

To: Mayor Biss and Members of the City Council

From: Luke Stowe, City Manager

Subject: Weekly City Manager's Update

Date: February 16, 2024

STAFF REPORTS BY DEPARTMENT

Weekly Report for February 12, 2024 - February 16, 2024

City Manager's Office Weekly Bids Advertised

Community Development Weekly Zoning Report Weekly Inspection Report

Health Department

Weekly Food Establishment Application Report

Law Department Weekly Liquor License Application Report

Legislative Reading NWMC Weekly Briefing STANDING COMMITTEES OF THE COUNCIL & MAYORAL APPOINTED BOARDS, COMMISSIONS & COMMITTEES

Monday, February 19, 2024 No Meetings

Tuesday, February 20, 2024 6:30 PM: Evanston Arts Council Meeting 7:00 PM: Housing & community Development Committee

Wednesday, February 21, 2024 6:00 PM: <u>MWDEBE Development Committee</u>

Thursday, February 22, 2024 No Meetings

Friday, February 23, 2024 No Meetings

Check the City's Calendar for updates: City of Evanston - Calendar

City of Evanston Committee Webpage: City of Evanston – Boards, Commissions and Committees



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

Subject: Bids/RFPs/RFQs Advertised during the Week February 12, 2024

Date: February 16, 2024

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

Bids/RFPs/RFQs sent during the Week of February 12, 2024

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Evanston Business District Maintenance Services	CMO – ED	The City of Evanston's Economic Development Division of the Evanston City Manager's Office is seeking proposals from experienced firms to manage and maintain the cleanliness, aesthetics, and overall upkeep of Evanston's business districts.	TBD	3/5	3/25
Service Center Building D Parking Garage Restoration	Public Works	Work on this project includes structural and waterproofing repairs and restoration at the City of Evanston's Service Center. This precast concrete facility has a 50,700 square feet open deck above large equipment apparatus bays.	\$200,000	3/19	4/8

Independence Park and Public Work Larimer Park	Work on this project includes renovations to Independence and Larimer Parks and also streetscape improvements on the north side of Central Street between Stewart Avenue and the alley west of Prairie Avenue.	\$1,500,000 \$1,700,000	3/12	3/25
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To: Honorable Mayor and Members of the City Council

From: Elizabeth Williams, Planning & Zoning Manager

- Subject: Weekly Zoning Report
- Date: February 16, 2024

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

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

Cases Received and Pending, February 8, 2024 - February 14, 2024

Zoning Reviews

Backlog (business days received until reviewed): 5

Volume (number of cases pending staff review):

