
Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800
7:00 PM

(I) CALL TO ORDER/DECLARATION OF A QUORUM: ALDERMAN BRAITHWAITE

(II) APPROVAL OF MINUTES OF REGULAR MEETING MINUTES OF FEBRUARY 3, 2020

HSM1. Approval of the Minutes of the Regular Meeting of February 3, 2020
Staff recommends approval of the Minutes of the regular meeting of the February 3, 2020 Human Services Committee meeting.
For Action
Draft Human Services Committee Minutes - February 3, 2020

(III) PUBLIC COMMENT

(IV) ITEMS FOR CONSIDERATION

HS1. Review of Evanston Police Complaints and Comments Report
Staff recommends the Human Services Committee accept and place on file the Review of Evanston Police Complaints and Comments Report.
For Action: Accept and Place on File
Review of Evanston Police Complaints and Comments Report
HS2. **Ordinance 32-O-20, Amending City Code Title 3 to Restrict the Sale and Adoptions of Cats, Dogs and Rabbits**

Staff recommends approval of Ordinance 32-O-20, approving restrictions on the sale and adoption of cats, dogs, and rabbits in Evanston.

*For Action*

**Ordinance 32-O-20, Restrict the Sale and Adoptions of Cats, Dogs and Rabbits**

---

HS3. **Status Update of Donation Policy**

Staff recommends approval of the Donation Policy for the City of Evanston.

*For Action*

**Status Update of Donation Policy**

---

HS4. **2020 Mental Health Board Funding Allocations**

The Mental Health Board and staff recommend the Human Services Committee approve the proposed allocation of $763,373 in FY 2020 to 19 non-profit agencies to provide needed social services to Evanston residents. Allocations range from $8,910 to $78,586 for 21 individual programs. Allocations will be disbursed from the Human Services Fund (Account 176.24.4651) with separate object codes to identify and disburse funds.

*For Action*

**2020 Mental Health Board Funding Allocations**

---

(V) **ITEMS FOR DISCUSSION**

HSD1. **Coronavirus Update**

---

(VI) **ITEMS FOR COMMUNICATION**

---

(VII) **ADJOURNMENT**
HSM1.

CALL TO ORDER/DECLARATION OF A QUORUM: ALDERMAN BRAITHWAITE
Meeting called to order 6:08 p.m.

APPROVAL OF MINUTES OF REGULAR MEETING MINUTES OF DECEMBER 9, 2019
HSM1. Staff recommends approval of the Minutes of the December 9, 2019 Human Services Committee meeting.
For Action

PUBLIC COMMENT
State Representative Robyn Gabel is working with the Illinois End of Life Coalition to craft a bill to give people the option for medical aid in dying.

Oliver Ruff supports Resolution 14-R-20 Supporting the Illinois Legislature to Enact Legislation that Allows Terminally Ill, Mentally Capable Adults the Option to Seek Medical Aid in Dying.

Larry Biondi a member of Not Dead Yet, opposes Resolution 14-R-20, he urged the committee to vote NO.

Ms. Gunther does not support Resolution 14-R-20.

John Lyon Burger a Minster at Three Crowns Park says medical aid in dying is only for the terminal ill and to-date there has not been any substantiated case of abuse.
Jill Gardner says medical aid in dying will allow patients the options of how they die, it is not assisted suicide. This option will reduce the emotional anguish and provide peace of mind of loss of life for the patient.

Doreen Price spoke on the Donation Police she suggested adding the provision to allow and identify future donation funding programs as Committees, Commissions and City Council recommends.

(IV) ITEMS FOR CONSIDERATION

HS1. Resolution of 3-R-20 Approval of City of Evanston Donation Policy

Shenicka Hohenkirk, ICMA Management Fellow undated the committee on the proposed donation policy which will 1. Provide a criteria and process for the acceptance of donations. 2. Give the City the ability to accept donations that it needs and the capacity to maintain. 3. Allows department heads to delegate authority to accept or spend donations within the scope herein.

"Donations" are defined as cash or in-kind contributions which provide assistance to the city. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations generally qualify for a tax receipt.

The Donation Policy and application form does not apply to the Reparations fund. Reparations will have a separate process.

The Committee would like the City Council to be notified regardless of dollar amount. The zoning donations will be clarified further by request of the committee.

HS2. Resolution 14-R-20, Supporting the Illinois Legislature to Enact Legislation that Allows Terminally Ill, Mentally Capable Adults the Option to Seek Medical Aid in Dying

Alderman Braithwaite does not support this Resolution due to spiritual and cultural beliefs.

Alderman Fiske does not believe this Committee is the appropriate place to hear this Resolution; it is better suited to be heard at the State level to be more effective.

Alderman Revelle is in favor and believes Evanston passing the Resolution would support it at the State level. She would like the Resolution forwarded to City Council.

Alderman Fleming is not personally comfortable dictated this choice. She will support the Resolution being forwarded to be reviewed by the full City Council.
Alderman Braithwaite recommends adoption of Resolution 14-R-20, "Supporting the Illinois Legislature to Enact Legislation that Allows Terminally Ill, Mentally Capable Adults the Option to Seek Medical Aid in Dying." The Human Services Committee previously discussed this item and took no action.

**For Action**

Moved by 7th Ward Alderman Eleanor Revelle
Seconded by 9th Ward Alderman Cicely Fleming

<table>
<thead>
<tr>
<th>Ayes:</th>
<th>9th Ward Alderman Cicely Fleming and 7th Ward Alderman Eleanor Revelle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nays:</td>
<td>1st Ward Alderman Judy Fiske and 2nd Ward Alderman Peter Braithwaite</td>
</tr>
</tbody>
</table>

DEFEATED. 2-2 on a recorded vote

Alderman Revelle moved to amend the recommendation to forward to City Council for discussion.

Moved by 7th Ward Alderman Eleanor Revelle
Seconded by 9th Ward Alderman Cicely Fleming

<table>
<thead>
<tr>
<th>Ayes:</th>
<th>9th Ward Alderman Cicely Fleming, 7th Ward Alderman Eleanor Revelle, 1st Ward Alderman Judy Fiske, and 2nd Ward Alderman Peter Braithwaite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nays:</td>
<td>1st Ward Alderman Judy Fiske</td>
</tr>
</tbody>
</table>

Carried 4-0 on a recorded vote

Motion to move Resolution 14-R-20 as amended to City Council

Moved by 7th Ward Alderman Eleanor Revelle
Seconded by 9th Ward Alderman Cicely Fleming

<table>
<thead>
<tr>
<th>Ayes:</th>
<th>9th Ward Alderman Cicely Fleming, 7th Ward Alderman Eleanor Revelle, and 2nd Ward Alderman Peter Braithwaite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nays:</td>
<td>1st Ward Alderman Judy Fiske</td>
</tr>
</tbody>
</table>

Carried 3-1 on a recorded vote

**HS3. 2019 Mental Health Board Funded Programs and Summary of Programs Requesting Funding in 2020 Report**

Staff recommends the Human Services Committee Accepts and Places on File the 2019 Mental Health Board Funded Programs and Summary of Programs Requesting Funding in 2020.

**For Action: Accept and Place on File**

Moved by 9th Ward Alderman Cicely Fleming
Seconded by 7th Ward Alderman Eleanor Revelle

<table>
<thead>
<tr>
<th>Ayes:</th>
<th>9th Ward Alderman Cicely Fleming, 7th Ward Alderman Eleanor Revelle, 1st Ward Alderman Judy Fiske, and 2nd Ward Alderman Peter Braithwaite</th>
</tr>
</thead>
</table>

Carried 4-0 on a recorded vote
HS4. **Health and Human Services General and Emergency Assistance Update**

Indira Perkins Human Services Manager, updated the committee on the General Assistance Program.

If you are currently on social security or another state funded program you can apply for Emergency Assistance not General Assistance due to state mandate. Alderman Fleming thanked Ms. Perkins and her team on their assistance given to a resident that was referred to the program. Alderman Braithwaite said the feedback he has received from residents is that the program is working and he thanked her and team.

Staff recommends the Human Services Committee accepts and place on file the General and Emergency Assistance update.

**For Action: Accept and Place on File**

Moved by 2nd Ward Alderman Peter Braithwaite  
Seconded by 9th Ward Alderman Cicely Fleming

Ayes: 9th Ward Alderman Cicely Fleming, 7th Ward Alderman Eleanor Revelle, 1st Ward Alderman Judy Fiske, and 2nd Ward Alderman Peter Braithwaite  
Carried 4-0 on a recorded vote

HS5. **City of Evanston Emergency Shelter for the Homeless Update**

Ike Ogbo Director of Health and Human Services, update the committee on the possibility of a City of Evanston designated emergency shelter for the homeless. The old building of Robert Crown was designated for the 2019-2020 winter; however due to the pending demolition a 2020-2021 winter location has not been found.

Staff requests the Human Services Committee to accept and place on file the Evanston Homeless Shelter Update.  
**For Action: Accept and Place on File**

Moved by 1st Ward Alderman Judy Fiske  
Seconded by 9th Ward Alderman Cicely Fleming

Ayes: 9th Ward Alderman Cicely Fleming, 1st Ward Alderman Judy Fiske, 7th Ward Alderman Eleanor Revelle, and 2nd Ward Alderman Peter Braithwaite  
Carried 4-0 on a recorded vote

(V) **ITEMS FOR DISCUSSION**

HSD1. **Cook County Animal Shelter Grant**

Lara Biggs, Capital Planning and Engineering Bureau Chief, said Cook County through Housing Cook County's Animals is calling for proposals to do capital improvements at animal shelters. The grant is 8 million dollars for two or more shelters. A contract to take in Cook County impounded animals in the improved facility is part of the grant stipulation.
The Evanston Animal Shelter building is owned by the City of Evanston therefore the City will take the lead on applying and facilitating the requirements of the grant. Cook County Commissioner Larry Suffredin supports the application for the Cook County Animals grant.

HSD2. **Drug Testing Policy Update**
Nicholas Cummings, Deputy City Attorney said the Law Department is working with Human Resources to update the employment handbook. The legalization of marijuana will not change the standing for job positions listed as Safety Sensitive.

(VI) **ITEMS FOR COMMUNICATION**

(VII) **ADJOURNMENT**
Meeting adjourned 7:51 p.m.
Memorandum

To: Members of the Human Services Committee
From: Jennifer Levi, Administrative Assistant
CC: Jodie Hart, Police Sergeant
Subject: Review of Evanston Police Complaints and Comments Report
Date: March 2, 2020

---

**Recommended Action:**
Staff recommends the Human Services Committee accept and place on file the Review of Evanston Police Complaints and Comments Report.

