AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES of April 27, 2011

3. STAFF REPORT
   A. Howard Street Initiative
   B. Report on Mobile Evanston Economic Development Initiative
   C. Update on Economic Development Work Plan (Documents Enclosed)
   D. M/W/EBE Advisory Committee Discussion/Joint Meeting
   E. Update on Recent Economic Development Activities

4. NEW BUSINESS
   A. Discuss and Consider Financial Assistance for Façade Improvement Projects (Documents Enclosed)
   B. Discuss and Consider Financial Assistance for Tenant Attraction at Potential Main & Chicago Development (Documents Enclosed)
   C. Discuss Wayfinding Request for Proposal (Documents Enclosed)

5. COMMUNICATIONS
   A. Real Estate Transfer Tax Report (Document Enclosed)
   B. Monthly Economic Development Communication (Document Enclosed)

6. ADJOURNMENT

Next Meeting: Wednesday, June 22, 2011

Order of Agenda Items is subject to change. Information about the Economic Development Committee is available at http://www.cityofevanston.org/government/special-council-committees/economic-development-committee/index.php. Questions can be directed to Johanna Nyden at 847.448.8014. The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management Office at 847-866-2916 (Voice) or 847-448-8052 (TDD). La ciudad de Evanston esta obligada a hacer accesibles todas las reuniones publicas a las personas minusvalidas o las quines no hablan ingles. Si usted necesita ayuda, avor de ponerse en contacto con la Oficina de Administracion Del Centro a 847-448-2916 (Voz) o 847-448-8052 (TDD).
ECONOMIC DEVELOPMENT COMMITTEE
MEETING NOTES
April 27, 2011

Attendees:

Committee Members: C. Burrus, J. Fiske, S. Freeman, J. Grover,
D. Mennemeyer, A. Rainey, M. Tendam, M. Wynne,
R. Zenkich,

Committee Members Absent: R. Creamer

Other Staff: S. Griffin, A. Logan,
B. Newman, J. Nyden, N. Radzevich,
J. Saul

Other Elected Officials Present: P. Braithwaite

Presiding Member: C. Burrus, Chair

I. Call to Order
A quorum being present, Chair Burrus called the meeting to order at 7:35 p.m.

II. Consideration of Meeting Minutes of March 27, 2011
Ald. Grover moved approval of the January 26, 2011 minutes, seconded by Ald.
Rainey.

The minutes of the March 27, 2011 meeting were approved unanimously, 9-0.

III. STAFF REPORTS
A. M/W/EBE Advisory Committee Discussion/Joint Meeting
Ms. Radzevich, Economic Development Manager, reported that the M/W/EBE
Committee has not met because they did not have a quorum for the April meeting,
but they expect to meet in May. Ms. Radzevich added that there has been progress
on filling some empty seats: Ald. Braithwaite has been appointed as the Housing &
Economic Development Committee representative, and a resident at large, will be
appointed by the Mayor.

B. May 2011 Economic Development Summit
Chair Burrus reported that last year she met with members of the Evanston
Chamber of Commerce (Pat Hughes, Steve Haggerty, Corrine Passage) and Steve
Griffin and Johanna Nyden. In addition to having Economic Development Staff out
in the community, they discussed having the presence of Property Standards, the
Mayor and other facets of the government in a chosen business district for a
approximately one week at a time and may also do some community events, for
example, doing a cleanup, having a sidewalk sale or another activity. The mobile
office can help create cohesion with the businesses, and Staff can help make them
aware of things the City can do for them and the advantages of joining the Chamber
of Commerce. This would be done with initial pilot program with the mobile
command center going to out to business districts like Dempster-Dodge and Howard Street.

Ald. Wynne asked for the timeline for this project to which Ms. Nyden replied that June would be the targeted month to do one district and see how it works. Ald. Fiske praised the idea. Ms. Nyden described how they could go to different stores in an area, according to the layout of the business district. The Chamber of Commerce would be the City’s partner in implementing the plan. Mr. Mennemeyer suggested that the Chamber members could rally non-chamber members and host event(s).

C. Public Art in Business Districts
Mr. Griffin reported that the P&D Committee had asked staff to investigate putting art in the business districts. The Art Committee and the Business District Round Table group discussed the idea. The concept would be similar to the painted cows of Chicago or the CTA and Metra stations, which need improvement. He suggested that the purple line viaduct replacement project would be a good opportunity to incorporate art. Small pocket parks/seating areas (for which there are grants) and bike racks also provide good opportunities to incorporate art. He added that they can reflect the personality of the business district and also bring cohesion to the City. Ald. Grover commented that it lines up with the arts district idea.

Carolyn Dellutri said the Art Under Glass program created by the Arts and Business Committee and Downtown Evanston includes an agreement between the artist and the property owner to display the art in their store windows, however, some property owners are afraid that prospective renters would not realize the store is vacant.

The Committee discussed various ways to display art publicly, such as in train stations or on corners, as lighthouses would be, suggested by Ald. Rainey, to represent Evanston the way cows represented Chicago, or on wireless kiosks on the street, as suggested by Ald. Tendam.

D. Local Partner: Lending for Evanston and Northwestern Development (LEND)
Chair Burrus introduced Rory O’Brien and Brian and Andrew Levin of LEND. Mr. O’Brien explained that the organization started approximately one year ago when 12 students became aware of the economic divide between the City and Northwestern University so they decided to raise money to provide micro loans to small business owners. Their goals are to make one year loans starting at $2,000 and to provide a more structured business training program with the 200 committed, volunteer graduates working with the applicants to develop business plans, social media marketing and websites. They meet weekly at their office at 820 Davis (in the Incubator site) and are self-funded by alumni, professors and friends. They have a 7-person board. They have issued $4,500 in small loans and worked with 7 entrepreneurs to form business plans. They helped a barber shop owner re-conceptualize, remodel and create marketing strategies such as student discounts to revitalize the business; they provided a local painter with credit needed to fix his vehicle to put him back in business. Currently they are running a 2 week campaign gathering small donations from students. The main donors are alumni, program judges and professors. They are working to get more high net worth alumni
involved, which has been successful because it gives them an opportunity to give back to the community.

They are working on assessing their opportunities in all areas of Evanston and finding their niche in the community, and plan to evolve into a sustaining student group with an overarching board that will keep their progress moving forward as new students participate. They are also reaching out to the community for mentors.

The Committee members and staff commended them for their work. Ald. Rainey suggested they help a theater company that is planning to relocate to Evanston from Wicker Park. Ald. Tendam suggested putting a link to the organization on the City’s website. Mr. Griffin said he would work to get the link implemented.

LEND’s website is: groups.northwestern.edu/LEND, on which their newsletter can be found.

IV. OLD BUSINESS

A. Discuss and Consider Economic Development Grant Application for the Evanston Community Development Corporation (ECDC)

Annette Logan, Economic Development Planner, summarized the results of the March 23rd meeting when ECDC submitted an application for a total of $220,000 for ED grant funds. She explained that the committee moved to continue the item until April to allow for questions raised to be answered. Ms. Logan stated that since the last meeting several meetings took place with ECDC and Jolene Saul, the City’s NSP2 Specialist, consulted with Brinshore, who has agreed to supply contractors with appliances, countertops, windows and cabinets. Consequently, ECDC’s application was revised to request $120,450 for staff, with 50% of the salary for a new Executive Director, 100% for a Business Program Director and 50% for an Entrepreneurship Coach. Staff regretfully did not make a recommendation to the EDC for several reasons outlined in the memo. Mainly the outcomes related to Economic Development were not clear and distinguishable. Staff does recommend that ECDC be allowed to submit a new application in the future addressing their staff’s roles and the results of the organization’s assistance to the community.

The Committee voted to waive attorney client privilege in order to share the Law Department’s findings regarding a competitive bidding conflict. The finding was that the program, as proposed in ECDC’s application, would give participants an unfair advantage, violating the intent of competitive bidding process.

Precious Wright, the Interim Director of ECDC thanked the Committee saying ECDC wants to partner with the City in their dedication to reviving the west side of Evanston by helping minority and women owned businesses, teaching job skills to black males, through the West End Market (an incubator for entrepreneurs), fighting diabetes and obesity by providing healthy grocery options to the west Evanston community, through New Leaf Urban Gardens (formerly Second Chance) providing opportunities for ex-offenders by working to get their records expunged, and helping them obtain GED’s, Food Safety Certificates and catering partnerships and assisting the self employed and entrepreneurs through peer learning methods and loans. She
added that CDBG advised them to approach the Economic Development Committee for assistance.

Ms. Wright said the $120,450 requested would allow them to expand their staff. The $50,000 recommended by City staff in the original recommendation memo left an $80,000 shortfall. She said the assistance by Brinshore to provide appliances, countertops, etc. is progress but the contractors still need help securing lumber, roofing and other materials.

Chair Burrus complimented Ms. Wright on her presentation.

Mr. Griffin commented that the City’s is still cutting back and he would rather partner with the organization than duplicate services City staff can provide. He noted that ECDC has been awarded $85,000 in CDBG funds and last year they were awarded $80,000 in Economic Development funds and $50,000 in West Evanston TIF funds. Ms. Wright explained the uses of the CDBG award have already been identified: $50,000 of the funds will be for training for the Evanston Rebuilding Warehouse $15,000 is for rent and $20,000 is for ECDC staff.

When asked what ECDC’s core service is, Ms. Wright said people come to ECDC with various needs: business assistance, technical assistance, micro loans, employment assistance. Mr. Bill Smith, an ECDC Board Member, who’s business has also been contracted by Brinshore, said though the results of ECDC’s assistance are not always tangible, his company could not have survived without the assistance of ECDC. Through his company, he has begun getting men off the street and into employment. His 5013C non-profit training company needed money to pay the men and keep them employed, and ECDC found that money though a JTED and other grants, allowing him to train men to become constructive, productive workers. He said ECDC staff wrote the proposals for the grants and asked whether City staff would be able to assist someone in his position, adding that it will be hard to define the gaps between the City and ECDC, whose work takes a lot of time and skill.

Mr. Lonnie Wilson said he has observed that ECDC fills the gap between the assistance the government can provide and what the community needs adding that this would be the worst time to cut their funding.

Chair Burrus commended the City’s staff for their outreach the past year. Some of the Committee members agreed and discussed the progression of the City’s focus from the downtown towards neighborhood business districts.

Bennett Johnson commented that Church and Dodge is the historic epicenter of the black community and where the high school is located, and that it needs to heal, asking the Committee to help ECDC help to this end by approving the requested funding. Ald. Grover noted that City staff and other organizations are working to this end and asked that a meaningful partnership be defined and formed, which can provide a timeline for accomplishments. Committee members agreed that the City cannot afford to staff ECDC where City staff can work towards revitalization in partnership with them.
Ron Fleckman, a board member of ECDC, stressed that it has been an uphill battle revitalizing the west side of Evanston and Howard Street and asked for results of the Economic Development Division staff’s efforts. Chair Burrus responded that they have only been fully staffed for 5 months. Ald Rainey noted that the Division has boosted moral and made these areas a priority, where before, they were not, and that the crime rate has gone down.

Mike Corr, a board member of ECDC and member of the Loan Committee, offered to discuss a partnership with City staff towards their common goals over the next month. He explained that ECDC needs staff to operate, meet with applicants, and administer the fund.

Ald. Braithwaite said he has worked closely with ECDC, that he is invested in their success, that the west side has grown because of them and that they are the only organization working with the young people of concern to the City, and offered his continued support to ECDC. In response to an inquiry by Ald. Rainey asking Ms. Wright to confirm if the sales were down this past year, Ms. Wright responded that the sales were slightly down, but that the market is growing. Ms. Wright added that it has been there 3 years and it strives to educate people about nutrition and health. Mr. Zenkich suggested that Staff and ECDC meet over the next 2 months to determine goals and objectives and the unique role for ECDC to play in its partnership with the City. Ms. Radzevich stated that the Micro Loan and proposed Expedited Payment Programs are two programs that are unique to ECDC and do not duplicate Staff efforts. Chair Burrus stressed to Ms. Wright that the partnership will not include money for staffing ECDC.

Ald. Grover moved to accept Staff’s recommendation not to fund ECDC with Economic Development funds, but to explore a meaningful partnership with the City and a unique core purpose for ECDC. Ald. Rainey seconded the motion.

The Committee voted unanimously not to fund ECDC with Economic Development funds, but to explore a meaningful partnership with the City and a unique core purpose for ECDC.

Mr. Mennemeyer noted that he had contacted an ECDC representative, after the last EDC meeting, requesting a time for him to meet with them to share some of his ideas, but after an initial response, the ECDC representative did not get back to him. He suggested that follow up is important.

V. NEW BUSINESS

A. Discuss and Consider Financial Assistance for Long Tall Media Group
Ms. Nyden introduced Rob Cornog and Joe Keefe, owners of Long Tail Media Group. They sought financial assistance for the redevelopment of a space in the Strange Lofts for their online entertainment company – Friday Night Bytes. They described their proposed show as Saturday Night Live for “Screenagers” and propose to weave marketing into the show by paid advertisers with 15-20 segments tied into an episode. Their goal is to attract an audience and build a community that is their audience, with their participation. They presented a sampling of an
advertisement/show and explained that they need a place to go into production and they have chosen the “Strange Lofts” because of its Evanston location and proximity to the high school and the “el.” They are proposing:

- To present a Friday night web show at FridayNiteBytes.com
- To provide internships for creative young people and include the audience in the production of the show
- To borrow money; they are not asking for a grant
- To do an internship program with the high school
- Provide credit for Columbia students for their work, when applicable
- To do construction to build a stage, deaden sound, install lights and build a conference area and editing suites in the upper floor.
- To employ 8-10 people in 2011, 12 to 16 in 2012 and 17-20 in 2013
- That shows will have PG13 and lower content
- To produce show on Friday nights and post results in a ½ hour show on Saturday afternoons
- Talent pool is young and relatively poor
- Year 3 goal is to have a broadcast production every hour; if 25,000 people watch on Friday nights, they will be successful

Ms. Nyden explained that 50% of the loan will be forgivable only after 5 years if they meet the public benefit requirements, if not, they would have to pay it back in full. The other 50% of the loan will be interest free and payable on a monthly basis for five years. They seek a total assistance package of $36,000

Mr. Cornog explained that they are waiting for approval from the Illinois Film Tax Credit from the State of Illinois, in order to fully commit to an Illinois location.