8	

Ward **Property Address** Zoning Туре **Project Description** Received Status pending additional 1 733 Colfax Street R1 **Building Permit** Patio 08/29/23 information/revisions from the applicant pending additional Enlarge lower deck and repair 1 2121 Orrington Avenue R1 **Building Permit** 12/08/23 information from the upper deck applicant pending additional 653 Dodge Avenue R2 **Building Permit** Patio 06/13/23 information from the 2 applicant pending additional Patio and parking pad (work done 2 07/10/23 1139 Fowler Avenue R2 **Building Permit** information from the without a permit) applicant Remove concrete patio, walks. pending additional information/revisions 2 1553 Dewey Avenue R3 **Building Permit** and pad, install paver patio and 09/19/23 from the applicant walk revisions/additional Modify existing drive-thru to add a information submitted by 2nd lane, minor site repairs 2 1829 Dempster Street C2 **Zoning Analysis** 09/27/23 the applicant, pending (Burger King) staff review pending additional Convert detached garage to an 2 1500 Crain Street R3 **Zoning Analysis** 12/06/23 information from the ADU applicant 2 1579 Dewey Avenue R3 **Zoning Analysis** Raise 2nd story roof 02/13/24 pending staff review Exterior porch and stairs, interior 2 1740 Wesley Avenue R1 **Building Permit** 02/14/24 pending staff review renovation pending additional Addition to existing commercial **Building Permit** information from the 3 1245 Chicago Avenue B1 11/20/23 building (Space) applicant pending additional 650 Forest Avenue R1 **Building Permit** 02/05/24 information/revisions 3 Stone patio, walks, spa, and fence from the applicant pending additional information from the 4 1552 Wesley Avenue R1 Zoning Analysis Driveway 06/22/23 applicant pending additional 1118 Elmwood Avenue R3 **Building Permit** 07/31/23 information from the 4 Awning applicant pending additional 4 1113 Sherman Avenue R3 **Building Permit** Accessory structure for storage 08/02/23 information and revisions from the applicant 1549-71 Sherman 4 D2 Zoning Analysis Zoning verification letter 02/14/24 pending staff review Avenue/627 Grove Street Remove and replace main private 4 1204 Crain Street R1 **Building Permit** 02/14/24 pending staff review road pending additional 5 1935 Brown Avenue R3 **Building Permit** 06/20/23 information from the Concrete slab applicant non-compliant, pending Replace front steps, construct new revisions and/or minor 5 2020 Dodge Avenue R3 **Building Permit** 07/03/23 landing at side of residence variation application from the applicant non-compliant, pending revisions/minor variation R2 **Building Permit** Concrete slab 07/11/23 5 1820 Laurel Avenue application from the applicant pending revisions and New 4-story mixed-use building with ground floor retail and 33 1811 Church Street B2/oWE **Building Permit** 08/18/23 additional information 5 dwelling units (HODC) from the applicant Remodel existing 3-dwelling unit pending additional building and add an ADU to 10/05/23 information from the 5 2011 Darrow Avenue R4 **Zoning Analysis** garage applicant

5	2125 Darrow Avenue	R4	Building Permit	2-car garage	12/04/23	pending additional information from the applicant
5	910 Simpson Street	R4a	Building Permit	Addition and interior remodel	02/05/24	non-compliant, pending additional information and revisions from the applicant
5	1910 Green Bay Road	C2	Building Permit	Paving and landscaping (DMAC)	02/07/24	pending additional information from the applicant
6	2415 McDaniel Avenue	R1	Zoning Analysis	Detached 2-car garage	06/05/23	pending additional information from the applicant
6	2767 Crawford Avenue	R2	Building Permit	Driveway and retaining wall extension	06/26/23	pending additional information from the applicant
6	2421 Crawford Avenue	R2	Building Permit	Remove existing asphalt and concrete, replace with permeable patio and sidewalk	08/23/23	non-compliant, pending revisions or major variation application from applicant
6	2300 Park Place	R1	Building Permit	2nd story addition to a garage for an ADU	11/01/23	pending revisions from the applicant
6	2820 Thayer Street	R1	Building Permit	Detached garage	01/05/24	non-compliant, pending revisions and/or minor variation application from the applicant
6	2137 Crawford Avenue	R2	Building Permit	Detached garage.	01/10/24	pending additional information from the applicant
6	3515 Hillside Road	R2	Building Permit	Replace stone path with pavers	02/01/24	pending additional information from the applicant
6	2320 Park Place	R1	Building Permit	Addition and add roof over front steps	02/08/24	pending staff review
6	3021 Simpson Street	R1	Building Permit	Remove and replace driveway, stoop, and walk	02/13/24	pending staff review
6	2708 Simpson Street	R1	Building Permit	11 foundation push piers	02/14/24	pending staff review
7	2636 Green Bay Road	C2/oCSC, R4	Zoning Analysis	Planned Development, new 5- story multi-family dwelling with 51 dwellings, parking and 3 new 4- story townhomes along Prairie Avenue	10/18/22	pending additional information from the applicant
7	2747 Broadway Avenue	R1	Building Permit	Remove portion of existing paver patio, install new patio and seatwall	05/12/23	non-compliant, pending revisions from the applicant
7	1126 Grant Street	R1	Building Permit	Paver walk and landing	08/22/23	pending additional information/revisions from the applicant
7	824 Ridge Terrace	R1	Building Permit	In-ground swimming pool	12/18/23	revisions submitted the the applicant, pending staff review
7	2744 Asbury Avenue	R1	Building Permit	Addition and interior remodel	12/29/23	non-compliant, pending revisions from the applicant
7	824 Ridge Terrace	R1	Building Permit	Addition	01/08/24	pending revisions by the applicant
7	1501 Central Street	U2	Building Permit	Foundation only for new football stadium (Ryan Field, NU)	01/08/24	non-compliant, pending revisions/additional information from the applicant
8	141 Dodge Avenue	R4	Building Permit	Detached garage	11/17/23	pending additional information from the applicant
		R2	Building Permit	Detached garage	08/29/23	non-compliant, pending minor variation application from the
9	709 Asbury Avenue					applicant