**Council Action:**
For Action: Accept and Place on File

**Summary:**
Attached are the summaries of 3 complaints that have been reviewed by the Citizen Police Advisory Committee since our last meeting. Their findings are listed at the conclusion of each report. Also enclosed are 8 positive letters received from fellow our Departments followed by, comments from the community, complementing their interactions with the Evanston Police Department.

Enclosed summaries include:
- CR # 19-06
- CR # 19-09
- CR # 19-11

**Attachments:**
Evanston Police Complaints and Comments Report - March 2, 2020
## Pending Complaint Registers

**Pending Departmental Inquires**

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>DATE INITIATED</th>
<th>CHARGE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR 19-12</td>
<td>11/22/19</td>
<td>Racial Profiling</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>DATE INITIATED</th>
<th>CHARGE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DI 19-03</td>
<td>10/24/19</td>
<td>Harassment</td>
<td>Pending</td>
</tr>
<tr>
<td>DI 20-02</td>
<td>01/01/20</td>
<td>Impeding Departmental Goal or Mission</td>
<td>Pending</td>
</tr>
</tbody>
</table>

## Completed Compliment Registers

**Completed Departmental Inquires**

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>CHARGE</th>
<th>DATE INITIATED</th>
<th>DATED COMPLETED</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR 19-07</td>
<td>Improper Service</td>
<td>06/28/19</td>
<td>07/04/19</td>
<td>Sustained</td>
</tr>
<tr>
<td>CR 19-04</td>
<td>Disrespectful Behavior</td>
<td>05/21/19</td>
<td>07/22/19</td>
<td>Not Sustained</td>
</tr>
<tr>
<td>CR 19-05</td>
<td>Violation of Standard Operating Procedure Policy</td>
<td>06/19/19</td>
<td>07/22/19</td>
<td>Sustained</td>
</tr>
<tr>
<td>CR 19-08</td>
<td>Unprofessional Conduct</td>
<td>06/24/19</td>
<td>09/04/19</td>
<td>Unfounded</td>
</tr>
<tr>
<td>CR 19-10</td>
<td>Disrespectful Behavior</td>
<td>07/17/19</td>
<td>08/27/19</td>
<td>Exonerated</td>
</tr>
<tr>
<td>CR 19-06</td>
<td>Harassment</td>
<td>06/12/19</td>
<td>10/07/19</td>
<td>Unfounded</td>
</tr>
<tr>
<td>CR 19-09</td>
<td>Excessive Force</td>
<td>07/18/19</td>
<td>10/09/19</td>
<td>Unfounded</td>
</tr>
<tr>
<td>CR 19-11</td>
<td>Excessive Force</td>
<td>07/22/19</td>
<td>10/09/19</td>
<td>Not Sustained</td>
</tr>
</tbody>
</table>
**DISPOSITIONS**

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unfounded</td>
<td>Allegations false; no creditable evidence to support them</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Complainant withdrew complaint</td>
</tr>
<tr>
<td>Not Sustained</td>
<td>Insufficient evidence to prove or disprove the allegations</td>
</tr>
<tr>
<td>Exonerated</td>
<td>Incident occurred, but was lawful or proper</td>
</tr>
<tr>
<td>Policy Failure</td>
<td>Allegation true, but the officer acted in conformance with policy resulting in harm to the complainant</td>
</tr>
<tr>
<td>Not City Related</td>
<td>Outside the jurisdiction of the City</td>
</tr>
<tr>
<td>Sustained</td>
<td>Allegations supported by sufficient evidence to justify a reasonable conclusion of guilt</td>
</tr>
<tr>
<td>SOL (Unresolved)</td>
<td>The complainant failed to cooperate further</td>
</tr>
</tbody>
</table>
Allegation

On July 12, 2019, the Office of Professional Standards received an online Complaint Form from the Complainant's mother. On June 20, 2019, the Complainant spoke with the OPS Sergeant via telephone. The Complainant alleged the Accused Detective gave her a citation instead of a warning because a passenger in her vehicle refused to identify himself. The Complainant alleged that the Accused Detectives' behavior was intimidating, as well as a form of harassment and discrimination. The Complainant stated that the Accused Detectives racially profiled them and were more focused on the passengers in the vehicle than the minor traffic violation.

If the allegations are true, the Accused Detective may have violated the following:

Rule 1  Violation of any federal, state, or local law or ordinance, or of any rule, regulation, standard operating procedure, policy, directive, training or order of the department, either written or oral. In the event of improper action, breach of discipline, or violation of law, it will be presumed that the employee was familiar with the law, rule, regulations, policy, training or order in question.

Rule 2  Any action or conduct, on or off duty, which impedes the department’s efforts to achieve its goals, mission or values, or which degrades or brings disrespect upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.

Rule 20  Failure to provide prompt, correct, or courteous service.

Rule 74  Subject any person or group, or allow any person or group to be subjected, to any form of harassment, discrimination, prejudice or bias on the basis of race, ethnic background, sex, age, religion or any other personal characteristic, belief, or affiliation.

The Incident, per OPS Sergeant

On July 08, 2019, The Accused Detectives observed a car driving near the 2200 block of Emerson. A car stopped in the eastbound lane using its hazard lights but blocked traffic. A male subject approached the vehicle from the opposite side of the street and entered the back seat. The Accused Detectives initiated a traffic stop for “Illegal Parking on a Roadway.” Accused Detective One approached the vehicle, identified himself, and explained the reason for the traffic stop. Accused Detective One requested documents from the driver (the Complainant). The Complainant complied. Accused Detective One also spoke with the Back Seat Passenger and requested his name. The Back Seat Passenger complied. Accused Detective Two approached and knocked on the passenger side window of the vehicle. Accused Detective Two then requested the Front Seat Passenger’s identification, but the Front Seat Passenger refused and stated he did not have to identify himself because he was a passenger in a Lyft. The Front Seat Passenger and Accused Detective Two debated for approximately four minutes on
whether he had to provide his name. Accused Detective Two explained to the Complainant and the Front Seat Passenger that it was lawful to request for identification of all persons in the vehicle. The Front Seat Passenger stated he was not subject to that law because he was not the driver, and that he had someplace to be. Accused Detective Two told the Front Seat Passenger that he wasn’t going anywhere until he identified himself. The Front Seat Passenger requested a supervisor. The Accused Detective called for a Sergeant to respond to the scene.

The Complainant asked Accused Detective One if she was going to receive a “warning or traffic Violation.” Accused Detective One asked the Complainant to exit the vehicle twice. The Complainant did not comply initially. Accused Detective One explained to the Complainant she was not under arrest and it was a lawful order. Once the Complainant exited the vehicle, Accused Detective One asked the Complainant if she was a Lyft driver. The Complainant stated she was not a driver for Lyft at the time of the traffic stop and she knew the passengers in her vehicle.

Accused Detective One explained to the Complainant that due to the Front Seat Passenger being non-compliant, “it was going to make it so that you don’t get a warning.” The Complainant stated that she did not understand. Accused Detective One elaborated and said that “a situation like this (a minor traffic violation) the police can be reasonable but if someone in the vehicle is being difficult…” The Complainant interjected stating that the Front Seat Passenger does not have to give the police his name when he wasn’t the one driving. Accused Detective One further explained that they, the Police, are legally able to identify passengers in a vehicle and the Front Seat Passenger has been deceitful about being in a Lyft, which made the traffic stop a bigger investigation that it needed to be.

The Detective Sergeant responded to the scene and confirmed that the Accused Detectives have the lawful right to ask a passenger of a stopped car for identification; however, if the passengers have not committed any violations, it was their right not to provide identification.

Accused Detective One issued a traffic citation for Improper Parking on Roadway to the Complainant. All occupants of the vehicle were released from the scene without further incident.

Actions, Detective Sergeant

The Detective Sergeant advised the Accused Detectives of this complaint and directed them to submit memoranda delineating their recollection for this incident. The Accused Detectives complied.

Accused Detective One’s memorandum: (dated 07/24/2019). Accused Detective One’s statement is consistent with the aforementioned incident. In addition, Accused Detective One stated that he determined that a warning was not appropriate or sufficient to gain compliance for the traffic infraction. He also determined that the best course of action was to issue a traffic citation to gain compliance at the traffic stop and aid in facilitating compliance on future traffic stops.

Accused Detective Two’s memorandum: (dated 07/24/2019). Accused Detective Two’s statement is consistent with the aforementioned incident. In addition, Accused Detective Two stated that in an attempt to gain the Front Seat Passenger’s identity, the Accused Detective told
him it was legally required to provide his name due to being an occupant of a vehicle that was involved in a traffic stop. Accused Detective Two told the Front Seat Passenger that he only needed his name to be sure he didn’t have any warrants for his arrest.

**Findings, Detective Sergeant**

After reviewing all reports, memoranda, and video associated with this complaint, the Detective Sergeant stated that she does not believe that Accused Detective One violated rule 20. Accused Detective One displayed courteous service to all occupants in the vehicle. However, he and his partner were unprepared by not having a Y-ticket book or Court Diversion Envelopes with them in their vehicle. The Detective Sergeant stated it was Accused Detective One’s responsibility to have those items in the squad during his tour of duty. The Detective Sergeant stated that Rule 9c is more appropriate in the circumstance.

**Rule 9** Reporting for duty, including all duty assignments:
   c. Failure to be properly equipped for duty.

The Detective Sergeant found that Accused Detective One **Did Violate Rule 9c**, and recommended **Shift Level Reprimand**.

The Detective Sergeant stated that Accused Detective Two had lawful authority to request the Front Seat Passenger’s identification; however, he cannot insist on compliance. The Front Seat Passenger initially refused to comply and only gave his name after repeated attempts by Accused Detective Two. Accused Detective Two stated to the Front Seat Passenger, “You’re not going anywhere until you lawfully give me your name.” The conversation between the two became more authoritative and less consensual making the request more like a demand. The Front Seat Passenger may have believed that he did not have an option to decline to identify himself. The Detective Sergeant found that Accused Detective Two **Did Violate Rule 20**, and recommended **Shift Level Reprimand** along with Fourth Amendment training (dated 08/16/2019).

**Findings / Recommendation, Detective Commander**

After reviewing all reports, memoranda, and video associated with this complaint, the Detective Commander found Accused Detective One **Did Violate Rules, 1, 9c, & 20** and recommended **Oral Reprimand**.

The Detective Commander found Accused Detective Two **Did Violate Rules, 1, 2, & 20** and recommended **Written Reprimand** along with Search and Seizure training (dated 09/09/2019).