Ald. Braithwaite commented that he is excited about the project and is confident that they will be able to repay their loan.

Ald. Wynne moved to accept Staff’s recommendation to provide financial assistance to Long Tail Media Group, provided it is in compliance with the conditions as stated in the Staff memorandum dated April 20, 2011, and that as a public benefit, they will put their best efforts toward using Evanston employees. Ald. Rainey seconded the motion.

The Committee voted unanimously to accept Staff’s recommendation.

B. Neighborhood Business District Grant Program
Ms. Nyden reported that the new program and guidelines need to be approved by City Council before the funding runs out next month. Ald. Grover asked that Staff encourage businesses to spend the funds locally, to which Ms. Nyden replied that it is in the grant application. Ald. Grover moved to recommend approval of funding for the Neighborhood Business District Grant Program, seconded by Ald. Rainey.

The Committee voted unanimously to recommend approval to City Council.

C. Discussion of Future Economic Development Committee Meeting Locations
The next Economic Development Committee meeting will be held at the Evanston Police Department’s Outpost at 633 W. Howard Street in Evanston.

**VII. Adjournment**

The meeting was adjourned at 10:30 p.m.

The next meeting will be held on Wednesday, May 25, 2011.

Respectfully submitted,

Bobbie Newman
STAFF REPORT: Update on Economic Development Work Plan
ECONOMIC DEVELOPMENT DRAFT WORK PLAN

ECONOMIC DEVELOPMENT VISION STATEMENT

In late 2009, the Economic Development Committee worked with City Staff to develop an Economic Development Vision Statement. This Vision Statement established the goals and priorities for economic development activities for the Community & Economic Development Department at the City of Evanston. In January 2010, the City Council of Evanston adopted a Vision Statement that highlighted four major categories. These categories include:

I. BUSINESS RETENTION & EXPANSION:
   1. Inventory and prioritize economic sectors for outreach making use of available data and reports, generating new data as necessary
   2. Develop and implement development a business retention communication strategy
   3. Administer economic development finance programs and support services (e.g. City services, infrastructure, regulatory)
   4. In all cases, provide special focus and sensitivity for small businesses, including business start ups, and key sectors that would maximize job creation

II. BUSINESS ATTRACTION:
   1. Identify and address gaps and opportunities for business attraction.
   2. Develop a medium to long range attraction plan for economic revitalization identifying sectors and individual business targets
   3. Leverage key partnerships to help attract desired businesses (e.g. Northwestern University, St. Francis Hospital and Evanston Hospital).
   4. Apply economic development financing programs and support services to achieve attraction objectives.

III. AREA AND COMMERCIAL REVITALIZATION AND REDEVELOPMENT:
   1. Implement action plans for neighborhoods and commercial areas with existing area plans including Chicago Avenue, West Evanston, Downtown and Central Street
   2. Implement the approved redevelopment plans for Tax Increment Financing Districts including Howard/Ridge, Washington, National Howard Hartrey, West Evanston and Southwest
   3. Create plans for commercial districts that do not have plans including the southwest manufacturing and commercial districts and the Dodge Avenue Corridor from Greenwood Avenue south
   4. Work closely with neighborhood business district associations and other business associations to achieve economic development priorities

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   4. Work closely with neighborhood business district associations and other business associations to achieve economic development priorities
IV. **Marketing:**

1. Build a new City Economic Development Web site that becomes a fundamental component of the City’s marketing strategy and is a major interactive portal for engagement with all existing Evanston businesses, other businesses that we desire to attract and is a showcase and resource for information about economic activity and opportunities in Evanston.
**PROPOSED TASKS AND ACTION ITEMS TO ECONOMIC DEVELOPMENT VISION STATEMENT**

I. **BUSINESS RETENTION & EXPANSION:** – The process through which Economic Development staff will meet with existing business owners, business association leaders, and key commercial property owners to understand the needs of existing businesses and develop program for regular communication

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<th>Goal</th>
<th>Action Items</th>
<th>Tasks</th>
<th>UPDATES – MAY 2011</th>
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<tbody>
<tr>
<td>1. Inventory and prioritize economic sectors for outreach making use of available data and reports, generating new data as necessary</td>
<td>A. Develop updated list of current businesses in Evanston; coordinate efforts to allow for more regular updates of the MW/EBE Directory.</td>
<td>• Staff to set up framework for directory categories, based on market sector, such as: contact information (office and cell phones, email, website addresses), pertinent business information (type of business, key products/services, total number of employees, number of years in business, any specific related markets or key buyers/suppliers if known), and property information (owner or lease; if lease: date when current lease expires, name and contact info of property owner; etc.)&lt;br&gt;• Staff to utilize existing Permit, Licensing, etc. databases; most recent MW/EBE list; existing lists established by the Chamber, DT Evanston, BA’s, etc. for base information on businesses in Evanston.&lt;br&gt;• Directory to be tied to City’s new 311 system, through supplemental Shop QA software system;&lt;br&gt;• Staff to market benefits of directory and encourage business owners to regularly update their information</td>
<td>• Staff has an initial draft business directory for Evanston businesses that is expected to be posted on ED Website by May 31st. The current list contains contact information for nearly 1,000 Evanston businesses. Staff is continuing to work on gathering additional information on our local businesses and will update directory on a regular basis. As part of this process, Staff has created sub-directory of the non-Evanston MBE’s/WBE’s; this initial list is based on internal sources from the MWEBE Coordinator and the NSP2 specialist&lt;br&gt;• Staff has been utilizing internal sources for directory and will continue outreach with the Chamber, DT Evanston, etc. to update businesses and information and to try to ensure consistency. Further ED Staff is taking on a stronger role in the issuance of new Business License – allowing Staff direct access to the new business owners for additional information regarding their businesses.&lt;br&gt;• Staff is in the process of integrating the current business directory with ShopQA software, allowing local business contact information to be accessed through the City’s 311 system. Internal updates to the business directory will continue to be forwarded to ShopQA. Staff expects to release ShopQA to the public in June 2011.&lt;br&gt;• Staff has been advising business community of 311; marketing efforts will increase as Staff confirms release date OF Shop QA.</td>
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<td>B. Complete updated</td>
<td>• Meet with Selected Consultants to refine scope of services</td>
<td>• Staff has reviewed the proposed scope and discussed</td>
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market analysis and implementation strategy to identify key economic sectors (Funding already approved by Council; RFP process completed; Preferred consultants selected) and work with purchasing to execute contract
- Initiate study and re-establish work schedule
- Upon completion of study and implementation strategy, staff to assign Action Items and Tasks and incorporate in Work Program, as appropriate

refinements as the current ED staff’s objectives and goals have evolved since original scope and RFP were issued. (RFP was issued in 2Q2010 prior to arrival of ED Staff.) Staff is working to finalize refinements to the scope and initiate work prior to the end of June.

2. Develop and implement a business retention communication strategy

A. Regular meetings with Business Associations (BA’s) and other applicable business leaders, property owners, and Business owners not otherwise associated with BA’s
- Continue to meet with the established BA’s on a regular basis;
- Assess need for additional BA’s
- Evaluate frequency of meetings with “applicable” business leaders; assess current list of “applicable” business leader

In an effort to strengthen support of the existing business community, while still emphasizing the new business attraction, the ED Planners’ roles have been redefined with focus areas: New Business Attraction (J. Nyden) and Existing Business (A. Logan).

Staff have attended BA meetings on a regular basis. Although ED division is not strictly based on geography any longer, the ED planners are still ‘assigned’ districts in order for the BA’s to have a primary point of contact. A. Logan is lead for: West Village/West End (partnered with S. Guderley); Church/Dodge, Dr. Hill, and Central Street. J. Nyden is the lead for: Howard Street, Main/Chicago, Chicago/Dempster. N. Radzevich is lead liaison for DT Evanston, the Chamber, and Evanston Plaza; and is “back-up” to ED Planners on all BA’s. In some cases, the BA’s are much more self-sufficient and require (request) limited staff time; others need more assistance. Staffing levels are adjusted accordingly.

- Staff is continuing to conduct monthly Joint Economic Development meetings to bring representatives from all business districts together to share visions and ideas and to promote ED programs.
- In coordination with the Chamber, staff is proposing to initiate Mobile ED teams into the business districts on a recurring basis. Staff is tentatively proposing to set up the first mobile ED team out in the “West side” (Church/Dodge, West End, and West Village).
- Targeted for 4th Quarter
- Targeted for 4th Quarter
and update and/or expand accordingly regularly

- Establish schedule for meetings with business owners not current associated with BA’s

| Targeted for 3<sup>rd</sup> Quarter to coincide with marketing and outreach associated with implementation of 311/Shop QA system. |

B. Create database for capturing information obtained during meeting with business owners to track follow-up activities and other pertinent information.

- Update and adapt business surveys to better target on key information for each of the different industry sectors;
- Through establish schedule for meetings with business owners, staff to utilize updated surveys as guide for getting base information, gathering information on the “status” of the business (struggling, maintaining expected level, seeking to expand, etc.), as well as any perceived or actual issues with their current building, site, location, etc.
- Develop mechanism for follow up meetings with key staff, as appropriate

| As part of the initiation of the 311 system, Staff has been working on updated business surveys. Further work to be initiated on tasks within this Action Item targeted for late 3<sup>rd</sup>/ early 4<sup>th</sup> Quarter. (See above for related work on data collection and outreach to businesses) |

C. Develop strategy for addressing businesses seeking to potentially leave Evanston and relocate in other community (Retention Intervention).

- ED Division staff to brainstorm about such strategies, on a regular basis;
- Staff to survey businesses and/or brokers for businesses who have left within the last 24 months to seeks trends behind their decisions to relocate out of Evanston
- Thru regular meetings with businesses owners, BA’s and business leaders, staff to specifically ask about any issues and/or concerns of businesses to try to circumvent future relocation;
- Set up system for staff to flag leases that will be expiring within the next 12-18 months to prompt early discussion with business owners on their plans

| Some discussions have been initiated; targeted for greater focus 3<sup>rd</sup>/4<sup>th</sup> quarter. |
| Targeted for 3<sup>rd</sup>/4<sup>th</sup> quarter. |

- As part of regular or project specific meetings, Staff are seeking out additional questions, concerns, challenges. Such efforts have also been done through “other” outreach programs, for example ED Staff, with assistance from Planning/Zoning Staff incorporated such questions into the ED’s outreach to the business community during the major snow storm in February. Further, ED Staff regularly consult with various CED staff, specifically related to concerns or challenges they discover in their interactions with the business community, and have been working together to try to rectify issues within our purview as quickly as possible, and/or reach out to other Departments for assistance as needed.
- Targeted for end of 3<sup>rd</sup> quarter/beginning of 4<sup>th</sup> quarter
- Through CoStar, key area brokers and site finders, keep current inventory of all available properties (spaces, buildings, etc.) for lease and/or purchase;
- With P&Z and Building staff, consider ways to streamline the development review process for businesses seeking to expand within Evanston;
- Continually track incentive programs offered by communities within the immediate area and evaluate competitive benefits of such programs;
- Involve key business leaders, organizations, etc. in discussions with businesses who might be considering leaving

3. **Administer economic development finance programs and support services (e.g. City services, infrastructure, regulatory)**

   **A. Create program guides and applications, as applicable, for various ED programs**

   - Staff to develop individual program guides and applications to try to create a more predictable process for funding requests; forms to be accessible both through internet;

   - **Staff has set up an initial database, on the ED website, listing properties and spaces available. Staff will update on a regular basis. Outreach to key area brokers and “site finders” will be initiated in late May, and continue through 3rd quarter.**

   - **Staff has been working with other CED staff as well as other City Departments to help businesses through the permitting process. ED Staff has been acting as “shepards” for commercial projects which require multiple permits, reviews, etc. and/or creative solutions, beyond the use of ED funding, to facilitate challenges or specific objectives for their businesses. Some examples include: Converged Communications Systems, Central Street Café, Old Town Oil, Ashley Lauren, Ward Manufacturing, Tiny Dog Cupcakes, Few Spirits Micro-Distillery, and Gordon Foods.**

   - **Initiated, on a limited basis; targeted for 3rd quarter.**

   - **Initiated, on a very limited, ad hoc basis; Staff to develop more defined/definable approach, in consultation with new Chamber Executive Director, targeted for late 3rd/early 4th quarter.**

   - In the past 4 months, Staff has implemented the new Façade Improvement program, has updated and implemented new applications and guidelines for Service Partner Grant requests, and has created a new application and program guide for the Business District Grant Fund program (now the Great Merchants Grant program). Further, based on the format and content of the Service Partner Grant application, Staff have developed some initial guidelines for project specific proposals for ED funding assistance. For the Service Partner and Project Specific funding requests, the program guidelines include an emphasis on connections between the requested assistance and public benefits (# of new jobs that will created, expected increases to the tax base, etc.).
Applications to include more defined criteria and ties to “benchmarks” and measurable returns; criteria to include such things as: # of jobs retained/created; # of Evanston businesses being provided assistance; value of enhanced tax base; # of new jobs for Evanston residents, # of Evanston residents assisted through training programs; etc. Criteria will be specifically tied to funding program.

Program guides include graphic examples of successful projects – examples to be updated regularly

Overall the intent of these applications/guidelines is to provide the applicants, as well the Staff, EDC, and City Council, a more predictable process and submittal requirements. However, Staff realizes that improvements can be made. Staff will provide an evaluation of the Façade Improvement Program at the December EDC meeting. Additionally, Staff will continue to re-evaluate all applications and guidelines and seek out new programs, and adapt, as needed, on a semi-annual or annual basis, based on the program guidelines and schedule.