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

	Miscellaneous Zoning Cases							
Ward	Property Address	Zoning	Туре	Project Description	Received	Status		
1	1630 Orrington Avenue	D3	Special Use	Special Use for a Resale Establishment	11/28/23	pending LUC 02/28/24		
2	1611 Church Street	WE1/oWE	Map Amendment and Major variations	Remove zoning lot from oWE Overlay District and rezone from WE1 to R4 and Major Variations for construction of 7 COOP dwellings including townhome orientation and detached accessory structure located between principal building and front property line.	06/27/23	pending additional information from the applicant		
4	1590 Elmwood Avenue/910 Davis Street	D3	Major Adjustment to a Planned Development and Special Use	Major Adjustment to an approved Planned Development to increase density to convert ground floor commercial space to 2 dwelling units (one affordable) and Special Use for a Unique use for 2 dwelling units at ground floor in the D3 district.	01/23/24	pending LUC 02/28/24		
6	3434 Central Street	R2	Planned Development	New 2-story, 19,952 sf building for a Daycare center - Child (Kensington School)	02/10/22	pending P&D		
7	1915-1917 Grant Street	R3	Special Use & Text Amendment	Special Use for 10 micro homes and 3 micro homes above parking structure	06/28/23	pending P&D 02/12/24		
9	518-520 Barton Street/1210 South Boulevard	R2	Major Variation	Zero off-street parking where 3 are required for 2 townhomes for the sale of property and construction of a detached garage to/for 1210 South Blvd	01/16/24	pending LUC 02/28/24		



To: Luke Stowe, City Manager

From: David Wilson, HVAC Building Inspector

Subject: Weekly Field Inspection Report

Date: February, 16 2024

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

Please contact me at <u>davidwilson@cityofevanston.org</u> if you have any questions or need additional information.

Weekly Field Inspection Report

Friday, February 16, 2024

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	No changes. Interior construction continues on building B. Sidewalk remains closed with proper signage in place.	2/15/2024
4	1012 Church Street Northlight Theater	Assembly	No changes. Site and Northlight signage are in good condition. No construction fence at this time.	2/15/2024
1	1710 Sherman Avenue	Mixed Use Building Residential/Retail	The general contractor has been contacted and reminded to adhere to approved construction hours. Interior work continues.	2/15/2024
4	718 Main Street	Mixed Use Building Residential/Retail	Final inspections have been completed. A temporary certificate of occupancy has been issued for common areas only.	2/15/2024
*	*	*	*	*
1	710 Clark Street	Office Building	No changes. Construction fence remains in place and is in good condition. Roadways are clean and clear surrounding site.	2/15/2024
*	*	*	*	*



То:	Honorable Mayorand Members of the City Council
From:	Ike Ogbo, Director, Department of Health & Human Services
Subject:	Food Establishment License Application Weekly Report