**Findings / Recommendation, Deputy Chief**

After reviewing all reports, memoranda, and video associated with this complaint, the Deputy Chief **CONCURRED** with the Detective Commander and found that Accused Detective One **Did Violate Rules, 1, 9c, & 20**. The Deputy Chief recommended **Oral Reprimand**.

The Deputy Chief further **CONCURRED** with the Detective Commander and found that Accused Detective Two **Did Violate Rules, 1, 2, & 20**. The Deputy Chief recommended **Written Reprimand** along with Search and Seizure training (dated 09/19/2019).
Findings / Recommendation, Chief of Police

Upon review of all memoranda, reports, and video associated with this complaint, the Chief of Police CONCURRED with the Deputy Chief and found that Accused Detective One Did Violate Rules, 1, 9c, & 20. The Chief of Police recommended Oral Reprimand.

The Chief of Police also CONCURRED with the Deputy Chief’s findings that Accused Detective Two Did Violate Rules 1, 2, & 20. The Chief of Police recommended Written Reprimand along with Search and Seizure training (dated 10/07/2019).

Disposition:

Accused Detective One  Oral Reprimand  Rules 1, 9c, & 20.
Accused Detective Two  Written Reprimand  Rules 1, 2, & 20.

CPAC Disposition:

Accused Detective One  
Rule 1  (5) Sustained
Rule 2  (3) Unfounded  (2) Sustained
Rule 20  (4) Sustained  (1) Not Sustained
Rule 74  (4) Unfounded  (1) Not Sustained
Rule 9c  (5) Sustained

Accused Detective Two  
Rule 1  (5) Sustained
Rule 2  (5) Sustained
Rule 20  (4) Sustained  (1) Not Sustained
Rule 74  (3) Unfounded  (2) Sustained
Allegation

On July 23, 2019, the Office of Professional Standards received a notarized Complaint Form from the Complainant. The Complainant alleged the Accused Officer used excessive force on him while he was arguing with a store employee. The Complainant stated the Accused Officer showed an ID card but no badge. The Complainant also alleged that the Accused Officer pushed him, grabbed his arm then placed it behind his back. The Complainant stated there was no reason for the Accused Officer to get involved in the argument. The complainant stated that he had several previous medical issues and the amount of force used by the Accused Officer was unnecessary. The Complainant also declared that the Accused Officer owed him an apology because he could file a lawsuit against him. The Complainant also alleged that his arm and back were hurt due to this incident but did not have any visible injuries and did not need medical attention.

If the allegations are true, the Accused Officer may have violated the following:

Rule 1  Violation of any federal, state, or local law or ordinance, or of any rule, regulation, standard operating procedure, policy, directive, training, or order of the department, either written or oral. In the event of improper action, breach of discipline, or violation of law, it will be presumed that the employee was familiar with the law, rule, regulations, policy, training, or order in question.

Rule 2  Any action or conduct, on or off duty, which impedes the department's efforts to achieve its goals, mission or values, or which degrades or brings disrespect upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.

Rule 4  Failure to perform a duty

Rule 19  Engaging in any unjustified physical altercation with any person or member.

Actions, per OPS Sergeant

On July 19, 2019, the OPS Sergeant responded to the Niles Police Department to retrieve the incident report. In the report, the Complainant stated that the Accused Officer grabbed his hand and twisted it. The OPS Sergeant then responded to the Walmart in Niles and spoke with the Walmart Asset Protection Associate. The Asset Protection Associate allowed the OPS Sergeant to view surveillance video of the incident and also provided a copy of the video. The surveillance video showed the Accused Officer made contact with the Complainant's right hand, but the Accused Officer does not grab the Complainant's arm and place it behind his back.

On July 24, 2019, the OPS Sergeant spoke with the customer involved in the incident. The Customer stated that while the Complainant was yelling at a female employee, she also tried to intervene. The Complainant shouted back at her with profanities. Other male customers
responded to the area and told the Complainant to stop talking to the customer in that manner, and they also told him to leave. The Customer stated that the Accused Officer did grab the Complainant's wrist and redirected him away from the employee, but he did not twist, pull or place the Complainant's arm behind his back.

It should be noted that this office was made aware of this incident by the Complainant; the Accused Officer did not notify the Evanston Police Department.

**Actions, Patrol Sergeant**

The Patrol Sergeant advised the Accused Officer of this complaint and directed him to submit a memorandum delineating his recollection for this incident. The Accused Officer complied.

**The Accused Officer’s memorandum:** (dated 08/31/2019). On July 18, 2019, the Accused Officer stated he was off duty while shopping in Walmart, located in Niles, Illinois. The Accused Officer witnessed a loud disturbance that occurred between the Complainant, employees, and other bystanders. The Complainant appeared to be highly agitated and would not calm down as he was seen shouting profanities at customers and employees. The Complainant also threatened to fight all parties involved. The Accused Officer intervened by introducing himself, showing his Evanston Police ID card, and told the Complainant that he needed to leave. The Complainant ignored the Accused Officer's request and followed the employee to confront her again. The Accused Officer identified himself once more and told the Complainant to leave the store. Ignoring the Accused Officer's second request, the Complainant moved closer to the store employee. The Accused Officer physically intervened by grabbing the Complainant's right wrist for a few seconds and told him to leave the store for the third time. Niles Police Department Officers responded to the store. The Accused Officer provided his information, a statement, and then left the scene without further incident. No one was arrested. In addition, the Accused Officer stated he feared that the Complainant was going to batter the store employee so, he briefly grabbed the Complainant's wrist, and the Complainant turned himself around towards the shelf. The Accused Officer stated that he did not pull or push the Complainant at any time.

**Findings, Patrol Sergeant**

After reviewing all reports, memoranda, and video associated with this complaint, the Patrol Sergeant stated the Complainant's allegation significantly differed from what was viewed on the store's surveillance video. The Accused Officer's actions were reasonable based on the circumstances and he chose to get involved physically when he feared for the employee's safety; which was justified.

Based on the information gathered and reviewed, the Patrol Sergeant recommended a finding of **Unfounded.** The Patrol Sergeant recommended the Accused Officer receive **Written Reprimand** for violating Departmental Policy 339.5, not reporting the incident to the Evanston Police Department (dated 08/31/2019).
Findings / Recommendation, Patrol Commander

After reviewing all reports, memoranda, and video associated with this complaint, the Patrol Commander CONCURRED with the Patrol Sergeant and found the Accused Officer Did Not Violate Rules, 1, 2, 4, & 19. The Patrol Commander classified the allegations against the Accused Officer to be Unfounded.

Additionally, the Patrol Commander found that the Accused Officer Did Violate Evanston Police Policy #339, in that, he failed to report his involvement in this incident to the Department. The Patrol Commander recommended a Written Reprimand for this infraction (dated 08/31/2019).

Findings / Recommendation, Deputy Chief

Upon review of all memoranda, reports, and video associated with this complaint, the Deputy Chief CONCURRED with the Patrol Commander and the Patrol Sergeant. The Deputy Chief found that the Accused Officer Did Not Violate Rules, 1, 2, 4 & 19 and classified the allegations against the Accused Officer to be Unfounded.

However, the Deputy Chief stated that the Accused Officer failed to notify the department of an off duty incident and therefore recommended the Accused Officer be given a Written Reprimand (dated 09/03/2019).

Findings / Recommendation, Chief of Police

Upon review of all memoranda, reports, and video associated with this complaint, the Chief of Police CONCURRED with the Deputy Chief and found that the Accused Officer Did Not Violate Rules, 1, 2, 4 & 19. The Chief of Police recommended a Written Reprimand. The Accused Officer must attend a mandatory class on Arrest, Search, and Seizure (dated 10/09/2019).

Disposition:

<table>
<thead>
<tr>
<th>Accused Officer</th>
<th>Unfounded</th>
<th>Rules 1, 2, 4, &amp; 19.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Written Reprimand</td>
<td>Departmental Policy 339.5</td>
</tr>
</tbody>
</table>

CPAC Disposition:

<table>
<thead>
<tr>
<th>Accused Officer</th>
<th>Rule 1</th>
<th>(2) Unfounded</th>
<th>(3) Sustained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 2</td>
<td>(4) Unfounded</td>
<td>(1) Not Sustained</td>
<td></td>
</tr>
<tr>
<td>Rule 4</td>
<td>(3) Unfounded</td>
<td>(2) Sustained</td>
<td></td>
</tr>
<tr>
<td>Rule 19</td>
<td>(4) Unfounded</td>
<td>(1) Not Sustained</td>
<td></td>
</tr>
<tr>
<td>Departmental Policy 339.5</td>
<td>(5) Sustained</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On June 17, 2019, the Office of Professional Standards received a Complaint Register Form from the Complainant. The Complainant stated the Accused Officer applied the handcuffs too tightly on his wrists. The Complainant alleged that the Accused Officers repeatedly told him to “stop fussing and we’ll loosen them for you.” The Complainant stated that he complied with the Accused Officers’ requests but, the handcuffs were not loosened until just before he was placed in the squad car. In addition, the Complainant alleged that due to the tightness of the handcuffs, he felt numbness and pain that was “shooting up my arm.” The Complainant claimed to have received injury due to the Accused Officers tightening the handcuffs, which have since caused him daily pain and the need to seek medical attention.

If the allegations are true, the Accused Officers may have violated the following:

Rule 18 Disrespectful behavior, willful maltreatment or abusive toward any person, whether a citizen or a member of the department.

Rule 19 Engaging in any unjustified physical altercation with any person or member.

The Incident, per Incident Report

On May 31, 2019, a disturbance call was made for the 800 block of Elmwood Avenue reporting two male subjects in a verbal and physical altercation. Officers responded to the scene and observed the Complainant standing in the middle of the street yelling at his brother (the victim). The Officers separated the two; the victim was cooperative. While attempting to gather information, the Complainant continued to yell and pull away from the Officers in an attempt to get closer to the victim. Due to the Complainant’s aggressive behavior, the Officers attempted to restrain the Complainant. The Complainant would not hold still and made it difficult for the placement of the handcuffs. The handcuffs were eventually placed on the Complainant’s wrists by the Officers but, the Complainant continued to move his hands by bending and twisting his wrists around while in the restraints. The Complainant complained that the handcuffs were too tight. The Officers loosened the handcuffs, checked them for proper fit, and double-locked the cuffs to ensure they would not tighten due to the Complainant’s constant moving. The Officers also added two additional sets of handcuffs to give the Complainant more spacing between his arms. The Officers told the Complainant to stop moving around so that the cuffs wouldn’t hurt his wrists.