Since the initiation of the updated Façade Improvement Program (January, 2011), Staff has worked with over a dozen applicants. City Council approved six (6) projects for local businesses during the first of three annual funding cycles, and five (5) contracts are pending. Additionally, Staff has worked with two (2) façade applicants to administer smaller (<$500) Signage Grants. This off-shoot of the façade program, allowing for Staff review and approval of small scale façade improvement, was approved by the Economic Development Committee.

Since the initiation of the new Service Partner Grant application in February and Project Specific draft guidelines in March, Staff has worked with two “service partners” (TIC and ECDC) on their applications and one new business (Friday Night Bytes) on their project specific funding request.

For the Service Partner and the draft Project Specific guidelines, Staff, based on the direction of the EDC and City Council, included specific requests for applicants to provide a direct connection between the funding request and proposed public benefits, specifically “outcomes,” such as # of new jobs that will be created, expected increases to the tax base, etc. Applicants who received past ED funds are also required to provide information on definable outcomes from the past funding awards.

As the programs mature and expand, Staff will incorporate examples, as appropriate, on ED
B. In all cases, provide special focus and sensitivity for small businesses, including business start-ups, and key sectors that would maximize job creation

A. Develop a strategy for better coordination between general ED efforts and the M/W/EBE 25% Participation Program

- Upon acceptance of M/W/EBE work program, by Advisory Committee, incorporate goals and action items into overall department strategy;
- Physically move the M/W/EBE planner into the ED Division offices;
- Where appropriate, include M/W/EBE planner in meetings with business owners and/or BA’s
- Through merged data bases and combined team efforts, encourage private businesses to consider utilizing Evanston businesses for their supplies, services, etc. in spirit of City’s 25% M/W/EBE goal;
- Look at feasibility of encouraging use of Evanston Businesses on all City contracts, including those under the $20,000 threshold;

- M/W/EBE draft work program was presented to Committee in February; Staff is proposing to review with Committee again, once additional appointments have been completed. Targeted for 3rd quarter.
- Targeted for 3rd quarter.
- Has been initiated, when appropriate.
- Staff is working with other City departments to merge data and develop a comprehensive M/W/EBE business database. The current business directory includes all M/W/EBE information gathered to date. (See I, 1, A)
- MWEBE coordinator and ED Manager initiated meetings with some of the merchant groups to advise the merchants of the City’s MWEBE programs, so that the local businesses can try to participate in City contracts, and to encourage private businesses to consider participating in City’s MWEBE goals, particularly the EBE goal to “buy local.”
- The Façade application and newly updated Great Merchants Grant program include a requirement that applicants include at least one estimate from an Evanston-based business for each type of improvement. A link to the current M/W/EBE business list is included in the Façade Improvement Program application to encourage applicants to use Evanston and Women-, Minority-owned businesses. As the new Evanston based business directory is posted, Staff will update links in Façade application.
- On April 28, 2011, ED Staff, working with Purchasing, Engineering, and Parks and Recreation, hosted a “How to Do Business with the City” Seminar. The seminar was intended to not only educate Evanston businesses on the purchasing/bidding requirements, including the City’s MWEBE, local preference and LEP programs, but also to provide them an understanding for wide range of opportunities for local businesses to
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<td>Look to tap into additional businesses and opportunities for summer youth programs, mentor/protégé programs, etc.</td>
<td>potentially win City contracts, including “small purchases” under $20,000. Representatives from over forty (40) businesses registered for the event. The event also served as a tool for capturing information to update the City’s business directory as well as to market the new 311 Shop QA system.</td>
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<td>M/W/EBE meetings with the merchant groups were coordinated with Parks, Recreation and Community Service, and the City’s Development Offices, to also provide businesses information on volunteer and youth programs which could provide some benefits to the business owners.</td>
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<td><strong>B. Establish better method for tracking and communicating with small businesses and/or start ups</strong></td>
<td>Staff to establish better relationship with existing “start up firms” at incubators to ensure they continue to thrive and to seek appropriate space within Evanston when they are ready to expand</td>
<td>Very limited initial contacts with incubator firms; increased efforts in building relationships with the “start up firms” targeted for 3rd quarter.</td>
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<td>Create separate “home business” database and incorporate regular communication program to assess their stability and/or needs for expansion</td>
<td>Targeted for 3rd/4th quarter</td>
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<td>Staff to work with the Chamber to help establish regular educational and/or networking programs for the small/start-up businesses;</td>
<td>ED Manager has initial meeting with new Executive Director scheduled for Wednesday, May 25th; work on this task targeted for 3rd/4th quarter.</td>
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<td>Staff to work with Northwestern to try to establish more programs specifically geared toward small tech firms established by NU students/grads;</td>
<td>ED Staff has generally been working through Asst. City Manager on NU related projects; Staff will continue to work with LEND as opportunities present; ED Manager is attending the Entrepreneur@NU Conference on May 24th. Increased efforts targeted for 3rd/4th quarter</td>
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**Result/Deliverable(s):**
- Updated and more comprehensive overall Evanston Business Directory and Local Business Directory of Architects, Engineers, Construction Trades, and Suppliers specifically for City Funded projects;
- Dynamic Business Retention Strategy;
- Better integration of M/W/EBE in overall Division strategies;
- More comprehensive and dynamic relationships with key business owners, BA’s and key commercial property owners;
• Better relationships with key area brokers
• Better understanding of competitive programs of other area communities to balance and/or increase the competitive “playing field”
• More predictable, streamlined permitting process for businesses seeking to expand in Evanston.
II. **BUSINESS ATTRACTION** – The process through which ED staff will research market trends, locally and regionally, and seek to establish strategies for recruitment of new businesses based on those trends, business activities in Evanston and the surrounding areas.

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<th>Goal</th>
<th>Action Items</th>
<th>Tasks</th>
<th>MAY UPDATE</th>
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</table>
| 1. Identify and address gaps and opportunities for business attraction. | C. Complete updated market analysis and implementation strategy to identify key economic sectors (Funding already approved by Council; RFP process completed; Preferred consultants selected) | • Meet with Selected Consultants to refine scope of services and work with purchasing to execute contract  
• Initiate study and re-establish work schedule  
• Upon completion of study and implementation strategy, staff to assign Action Items and Tasks and incorporate in Work Program for addressing gaps and opportunities for business attraction | • Staff has reviewed the proposed scope and discussed refinements as the current ED staff's objectives and goals have evolved since original scope and RFP were issued. (RFP was issued in Q22010 prior to arrival of ED Staff.) Staff hopes to finalize refinements to the scope and initiate work prior to the end of June. |
| | | | |
| A. Develop a Targeted Industries List for ED staff to focus recruitment effort | | |
| | A. Develop a Targeted Industries List for ED staff to focus recruitment effort | • Staff will create targeted industry list, based on results of Consultant study and implementation strategy and in consultation with CMO and Economic Development Committee  
• Industry list to be prioritized to allow for best use of staff resources and based on market indicators and/or trends for various parts of the City  
• Through direct research and through conversations with brokers and site finders, staff to proactively target key business, currently sited outside of Evanston, whose leases are up within the next 12-24 months | • All Tasks under this Action Item are targeted for late 3rd/early 4th quarter. (See Above). |
| B. Proactively seek out “submarket” industries | | |
| | B. Proactively seek out “submarket” industries | • Utilizing the Consultant study and/or surveys conducted by staff with existing local businesses, create a list of target industries and specific companies that have business relationships with other area businesses; | • Targeted for late 3rd/early 4th quarter. (See Above). |
| C. Develop program for increasing new “start-up” and/or tech companies and for retaining those businesses in Evanston once they are ready to expand. | C. Develop program for increasing new “start-up” and/or tech companies and for retaining those businesses in Evanston once they are ready to expand. | • Increase interaction with businesses at the existing incubator; look for additional opportunities to help attract additional incubators;  
• Develop possible tri-party agreement on future funding to incubator companies that acknowledge City funding support of the incubator and to guarantee advance notice when firms are seeking alternate spaces to relocate and/or | • Targeted for late 3rd/early 4th quarter. (See Above).  
New Service Partner contract for the Technology Innovation Center (TIC) includes performance goals associated with the grant award; over the nine-month period, TIC is proposing to attract 15 new firms.  
• The new TIC agreement includes a condition that TIC is required to notify ED Staff no later than 5 business days after it receives notice from existing firm that they intend to leave the incubator. In addition, Staff...
| D. Create and regularly update a “Hot List” of top 10 priority new, redevelopment, and/or expansion projects and/or targeted businesses | expand to allow staff to direct firms to space within Evanston;  
- Increase staff networking at events, conferences, etc. geared towards existing or potential owners of start-ups/tech businesses;  
- Increase interactions with key NU staff to encourage better relationship and future partnerships on promoting start-up/tech businesses in Evanston. | is targeting 3rd/4th quarters to increase business visits to the individual incubator firm.  
- Targeted for 3rd/4th quarter.  
- Targeted for 3rd/4th quarter. |
| --- | --- | --- |
| 2. Develop a medium to long range attraction plan for economic revitalization identifying specific individual business targets | On a weekly basis, staff will collectively review and update the priority projects, sites and/or targeted businesses.  
- “Hot List” information to be updated by staff immediately upon change in status | ED Division meets weekly to discuss key activities and projects for the week.  
- ED Division is working on an internal reporting system as well as a more thorough document for City Council, which highlights key ED projects. Some examples of key “hot” projects/sites include: Chicago/Main (J. Nyden is working with development team at SEC of Chicago/Main property to shape development effort to enhance the business district); Evanston Plaza (N. Radzevich has been tracking the property sale and fielding calls from potential developers; working on meetings with key potential developers to discussion redevelopment options and solidify City’s commitment to the redevelopment of this property); 2424 Oakton (J. Nyden is working with two interest companies, including Gordon Foods); Church/Dodge (N. Radzevich/A. Logan are talking to key property owners about redevelopment options and continuing work on the potential redevelopment of City-owned properties in this area).  
- Staff currently provides a monthly update of general ED activities. (See also above.) |
| | Status of priority projects as well as all other “special interest projects” will be included in the monthly updates to the Economic Development Committee and City Council. | |
| 3. Leverage key partnerships to help attract desired businesses (e.g. Northwestern University, St. Francis Hospital and Evanston Hospital). | A. Generate list of key businesses and/or industries associated with the key business leaders | - Regularly meet with key partners to understand related businesses that the City and partners could jointly seek to recruit to City
- Develop a targeted small business mentoring competition to seek out new small start-up/tech firms, with a focus directly related to goals of NU, Hospitals, etc. and offer assistance to up to 3 firms per through City based incentive programs and through partnership programs with NU and/or Hospitals
- Work with NU and Hospitals to create joint marketing and incentive programs to attract mutually desirable companies and/or industries. | - Initiated on very limited, ad hoc basis; Targeted for 3rd quarter.
- Targeted for 4th quarter. |
| | B. Proactively build relationships with key area brokers, site selectors and other relevant real estate professionals to reinforce Evanston as business friendly | - Staff to meet with most successful area brokers and/or site selectors to understand what have been key determinants in business owners decisions to locate in one particular community over another; staff will target both local brokers as well as those that have sited businesses in neighboring communities;
- Set up a networking session with area brokers, site selectors, and relevant real estate professionals to introduce the new ED Division Team and to advise them of the ED incentives, programs, etc.
- Establish regular schedule for contacting the key brokers, site finders, etc. to assure they are considering Evanston for new and relocating businesses | - Targeted for 3rd quarter
- Targeted for 3rd/4th quarter.
- Targeted for 4th quarter. |
| 4. Apply economic development financing programs and support services to achieve attraction objectives. | A. Create program guides and applications, as applicable, for various ED programs; | - Staff to develop individual program guides and applications to try to create a more predictable process for funding requests; forms to be accessible through internet;
- Program guides to include illustrations and/or graphic examples of successful projects – examples to be updated regularly
- Applications to include more defined criteria and suggested ties to “benchmarks” and measurable returns; criteria to include such things as: # of jobs retained/created; # of Evanston businesses being provided assistance; value of enhanced tax base; # of new jobs for Evanston residents, # of Evanston residents assisted through training programs; | - Application and program guidelines have been developed and are being implemented. (See Section I., above). |
etc. Criteria will vary based on particular funding program.

**B. Reevaluate incentive programs on a regular basis and consider new alternative programs geared towards evolving targeted industries, businesses, and “start up” industries**

- Staff to regularly research alternative incentive programs regionally, nationally and internationally and evaluate which appear to be most successful and could be adapted to Evanston
- Staff to be encouraged to regularly attend real estate, tech, and/or “start up” business events, conferences, etc. to try to understand evolving needs of these targeted industries;

**5. Develop a more defined program to assist businesses through development review process**

**A. Create a consolidated application/intake form and “Welcome Guide” for individuals seeking to open a business in Evanston**

- Create an questionnaire for initial contact with individuals considering opening a new business
- Work with relevant Divisions and Departments to help to consolidate applications for those who might need multiple permits
- In consultation with key City staff, develop “Welcome Guide” for individuals seeking to open a new business, which will include, among other things; key facts about the City, points of contact within ED, and a consolidated “check-list” for prospective business owners indentifying all potential reviews, permits, and/or processes they need to complete and the related Departmental information.