Date: February 16, 2024

Ward	Property Address	Business Name	Date Date	Current Status
			Received	
3	510 Main St	555 Pantry	2/8/2024	PendingInspections
7	1801 Central St	Joe & the Juice	1/30/2024	Li cens ed Issued
3	503 Main St	Paragon	12/27/2023	Pending Inspections (Change of Ownership)
4	618 ½ Church St	Ume Tea	12/21/2023	Licenselssued
3	827 Chicago Ave	Lefty's Righteous Bagels	12/13/2023	Pending Permit Issuance
4	1608 Chicago Ave	Mensch's Deli	11/29/2023	Building Permit Issued – Pending Inspections
1	726 ClarkSt	Ran Ran Boba Milk Tea	11/28/2023	Pending Inspections (formerly Kung Fu Tea)
5	1601 Simpson St	Shanghai Kosher	11/21/2023	PendingInspections
1	1611 Sherman Ave	Cold Stone Creamery	11/20/2023	Pending Inspections – Change of Ownership
4	810 Dempster St	Village Farmstand	11/20/2023	Licenselssued
4	1629 Orrington Ave	Dos Bros	10/10/2023	Building Permit Issued – Pending Inspections
1	704 ClarkSt	Etta Evanston	10/5/2023	Pending Permit Issuance
1	1737 Sherman Ave	Taco Bell	10/5/2023	Pending Permit Issuance
4	1557 Sherman Ave	Reza's Restaurant	9/6/2023	Licenselssued
1	521 Davis St	La Cocinita (Relocating)	7/11/2023	Building Permit Issued – Pending Inspections
2	1808 Dempster St	Windy City Flavors	8/22/2023	Licenselssued
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Building Permit Issued – Pending Inspections



То:	Honorable Mayor and Members of the City Council
From:	Brian George, Assistant City Attorney
Subject:	Weekly Liquor License Application Report
Date:	February 16, 2024

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

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

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of February 16, 2024

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUORSALES	STATUS
4	Museum Inn & Suites	1555 Oak Ave. Evanston, IL 60201	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri- Sat); 10 a.m. — 1 a.m. (Sun)	Application pending
8	TOCA Training Centers	2454 Oakton St. Evanston, IL 60202	W	Commercial Recreation Facility	12 p.m.—9 p.m. (Mon-Fri); 11:30 a.m.—10 p.m. (Sat-Sun)	Application pending





WEEK ENDING FEBRUARY 16, 2024

Editor's Note

The NWMC office will be closed on Monday, February 19 in observance of the President's Day holiday.

NWMC Extends Auctioneer Agreement with America's Auto Auction

The NWMC Board met Wednesday and unanimously approved the third of four possible, one-year contract extensions for Auctioneer Services with America's Auto Auction of Crestwood. The contract terms remain the same, with the extension running from February 15, 2024 through February 14, 2025. This year's auction dates are April 23, July 23 and October 22. For questions or additional information, contact staff or Berry Ellis, 312-371-5993 or berry.ellis@americasautoauction.com. Staff contact: Ellen Dayan

Reminder: SPC Ford Police Interceptor Utility Order Bank is Open

Final specifications have yet to be released, but Ford Motor Company last week opened the order bank for the Suburban Purchasing Cooperative (SPC) Ford Police Interceptor Utility (Contract #204) with Currie Motors. Ford will accept orders on an allocation basis relative to the purchasing history of the ordering agency over the past five years. For questions or additional information, please contact Municipal Sales Manager Tom Sullivan, 815-464-9200 or tsullivan@curriemotors.com. Staff contact: Ellen Dayan

More Reasons to Consider Granite for your Telecom Needs – RSVP for Edgeboot Webinar

Are your telecommunications contracts expired or up for renewal this year? Or just looking to reduce your monthly spend? Suburban Purchasing Cooperative (SPC) Telecommunications Program vendor Granite Government Solutions (Contract #205) will conduct a free cost savings analysis of all your telecommunication services and invoices. Did you know that Granite is ranked #1 by General Motors as Best in Class Global Telecom Supplier? That their customers include 86 of the Fortune 100 companies? That they have federal contracts with the US Army, Air Force, Army National Guard, Department of Transportation, National Weather Service, Securities & Exchange Commission, and more? That they've made over \$300 million in charitable donations?