It was determined that the Complainant was the offender of a domestic battery against the victim. The Officers observed that the Complainant was excessively sweating and appeared to be breathing heavily. The Paramedics were requested to evaluate the Complainant but the Complainant refused treatment and showed no visible injuries. The Complainant was then transported to the station without further incident.
Actions, Detective Sergeant

The Detective Sergeant advised the Accused Officers of this complaint and directed them to submit memoranda delineating their recollection for this incident. The Accused Officers complied.

Accused Officer One’s memorandum: (dated 09/06/2019). Accused Officer One’s statement is consistent with the aforementioned incident. In addition, Accused Officer One stated that when he arrived on scene the Complainant displayed visible signs that he was intoxicated. The Complainant had slurred speech and smelled of alcohol.

Furthermore, the handcuffs were immediately removed once the Complainant arrived at the station. The Complainant showed Accused Officer One a very faint red mark on his wrist. There were no other marks observed on the Complainant. The Complainant’s left wrist was then handcuffed to the secure bar inside the B of I during intake. The handcuffs were double-locked and checked for proper fit. The Complainant made no additional complaints of pain or requests for medical attention.

Accused Officer Two’s memorandum: (dated 09/09/2019). Accused Officer Two’s statement is consistent with Accused Officer One’s aforementioned incident report and statement.

Accused Officer Three’s memorandum: (dated 09/09/2019). Accused Officer Three’s statement is consistent with Accused Officer One’s aforementioned incident report and statement.

Findings, Detective Sergeant

After reviewing all reports, memoranda, and video associated with this complaint, the Detective Sergeant found that the Officer’s involvement with the Complainant was professional. He stated the Officers did not use harsh language nor did engage in any unjustified physical altercations with the Complainant. The Detective Sergeant found that the Complainant was uncooperative and did not follow lawful commands provided by the Officers which lead to the Complainant being placed in handcuffs (dated 09/09/2019).

Findings / Recommendation, Acting Commander

After reviewing all reports, memoranda, and videos associated with this complaint, Acting Commander found that the Accused Officer Did Not Violate Rules 18 & 19, and recommended this matter be classified Not Sustained (dated 09/10/2019).

Findings / Recommendation, Deputy Chief

After reviewing all reports, memoranda, and videos associated with this complaint, the Deputy Chief Concurred with Acting Commander and found that the Accused Officers Did Not Violate Rules 18 & 19, and recommended this matter be classified Closed with No Further Action (dated 09/20/2019).
Findings / Recommendation, Chief of Police

Upon review of all memoranda, reports, and audio associated with this complaint, the Chief of Police **Concurred** with the Deputy Chief and found the Accused Officers **Did Not Violate Rules 18 & 19** and recommended this matter be classified **Closed** with **No Further Action** (dated 10/09/2019).

**Disposition:**

Accused Officer: Unfounded
Rules 18 & 19

**CPAC Disposition:**

Accused Officer
Rule 18: (1) Unfounded
Rule 19: (1) Unfounded

(4) Not Sustained

(4) Not Sustained
November 6, 2019

Evanston Police Department
Chief Demitrous Cook
1454 Elmwood Ave
Evanston, IL 60201

Dear Chief Cook:

I would like to thank Officer Lou Velez for responding as a member of the NIPAS Emergency Services Team to assist the Norridge Police Department with a barricaded subject on August 4, 2019.

At approximately 4:30 pm, the Norridge Police Department responded to a call regarding a violation of an order of protection. From previous contacts, the responding officers knew that there was also an active warrant for aggravated assault to a peace officer. Family members advised officers that the subject had a knife in his possession. When entering the residence the offender told officers he will kill anyone who comes near him.

NIPAS Officers responded to the scene and the subject was taken into custody without incident. Due to the professional response of NIPAS this situation was resolved peacefully. This is an excellent example of numerous law enforcement agencies working together to resolve a potentially dangerous situation in a peaceful manner.

Sincerely,

[Signature]

David Disselhorst
Chief of Police
November 19, 2019

Evanston Police Department
Attn: Chief Demitrous Cook
2100 Ridge Ave
Evanston IL 60201

Re: NIPAS Entry Team Member Lou Velez
NIPAS Entry Team Member Slava Leontiev

Dear Chief Cook:

On October 30, 2019, the Gurnee Police Department requested assistance for an armed, barricaded gunman inside a vehicle. The gunman was also wanted for attempted murder with a firearm in Melrose Park, IL. NIPAS was called to provide additional law enforcement resources to safely contain the scene and encourage the subject’s safe surrender.

NIPAS officers were able to gain access to the vehicle and secure the subject’s arrest. As a result of the support provided by NIPAS Team Members Velez and Leontiev, we were able to safely limit access to the affected area and assist the Melrose Park Police Department in obtaining custody of the subject.

We are grateful to you and NIPAS Team Members Velez and Leontiev for the assistance provided and assure you that the Gurnee Police Department stands ready to be of service to you in the future.

Sincerely,

Brian M. Smith
Chief of Police

BMS/sc

Honor • Integrity • Service
December 3, 2019

Demitrous Cook, Chief of Police
Evanston Police Department
1454 Elmwood Avenue
Evanston, IL  60201

Dear Chief Cook,

I wanted to take the time to extend my gratitude and thanks to Evidence and Property Manager Michael Wasowicz and Property Custodian Susan Morgan for their assistance in providing valuable information to my staff on property room matters, that include proper evidence storage, statutory limits on retention of property and general compliance with regard to abandoned property and lawfully returning property to their rightful owners.

Their extensive knowledge on this subject matter, allowed for the Lincolnwood Police Department to properly address concerns of dated property being retained by the police department.

Both Susan and Michael area valuable assets to your organization and I wanted to commend them on how they both openly shared their vast knowledge with a neighboring police agency.

The Evanston Police Department has always been a great local law enforcement partner that takes the lead in assisting many smaller organizations such as Lincolnwood PD. I truly appreciate the assistance, and I look forward to our continued relationship.

Thank you again for your support and their assistance. Please have a safe and healthy holiday season.

Sincerely,

Jason S. Parrott
Chief of Police

______________________________
Integrity - Duty - Community
December 12, 2019

Chief Demitrous Cook
Evanston Police Department
1454 Elmwood Avenue
Evanston, IL 60201-4360

Dear Chief Cook,

It was a pleasure to read your acknowledgement letter dated December 2, 2019 regarding a Winnetka Police Department employee who assisted your department during a NIPAS callout for a high risk search warrant.

A copy of your letter will be forwarded to Officer Mark Strzelec so he knows his assistance was appreciated. A copy of your letter will also be placed in his personnel file.

As always, it is reassuring to know we have such reliable and capable support through our policing community. Our assistance will continue whenever the need arises.

Thank you again for the acknowledgement.

Sincerely,

Marc Hornstein
Chief of Police

"Proudly Serving and Protecting Since 1869"
December 16, 2019

Demitrous Cook,
Chief of Police
Evanston Police Department
1454 Elmwood
Evanston, IL 60201

Dear Chief Cook,

Thank you for your kind letter of appreciation for the services recently provided by Deputy Chief Brian Baker, NIPAS member and EST Team Commander, executing a “high risk” search warrant on October 7, 2019.

I am very fortunate as Chief of Police to have a fine, dedicated Deputy Chief such as Brian Baker providing outstanding professional services and demonstrating care for the people we serve on a daily basis. I will personally see that he receives a copy of your letter and will place a copy in his personnel file for future reference.

Please accept my thanks for taking the time to acknowledge our service. If we may be of assistance to you in the future, please do not hesitate to call.

Sincerely,

Anthony Scarpelli
Chief of Police

AS/sk
December 19, 2019

Evanston Police Department
Chief Demitrous Cook
1454 Elmwood Avenue
Evanston, IL 60201

Dear Chief Cook:

On December 3, 2019 at 8:30 p.m., Glenview officers responded to the 4100 Block of Cove Lane after receiving a complaint from a resident which stated a neighbor in the building pointed a handgun at her. The victim fled and immediately contacted police. At this point, it was believed the offender had returned to his unit where all attempts to make contact went unanswered. Glenview Police secured the perimeter and requested assistance from NIPAS (Northern Illinois Police Alarm System).

NIPAS responded and continued attempts to make contact with the individual. This proved unsuccessful and the decision to make entry was made. NIPAS entered the unit and located the resident, a 40-year old male deceased from an apparent self-inflicted gunshot wound. Further investigation revealed three handguns, two rifles, and approximately 2100 rounds of ammunition; all of which were removed from the residence. The scene was eventually turned over to the Cook County Medical Examiner’s Office with no on-going danger to the public.

On behalf of the Glenview Police Department, I would like to extend my thanks and appreciation for the assistance from Officers Slava Leontiev, Lou Velez and the NIPAS team members on this urgent call for service. The response was timely, professional, and impressive.

The on-going relationship between our agencies is always valued, especially in times of need/crisis. Please know that Glenview stands ready to assist you and your department when called upon.

Sincerely,

[Signature]

Cathy Sostak
Deputy Chief of Police

[Seal]
December 19, 2019

Dimitrious Cook
Chief of Police
Evanston Police Department

The U.S Department of Defense’s Force Protection Detachment (FPD) Brasilia, Brazil would like to thank the Evanston Police Department (EPD) for hosting the law enforcement delegation from the Brazilian Secretariat of National Public Security – SENASP in Evanston, IL on October 26, 2019.

The Brazilian delegation was very appreciative of the effort and attention that Commander Jody Wright took in setting up the visit to the Evanston Police Station, where the group was given a tour of the facility and was presented with gifts from you. The Brazilian delegation was blown away that American Universities have their own police department and also how well EPD and the University Police Department work together during events such as a college football game.

We would like to thank Commander Wright for making it possible to attend the football game between Northwestern University and University of Iowa. This was the first football game for nearly all of the Brazilians.

Lastly, the overall visit to the United States by the Brazilian delegation was a resounding success and it would not have been as successful without the help of the Evanston Police Department. Let us know if you ever need any assistance from the United States Embassy in Brazil.

Thank you once again.

Respectfully,

David S. Sorensen, AFOSI
Force Protection Detachment
Embassy of the United States in Brasilia, Brazil
January 13, 2020

Chief Demitrous Cook
Evanston Police Department
1454 W. Elmwood Ave
Evanston, IL 60201

Chief Demitrous Cook,

I would like to extend my sincere appreciation and gratitude for your agency’s partnership in a recent significant investigation. On Monday December 16, 2019 we concluded an eleven-month long investigation into a sophisticated retail theft fencing operation. The investigation began after retail thefts in Wilmette led to the identification of a fencing ring for stolen merchandise operating in Chicago. This involved the suspects taking in stolen retail products including over the counter medications which they would then sell via online stores.