**Result/Deliverable(s):**
- Updated City-wide market analysis and implementation strategy
- Better relationships with area brokers and site finders and potentially earlier access to businesses seeking to relocate within the area;
- Better relationship with incubator firms; better chance to encourage their expansion within Evanston
- Creation of new target business/industry list to better focus business recruitment efforts
- Increase/solidify “business friendly” image of Evanston
- Creation of “Welcome Guide” for businesses seeking to location and/or expand within Evanston

**All Tasks in this Action Item are targeted for 3rd/4th quarter.**

**Staff will be attending International Economic Development Conference in early June, which is focused on technology businesses. Additional conferences may be scheduled for 3rd / 4th quarters**

**Targeted for late 3rd / early 4th quarters**
### III. **Area and Commercial Revitalization and Redevelopment:**

The process through which staff will seek to implement existing plans for commercial areas, create plans and implementation strategies for commercial areas which don’t currently have plans, develop specific projects and implementation plans for the five remaining TIF Districts, and to continue to work with Business Associations and key business leaders to promote economic development throughout the City.

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<tr>
<th>Goal</th>
<th>Action Items</th>
<th>Tasks</th>
<th>MAY UPDATES</th>
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<tr>
<td>1. Implement action plans for neighborhoods and commercial areas with existing area plans including Chicago Avenue, West Evanston, Downtown and Central Street</td>
<td>A. Develop short, medium and long term targeted goals and projects for implementation plan</td>
<td>• Working with BA’s, key neighborhood representatives and Ward Alderman to identify specific projects</td>
<td>• Staff has worked to undertake redevelopment in several areas of Evanston: Howard Street: Acquisition of Key Parcels for Redevelopment and sites for new businesses; Main/Chicago: Coordination with development team at SEC of Chicago/Main property to shape development effort to enhance the business district; Evanston Plaza: tracking sale process through Bank of America; Initiating discussions with potential developers; Church/Dodge: looking at private and public redevelopment options and possible “partnerships.”</td>
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<td>• Identify possible funding sources for projects;</td>
<td>• Staff has been continually evaluating projects and potential assistance, in the context of public benefits, etc.</td>
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<td>• Staff, in conjunction with BA’s, neighborhood representatives and Ward Alderman, to regularly reevaluate the priority projects and anticipated schedules based on changing businesses/community needs and market conditions and trends</td>
<td>• Staff is working with key stakeholders on key projects; regularly reevaluating priorities, etc.</td>
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<td>2. Implement the approved redevelopment plans for TIF Districts</td>
<td>A. Develop short, medium and long term targeted projects for implementation of plan</td>
<td>• Working with BA’s, neighborhood representatives and Ward Alderman to identify specific projects</td>
<td>• In conjunction with Finance Staff, ED Staff is continually reviewing and re-evaluating the 5 existing TIF’s, based on new information on existing potential projects as well as for potential new projects. Various projects have been identified as prospective activities in each TIF District. Staff is working through estimate projections of incremental property tax with the Assistant City Manager, and is targeting TIF update to the City Council within the 4-6 weeks.</td>
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<td>• Staff to regularly reevaluate the financial status of the TIF to identify potential financial obligations and available project funding.</td>
<td>• Staff is in the process of looking at both the existing TIF as well as new potential TIFs.</td>
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<td>• Staff, in conjunction with BA’s, neighborhood representatives and Ward Alderman, to regularly reevaluate the priority projects and anticipated schedules based on changing businesses/community needs and market conditions and trends</td>
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3. Create plans for commercial districts that do not have plans

| A. Develop list of needed plans and proposed schedule for completion of plans | • ED Staff to work with P&Z staff to create comprehensive list of area plans (such as: southwest manufacturing and commercial districts, the Dodge Avenue Corridor from Greenwood Avenue south, etc.) and the proposed schedule for initiation and completions
• ED staff to identify potential funding sources for planning efforts |
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<td>4. Work closely with neighborhood business district associations and other BA’s to achieve ED priorities</td>
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<td>(See I.2.C., III.1., III.2., III.3., etc. above)</td>
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**Result/Deliverable(s):**

- Implementation of some of the identified short-term goals and projects identified in area plans and/or through follow up meeting with BA’s, Aldermen, etc.
- Implementation of existing TIF project and identification of additional projects based on regular update and evaluation of the TIF and the market
- Creation of area plans for those commercial areas that do not have current plans
- Increased relationship and communications with neighborhood business district associations and other BA’s
### IV. **MARKETING**

The process by which staff will seek to market Evanston, generally, and specifically the various programs and economic development initiatives the City has available to assist existing, expanding and new businesses through the creation of a “Business Advisory Center,” the development of a more dynamic and expanded website, creation of a regular method to provide updated information businesses and residents about the latest economic development “news”

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<tr>
<td>1. Build a new City Economic Development website that becomes a fundamental component of the City’s marketing strategy and is a major interactive portal for engagement with all existing Evanston businesses, other businesses that we desire to attract and is a showcase and resource for information about economic activity and opportunities in Evanston.</td>
<td>A. Create new ED website&lt;br&gt;&lt;br&gt;• ED staff to work with IT staff to develop a more dynamic ED homepage, with specialized pages set up to provide information on and direct links to: ED grant/loan programs, TIF Districts (overview, obligated projects, etc.), BA’s, M/W/EBE technical assistance and financial programs (local, regional, state, etc.), LEP program, etc.&lt;br&gt;• All new program guides, applications, and marketing materials to be interactive through the webpage; staff to work with IT to set up appropriate direct links between these documents and related resources;&lt;br&gt;• Webpage listing available all current available properties to be updated on a regular basis&lt;br&gt;• Website will include promotional videos and/or slide shows on recent ED successes projects, key Evanston facts, and/or images of the City;&lt;br&gt;• ED staff to investigate ability to allow key personnel, through password protection, view and/or update critical information on their businesses, events, etc.</td>
<td>Recent updates to the ED website include a dedicated link to funding programs (the Façade Application and a copy of the Program Guidelines and Agreement are available to download) and a list of vacant commercial and industrial properties through the City. In addition to regularly updating the vacant properties list, other features like locator maps (Google Maps) and outside web links are currently being added. Overall comprehensive update to the ED as well as CED website targeted for 3rd-4th quarters.</td>
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<td>B. Create a general economic development marketing brochure for the City of Evanston</td>
<td>• Staff to research key information about the business community and noteworthy “rankings” within the region and the State;&lt;br&gt;• Staff to highlight key information about Evanston, which could be important to business owners, based on interviews with site finders and area brokers&lt;br&gt;• Marketing brochure to be reviewed and updated, as needed, at least 2 times per year.&lt;br&gt;• A consolidated Best Practices Guide will be created to highlight all programs and include examples demonstrating how the programs have been utilized; BPG will be updated a minimum of once a year.</td>
<td>Targeted for late 3rd or early 4th quarter.</td>
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<td>Create a new Business Advisory Center (BAC) within ED Division</td>
<td>A. Redefine spaces within ED Division to create a new Business Center space</td>
<td>Develop a more coordinated and balanced space plan for ED offices; physically move M/W/EBE planner in same area as other ED planners, created dedicate space for new conference room (the BAC), and entry area with electronic displays of program guides, graphics, and marketing materials</td>
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<td>• Work with Facilities to make necessary physical improvements and new furniture, as needed</td>
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<td>• Work with IT to create a more dynamic meeting interface system within the BAC to allow for access to maps, aerials photos, etc. of potential sites and buildings; create secondary “display” to run loops of key images, facts, and/or videos promoting economic development and the City of Evanston</td>
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<td>B. Develop a consolidated application/intake form and “Welcome Guide” for individuals seeking to open a business in Evanston</td>
<td>Create a questionnaire for initial contact with individuals considering opening a new business</td>
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<td>• Work with relevant Divisions and Departments to consolidate applications for those who might need multiple permits</td>
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<td>In consultation with key staff, develop “Welcome Guide” for individuals seeking to open a new business, which will include, among other things; key facts about the City, points of contact within ED, and a consolidated “check-list” for prospective business owners indentifying all potential reviews, permits, and/or processes they need to complete and the related Departmental information.</td>
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<td>C. Create a more standardized “pre-development” meeting format, with key department staff</td>
<td>ED staff to facilitate a pre-development business meeting process to allow for applicants to meet with staff prior to filing for any permits, etc.; staff to provide business owners on potential concerns/challenges based on preliminary designs, and ID permits, reviews, etc. that they would be required</td>
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<td>• Establish set dates/times for meetings and set up basic requirements for business owners to initiate process (preliminary plans, etc.)</td>
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<td>D. Create a general economic development marketing brochure for the City of Evanston</td>
<td>Staff to research key information about the business community and noteworthy “rankings” within the region and the State;</td>
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<td>• Staff to highlight key information about Evanston, which could be important to business owners, based on interviews with</td>
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| E. Provide various programs, seminars, resources, etc. for existing businesses on an ongoing basis to help them continue to thrive and/or to seek ways to expand | Conduct annual financing seminar for businesses in Evanston to promote financial help of Evanston based businesses.  
Promote the benefits of a “buy local” (produces, raw materials, services) program with area businesses  
Work with purchasing to develop a City of Evanston small business program to promote the use of local architecture and engineering firms, construction trades, etc. on City funded projects less than $20,000.  
Invite successful and/or noteworthy local business owners to “round table” discussions with local business owners to highlight their successes in starting up a new business or expanding their existing businesses |

| | Staff coordinated the “How to Do Business” Seminar in April; Staff will continue to do workshops and seminars in late 3rd and 4th quarters.  
Through meetings with merchant groups, Staff have been advocating for Evanston businesses to buy and hire local, whenever possible. Updated Façade and Merchant grant programs include requirements to get at least one quote from a local business. ED staff has been working to develop the Evanston Business directory; directory will be shared with private business as well as City Departments, particularly those which have high volumes of purchases.  
See notes above; more defined program targeted for 4th quarter.  
Targeted for 4th quarter |

**Result/Deliverable(s):**
- “Welcome to Evanston” package for marketing and informational purposes
- Collection of pertinent City information, which will be updated on regular basis
- A more professional and fully “equipped” business resource center
- Development of a more predictable, streamlined business permit review process
• A clear method to evaluate funding requests and to establish definable measures in relation to the amount and types of financial assistance and/or grant awards
• Generate additional ways for businesses to network together and for staff to continually reestablish connections with business owners
NEW BUSINESS: Façade Improvement Projects
To: Chair and Members of the Economic Development Committee

From: Nancy Radzevich, Economic Development Manager
Johanna Nyden, Economic Development Planner
Aaron Brown, Economic Development Intern

Subject: Applications for the Façade Improvement Program

Date: May 17, 2011

Purpose
This memorandum serves as an overview for three (3) requests for Façade Improvement Program Assistance for two (2) properties in the City. It provides background on the program and an overview of the proposed projects. Representatives from these businesses attended the mandatory pre-application meetings and submitted applications and supplemental materials as required by the Program Guidelines.

Background
The revised Façade Improvement Program provides participants the opportunity to receive a rebate to complete a façade improvement of the participants’ design, forgivable over a sixty (60) month period, upon the completion of the project. Projects are eligible for up to half the total project cost. To determine total eligible cost, rebates are based on a formula whereby the first thirty-five (35) linear feet of public right-of-way facing frontage is eligible for up to $10,000 and each linear foot of frontage beyond thirty-five (35) is eligible for an additional $100 per linear foot, on a 50/50 cost-sharing basis.

Staff reviewed each proposal and determined total maximum eligibility for each project, based on the length of a store facade. The total maximum eligibility amount was determined by adding the base eligibility amount with the additional eligibility amount for facades over 35 feet in length. The recommended funding amount is based on the funding eligibility, when reviewed in the context of the total estimated project costs. Estimated total amount of the project was derived from the average estimated cost of each type of improvement. For example, if the three bids for window improvements averaged $4,500 and three bids for awning installation averaged $3,750, the total project cost was estimated to be $8,250.
The following table provides an overview of the Applicants, their maximum funding eligibility based on the length of their façade, and the amount of funding recommended for approval by Staff, based on their total estimated project costs.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Linear Building Footage</th>
<th>Base Eligibility</th>
<th>Additional Eligibility</th>
<th>Total Maximum Eligibility (Base + Additional)</th>
<th>Estimated Total Project Cost [1]</th>
<th>Recommended Total Approval Amount [2]</th>
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<tbody>
<tr>
<td>Bosell Imports (1905 Church St.)</td>
<td>26'</td>
<td>$10,000</td>
<td>$0</td>
<td>$10,000</td>
<td>$2,800</td>
<td>$1,400</td>
</tr>
<tr>
<td>2800 Central St. [3]</td>
<td>113'</td>
<td>$10,000</td>
<td>$7,800</td>
<td>$17,800</td>
<td>$18,800</td>
<td>$9,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$10,800</strong></td>
<td></td>
</tr>
</tbody>
</table>

[1] Based on the sum (rounded to nearest hundred) of the average estimates for each individual area of work for façade improvement projects.
[2] One half the total of the estimated total project cost, not to exceed the total maximum eligibility.

The attached memoranda and materials provide an overview of each of these projects.

The next round of funding for the Façade Improvement Program will begin with a Pre-Application Meeting on Tuesday, August 9th, 2011 followed by an application deadline on Wednesday, August 31st, 2011. Staff will provide an overview of the Façade Improvement Program process at the December Economic Development Committee meeting and will formulate recommendations for potential improvements and enhancements to the Program.
Memorandum

To: Chair and Members of the Economic Development Committee

From: Nancy Radzevich, Economic Development Manager
Johanna Nyden, Economic Development Planner
Aaron Brown, Economic Development Intern

Subject: Applications for the Façade Improvement Program

Date: May 17, 2011

Recommendation
Staff supports a recommendation of approval to City Council for financial assistance for façade improvements for Bosell Imports located at 1905 Church Street (PIN: 10-13-119-078-0000) in an amount not to exceed $1,400.

Funding Source
The Economic Development Fund’s Business District Improvement Fund (Account: 5300.65522). The 2011 Fiscal Year Budget allocated $175,000 to this account; to date $23,793 has been spent.

The West Evanston TIF was not considered for this project due to the small amount of funds requested.

Background
Bosell Imports, located at 1905 Church Street, proposes to re-paint a portion of the street-facing façade and expand the front window of the storefront. They also plan to install new wood signage, once façade improvements are complete.