Don't forget, on Friday, February 23 at 10:00 a.m., Granite Senior Sales Executive Frank Ventrella will host a free, virtual informational session to discuss Edgeboot. A meeting invitation was sent to Assistant Managers, IT Directors, Finance Directors and Purchasing Agents and forwarded to the SPC partner councils of government (DuPage Mayors & Managers Conference (DMMC), South Suburban Mayors & Managers Association (SSMMA) and Will County Governmental League) for distribution to their members. To learn more about this service, or for information on how to take advantage of the SPC Contract pricing and savings, please contact staff or Granite Senior Sales Executive Frank Ventrella, <u>fventrella@granitenet.com</u> or 630-649-0823. *Staff contact: Ellen Dayan*

Last Chance to Comment on the North Shore and Northwest Councils STP Program

As a final reminder, the North Shore and Northwest Councils of Mayors have released their draft FFY2025-2029 local Surface Transportation Programs (STP-L) for a 30-day public comment period. The <u>North Shore Council of Mayors</u> and the <u>Northwest Council of Mayors</u> draft programs are available for review on their respective websites.

Comments on the North Shore Council program should be submitted to Brian Larson, <u>blarson@nwmc-cog.org</u> by Monday, February 19, and comments on the Northwest Council program should be submitted to Eric Czarnota, <u>eczarnota@nwmc-cog.org</u> by Thursday, February 22. *Staff contacts: Eric Czarnota, Brian Larson*

ComEd Offers Fleet Electrification Rebates

ComEd is looking to boost EV adoption across Illinois to fulfill the goal of 1 million EVs in Illinois under the Climate and Equitable Jobs Act. To do so, they have launched a <u>new rebate program for public sector and business customers</u>. ComEd is offering a total of \$57 million in rebates of \$5,000-\$180,000 for light duty, medium duty, and heavy-duty

fleet vehicles, transit buses, and K-12 school buses. ComEd is also offering \$30 million in rebates up to \$8,000 for Level 2 EV charger ports and up to \$500,000 for Level 3 charger port. In both cases, rebates are retroactively available for purchases back to June 1, 2023. To learn more about the program and application instructions, please visit <u>ComEd's</u> <u>EVSmart page</u>. *Staff contacts: Eric Czarnota, Brian Larson*

CMAP Local Technical Assistance Applications Open February 26

The Chicago Metropolitan Agency for Planning (CMAP) Local Technical Assistance (LTA) program's 2024 Call for Projects will open on Monday, February 26 and close at noon on Friday, March 22. This program "supports communities by offering planning and implementation assistance, providing interagency expertise, leveraging the region's transit network, and building local government capacity." To learn more about the program and to find out how to apply, please visit the LTA program website. *Staff contacts: Eric Czarnota, Brian Larson*

Sign Up for the USDOT Climate Change Center 2024 Webinar Series

The US Department of Transportation (USDOT) Climate Change Center is offering a monthly webinar series through June. Each month, USDOT will explore climate change and transportation topics, ranging from greenhouse gas reduction strategies to climate resilience activities to research and technology advancements. The next webinar will be held on Monday, March 25 on the topic of Transit-Oriented Development. Please visit the <u>USDOT Climate Change</u> <u>Center</u> for more information and to register for the webinar series. *Staff contacts: Eric Czarnota, Brian Larson*

IDOT Releases Updated Phase I Forms

The Illinois Department of Transportation (IDOT) Bureau of Local Roads (BLR) has released numerous modifications to its existing Phase I forms as part of the agency's modernization efforts. A key feature is allowing the use of electronic signatures, enhancing the capacity for electronic submissions. For more details on which forms have been changed, please see <u>Circular Letter 2024-04</u>. If you have any questions regarding this Circular Letter, please contact Local Project Implementation Engineer Greg Lupton, <u>Greg.Lupton@illinois.gov</u>. If you have questions concerning the use and applicability of these forms, please contact your respective District Local Roads Field Engineer. *Staff contacts: Eric Czarnota, Brian Larson*

Homes for a Changing Region Program Can Help With Affordable Housing Plans

From the desk of Metropolitan Mayors Caucus Housing and Community Development Associate Ben Schnelle: The Metropolitan Mayors Caucus is proud to announce that applications are available for assistance in the Homes for a Changing Region program. Since 2005, the Homes for a Changing Region program has helped over 60 municipalities identify solutions to their most pressing housing challenges, create a balanced mix of housing types, and serve the needs of multiple generations of residents and workers.