With the assistance of the Evanston Police Department, we executed eleven search warrants in Chicago and one in Oak Park resulting in the recovery of an estimated 2 million dollars’ worth of retail products and evidence of a sophisticated criminal enterprise.

Merchandise stolen from retail establishments throughout the Chicagoland area and surrounding suburbs was brought to the defendants by retail theft offenders. The defendants knowingly purchased the stolen property at their storefront locations in Chicago. The defendants brought the stolen merchandise to various locations throughout Chicago and one location in Oak Park, IL where they removed identifying retailer information from the items. The defendants then sold the stolen items via online stores for profit. The defendants established numerous accounts with multiple banks and financial institutions in attempts to conceal the origin of the funds and utilized the illegal proceeds to make purchases including multiple residential properties and to continue their financial enterprise.

Your agency’s cooperation was instrumental in the success of this investigation and your staff’s professionalism was apparent. I would like to specifically recognize the efforts of Detective Ben Holliman #150 who was an integral part of this investigation from the beginning, working primarily in an undercover capacity. I would also like to recognize the efforts and professionalism of Sergeant Glynn #1, Sergeant Pillars #23, Officers Popp #116, Rosenbaum #161, Wideman #252, Carrigan #138, Tortorello #113, Kleinpaste #229, Velez #151, Giese #134, Pogorzelski #255, Griffith #193.

Sincerely,

Kyle Murphy, Chief of Police
A belated note of thanks for all that Evanston police did during Tuesday night's rally. Your officers were out in the cold keeping everything safe and orderly, and the event went off without a hitch, allowing hundreds of citizens to come together and peacefully express their views.

Happy holidays to you all and thank you again.

Warm regards,

[Redacted] Evanston, IL 60201
December 27, 2019

Chief of Police, D. Cook
1454 Elmwood Avenue
Evanston, Illinois 60201

Dear Chief Cook,

I discovered my letter addressed to you in my file cabinet as I downsized my files.

Somehow this letter was left behind when I mailed my other letters to you in early 2019.

I was in doubt of sending this letter to you at this late date. However, I realized that you should be aware of Officer Brooks and the other officer’s action and how much they helped my grandson and me.

Although my grandson tried to play it off, I knew he was really traumatized when this man approached him with a knife demanding money from him. My grandson did not want to go into the Evanston Police Station. He told me he did not trust the EPD.

My gut feeling told me to make a deal with him. I felt he needed to know that there are police officers on the Evanston force and other police departments who do the right things for the people they serve.

I asked him if he remembered Officer Brooks. He said yes. If Officer Brooks is on the night shift would you be willing to tell him your story. He agreed. (Officer Brooks is well known by many young people and they respect him, I’m told.) I also believe Juvenile Detective Malnor put my grandson at ease with his approach in talking to him in a reassuring and caring way. I need to say that it was truly a refreshing experience from our EPD from the beginning to the end. I wish I knew all the officers names to mention in this letter. Please let the officers know how much we appreciate their help.

In my opinion, compassion and a smile can go a long ways...!

And thank you too, Chief Cook when you show your compassion with a smile when greeting the Evanston Community.

Respectfully,
December 31, 2019

Police and Fire Foundation
1454 Elmwood
Evanston, IL 60201

For the past couple years I’ve had to call 911 for help when my husband, who had a stroke 40 plus years ago, to lift my husband up from the floor. His balance is poor and sometimes, if he falls, he cannot get up and I cannot help him. Each time this has happened, polite, kind, and strong representatives have been at our apartment within 5 minutes and like magic, he is back in his wheelchair. For this both of us we are very grateful.

That usually means a trip to Bennison’s for donuts, one of the helpers told me that the next day didn’t work well since they were usually off... so this year we will make a donation to the Police and Fire Foundation as we know through Kevin Kelly, a Kiwanis member and former fire department member, is well regarded. Our friend, has also encouraged us to say our thanks this way.

So, thank you again, and a safe and happy New Year to each member and their service to the community, we appreciate it more than words can say.
January 10, 2020

Dear Chief Cook,

Thank you for your kindness and generosity this morning at Phil’s coffee. It was good to see you again and so very nice of you to gift us. Wishing you all good and blessings in this new year.
Dear Chief Cook:

1-20-2020

Hope your holiday season went well for you, your family & friends!

I have recently sent notes to Ofc. Gustafson, D. Chief James Pickett, Officer T. LeBlanc, also via my note to Ofc. Gustafson also, referenced an Officer Enga from the Police Dept.- all outstanding Police professionals.

Great updating you on my area out here, Chief Cook. Due to the snow & cold wintry weather, not much happening outside. Will keep you posted on any new noteworthy events in my area. Hope there are none.

Keep doing the amazing job you are doing, as I appreciate living here.

Known safety is a primary focus for the Police Dept. The City!

Yours truly -
January 22, 2020

Dear Chief Cook,

Thank you for renewing your agency’s subscription to the Police Law Institute’s Monthly Legal Update and Review. It has been a pleasure working with you since November, 2017.

We appreciate the confidence you have in our service and look forward to serving you and the Evanston PD in 2020.

If you have suggestions, comments, or questions, we’d love to hear from you!

Sincerely,

the entire team at the Police Law Institute
To the 911 Operator:

On Monday, December 23rd at approximately 3:00pm, I experienced the most excruciating and debilitating abdominal pain I have ever had. It was sudden and extremely frightening and, for the first time in my life, I had to call 911.

To the operator who took my call, thank you.
I once read that, generally, people will not remember exactly what you said or did, but they will remember how you made them feel.
I have been thinking of this quote often since my experience — pain and fear do have a way of muddying your memory.
I do not remember exactly what you said or the exact questions you asked, but I know you were calm and kind and patient. I know you made me feel like you cared, you were there for me, and that help was on the way. I remember you encouraged me to focus on my breathing and to stay on the phone with you as we waited for the ambulance.
I remember you caught my little girl’s name in there somewhere which felt like you were listening and helping us both get through that awful moment.

I was in the hospital for 2 days while they managed my pain and got to the bottom of what happened. Ultimately, I am going to be fine and my little girl has bounced back fast.

Thank you again for helping me —
Just wanted you to know how important and meaningful the work you did that day was to me and my family —
Use this form to make a commendation, suggestion, or complaint.

Name:
Address:
Phone:
Work Phone:
My Age is:

☐ I Want To Commend:
☐ I Want To Suggest That:
☐ I Want To Complain About:

By (e.g., officer's name) APPELT ALD
On date 12/12/20
At (location) 912 (ROOM)
At (About time) 3:30

He/She/They, I HAD CONTACT WITH THEM AT CAPITOL TO DISCUSS COME IN THE AREA THEY WERE COURTEOUS, PROFESSIONAL, AND HELPFUL, AND THEY WERE NOT HARD ON THE EYES, EITHER.

(Attach as many sheets as necessary)

I declare that the information contained in this form is true.

Date:
Signature:
Signature of parent/guardian

Police Log Only

Return this form to:
Office of Professional Standards
Evanston Police Department
1454 Elmwood Ave.
Evanston, IL 60201-4360

Do you want to commend a Police Department employee?

Do you want to make a suggestion to help improve police services?

Do you have a complaint about a Police Department employee?
Memorandum

To: Members of the Human Services Committee
From: Hugh DuBose, Assistant City Attorney
Subject: Ordinance 32-O-20, Amending City Code Title 3 to Restrict the Sale and Adoptions of Cats, Dogs and Rabbits
Date: March 2, 2020

Recommended Action:
Staff recommends adoption of Ordinance 32-O-20, approving restrictions on the sale and adoption of cats, dogs, and rabbits in Evanston.

Council Action:
For Action

Summary:
Ordinance 32-O-20 implements restrictions on the adoption and sale of cats, dogs, and rabbits in the City of Evanston. The City of Evanston fosters a “no-kill” community for cats, dogs, and rabbits. “No-kill” is defined as saving every dog and cat in a shelter that can be saved. The definition includes healing the animals that can be healed, treating behaviors that can be treated, and prioritizing safety and a high quality of life for both pets and people in our communities. A no-kill community is also charged with reducing the number of animals entering shelters through spay/neuter education and services and increasing the number of animals leaving shelters through adoption and other programs that lead to them finding safe places to call home. The City of Evanston Animal Shelter currently operates as a “no-kill” animal shelter for cats and dogs, but is unable to provide similar services for rabbits. The City needs to take action to prevent the increased population of unwanted cats, dogs, and rabbits as it creates both an economic burden on the City and a humane burden on the animals.

To date the City has not adopted an ordinance to help effectuate the City’s “no-kill” goals. Ordinance 32-O-20 supports the City’s no-kill goal by placing restrictions how cats, dogs, and rabbits can be sold or adopted in Evanston. Most importantly, the ordinance requires adopted animals to be spayed and neutered and animals are only sold from breeders meeting objective requirements implemented by Cook County to ensure the breeders conducting responsible breeding practices. Finally, Ordinance 32-O-20 imposes penalties for individuals or companies that violate the provisions of 32-O-20.
Attachments:
Ordinance 32-O-20 Adding restrictions on the sale of cats dogs rabbits
32-O-20

AN ORDINANCE

Amending City Code Title 3 to Restrict the Sale and Adoptions of Cats, Dogs, and Rabbits

WHEREAS, the City of Evanston seeks to promote responsible and humane pet sales and ownership; and

WHEREAS, the City seeks to end inhumane practices of over-breeding, in-breeding, inadequate veterinary care, and other negative consequences of irresponsible commercial breeding ad sales; and

WHEREAS, Whereas, the City of Evanston desires to be a "no-kill" community and the Evanston Animal Shelter has implanted a no-kill policy; and

WHEREAS, No-kill shelters seek to save every dog and cat in a shelter who can be saved, which means healing the animals who can be healed, treating behaviors that can be treated, and prioritizing safety and a high quality of life for both pets and people in our communities; and

WHEREAS, No-kill shelters aim to reduce the number of animals entering shelters through spay/neuter education and services and increasing the number of animals leaving shelters through adoption and other programs that lead to them finding safe places to call home; and

WHEREAS, the Evanston Animal Shelter does not have the space or expertise to care for abandoned rabbits and the local animal rescue that does have this
expertise has expressed concern about the number of rabbits requiring rescue in Evanston.

WHEREAS, the increased population of unwanted Cats, Dogs, and Rabbits creates both an economic burden on the City and a humane burden on the animals.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The foregoing recitals are hereby found as fact and incorporated herein by reference.