Staff has determined that the submitted application is complete, per the requirements of the program, and it is attached, along with the supporting documentation, to this memorandum.

Attachments:
- Application (with Letter of Support)
- Photos
- Estimates
- You Owe Report
Facade Improvement Program Application

The purpose of this program is to improve the appearance of commercial buildings located throughout the City of Evanston. The program addresses the facade, the exterior portion of a building facing the public right-of-way, in order to remedy deteriorating property conditions and to generate business for Evanston’s commercial areas. For further details on this program, review the Program Guidelines and the Program Agreement.

INSTRUCTIONS: The following are required to be considered for participation in the Facade Improvement Program:

- This completed application (Submit this application via email OR deliver to the Economic Development Division at 2100 Ridge Ave, Suite 3600).
- Three estimates for each proposed scope of work (Sent via email to economicdevelopment@cityofevanston.org).
- If tenant is the applicant, letter of support from property owner indicating he/she is supportive of the project and has reviewed the terms and conditions of the Program. (Sent via email to economicdevelopment@cityofevanston.org).

Property Information

Property Address: 1905 Church Street, Evanston, IL

Year Property Was Constructed: 1951

Is this Property a Historic Landmark? No

To determine if your property is a historic landmark or in a historic district visit the City of Evanston's Learn About My Place:
http://www.cityofevanston.org/AboutYou/?name=whoami&Cmd=whoami&User=1&house_number=&street_id=&Submit=Submit

Applicant Information

Applicant Name: Lynn Bosell

Applicant Address: 5112 Greenwood St.

Applicant Phone: 773-469-8367

Applicant Email: lbosell23@hotmail.com

Applicant is: Tenant

Business Name (if applicable): Bosell Imports

Property Owner Information (If Applicant is not Property Owner)

Owner Name: Sam Johnson

Owner Address: 1905 Church St.

Owner Phone: 847-328-9749

Is the Property Currently for Sale? No
Business Information - Ground Floor Uses

INSTRUCTIONS: Provide information on businesses located on the ground floor of the property that will be included in Project.

Business #1

Business Name: Church St. Barbershop

Name of Business Owner (First, Last): Sam Johnson

Length of Store Frontage (feet): 13  Date of Lease Expiration: N/A  Number of Years Business at this Location 41

Please include a brief description of the business:

Business #2

Business Name: Bosell Imports

Name of Business Owner (First, Last): Lynn Bosell

Length of Store Frontage (feet): 13  Date of Lease Expiration: 10/1/2012  Number of Years Business at this Location 1

Please include a brief description of the business:

Business #3

Business Name: 

Name of Business Owner (First, Last) 

Length of Store Frontage (feet): 

Date of Lease Expiration: 

Number of Years Business at this Location 

Please include a brief description of the business:

Note: If more than five (5) businesses are included in your facade improvement project, please submit a typed attachment to economicdevelopment@cityofevanston.org.
Summary of Work at Property

What type of improvements are you planning to make? Check all that apply:

- [ ] Doors
- [ ] Tuckpointing
- [ ] Other
- [x] Windows
- [ ] Lighting
- [x] Painting
- [ ] Describe if "Other" checked

Provide a narrative of your proposed project. Include information on portions of the building that will be improved and what particular work activities will be completed.

There are three basic elements we plan to improve for the facade of our building structure. Initially, we plan to re-paint the tilled of the building, creating a warmer feel for both establishments. We will then expand the front window of "Bosell Imports," allowing the full size of our mannequins to be displayed in the entire frame of the window. Lastly, we plan to add all wood signage to the front of "Bosell Imports." These improvements will give 1905 Church Street a look that will effectively enhance our presentation in the Evanston community.

Provide a narrative of sustainability measures that will be employed in this project.

To provide sustainability for this project, we plan to use salvaged or recycled materials, as well as implementing a process the recycles all possible materials during construction. This will be done mostly by using recycled materials from "Salvage One" (1840 W. Hubbard St., Chicago, IL), a reputable construction material and supply outlet that uses recycled products.

Provide a narrative of how your proposed project will improve accessibility at your building.
Photos of Property

INSTRUCTIONS: Please follow one of the options below for including current photos of the portions of the building you are proposing to improve.

OPTION 1: Upload images in the spaces provided below.
OPTION 2: Print color copies and submit them with your completed application.
OPTION 3: Submit photos as ONE (1) pdf attachment when you send your completed application via email.
Summary of Estimates of Work

INSTRUCTIONS: Provide a summary of all estimates of work obtained for your proposed work in the tables provided below. Categorize each type of work for your project under "Work A", "Work B", or "Work C". For example, if your project included tuckpointing and painting -- all tuckpointing estimates would fall under "Work A" while all painting estimates would fall under "Work B". See sample completed table below. Note: Evanston-based businesses should be utilized for work where possible. If an Evanston-based business will not be used for work, attach a written statement explaining why a business outside of Evanston must be utilized. For more information on contacting Evanston-based business, please visit: http://www.cityofevanston.org/assets/pdf/ConstructionBusinessDirectory.pdf

WORK A: Type of Improvement: Tuckpointing street facing facades --- SAMPLE ONLY

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Better Tuckpointing</td>
<td>Small City, Illinois</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>#2</td>
<td>Tuckpointing Today</td>
<td>Suburb, Illinois</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>#3</td>
<td>Family Tuckpointing</td>
<td>Center City, Illinois</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Average Estimate for Work A</td>
<td></td>
<td></td>
<td>$11,333.33</td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td>$8,500.00</td>
</tr>
</tbody>
</table>

Note: Italics indicate portion to be completed by applicant.

WORK A: Type of Improvement: All

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Hastings Painting &amp; Decor</td>
<td>Evanston, IL</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>#2</td>
<td>Neurnum Residential Servic</td>
<td>Wilmette, IL</td>
<td>$4,805.00</td>
</tr>
<tr>
<td>#3</td>
<td>ANR Construction Inc.</td>
<td>Chicago, IL</td>
<td>$1,890.00</td>
</tr>
<tr>
<td>Average Estimate for Work A</td>
<td></td>
<td></td>
<td>$2,850.00</td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td>$4,805.00</td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td>$1,850.00</td>
</tr>
</tbody>
</table>

WORK B: Type of Improvement:

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Estimate for Work B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WORK C: Type of Improvement:

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Estimate for Work C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS: Please provide copies of estimates for each type of improvement. Copies of estimates may be attached after this page OR at the end of the Application.

NOTE: You must provide three (3) estimates for EACH type of improvement for your application to be complete.
Letter of Support

INSTRUCTIONS: If you are a tenant applying for funding, please have the property owner complete and sign the following letter and submit this with your application.

Date: 04/27/2011

City of Evanston
Department of Community and Economic Development
2100 Ridge Avenue
Evanston, IL 60201

Economic Development Staff:

I acknowledge that the tenant, [NAME] (name of applicant), in my building located at [ADDRESS] (street address), is applying to participate in the "City of Evanston Façade Improvement Program."

I have read the terms and conditions applying to this program and authorize this tenant to pursue participation in this program.

I further consent to the recordation against this property of a Declaration of Covenants affecting the property and agree to furnish the following documents if and when this project is approved by the Evanston City Council:

- Legal Description of Property
- Signed Declaration of Covenants Affecting Real Property
- Signed Certification of Ownership and Consent (included in the Program Agreement)

Signed,

[PRINT NAME]

[Signature]
Agreement of Understanding

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting for the property listed in this form under 'property information' is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines and Program Agreement form associated with the City of Evanston's Facade Improvement Program."

Digital Signature of Applicant: [Signature]

Insert Date: [1/26/11]

Submit by Email | Print Form
Proposal

NEWNUM RESIDENTIAL SERVICES
PAINTING & RESTORATION
www.NEWNUMSERVICES.com
1107 WILMETTE AVE.
WILMETTE IL 60091
(847) 373-1805

Terrence Boselli 10 Rocketmatic.com

Cell # (773) 354-8734

Proposal Submitted To:  Job Name  Job #

Address  Job Location
1905 Church ST. Suite B.
EVANSTON IL 60201

Date  Date of Plans

Phone #  Fax #  Architect
(847) 563-8739

We hereby submit specifications and estimates for:

- Munsell Roof Shingles (Scrape & Re-paint)
  (Red Match)  
  High gloss
- Door Porch way. (Later)
- Stucco patch (Later)

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

$ ____________________________ Dollars

with payments to be made as follows: ______________________________

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Note – this proposal may be withdrawn by us if not accepted within _______ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature __________________________

Date of Acceptance __________________________

Signature __________________________

Page 44 of 111
**Estimate**

**Estimate No:** 676  
**Date:** 2/17/2011  
**Salesperson:** 

**Bill To:**  
Terrence Bosell  
1905 Church st. st B  
Evanston IL 60201

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Qty/Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>003</td>
<td>exterior prep, prime and paint mansard roof: Exterior prep and prime includes sanding, scraping, caulking, filling and priming with XIM or Mad Dog Brand bonding primer. paint bright red high gloss exterior. Price includes lead safe practices.</td>
<td>1.00</td>
<td>$3,550.00</td>
<td>$3,550.00</td>
</tr>
<tr>
<td>007</td>
<td>Misc. Repairs: Trim-out inside of glass window if needed</td>
<td>1.00</td>
<td>$1,255.00</td>
<td>$1,255.00</td>
</tr>
</tbody>
</table>

**Total** $4,805.00
HASTINGS PAINTING & DECORATING

9000 East Prairie Road
Evanston, Illinois 60203
Phone: (847) 338-3292
Fax: (847) 673-0757

February 8, 2011

Bosell Imports
1905 Church St.
Evanston, IL 60201

ESTIMATE FOR PROFESSIONAL SERVICES TO BE RENDERED

EXTERIOR

Project Specifications:

- Remove crossbar and existing window pane
- Replace thermo pane window
- Scrape, and spot prime deteriorated areas
- Caulk all cracks as needed
- Paint entire exterior

TOTAL ESTIMATED COST    $1,850.00*

Price of Materials included*

HASTINGS PAINTING & DECORATING, a fully insured company, hereby proposes bid according to specifications above on this 8th day of February, 2011. Acceptance of bid is indicated by signature on line below. Please submit one copy with original signature to a representative of said company or by mail to the address above. Thank you.

Authorized signature ___________________________ Date __________

Page 46 of 111
Proposal

FROM: ANR Construction inc.  
(773) 814 – 5328 Alex Nagorny  
www.anrconstr.com  
alex@anrconstr.com

PROPOSAL SUBMITTED TO:  
Name: terrencebosell@rocketmail.com |bosell23@hotmail.com  
Phone: (847) 563-8739  
Date: 02.29.11  
Street: 1905 Church st  
City: Evanston  
State: IL  
Zip: 

I propose to provide all materials and perform all labor necessary to complete the following:

1. Install 6ftx8ft window at the front of the building. $1650.00  
2. Powerwash and apply two coats of Benjamin Moore stain on shakes. $450.00  

SubTotal: $2100.00  
Discount 10% for previous customer ($210.00)  
Total: $1890.00  

All of the work is to be completed in a substantial and workmanlike manner for the sum of Dollars ($__________________________). The entire amount of the contract is to be paid within 7 days after completion.

Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned in this contract.

ANR Construction inc. warrants of all work for a period of 3 years following completion.
<table>
<thead>
<tr>
<th>Add</th>
<th>Total</th>
<th>Name</th>
<th>Street</th>
<th>City/State/Zip</th>
<th>Owe Type</th>
<th>Amount</th>
<th>Penalty</th>
<th>Citation Account</th>
<th>Account Date</th>
<th>Home Phone</th>
<th>Business Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>LYNN A BOSELL</td>
<td>GREENWOOD ST</td>
<td>SKOKIE IL 60077</td>
<td>Parking</td>
<td>50.00</td>
<td></td>
<td>700289021</td>
<td>2011-04-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>LYNN A</td>
<td>2017 CHURCH</td>
<td>EVANSTON 60201</td>
<td>Water</td>
<td>0</td>
<td></td>
<td>2242247-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BOSELL ST</td>
<td></td>
<td></td>
<td>INA</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To: Chair and Members of the Economic Development Committee

From: Nancy Radzevich, Economic Development Manager  
      Johanna Nyden, Economic Development Planner  
      Aaron Brown, Economic Development Intern

Subject: Applications for the Façade Improvement Program

Date: May 17, 2011

Recommendation
Staff supports a recommendation of approval to City Council for financial assistance for façade improvements for 2800 Central Street (PIN: 10-11-202-013-0000) in an amount not to exceed $9,400.

Funding Source
The Economic Development Fund’s Business District Improvement Fund (Account: 5300.65522). The 2011 Fiscal Year Budget allocated $175,000 to this account; to date $23,793 has been spent.

Background
Two applicants submitted applications for the 2800 Central Street property: Spencer LeMenager (property owner) and Mitchell Dulin (tenant). For administrative purposes, Staff combined the applications, and this does not affect the eligible funding amount. The Applicants for 2800 Central Street propose to (a) re-side the street-facing portion of the building with natural veneer stone, (b) create three (3) new windows, (c) install new shingling to the mansard roof, (d) install new awnings above the windows, and (e) install an illuminated sign.

The initial request was for funding in an amount not to exceed $17,800, however, the Applicant has commenced some of the improvements covered by this application [(a) installation of the veneer stone siding] to the Property. According to the Program Agreement (see page 6), those portions of the project commenced prior to execution of the Program Agreement shall be disqualified. As such, Staff is only recommending funding for portions of the project that have not been started [Items (b), (c), (d), and (e), as described above]. The total project cost included in the cover memo was calculated excluding project (a).
Staff has determined that the submitted application is complete, per the requirements of the program. The application and supporting documentation are attached immediately following this memorandum.