The *Homes for a Changing Region* program provides fast and highly targeted technical assistance, typically in a span of 6-8 months. First, the program assesses housing needs through data analysis, a community survey, and discussions with local stakeholders. Next, a panel of housing experts helps your community learn best practice actions from peer communities. The panel also includes people with expertise on outside resources and partnerships to help with implementing housing strategies. A concise final report is then presented to the municipality.

As many are aware, the State of Illinois' Affordable Housing Planning and Appeals Act (AHPAA) requires certain municipalities to create and adopt an Affordable Housing Plan. This round of the *Homes* program is placing a special focus on helping these municipalities with this process. The *Homes for a Changing Region* program would not create the Affordable Housing Plan *for* the municipality but would help your municipality in understanding its options that could be included in an Affordable Housing Plan, tailored for the unique aspects and political realities of your community. By engaging municipal and community leaders and bringing in experts from peer communities, the *Homes for a Changing Region* program can help make the process of creating an Affordable Housing Plan less contentious and more grounded in practical, realistic strategies that fit the dynamics of your community.

Assistance is free. However, our slots for 2024 are very limited. Please fill out the Expression of Interest form at this link by Friday, February 23rd to be considered for this free assistance. Completion of the Expression of Interest form is not a commitment to working with the program, but only a first step to have a conversation and learn more. For more information, please contact Ben Schnelle at <u>bschnelle@mayorscaucus.org</u>. Staff contact: Mark Fowler

Mayors Caucus, ComEd Open Applications for Powering Safe Communities

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

The Metropolitan Mayors Caucus is proud to partner with ComEd to administer the Powering Safe Communities program, which provides grants for local public safety and electrification projects.

The application period is open now until 11:59 p.m. CDT on March 29th, 2024. To learn more or apply, visit the Powering Safe Communities Program.

Municipalities, townships, counties and local governments in ComEd's service territory are eligible to apply for competitive grants up to \$10,000. Not-for-profit organizations may also be eligible if they partner with at least one municipality or government institution. Recipients must provide a match equal to or above the amount of grant funds awarded and may use funds for any project completed within one year of the grant award. The Metropolitan Mayors Caucus will review applications and administer grant awards for qualifying applicants.

This marks the 10th year of the Powering Safe Communities Program. To learn more about how grants have been utilized by communities throughout the program's history, please visit the <u>Powering Safe Communities Program</u>. Please feel welcome to contact Ben Schnelle at <u>bschnelle@mayorscaucus.org</u> if you have any questions about the program. *Staff contact: Mark Fowler*

Newsy Items of the Week

Route 50: Catching Zs: 4 ways to tap the incoming wave of young workplace talent

Daily Herald: New interactive map shows available and planned shared-use paths in Lake County

Route 50: A decade in, pedestrian deaths dip under Vision Zero

Daily Herald: Mount Prospect hosting open house on bike study

AASHTO Journal: Congressional Leaders Share Transportation Priorities

VELO: The 5 Principles That Make America's Best Bike Lanes: A Lot More Than Painted Lines

Meetings and Events

NWMC Health Directors Committee will meet on Tuesday, February 20 at 2:00 p.m. at the Arlington Heights Village Hall.

NWMC Legislative Committee will meet on Wednesday, February 28 at 8:30 a.m. at the NWMC office and via videoconference. **Please note date change.**

NWMC Finance Committee will meet on Wednesday, February 28 at noon via videoconference. **Please note date change.**

NWMC Staff

Mark Fowler	Executive Director	mfowler@nwmc-cog.org
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Brian Larson	Program Associate for Transportation	blarson@nwmc-cog.org
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