SECTION 2: Title 3 of the Evanston City Code of 2012, as amended, is hereby amended to add the following:

CHAPTER 33 – SALE OF CATS, DOGS, and RABBITS

3-33-1 – Restrictions on the Sales and Adoptions of Cats, Dogs, and Rabbits

(A) No cat, dog, or rabbit shall be sold or adopted in the corporate limits of the City of Evanston unless:

(1) The cat, dog, or rabbit is spayed or neutered prior to the sale and the animal comes from:

(a) An animal control center, animal care facility, kennel, pound or training facility operated by any subdivision of local, state or federal government; or

(b) A humane society or rescue organization;

(2) The cat, dog, or rabbit is obtained from a breeder and the following requirements are met:

(a) The breeder holds a valid USDA class "A" license as defined by the Animal Welfare Act, as found in the Code of Federal Regulations, listing all site addresses where regulated animals are located; and
(b) The breeder owns or possesses no more than five female cats, dogs or rabbits capable of reproduction in any 12-month period; and

(c) No more than five female cats, dogs, or rabbits capable of reproduction are housed at the site address where the retail animal was born or housed, including animals owned by persons other than the breeder; and

(d) In addition to any disclosures required by subsection (c) or otherwise required by law, the following information shall be maintained and provided for each animal:

   (i) The active USDA license number(s) of the animal's breeder;

   (ii) Any previous USDA license number(s) held by the animal's breeder in the last five years;

   (iii) The name, mailing and site address location(s) of the breeder as they appear on the breeder's active USDA license;

   (iv) All names the breeder is doing business as;

   (v) The total number of female dogs, cats or rabbits capable of reproduction owned or possessed by breeder;

   (vi) The sire and dam of the animal;

   (vii.) The name and address of the location where the animal was born; and

   (vii) The name(s) and address of any other location(s) where the animal was housed by the breeder after birth.

3-33-2. – Required Disclosures

(A) Disclosures required. Any seller of a cat, dog, or rabbit or person offering the same animals for adoption shall make the following disclosures to the customer about such animal:

   (1) For any Cat, Dog, or Rabbit obtained from animal control center, animal care facility, kennel, pound, training facility, humane society, or other type of rescue organization, the seller must provide proof the animal is spayed or neutered prior to the sale.
(2) For each dog or cat: A written disclosure meeting all of the requirements set forth in Sections 3.5 or 3.15, as applicable, of the Animal Welfare Act, codified at 225 ILCS 605; and

(3) For each rabbit:
   (i) The breed, approximate age, sex and color of the animal;
   (ii) The date and description of any inoculation or medical treatment that the animal received while under the possession of the pet shop operator;
   (iii) The name and address of the location where the animal was born, rescued, relinquished or impounded; and
   (iv) If the animal was returned by a customer, the date of and reason for the return.

(4) The disclosures required under this section shall be provided by the seller to the customer in written form and shall be signed by both the seller and customer at the time of sale. The Seller shall retain the original copy of such disclosure and acknowledgement for a period of two years from the date of sale. Upon request by an authorized Administrator or Animal control warden, the original copy of such disclosure and acknowledgement shall be made immediately available for inspection by such authorized official. The seller operator shall post, in writing, in a conspicuous place all of the information about a cat, dog, or rabbit required under this subsection and other applicable law.

3-33-3.- Enforcement and Penalties

   (A) Enforcement. The Department of Animal Control shall enforce this Section, and the Sheriff shall assist the department in said enforcement.

   (B) Violations and Penalty. Any person violating any section of Chapter 33 of Title 3 shall be fined not less than five hundred dollars ($500.00) nor more than one thousand five hundred dollars ($1500.00) for each offense. Every day such violation continues shall constitute a separate and distinct offense.

SECTION 3: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and must be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are
hereby repealed.

**SECTION 5:** This ordinance must be in full force and effect after its passage, approval, and publication in the manner provided by law.

**SECTION 6:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity must not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _________________, 2020  
Approved:

Adopted: _________________, 2020  _________________, 2020

_______________________________  
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

______________________________  
Deputy Corporation Counsel

Devon Reid, City Clerk
Memorandum

To: Members of the Human Services Committee
From: Shenicka Hohenkirk, ICMA Management Fellow
CC: Kimberly Richardson, Interim Assistant City Manager
Subject: Status Update of Donation Policy
Date: March 2, 2020

Recommended Action:
Staff recommends approval of the Donation Policy for the City of Evanston.

Council Action:
For Action

Summary:
At the February 3, 2020 Human Service Committee meeting, staff was given feedback from the committee members regarding clarification of the donation policy. Staff has applied the changes to the policy where language needed clarification and renumbered the policy from the previous version.

Section 4: Accepting Donations
Additional Language: The City may elect to accept or decline any donation. If the gift is not accepted, the donor will be advised of the reason.

4.2 Staff will prepare a quarterly report to the City Council regarding all City donations. Any donations exceeding $25,000 will require City Council action for acceptance.

Section 5: General Conditions
Previous Language: “Donors are required to advise the City if a donation to the City or an agency, board, or commission of the City is concurrent with a planning, approval, or procurement process in which the donor, or the donor’s organization or company, is involved.”

New Language: “Donations that violate City code or City policies, or the laws, state or federal laws, of the other orders of government will not be accepted by the City.”
Section 10: Zoning and Procedure Approvals

Previous Language: Applicants seeking zoning approval shall not concurrently offer or make voluntary donations to the City or an agency, board or commission for community benefits.

New Language: Applicants seeking location approval, either individually or as part of a group, organization, or company shall not concurrently offer or make voluntary donations to the City.

Attachments:
Resolution 3-R-20 Donation Policy
Donation Policy Updated
3-R-20

A RESOLUTION

Approval of the City of Evanston Donation Policy

WHEREAS, City of Evanston establishes guidelines and provide a criteria for the acceptance of donations that give the City the ability to accept donations that meet its needs and capacity to maintain the donation given; and

WHEREAS, The City of Evanston desires to encourage donations, while at the same time considering fiscal impacts and on-going maintenance and operational costs; and

WHEREAS, Partnership opportunities for donations for community benefits should respect relevant legislative and policy provisions and occur within an ethical framework that preserves the integrity of municipal decision making processes; and

WHEREAS, this policy predominantly focuses on material donations, this policy should be considered to have broad applicability for unseen future donations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS THAT:

SECTION 1: The City Council hereby adopts the City of Evanston Donation Policy attached as Exhibit A.

SECTION 2: Resolution 3-R-20 shall be in full force and effect from and after its passage and approval in the manner provided by law.
_______________________________
Stephon H. Hagerty, Mayor

Attest:

Approved as to form:

_____________________________
Devon Reid, City Clerk

Michelle L. Masoncup, Corporation Counsel

Adopted: ______________________, 2020
Donation Policy for the City of Evanston

1. Objective and Purpose

1.1 Objective

Donations of every type are offered to the City of Evanston for general or specific purposes. This policy will guide the review and acceptance of such donations, confirm that the City has relevant and adequate resources to manage such donations, and ensure that the City appropriately acknowledges the generosity of the donor. Partnership opportunities for donations for community benefits should respect relevant legislative and policy provisions and occur within an ethical framework that preserves the integrity of municipal decision making processes.

2. The purpose of this policy is to:

- Establish guidelines that ensure donations occur at arm’s length from any City decision-making process;
- Provide criteria and process for the acceptance of donations; and
- Confer upon Department Heads the delegated authority to accept and spend donations, within the parameters contained herein; and
- Give the City the ability to accept donations that meet its needs and capacity to maintain.

3. Scope

The policy on voluntary donations to the City for community benefit includes donations made to the City, its agencies, boards and commissions, and donations requested or encouraged by staff directed to other organizations or community agencies. The City of Evanston desires to encourage donations, while at the same time considering fiscal impacts and on-going maintenance and operational costs. While this policy predominantly focuses on material donations, this policy should be considered to have broad applicability for unseen future donations.
3.1 Definition

“Donations” are cash, tangible property, or in-kind contributions which provide assistance to the City. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations generally qualify for a tax receipt.

3.2 Donations

Examples of Donations:

- **Memorials**: trees, park benches, plaques
- **Monetary**: anything towards foundations within the City, various departments, fundraisers, discount deals from local business and charities affiliated with the City.
- **Artwork**: separate policy requirements added to this general policy under Artwork donations.

3.3 Donation Process

a. Complete Donation Form.
   - Select type of donation.
   - Enter amount of donation.
   - Enter other relevant details
   - Enter honoree or commemoration.

b. Submit Form to the Department relevant to the Donation type.

c. Department Head will consider the donation and, if required, will forward the donation proposal to the City Council for consideration and approval.

d. If the Department Head or City Council approves the donation, staff will contact donor to schedule donation installation and other details.

e. Donation installation occurs.

4. Accepting Donations

4.1 The City may elect to accept or decline any donation. If the gift is not accepted, the donor will be advised of the reason.

4.2 Staff will prepare a quarterly report to the City Council regarding all City donations. Any donations exceeding $25,000 will require City Council action for acceptance.

5. General Conditions:

5.1 No advantage is to accrue to the donor or to any person not dealing at arm’s length to the donor as a result of the donation.
5.2 Donations cannot confer a personal benefit to any City employee or City Official.

5.3 Donations that violate City code or City policies, or the laws, state or federal laws, of the other orders of government will not be accepted by the City.

6. Eligible Uses

6.1 Eligible donations are those that support approved programs and services, durable assets; capital facilities or projects; asset improvement, restoration or capital maintenance; or cash for such purposes.

6.2 Donations must be for purposes consistent with the receiving Departments’ mandate, programs, services and activities and must be deemed to be in the public interest of the City.

6.3 Donations are only to be accepted if the receiving Department has the capacity to meet the initial and ongoing costs and obligations associated with the gift.

6.4 Donors who wish to make donations that support special purposes to be provided by an organization independent of the City should be directed, where possible, to the intended organization.

7. Ineligible Donors:

7.1 The City may decline donations from any donor who in the opinion of a Department Head under delegated authority, represents a reputational risk to the City through involvement in activities that are contrary to the values of the City or otherwise is in violation with City code as outlined in Section 5.3. Examples of ineligible donors include but are not limited to:

- Arms manufacturers;
- A party, committee, association, fund, or other organization (regardless of incorporation) that is required to file a statement of organization with the state board of elections or a county clerk under the Election Code;
- Any person or organization currently seeking official action by any officer or employee of the City;
- Any person or organization whose activities are regulated by an officer or employee of the City;
- Any person or organization that has interests that may be substantially affected by the performance or nonperformance of the official duties of an officer or employee of the City;
- Any person or organization that is required to be registered with the secretary of state under the lobbyist registration act;
• Proven or suspected criminal organizations; and
• Organizations that promote hatred against individuals or groups.