Attachments:
- Applications
- Photos
- Plan Drawings
- Estimates
- You Owe Report
Facade Improvement Program Application

The purpose of this program is to improve the appearance of commercial buildings located throughout the City of Evanston. The program addresses the facade, the exterior portion of a building facing the public right-of-way, in order to remedy deteriorating property conditions and to generate business for Evanston's commercial areas. For further details on this program, review the Program Guidelines and the Program Agreement.

INSTRUCTIONS: The following are required to be considered for participation in the Facade Improvement Program:

- This completed application (Submit this application via email OR deliver to the Economic Development Division at 2100 Ridge Ave, Suite 3600).
- Three estimates for each proposed scope of work (Sent via email to economicdevelopment@cityofevanston.org).
- If tenant is the applicant, letter of support from property owner indicating he/she is supportive of the project and has reviewed the terms and conditions of the Program. (Sent via email to economicdevelopment@cityofevanston.org).

Property Information

<table>
<thead>
<tr>
<th>Property Address</th>
<th>2800 Central Street, Evanston, IL 60201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Property Was Constructed</td>
<td>1971</td>
</tr>
<tr>
<td>Is this Property a Historic Landmark?</td>
<td>No</td>
</tr>
</tbody>
</table>

To determine if your property is a historic landmark or in a historic district visit the City of Evanston's Learn About My Place: http://www.cityofevanston.org/AboutYou/?name=whoami&Cmd=whoami&User=1&house_number=&street_id=&Submit=Submit

Applicant Information

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Spencer H. LeMenager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address</td>
<td>1151 Loch Lane, Lake Forest, IL 60045</td>
</tr>
<tr>
<td>Applicant Phone</td>
<td>1-847-987-8600</td>
</tr>
<tr>
<td>Applicant Email</td>
<td><a href="mailto:spencerlemenager@equity-inc.com">spencerlemenager@equity-inc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Is</th>
<th>Property Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name (if applicable)</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Property Owner Information (If Applicant is not Property Owner)

<table>
<thead>
<tr>
<th>Owner Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Address</td>
<td></td>
</tr>
<tr>
<td>Owner Phone</td>
<td></td>
</tr>
<tr>
<td>Owner Email</td>
<td></td>
</tr>
</tbody>
</table>

| Is the Property Currently for Sale | No |

City of Evanston | Community & Economic Development Department | Economic Development Division
p: 847.448.8100 | economicdevelopment@cityofevanston.org
Business Information - Ground Floor Uses

INSTRUCTIONS: Provide information on businesses located on the ground floor of the property that will be included in Project.

**Business #1**

Business Name: Central Street Cafe, Inc  
Name of Business Owner (First, Last): Mitchell Dulin  
Length of Store Frontage (feet): 113  
Date of Lease Expiration: April 30, 2020  
Number of Years Business at this Location: 0

Please include a brief description of the business: Central Street Cafe, Inc. will operate a retail business selling premium, Wine, Beer, Cheeses, Hot Sandwiches and Gourmet Foods including a restaurant with inhouse dining.

**Business #2**

Business Name: Not Applicable  
Name of Business Owner (First, Last): NA  
Length of Store Frontage (feet):  
Date of Lease Expiration:  
Number of Years Business at this Location: 

Please include a brief description of the business: 

**Business #3**

Business Name: Not Applicable  
Name of Business Owner (First, Last):  
Length of Store Frontage (feet):  
Date of Lease Expiration:  
Number of Years Business at this Location: 

Please include a brief description of the business: 

Note: If more than five (3) businesses are included in your facade improvement project, please submit a typed attachment to economicdevelopment@cityofevanston.org.
Summary of Work at Property

What type of improvements are you planning to make? Check all that apply:

- [ ] Doors
- [ ] Tuckpointing
- [X] Other
- [ ] Windows
- [ ] Lighting
- [ ] Painting

Describe if "Other" Checked

- New stone veneer siding on all 113 feet of street frontage, three new...

Provide a narrative of your proposed project. Include information on portions of the building that will be improved and what particular work activities will be completed.

The building is located at the South West corner of Central and Ewing Streets in Evanston. The project will completely reface the entire building facing Ewing and Central Streets. This entails the removable of the Barn Board Cedar Siding and replacing it with stone from the ground up. The natural veneer stone will create a new facade as well as improve installation and soundness of the structure. Three new windows are to be created in accordance with the City of Evanston Permit and Appearance Committee approval. The three windows each 4'x6' will replace old concrete medallions that can not be saved as they were mortared and assembled together in pieces.

Then the mansard roof will be re shingled in a forest green to coordinate the color scheme.

Provide a narrative of sustainability measures that will be employed in this project.

The life of the building including its soundness, eye appeal and insulation value will be significantly enhanced for the next 20 years.

Provide a narrative of how your proposed project will improve accessibility at your building.

The resulting new curb appeal will heighten the senses. The front doorway new interior foyer will provide a comfortable entrance in all weather conditions. An additional rest room will be installed to code.
Photos of Property

**INSTRUCTIONS:** Please follow one of the options below for including current photos of the portions of the building you are proposing to improve.

**OPTION 1:** Upload images in the spaces provided below.

**OPTION 2:** Print color copies and submit them with your completed application.

**OPTION 3:** Submit photos as ONE (1) pdf attachment when you send your completed application via email.

---

Click to upload image #1 of property

Click to upload image #2 of property

Click to upload image #3 of property
Summary of Estimates of Work

INSTRUCTIONS: Provide a summary of all estimates of work obtained for your proposed work in the tables provided below. Categorize each type of work for your project under "Work A", "Work B", or "Work C". For example, if your project included tuckpointing and painting -- all tuckpointing estimates would fall under "Work A" while all painting estimates would fall under "Work B". See sample completed table below. Note: Evanston-based businesses should be utilized for work where possible. If an Evanston-based business will not be used for work, attach a written statement explaining why a business outside of Evanston must be utilized. For more information on contacting Evanston-based business, please visit: http://www.cityofevanston.org/assets/pdf/ConstructionBusinessDirectory.pdf

<table>
<thead>
<tr>
<th>WORK A: Type of Improvement: Tuckpointing street facing facades --- SAMPLE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimates</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>#1</td>
</tr>
<tr>
<td>#2</td>
</tr>
<tr>
<td>#3</td>
</tr>
<tr>
<td>Average Estimate for Work A</td>
</tr>
<tr>
<td>Highest Estimate</td>
</tr>
<tr>
<td>Lowest Estimate</td>
</tr>
</tbody>
</table>

Note: Italics indicate portion to be completed by applicant.

<table>
<thead>
<tr>
<th>WORK A: Type of Improvement: Replace building with natural veneer stone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimates</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>#1</td>
</tr>
<tr>
<td>#2</td>
</tr>
<tr>
<td>#3</td>
</tr>
<tr>
<td>Average Estimate for Work A</td>
</tr>
<tr>
<td>Highest Estimate</td>
</tr>
<tr>
<td>Lowest Estimate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK B: Type of Improvement: Create three (3 each) 48&quot;x 72&quot; exterior windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimates</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>#1</td>
</tr>
<tr>
<td>#2</td>
</tr>
<tr>
<td>#3</td>
</tr>
<tr>
<td>Average Estimate for Work B</td>
</tr>
<tr>
<td>Highest Estimate</td>
</tr>
<tr>
<td>Lowest Estimate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK C: Type of Improvement: Mansard Roof Shingling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimates</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>#1</td>
</tr>
<tr>
<td>#2</td>
</tr>
<tr>
<td>#3</td>
</tr>
<tr>
<td>Average Estimate for Work C</td>
</tr>
<tr>
<td>Highest Estimate</td>
</tr>
<tr>
<td>Lowest Estimate</td>
</tr>
</tbody>
</table>
INSTRUCTIONS: Please provide copies of estimates for each type of improvement. Copies of estimates may be attached after this page OR at the end of the Application.

NOTE: You must provide three (3) estimates for EACH type of improvement for your application to be complete.
Letter of Support

INSTRUCTIONS: If you are a tenant applying for funding, please have the property owner complete and sign the following letter and submit this with your application.

Date: 

City of Evanston
Department of Community and Economic Development
2100 Ridge Avenue
Evanston, IL 60201

Economic Development Staff:

I acknowledge that the tenant, ___________________________ (name of applicant), in my building located at ___________________________ (street address), is applying to participate in the "City of Evanston Façade Improvement Program."

I have read the terms and conditions applying to this program and authorize this tenant to pursue participation in this program.

I further consent to the recordation against this property of a Declaration of Covenants affecting the property and agree to furnish the following documents if and when this project is approved by the Evanston City Council:

- Legal Description of Property
- Signed Declaration of Covenants Affecting Real Property
- Signed Certification of Ownership and Consent (included in the Program Agreement)

Signed,

__________________________ (Print name)

__________________________ (Signature)
Agreement of Understanding

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting for the property listed in this form under 'property information' is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines and Program Agreement form associated with the City of Evanston's Facade Improvement Program."

Digital Signature of Applicant: [Signature]

Insert Date: [April 25, 2011]

To submit your application, send the following to the Economic Development Division:
- This completed Application Form
- Copies of Color Photographs
- Copies of all bids for proposed work

Return to:

Economic Development Division
Attn: Johanna Nyden
2100 Ridge Avenue
Evanston, IL 60201

or

jnyden@cityofevanston.org
Facade Improvement Program Application

The purpose of this program is to improve the appearance of commercial buildings located throughout the City of Evanston. The program addresses the facade, the exterior portion of a building facing the public right-of-way, in order to remedy deteriorating property conditions and to generate business for Evanston’s commercial areas. For further details on this program, review the Program Guidelines and the Program Agreement.

INSTRUCTIONS: The following are required to be considered for participation in the Facade Improvement Program:

- This completed application (Submit this application via email OR deliver to the Economic Development Division at 2100 Ridge Ave, Suite 3600).
- Three estimates for each proposed scope of work (Sent via email to economicdevelopment@cityofevanston.org).
- If tenant is the applicant, letter of support from property owner indicating he/she is supportive of the project and has reviewed the terms and conditions of the Program. (Sent via email to economicdevelopment@cityofevanston.org).

Property Information

<table>
<thead>
<tr>
<th>Property Address</th>
<th>2800 Central St., Evanston, IL 60201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Property Was Constructed</td>
<td>1971</td>
</tr>
<tr>
<td>Is this Property a Historic Landmark?</td>
<td>No</td>
</tr>
</tbody>
</table>

To determine if your property is a historic landmark or in a historic district visit the City of Evanston’s Learn About My Place: http://www.cityofevanston.org/AboutYou/?name=whoami&Cmd=whoami&User=1&house_number=&street_id=&Submit=Submit

Applicant Information

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Chardonnay Wine Bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address:</td>
<td>887 Forest Glen Dr. E. Winnetka, IL 60093</td>
</tr>
<tr>
<td>Applicant Phone:</td>
<td>847-501-5448</td>
</tr>
<tr>
<td>Applicant Email:</td>
<td><a href="mailto:dulinCorp@gmail.com">dulinCorp@gmail.com</a></td>
</tr>
<tr>
<td>Applicant is:</td>
<td>Tenant</td>
</tr>
<tr>
<td>Business Name (if applicable)</td>
<td>Central St. Cafe</td>
</tr>
</tbody>
</table>

Property Owner Information (If Applicant is not Property Owner)

<table>
<thead>
<tr>
<th>Owner Name:</th>
<th>Spencer H. LeMenager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Address:</td>
<td>1151 Loch Lane, Lake Forest, IL 60045</td>
</tr>
<tr>
<td>Owner Phone:</td>
<td>847-987-8600</td>
</tr>
<tr>
<td>Owner Email:</td>
<td><a href="mailto:spencerlemenanger@equity-inc.com">spencerlemenanger@equity-inc.com</a></td>
</tr>
<tr>
<td>Is the Property Currently for Sale?</td>
<td>No</td>
</tr>
</tbody>
</table>
Business Information - Ground Floor Uses

INSTRUCTIONS: Provide information on businesses located on the ground floor of the property that will be included in Project.

Business #1

Business Name: Central St. Cafe

Name of Business Owner (First, Last): Mitchell Dulin

Length of Store Frontage (feet): 113 Date of Lease Expiration: 4/30/2021 Number of Years Business at this Location 0

Please include a brief description of the business: Cafe, Wine/Craft Beer, Cheese-mart/Deli

Business #2

Business Name:

Name of Business Owner (First, Last)

Length of Store Frontage (feet): Date of Lease Expiration: Number of Years Business at this Location

Please include a brief description of the business:

Business #3

Business Name:

Name of Business Owner (First, Last)

Length of Store Frontage (feet): Date of Lease Expiration: Number of Years Business at this Location

Please include a brief description of the business:

Note: If more than five (5) businesses are included in your facade improvement project, please submit a typed attachment to economicdevelopment@cityofevanston.org.
Summary of Work at Property

What type of improvements are you planning to make? Check all that apply:

☐ Doors  ☐ Tuckpointing  ☒ Other
☐ Windows  ☐ Lighting  ☐ Painting
☒ Signage

Describe if "Other" checked

Window awnings

Provide a narrative of your proposed project. Include information on portions of the building that will be improved and what particular work activities will be completed.

New, dark green awnings will be installed above seven windows. A rooftop sign (combination raceway channel letter and illuminated box) will be installed on the mansard roof, facing east.

Provide a narrative of sustainability measures that will be employed in this project.

Signs will be LED illuminated

Provide a narrative of how your proposed project will improve accessibility at your building.

N/A
Photos of Property

**INSTRUCTIONS:** Please follow one of the options below for including current photos of the portions of the building you are proposing to improve.

OPTION 1: Upload images in the spaces provided below.
OPTION 2: Print color copies and submit them with your completed application.
OPTION 3: Submit photos as ONE (1) pdf attachment when you send your completed application via email.