The City may not accept donations from individuals or organizations involved in litigation with the City.

8. Authority to Accept and Spend Cash Donation

8.1 Donations of cash designated for a specific purpose will only be accepted by the City Manager or designee, and where any donations exceeding $25,000 will require City Council approval of acceptance or allowance to spend.

8.2 Where cash donations are being accumulated for a major project or fundraising campaign will require City Council action before an acceptance of the cash donation.

8.3 Unsolicited cash donations that remain unspent at the end of the year may be carried over to the following budget year only upon City Council approval.

9. Costs Associated with the Proposed Donation:

9.1 The City also has an interest in knowing in advance the full cost that may be associated with a donation, namely those which may relate to purchase, installation, maintenance and operation during the gift’s expected life cycle. In the ordinary course the amount of the donation should be sufficient to cover all such expenses.

   a. Neither purchase nor installation shall commence until the donor’s donation has been completed and funds have been received by the City for such purposes.

   b. As to donations requiring on-going operation and maintenance, amounts which are estimated to exceed $5,000 on an annual basis, the donation shall include an endowment sufficient to cover them, i.e. 20x the estimated amounts.

In rare and unusual circumstances where the City has determined that the value of the donation substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate. If the donor elects to not provide sufficient funds for future maintenance and repair, the City may reject the donation.
10. Zoning and Procedure Approvals

General:

10.1 Conditions, contributions and public benefits may only be requested from an applicant seeking location approval from the City if such requests are permitted or required by that decision making process for location approval.

10.2 Applicants seeking location approval, either individually or as part of a group, organization, or company shall not concurrently offer or make voluntary donations to the City.

11. Procurement Decisions:

11.1 Voluntary donations for community benefits may not be solicited and offers may not be made by or accepted from a bidder, proponent or applicant to procurement, or their representative, concurrent to the procurement solicitation and award process.

11.2 The City shall not accept donations that are conditional upon the endorsement of any product, service or supplier. Current and prospective suppliers to the City that decline solicitations for donations shall not be penalized in procurement decisions of the City.

Artwork Donation

12. Conditions Governing the Donation of Artwork to the City of Evanston

Potential donors of artwork must submit the following information to the Public Art Subcommittee for review. The Committee shall determine the feasibility of the proposed donation and shall forward a recommendation to the Evanston Arts Council for review. If the Evanston Arts Council recommends acceptance of the proposed artwork, it will then go to the Human Services Committee and the City Council for approval or denial. If the host site is the Evanston Public Library, the Library Collections Committee will manage the review process.¹

12.1 Materials to be submitted by Donor:

   a. photographs and/or slides of the work of art which depict it from all sides²

   b. a written description of the artwork, including approximate dimensions (height, width, depth and weight), materials used, and any frames, backings, mounts or anchoring systems to be used in the installation of the artwork.

¹ This is synthesized text between the City of Richmond, CA document and the third item under “Donation of Existing Works of Art” section of the “guidelines for public art projects or donations” document.
² material in original policy
c. Verification of authenticity (if applicable).  

d. A site plan which identifies and describes the proposed site for the artwork and which accurately depicts the artwork in relationship to the surrounding environment.

e. A written description and/or drawing of the proposed method of installation and a timeline for the transportation and installation of the artwork.

f. An estimated cost for transporting and installing the artwork (to be done at donor’s expense, unless otherwise agreed to by the City).

g. Written authorization from the City department with jurisdiction over the site, approving the installation of the artwork.

12.2 Review and Acceptance Criteria; Proposed gifts of artwork shall be evaluated on the following criteria:

a. An analysis of the relationship of the proposed artwork to its proposed location, and its relevance to its primary audience.

b. An evaluation of the work’s aesthetic quality, relative to its form, materials and craftsmanship;

c. The availability and appropriateness of an acceptable site for the artwork.

d. An analysis of the financial impact of the proposed gift on the Public Art Program, including costs related to the insuring of the artwork and to any long-term maintenance or conservation costs.

e. An analysis of the impact of the proposed gift on other City departments, to include any routine operations or maintenance requirements.

12.3 Conditions of Acceptance

a. The Public Art Subcommittee and Evanston Arts Council encourage clear and unrestricted gifts to the City of Evanston. Any conditions or restrictions attached to a gift or loan must be represented to the Public Art Subcommittee for review and to the City Council for approval. No work of art will be accepted with conditions deemed unacceptable by the Public Art Subcommittee or the City Council, nor will any work of art be accepted with a condition guaranteed to be kept in perpetuity.

b. A legal document of transmittal, transferring title or loan of the artwork, and defining the rights and responsibilities of all parties, must accompany all gifts of artwork.

3 material in original policy (other materials listed above added from City of Richmond Document)

4 Should this follow the same PAC, Arts Council, Human Services Committee, City Council path?
c. The City of Evanston requires that the creator of the artwork (artist) waive any right to the preservation of the artwork under the conditions set forth in the 1990 Visual Artist’s Rights Act. The artist may, however, retain any right to disclaim authorship of the artwork pursuant to and these Acts. Before any gift is accepted by the City, the artist must acknowledge in writing his/her approval that the City may remove and/or destroy the artwork at its discretion. Should the City decide to remove or destroy the artwork, the City will provide the artist with 30 days’ notice of its intent to the last known address of the artist. The artist may, upon written approval by the City and at his/her own expense, remove and retain the artwork in lieu of its being destroyed by the City.

13 Donations of Personal or Real Property

13.1 Donations of real property to the City or its agencies, boards and commissions may only be accepted with the prior approval of City Council, which is to include approval of the budget for any future or ongoing obligations arising from the donation.

13.2 Where appropriate, approval of a donation of real property is to include the use and disposition of the real property including the net proceeds arising from a property transaction.

13.3 Donations of real property to the City or its agencies, boards and commissions, whether designated for specific purposes or not, will be held in the name of the City.

13.4 Donations of personal property will also be reviewed and considered by this policy and subject to approval by the appropriate department head.

14. Managing and Reporting Donations

14.1 Offers or proposals for donations are to be referred to the appropriate Division directly.

14.2 In an effort to cultivate an ongoing relationship with donors, the receiving Division is to:

a. Treat individual donors’ names and amounts given, and any other private or personal information, with respect and, except where the donor authorizes release of such information, with confidentiality to the extent provided by the law;
b. Reasonably limit the frequency of solicitations; and
c. Respond promptly to a donor’s question or complaint.
15. Acknowledgements, Forms and Receipts

15.1 The City is committed to the highest standards of donor stewardship and accountability. This includes appropriate acknowledgement and recognition for donations. Accordingly, for donations valued at $100 or more, a formal letter of acknowledgement and gratitude will be sent to the donor by the Department.

16. Documentation and Communication with Donors

16.1 All donations must be documented by the recipient department using the City's donation form(s).

   a. The donation communication to donors should:
      i. Convey the terms and requirements of the donation, including donor contact information, the purpose of the donation, the value of the donation, information about the tax receipt, how unused funds will be dealt with and the responsibilities of the respective parties.
      ii. A statement acknowledging that the donation may be subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

16.2 When a gift is received from a donor is over $600, the recipient Department must supply the donor with an income tax receipt.

17. Accounts

17.1 Donations designated for specific purposes or for the general purpose of a specific program, including donations of real property and the net proceeds of any property transaction, are to be used by the program for the purpose specified by the donor.

17.2 For purposes of financial control and accountability, donations are to be credited to appropriate accounts of the City.

17.3 Donations may not be managed informally or held in personal or external accounts or trust funds. This would not apply to independent community fundraising campaigns until such time that the campaign contributions are donated to the City.

17.3 Donations of cash or property to the City, where the purpose is not specified and which are not part of an approved fundraising initiative, are deemed to be undesignated and become contributions to general revenue of the City or assets of the City, unless the recipient Department seeks council approval for the requested purpose.
***Applications for donations are below***
ART DONATION FORM

Donor Information

Name: 

Address: City: ZIP:

Phone: Email:

Art Work

Artist: 

Title of Artwork: 

Dimension (H x W x D): 

Size: 

Media: 

Price or Value/NFS: 

Creation Date: 

Current Condition of Artwork: 

Written Description of Artwork: 

Required Maintenance & Cost of Artwork: 

Installation and Proposal of Artwork (Site/Location): 

Estimated Cost of Transportation & Installation (If Any):
*Uploads Acceptable: pictures, valuation, and verification of authenticity
Miscellaneous Donation Form

Donor Information

Name: 

Address: 
City: 
ZIP: 

Phone: 
Email: 

Date of Donation: 

Donation Value: 

Type of Donation: 

If Monetary Donation, Amount: 

Department for Donation: 

Description of Donation: 

Authorized Signature: 
Date: 
(Department Signature)
APPLICATION FORM  
*Dedication of a tree in the Memorial Section of the Ladd Arboretum*

Donations for existing memorial trees that have not been dedicated are based on the following scale:

**SHADE & FLOWERING TREES**

- **6” trunk diameter** ....................... 300.00
- **7” trunk diameter** ....................... 350.00
- **8” trunk diameter** ....................... 400.00

**EVERGREENS**

- **8-10 feet** ................................. 300.00
- **10 feet and up** ......................... 400.00

It is also possible to add tree varieties not currently available in the arboretum. Note that there is limited space available for new memorial trees. Donations for new memorial trees are based on the following scale:

**SHADE & FLOWERING TREES**

- **2 – 2 1/2” trunk diameter** ......................... 500.00

Check one:  
- Plant tree of your choice  
- Please call to discuss type of tree to add

Once you have made your selection, a **name plate** will be placed near the trunk of the tree you select. The name plate will be arranged as follows:

1) Botanical name of the tree (i.e. Acer rubrum)  
2) Common name of tree (i.e. Red Maple)  
3) Name of person to whom the tree is dedicated

Please indicate the manner in which you want the name to appear on the plate. A maximum of twenty-one spaces are available. This includes periods and spaces between first and last names. Some samples of names are: **Mary P. Jones; George J. Adams; Ruth Walters**. Please print the name on the line below exactly the way you would like it to appear on the name plate.

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

(21 space maximum)
Name of Donor:

__________________________________________________________________________________________

City/State/Zip:

__________________________________________________________________________________________

Daytime phone:

(___)_______________________________________________________________

Email address:

__________________________________________________________________________________________

Make checks payable to “City of Evanston”. Remember gifts are deductible for Federal Income Tax purposes.

Mail check and this form to: City of Evanston – Forestry Division
2100 Ridge Avenue
Evanston, IL 60201
Attention: Memorial Tree

Dedication of a Memorial Bench at City of Evanston Parks and Lakefront

Donations for existing benches that have not been dedicated are:

$4,500.00

Donations for a new bench are:

$6,000.00

Once you have made your selection, a name plate will be placed on the bench.

Please indicate the manner in which you want the name to appear on the plate. A maximum of three lines with twenty-one spaces each are available. This includes periods and spaces between first and last names. Some samples of names are:
Mary P. Jones; George J. Adams; Ruth Walters. Please print the name on the lines below exactly the way you would like them to appear on the name plate.

____________________________________________________________

____________________________________________________________

(21 space maximum)

Location of Bench:____________________________________________________________

Name of Donor:_______________________________________________________________

City/State/Zip:____________________________________________

Phone: (     )_____________________

Email address: _____________________________________

Make checks payable to “City of Evanston”. Remember gifts are deductible for Federal Income Tax purposes.

Mail check and this form to: City of Evanston – Greenways Division
2100 Ridge Avenue
Evanston, IL 60201
Attention: Memorial Bench

~ If you have any questions regarding Memorial trees or benches, please contact (847) 448-4311 ~
Memorandum

To: Members of the Human Services Committee
From: Jessica Wingader, Social Services Grants & Compliance Specialist
Subject: 2020 Mental Health Board Funding Allocations
Date: March 2, 2020

Recommended Action:
The Mental Health Board (MHB) and staff recommend that the Human Services Committee approve and recommend to City Council the proposed allocation of $763,373 in FY 2020 to 19 non-profit agencies to provide needed social services to Evanston residents. Allocations range from $8,910 to $78,586 for 21 individual programs.

Funding Source:
Allocations will be disbursed from the Human Services Fund (Account 176.24.4651) with separate object codes to identify and disburse funds.

Council Action:
For Action

Summary:
The MHB makes recommendations regarding use of City funds for grants to social services agencies for programs and services that address priority needs of Evanston residents, particularly at-risk residents. The MHB used the following criteria to prioritize programs and services for 2020 funding:

- Programs and services that respond to mental health and substance abuse needs, including crisis intervention and mental health promotion
- Programs and services that provide linkages to emergency or long term housing, case management or nutritional services, to improve mental health
- Programs and services to enhance the mental health, empowerment and protection of youth, seniors and families
- Programs and services that promote mental health, cultural diversity and social inclusion for all, including refugees and immigrants

The 2020 allocation timeline was pushed back to February 2020; historically allocation recommendations happen prior to January. Two applicants, Learning Bridge and Infant Welfare Society, did not submit applications in time to meet the deadline. The Mental Health Board voted to accept the applications and allow the applicants to move forward with the
funding process. Although this delayed the timeline by several months, the grant period will be January 1 - December 31, 2020 and agencies receiving MHB funds will be allowed to submit program expenses incurred starting January 1, 2020.

The application process for City funding is combined with CDBG Public Services to streamline the process for agencies, particularly those applying for both funding sources for the same program, and to inform both the MHB and Housing and Community Development Act (HCDA) Committee about the total funds requested from the City by external agencies, whether for the same or different programs. The MHB had the 2020 CDBG draft allocations made by the HCDA Committee on December 17, 2019, to consider when making funding recommendations on February 20, 2020.

Legislative History:
Mental Health Board voted to recommend approval of the 2020 allocation recommendations at its meeting on Thursday, February 20, 2020.

Attachments:
2020 MHB Allocation Recommendations
## City of Evanston - Estimated 2020 MHB Funding Allocation

<table>
<thead>
<tr>
<th>Agency/Program</th>
<th>2019 MHB Request</th>
<th>2019 MHB Award</th>
<th>2020 MHB Request</th>
<th>Average Cmt. Score</th>
<th>W. Group Recomm.</th>
<th>% of 2019 Award</th>
<th>% of 2020 Request</th>
<th>2020 Allocation</th>
<th>2020 Recomm. %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Breakfast: Books and Breakfast</td>
<td>$20,000</td>
<td>$9,996</td>
<td>$25,000</td>
<td>532.6</td>
<td>$25,000</td>
<td>250%</td>
<td>100%</td>
<td>$24,750</td>
<td>99%</td>
</tr>
<tr>
<td>Center for Independent Futures: Supporting Individuals</td>
<td>$13,442</td>
<td>$10,000</td>
<td>$13,039</td>
<td>531.4</td>
<td>$12,440</td>
<td>124%</td>
<td>95%</td>
<td>$12,315</td>
<td>94%</td>
</tr>
<tr>
<td>CNE: Learning Together</td>
<td>$40,000</td>
<td>$33,600</td>
<td>$50,000</td>
<td>534.9</td>
<td>$47,500</td>
<td>141%</td>
<td>95%</td>
<td>$47,025</td>
<td>94%</td>
</tr>
<tr>
<td>Connections for the Homeless: Outreach &amp; Drop-In</td>
<td>$70,000</td>
<td>$56,000</td>
<td>$60,000</td>
<td>545.0</td>
<td>$60,000</td>
<td>107%</td>
<td>100%</td>
<td>$59,400</td>
<td>99%</td>
</tr>
<tr>
<td>Family Focus: After School Program</td>
<td>$35,000</td>
<td>$33,600</td>
<td>$40,000</td>
<td>563.2</td>
<td>$40,000</td>
<td>119%</td>
<td>100%</td>
<td>$39,600</td>
<td>99%</td>
</tr>
<tr>
<td>Impact Behavioral Health: Clinical Services</td>
<td>$60,000</td>
<td>$51,840</td>
<td>$60,000</td>
<td>531.0</td>
<td>$57,000</td>
<td>110%</td>
<td>95%</td>
<td>$56,430</td>
<td>94%</td>
</tr>
<tr>
<td>Interfaith Action: Emergency Overnight Shelter</td>
<td>$7,000</td>
<td>$7,000</td>
<td>$15,000</td>
<td>541.0</td>
<td>$15,000</td>
<td>214%</td>
<td>100%</td>
<td>$14,850</td>
<td>99%</td>
</tr>
<tr>
<td>James B. Moran Center: Legal &amp; Social Services</td>
<td>$48,000</td>
<td>$39,360</td>
<td>$50,000</td>
<td>551.0</td>
<td>$50,000</td>
<td>127%</td>
<td>100%</td>
<td>$49,500</td>
<td>99%</td>
</tr>
<tr>
<td>Learning Bridge: Mental Health Support</td>
<td>$10,000</td>
<td>$9,000</td>
<td>$12,000</td>
<td>453.3</td>
<td>$10,800</td>
<td>126%</td>
<td>90%</td>
<td>$10,692</td>
<td>89%</td>
</tr>
<tr>
<td>Meals at Home</td>
<td>$10,000</td>
<td>$9,000</td>
<td>$10,000</td>
<td>532.6</td>
<td>$10,000</td>
<td>111%</td>
<td>100%</td>
<td>$9,900</td>
<td>99%</td>
</tr>
<tr>
<td>Metropolitan Family Services: Family Support &amp; Prevention</td>
<td>$80,000</td>
<td>$67,200</td>
<td>$80,000</td>
<td>540.6</td>
<td>$73,000</td>
<td>109%</td>
<td>91%</td>
<td>$72,270</td>
<td>90%</td>
</tr>
<tr>
<td>NAMI Cook County: Family Support Services/Mental Illness</td>
<td>-</td>
<td>NA</td>
<td>$15,000</td>
<td>464.0</td>
<td>-</td>
<td>NA</td>
<td>0%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>North Shore Senior Center: Social Services</td>
<td>$35,000</td>
<td>$25,920</td>
<td>$35,000</td>
<td>518.9</td>
<td>$31,500</td>
<td>122%</td>
<td>90%</td>
<td>$31,185</td>
<td>89%</td>
</tr>
<tr>
<td>North Shore Senior Center: Behavioral Health</td>
<td>$10,000</td>
<td>$2,101</td>
<td>$10,000</td>
<td>521.1</td>
<td>$9,000</td>
<td>NA</td>
<td>90%</td>
<td>$8,910</td>
<td>89%</td>
</tr>
<tr>
<td>Northwest CASA: Sexual Assault Prevention</td>
<td>$20,000</td>
<td>$19,000</td>
<td>$19,000</td>
<td>548.6</td>
<td>$19,000</td>
<td>100%</td>
<td>100%</td>
<td>$18,810</td>
<td>99%</td>
</tr>
<tr>
<td>PEER Services</td>
<td>$92,610</td>
<td>$88,200</td>
<td>$88,200</td>
<td>549.7</td>
<td>$73,000</td>
<td>83%</td>
<td>83%</td>
<td>$72,586</td>
<td>89%</td>
</tr>
<tr>
<td>Shore Community Services: Lois Lloyd</td>
<td>$19,000</td>
<td>$15,300</td>
<td>$15,300</td>
<td>526.4</td>
<td>$13,770</td>
<td>90%</td>
<td>90%</td>
<td>$13,632</td>
<td>89%</td>
</tr>
<tr>
<td>Shore Community Services: Residential Services</td>
<td>$22,000</td>
<td>$20,000</td>
<td>$22,000</td>
<td>520.0</td>
<td>$19,800</td>
<td>90%</td>
<td>90%</td>
<td>$19,602</td>
<td>89%</td>
</tr>
<tr>
<td>The Harbor: Safe Harbor Emergency Shelter</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>524.0</td>
<td>$9,000</td>
<td>90%</td>
<td>90%</td>
<td>$8,910</td>
<td>89%</td>
</tr>
<tr>
<td>Trilogy, Inc.: Evanston Mental health Care Coordinator</td>
<td>$30,000</td>
<td>$28,800</td>
<td>$30,000</td>
<td>544.0</td>
<td>$30,000</td>
<td>104%</td>
<td>100%</td>
<td>$29,700</td>
<td>99%</td>
</tr>
<tr>
<td>YOU: Youth &amp; Family Services</td>
<td>$100,000</td>
<td>$70,250</td>
<td>$100,000</td>
<td>537.1</td>
<td>$73,000</td>
<td>104%</td>
<td>73%</td>
<td>$72,391</td>
<td>72%</td>
</tr>
</tbody>
</table>

**City of Evanston - Estimated 2020 MHB Funding Allocation**

2020 Allocation Amount: **$736,373**

Amount Allocated: **$736,373**

Funds Remaining: **$0**