[Images of three properties with click to upload options for image #1, image #2, and image #3 of property.]
Summary of Estimates of Work

**INSTRUCTIONS:** Provide a summary of all estimates of work obtained for your proposed work in the tables provided below. Categorize each type of work for your project under "Work A", "Work B", or "Work C". For example, if your project included tuckpointing and painting — all tuckpointing estimates would fall under "Work A" while all painting estimates would fall under "Work B". **See sample completed table below.**

*Note:* Evanston-based businesses should be utilized for work where possible. If an Evanston-based business will not be used for work, attach a written statement explaining why a business outside of Evanston must be utilized. For more information on contacting Evanston-based business, please visit: [http://www.cityofevanston.org/assets/pdf/ConstructionBusinessDirectory.pdf](http://www.cityofevanston.org/assets/pdf/ConstructionBusinessDirectory.pdf)

### WORK A: Type of Improvement: Tuckpointing street facing facades --- SAMPLE ONLY

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Better Tuckpointing</td>
<td>Small City, Illinois</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>#2</td>
<td>Tuckpointing Today</td>
<td>Suburb, Illinois</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>#3</td>
<td>Family Tuckpointing</td>
<td>Center City, Illinois</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Average Estimate for Work A</td>
<td></td>
<td></td>
<td>$11,333.33</td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td>$8,500.00</td>
</tr>
</tbody>
</table>

*Note:* Italics indicate portion to be completed by applicant.

### WORK A: Type of Improvement: Awnings

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Apple Annie</td>
<td>Northbrook, IL</td>
<td>$2,753.00</td>
</tr>
<tr>
<td>#2</td>
<td>Evanston Awning</td>
<td>Evanston, IL</td>
<td>$1,485.00</td>
</tr>
<tr>
<td>#3</td>
<td>Acme Awning</td>
<td>Berkeley, IL</td>
<td>$2,950.00</td>
</tr>
<tr>
<td>Average Estimate for Work A</td>
<td></td>
<td></td>
<td>$2,396.00</td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td>$2,950.00</td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td>$1,485.00</td>
</tr>
</tbody>
</table>

### WORK B: Type of Improvement: Electric Roof Sign

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Sign A Rama</td>
<td>Skokie, IL</td>
<td>$6,539.00</td>
</tr>
<tr>
<td>#2</td>
<td>Flashtric</td>
<td>Chicago, IL</td>
<td>$5,430.00</td>
</tr>
<tr>
<td>#3</td>
<td>Signs Plus</td>
<td>Des Plaines, IL</td>
<td>$6,165.00</td>
</tr>
<tr>
<td>Average Estimate for Work B</td>
<td></td>
<td></td>
<td>$6,045.00</td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td>$6,539.00</td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td>$5,430.00</td>
</tr>
</tbody>
</table>

### WORK C: Type of Improvement:

<table>
<thead>
<tr>
<th>Estimates</th>
<th>Name of Contractor</th>
<th>Location of Contractor</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Estimate for Work C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lowest Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary of Estimates of Work

**INSTRUCTIONS:** Please provide copies of estimates for each type of improvement. Copies of estimates may be attached after this page OR at the end of the Application.

**NOTE:** You must provide three (3) estimates for EACH type of improvement for your application to be complete.
Letter of Support

**INSTRUCTIONS:** If you are a tenant applying for funding, please have the property owner complete and sign the following letter and submit this with your application.

Date: __________

City of Evanston
Department of Community and Economic Development
2100 Ridge Avenue
Evanston, IL 60201

Economic Development Staff:

I acknowledge that the tenant, [NAME] (name of applicant), in my building located at [ADDRESS] (street address), is applying to participate in the "City of Evanston Façade Improvement Program."

I have read the terms and conditions applying to this program and authorize this tenant to pursue participation in this program.

I further consent to the recordation against this property of a Declaration of Covenants affecting the property and agree to furnish the following documents if and when this project is approved by the Evanston City Council:

- Legal Description of Property
- Signed Declaration of Covenants Affecting Real Property
- Signed Certification of Ownership and Consent (included in the Program Agreement)

Signed,

[PRINTED NAME] (Print name)

[Signature] (Signature)
Agreement of Understanding

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting for the property listed in this form under ‘property information’ is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines and Program Agreement form associated with the City of Evanston’s Facade Improvement Program."

Digital Signature of Applicant: [Signature]

Insert Date: 4/26/11

To submit your application, send the following to the Economic Development Division:
- This completed Application Form
- Copies of Color Photographs
- Copies of all bids for proposed work

Return to:

Economic Development Division
Attn: Johanna Nyden
2100 Ridge Avenue
Evanston, IL 60201

or

jnyden@cityofevanston.org
THE GLASSMAN INC.
DBA INMAN GLASS
3100 SKOKIE VALLEY RD.
HIGHLAND PARK, IL 60035
847-432-2030
847-432-2032 FAX

TO: EQUITY, INC
ATTN: SPENCER

RE: CENTRAL ST. CAFÉ

REPLACEMENTS
46 X 96 ¼ TEMPERED INSULATED GLASS $ 725.00
36 X 92 TEMPERED INSULATED GLASS $ 550.00

3 NEW OPENINGS
ALUMINUM - BRONZE 6" OFFSET INSULATED GLASS $ 1995.00

50% DEPOSIT REQUIRED
BALANCE DUE UPON INSTALLATION

--------

The Glass Man

Jeff Bronken
(847) 432-2030 phone
(847) 432-2032 fax
(847) 791-2031 cell
3100 Skokie Valley Hwy
Highland Park, IL 60035

--------

The Glass Man

John Slattery
(847) 432-2030 phone
(847) 432-2032 fax
3100 Skokie Valley Hwy
Highland Park, IL 60035
Evanston Glass & Mirror Ltd.
2903 Central St. Evanston, IL. 60201
Tel 847-328-2200
Fax 847-328-2294

2800 Central St
Spencer H. LeMenager
P. 847.295.2800
F. 847.295.2860
Email spencer.lemenager@equity-inc.com

4/12/2011

Quotation Summary

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Amount</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Thermopane windows 48&quot; x 72&quot; 1&quot; thick</td>
<td>$985.00</td>
<td>$2,955.00</td>
</tr>
<tr>
<td></td>
<td>2&quot; x 4 ½ frame Black or Dark Bronze color</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Installation included</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Thermopane window replacement (front)</td>
<td>$788.00</td>
<td>$788.00</td>
</tr>
<tr>
<td></td>
<td>46&quot; x 96&quot; x 1&quot;O.A. Approx size tempered glass</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The price includes taxes, installation and materials.
If you have any questions, please don't hesitate to call.

Thank you,

Luis Acosta
2800 Central St 4/12/2011
Spencer H. LeMenager
P. 847.295.2800
F. 847.295.2860
Email spencer.leniger@equity-inc.com

### Quotation Summary

<table>
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<th>Price</th>
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<td>2&quot; x 4 ½ frame Black or Dark Bronze color</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Installation included</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Thermopane window replacement (front)</td>
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<td>$788.00</td>
</tr>
<tr>
<td></td>
<td>46&quot;x 96&quot; x 1&quot;O.A. Approx size tempered glass</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taxable total</td>
<td></td>
<td>$3,743.00</td>
</tr>
<tr>
<td></td>
<td>Tax (9.5 %)</td>
<td></td>
<td>$355.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$4,098.00</td>
</tr>
</tbody>
</table>

The price includes taxes, installation and materials. If you have any questions, please don't hesitate to call.

Thank you,

Luis Acosta
eXtreme glass, inc.
1942 N. 15th Ave. Melrose Park, IL 60160
Ph: 708-410-2305 Fax: 708-410-2309
Cell: 847-322-4898 Val

Proposal

<table>
<thead>
<tr>
<th>Date</th>
<th>Proposal #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/17/2011</td>
<td>54598</td>
</tr>
</tbody>
</table>

Name / Address
EQUITY INC
LAKE FOREST

Ship To
2800 CENTRAL

Joe Corsel

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>EQUITY INC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>WINDOWS</td>
<td>CUSTOM COMMERCIAL TYPE STOREFRONT WINDOWS USING 2 X 4 1/2 TUBELITE ALUMINUM THERMOBRAKE FRAME IN BRONZE ANODIZED FINISH (TO MATCH EXISTING FRAMES) AND 1&quot; O.A. CLEAR INSULATED GLASS, ANNEALED OR TEMPERED AS PER BUILDING CODE SPECIFICATIONS; FRAMES WILL BE PROPERLY CAULKED W/ POLYURETHANE WATERPROOF SEAL, PROVIDE AND INSTALL</td>
<td>850.00</td>
<td>2,550.00</td>
</tr>
</tbody>
</table>

We propose hereby to furnish material and labor in accordance with above specifications

Total: $2,550.00

Signature
<table>
<thead>
<tr>
<th>Items</th>
<th>Bid Amount</th>
<th>Negotiated Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Demolition of Existing Siding</td>
<td></td>
<td>0.00</td>
<td>Included in Masonry 201</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Masonry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014 Stone Veneer and Stucco</td>
<td>25,000</td>
<td>0.00</td>
<td>Based off 8 dollar sqft Landon Stone</td>
</tr>
<tr>
<td>Total</td>
<td>25,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Windows</td>
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<tr>
<td>401 DaVinci Roof</td>
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<td>5 Misc.</td>
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<td>501 Planter Boxes</td>
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<td>True North Builders Management Fee 7.5%</td>
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<tr>
<td>Grand Total Construction Cost</td>
<td>44,398</td>
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</table>

*All invoices are paid directly to subcontractor
*All bills are provided to owner at trade pricing
*The pricing above is to set a base line. Contract would be negotiated off final plans, specifications, and materials
*Owner will be provided a book with all the bids that show the prices listed above
*Management fee is based on the scope of work above

Alternative masonry number for stone veneer on the building where siding is currently (foundation to roof): 32,000
Robert Schwayne
Stone & Fireplace Company
1440 Townline Rd.
Mundelein, IL 60060
847-566-0799

Estimate of Proposal

Address: 2800 Central St.
Evanston, IL

This job will require a tremendous amount of preparation, and certain issues that need to be addressed prior to laying up any stone, this estimate will only be a generic proposal based on what I feel necessary in order to give you a proposal in somewhat of a timely manner.

All battens must be removed and the gaps between the boards must be filled by reusing the battens cut down to size as needed. All wood trim around the windows and doors that is not on the same plane as the siding after the battens have been reused, must be chiseled or sawed off so that the entire façade is all on the same plane.

In certain areas around the windows and doors, some wood would still be exposed or not visually appealing, even after the steps have been taken as outlined above, and around the plaster medallions, therefore in those areas I propose to trim out the exposed wood with aluminum trim stock to match the metal finish of the doors and windows as close as possible.

Also the limestone caps that are on top of the walls beyond the mansard roof area on the east façade, and the caps on top on the south façade are very loose, dirty, cracked, and won't hang over wall enough to properly cap the new proposed thin stone; so we propose to replace those caps with new limestone, along with adding a new limestone sill below the huge picture window adjacent to the main entrance.

As a proper preparation before installing any thin stone we will install 30lb. felt tar paper, galvanized wire lath, and a scratch coat of mortar on approximately 925 sq. ft. of wall area.

Then after all of the above is completed, we will install approximately 925 sq. ft. of thin stone flats and corners of owners choice.

Total Labor for all of above $24,225.00

The following is a list of material needed, but cost is only approximate, final cost could go up or down depending on owners final choice of product.

890 sq. ft. thin stone flats @ $10.00 sq. ft. $8,900.00
70 lin. Ft. thin stone corners @ $24.79 lin.ft. 1,735.30
33 lin. ft. capstone @ $19.14 lin. ft. 631.62
8 lin.ft limestone sill @ $9.41 lin. ft. 75.28

Sub total material $11,342.30

Tax 907.38

Total Material $12,249.58

Total Labor $24,225.00

Total material and Tax $12,249.58

Grand Total $36,474.68

Note: Some of the other issues, do you want flower box stoned and capped, do you want the medallions removed and stoned in that area
window rebuild option........once medallions are removed rework opening by removing block on both sides

and installing steel lentel replace block on both sides and above, to square the window.

Add block up to 40 inches from the ground for stone backing.

Total for all three windows

$1475.00

Original Message

From: legendarymasonry@comcast.net
To: "Spencer LeMenager" <spencerlemenager@equity-inc.com>
Sent: Thursday, March 10, 2011 8:23:38 PM
Subject: 2400 central stone veneer

Legendary Masonry

Description........ Thin stone veneer on existing cmu block building. Stone will be Eden oakfield approximately 1200 square feet. Mortar will be type n with 12 oz of liquid latex bonding agent added per bag. Corners will be full stones cut for corners. Windows will extend 1.5" past block. Job will be completed in an orderly and safe manner. All masonry debris will be cleaned up.

Total 23,940.00

option 1........... clean and reset upper rear coping stones total 1,200.00

option 2........... dry laid stone planter box 3' x 20' Total 1,950.00

Total for all options 27,090.00

Payment schedule, customer to purchase stone and provide 4000.00 down. remainder of contract to be paid within 10 days of completion.

President
Sean Nelson
Legendary Masonry
801 Tiffany farms rd.
Antioch IL 60002
847.208.9802
www.legendarymasonry.com
MANSARD ROOF COVER CAP
FIGURE 125.5 LINEAR FEET WITH ONLY A 6' LENGTH ON 7-ELEVEN RETURN SIDE.
125.5 × 3' HIGH = 376 SQ. FT. WITH 12 LINEAR FEET OF CORNERS.
125.5 × 4' HIGH = 502 SQ. FT. WITH 16 LINEAR FEET OF CORNERS.

EXTERIOR BUILDING
936 SQ. FT. 38 LINEAR FEET OF CORNERS

FRONT ENTRY BEHIND BRICK ARCH, WOOD SIDING ONLY
173 SQ. FT. 32 LINEAR FEET OF CORNERS

THREE NEW STONE LIMESTONE SILLS FOR TERRACOTTA WINDOWS
TWO SILLS FOR FRONT
5', 4" × 2⅛" THICK AND 12" WIDE

ONE SILL
7', 5" × 2⅛" THICK AND 12" WIDE

SILL MATERIAL: $375.00
SILL LABOR: $250.00

FLAT: $7.60 SQ. FT.
CORNERS: $10.50 LINEAR FEET

MAIN BUILDING WITHOUT ENTRYWAY BEHIND ARCHES
936 SQ. FT. × $7.60 = $7,113.60
38 LINEAR FEET OF FLATS × $10.50 = $399.00

TOTAL: $7,512.60
TAX: $488.00

TOTAL: $8,000.60
PLUS DELIVERY: $800.00

TOTAL STONE: $8,800.60
SILL: $375.00

TOTAL MATERIAL: $9,175.60

TOTAL SQ. FT. WITH CORNERS: 974 × $25.00 SQ. FT. FOR LABOR = $24,350.00
TOTAL LABOR: $24,350.00

TOTAL: $33,525.60

LABOR INCLUDES: MORTAR, SAND, BONDING AGENT, SAWING OR CUTTING OF STONE,
LAYING OF STONE, BUILDING SCAFFOLD, ACID WASHING AND CLEANING JOB.

(continued on page 4)
ENTRY ONLY BEHIND BRICK ARCHES WHERE WOOD SIDING EXISTS TO BE REMOVED BY OTHERS AND REPLACED WITH THIN VENEER STONE.

173 SQ. FT. × $7.60 = $1,314.80
PLUS 6.5% TAX: $85.46
TOTAL: $1,400.26

POSSIBLE 32 LINEAR FEET OF CORNERS × $10.50 = $336.00
PLUS TAX: $21.84
TOTAL: $357.84

TOTAL MATERIAL: $1,758.10
TOTAL LABOR 173 × $25.00 = $4,325.00
TOTAL: $6,083.10

IF YOU ADD FRONT TO ENTIRE BUILDING: TOTAL: $39,608.70

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of $ Dollars ( )

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Larry Forgette Masonry.

Respectfully submitted

Per

Note: This proposal may be withdrawn by us if not accepted within 180 days.

ACCEPTANCE OF PROPOSAL
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted
Date
Signature
Signature
We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

OLD BLOCKBUSTER BUILDING TO HAVE CEDAR SIDING REMOVED AND REPLACED WITH THIN VENEER STONE (REAL STONE®). MAY HAVE WALLS BUILT TO HIDE PARAPET OR MANSARD ROOF. SQUARE FOOTERS TO BE FIGURED SEPARATELY FOR EACH WALL AND MANSARD-ROOF OPTION.

BACK WALL NEXT TO EXISTING 7-ELEVEN HAS TWO GLASS BLOCK WINDOWS, EXHAUST FAN AND DOWNSPOUT THAT MAY HAVE TO BE REMOVED, THEN REPLACED AFTER VENEER STONE IS INSTALLED. NO CORNER STONE AROUND WINDOWS.

WALL BEING 18', 2" LONG BY 11', 8" HIGH.
213 SQ. FT. – (WINDOW AND FAN) 29 SQ. FT. = 184 SQ. FT. OR 12 LINEAR FEET OF CORNERS. EXISTING STONE COPING CAN BE REUSED. CHECK TO SEE IF LOOSE AND RESET, GRIND AND TUCKPOINT MORTAR JOINT ON TOP OF BLOCK. CHARGED AT TIME AND MATERIAL.

SIDE WALL ON PARKING LOT SIDE HAS METAL SERVICE DOOR. 7' HIGH BY 44" WIDE. (~25.66) WITH TERRACOTTA PANEL WHICH WILL BE MADE INTO WINDOW, EXCEPT FOR 40" AT BOTTOM WHICH WILL BE FILLED IN FOR COUNTER SPACE WHICH IS 40" HIGH. IT MAY HAVE TO BE FILLED IN WITH 8" BLOCK AND HAVE 2 1/4" LIMESTONE SILL TO MATCH EXISTING. REMOVAL OF TERRACOTTA DONE BY OTHERS. WINDOW SPACE IS 25 SQ. FT.
WALL IS: 41', 6" LENGTH X 11', 8" HIGH = 484
DOOR: 25.66 WINDOW: 25 SQ. FT.
484 – 50.66 = 433 SQ. FT.
NO CORNERS NECESSARY.

(continued on page 2)
REMAINING SIDE WALL ON PARKING LOT SIDE
WALL WITH FOUR WINDOWS, IN FRONT OF ENTRY WITH BRICK ARCHES.
WALL: 28' 9" LENGTH × 10', 6" HIGH DOWN TO TOP OF PLANTER IN FRONT OF WINDOW.

302 - 101 = 201
ADD 44 SQ. FT. IF PLANTER IS REMOVED. 201 + 44 = 245 SQ. FT.
13 LINEAR FEET OF CORNERS.

FRONT OF BUILDING FACING CENTRAL
REMOVE TERRACOTTA FROM EACH SIDE OF WINDOW DONE BY OTHERS. FILL IN WITH 8" BLOCK AND PUT 2½" STONE SILL AS NEEDED.
40" HIGH
REMOVE MASONRY BEHIND TERRACOTTA.
NEW STONE WORK: 101 SQ. FEET WITH 13 LINEAR FEET OF CORNERS WITH ONE RETURN CORNER UP TO ROOF. NO RETURN ON MANSARD ROOF.

FRONT ENTRY WALLS BEHIND BRICK ARCH ENTRY
WHERE SIDING EXISTS — ONLY 173 SQ. FT.
POSSIBLE 32 LINEAR FEET OF CORNERS.

BACK RETURN WALL
184 SQ. FT. WITH 12 LINEAR FEET OF CORNERS — PLUS CHECK COPING.

SIDE WALL PARKING LOT, WITH DOOR AND TERRACOTTA: 433 SQ. FT.
SKIP FRONT ENTRY, FIGURE SEPARATELY AT END OF PROPOSAL.

REMAINING SIDE WALL ON PARKING LOT SIDE
WITH FOUR EXISTING WINDOWS: 201 SQ. FT. WITH 12 LINEAR FEET OF CORNERS.
ADD 44 SQ. FT. IF PLANTER BOX IS REMOVED.
IF NEW PLANTER BOX OUT OF DRY STACK IS MADE, YOU MAY ELIMINATE SOME OF THE FINISH WALL, JUST WATERPROOF IT AND PUT ICE AND WATER SHIELD AGAINST EXISTING BUILDING MASONRY BLOCK.

FRONT WALL ON CENTRAL 101 SQ. FT. WITH 13 LINEAR FEET OF CORNERS.
TOTAL SQ. FOOTAGE = 963 SQ. FT.
SUBTRACT 37 LINEAR FEET OF CORNERS.

FRONT ENTRY WALLS BEHIND BRICK ARCH ENTRY, WOOD SIDING AREA ONLY:
173 SQ. FT. WITH POSSIBLE 32 LINEAR FEET OF CORNERS.

(continued on page 3)
PROPOSAL

HANSON ROOFING, INC.
ROOFING - GUTTERS
2130 JACKSON AVENUE
EVANSTON, IL 60201
PHONE (847) 328-2550 – FAX (847) 328-3906

TO  Spencer LeMenager
    P.O. Box 390
    711 McKinley Road - Suite 5
    Lake Forest, IL 60045

DATE  04-21-2011

Kind of Work  Roofing

Location  2800 Central St.
          Evanston, IL 60201

WE PROPOSE to furnish all necessary labor, material and equipment to complete the following:

Strip perimeter mansard roof to wood deck. Nail down 30# saturated felt paper over roof deck. Roof entire mansard with a 50-year warranty laminated asphalt shingle. All shingles will be nailed with galvanized nails. All shingles will be applied 5" to the weather. All edges will have a starter course before shingles are applied. All ridge shingles will be applied double coverage. New roof guaranteed on labor for five years except for snow and ice backup. All debris to be removed from premises.

$4,950.00

Alternate: To strip and re-roof as stated above using CertainTeed Grand Manor lifetime limited warranty asphalt shingle.

ADD: $1,800.00

Carpentry repairs needed to wood sheathing will be done at time and material, at the rate of $60.00 per man hour plus material cost. Additional sheetmetal or finish carpentry work necessary will be done on time and material at the rate of $75.00 per man hour plus material cost. Owner is responsible for stucco/siding repairs at roof to wall intersections.

If this is acceptable to you, please sign one copy and return to us.

All the above work is to be completed in a substantial and workman like manner.  Price subject to change after 30 days.

Terms: 30% Down-Balance on Completion.  We accept Visa / Master Card up to $10,000.

Our workmen are covered by Workers Compensation and General Liability Insurance.

IL Licensed Roofing Contractor No. 104-000850  See reverse side for additional provisions, which are part of this proposal.

ACCEPTANCE OF PROPOSAL- By signing, dating and returning of this proposal, you accept the prices, specifications and conditions, and authorize HANSON ROOFING, INC. to perform the work as proposed under the conditions stated.

By __________________________________________________________

Approximate Starting Date 2-4 Weeks Weather Permitting

By  Charles S. Neuhaus

Charles S. Neuhaus

Page 83 of 111
E.F. BASSING, INC.
Sheet Metal * Roofing * Heating * Air Conditioning
9851 North Keefer Avenue
SKOKIE, IL. 60076
847-675-4030

Page 1

April 22, 2011

All agreements or contract are contingent upon strikes, accidents, fires and other causes unavoidable or beyond our control. This contract is the property of E.F. Bassing, Inc. and cannot be used for any legal use or technical information as stated in the body or drawings on the reverse side without written consent and signature of OWNER.

Equity Inc.
Spencer H. LeMenager
711 McKinley Rd. Suite 5
Lake Forest, IL. 60045

847-295-2800
e-mail: Spencer.LeMenager@equity-inc.com

Jobsite:
2800 Central
Evanston, IL. 60201

ROOF REMOVAL AND RE-ROOFING MANSARD ONLY:

1. We propose to furnish all labor and material necessary to fully complete the Re-Roofing i.e. using Certainteed Landmark Limited Lifetime warranty laminated shingles Make or Equal, to be laid 5 5/8 inches to the weather lapped 7 inches with 2 inches head lap. First row of shingles at eave shall be laid double thick, using a starting strip. All shingles to be thoroughly nailed with large headed galvanized roofing nails. Ridges and hips to be made of individual shingles laid double thick in Boston Style, no exposed nailing.

Prior to Re-roofing:
Remove 1 existing layer of roof down to the roofing deck and haul away from premises. The roof deck will be inspected and any damaged or rotten wood will be replaced at a cost of $3.50 per board foot.

Install water and ice shield 3 ft. up from the gutter edges. Install 15lb. shingle felt on complete roof deck. Install new step flashings on wall section. Reseal counter flashing with Vulkem sealant.

Continued on Page Two...
Equity Inc.
Spencer H. LeMenager
711 McKinley Rd. Suite 5
Lake Forest, IL  60045

Jobsite:
2800 Central
Evanston, IL 60201

Continued from Page One...

Metal Fascia On Mansard:
Remove existing aluminum fascia and haul away.
Fabricate and install new 26ga. color klad steal fascia metal.

Cost to do:
Mansard Roof Only: $7,980.00
Fascia Metal: $1,360.00

5 yr. guarantee new roof section
30 yr. manufacturers limited lifetime material warranty

IMPORTANT: E.F. Bassing, Inc. carries full insurance as expressly required by law, please be sure to request a certificate of insurance from any other companies whom you are receiving quotes from. Permit fees not stated above may be extra. Please sign one copy and return with deposit.
E.F. Bassing, Inc. assumes no responsibility for deficiencies in existing Sub Structure. Title to the goods is vested in Seller and shall not pass to Buyer until the time balance, if any, shall have been fully paid.

Contract Price: $ AS SHOWN ABOVE. Valid 30 days

Terms: 20% DEPOSIT. BALANCE S REMAINING UNPAID AFTER 30 DAYS FROM INVOICE DATE WILL BE SUBJECT TO A MONTHLY FINANCE CHARGE OF 1 1/2% UNTIL PAID IN FULL.

Approved By: X

Date: X By: Gene Bassing
Central St Cafe 2800 Central, Evanston

Mitchell Dulin  Ray, As I mentioned, I need very simple awnings, will 6:17 PM
ray hupke to me show details 8:54 PM (12 hours ago)

Mitchell,
You can choose from any of the Subrella or Dickson fabeics and have a few valance
choose from 2653.10 total with tax and 100.00 to install. If you you like to move for
call me and I will meet with you yo measure and choose your options.
Thank You
Ray Hupke
Apple Annie Awnings
708-989-1180 cell

--- On Tue, 4/19/11, Mitchell Dulin <dulincorp@gmail.com> wrote:

From: Mitchell Dulin <dulincorp@gmail.com>
Subject: Central St Cafe 2800 Central, Evanston
To: hupke@sbcglobal.net
Date: Tuesday, April 19, 2011, 6:17 PM
- Show quoted text -

Send Invite 50 left

Preview Invite

Google Checkout: Sign up for faster and s
April 25, 2011

Mitch
Cell 847-501-5448
Email: dulincorp@gmail.com

Re: 2800 Central St., Evanston, IL

REVISED PROPOSAL

7 Traditional style stationary awnings with open ends and no valance manufactured complete and installed on the building. Frames made of welded aluminum tubing with a silver finish, with the welds ground smooth of burrs. Using Sunbrella fabric in your choice of the available colors, with the fabric attached to the frame using the staple-on fabric attachment method.

4 awnings size: 3'3" w x 2'0" h x 1'0" out
3 awnings size: 5'0" w x 2'0" h x 1'0" out

1650.00

-Less 10% Central Street Business Discount (165.00)
$1485.00

-Any or all lettering/logos require an electronic file formatted as .eps or .ai (version 6 or less) and jpg file. Artwork set-up and/or clean-up fees may apply at $75.00/hour.
-Permit to be obtained, but at no cost to Evanston Awning Co., prior to production or installation.
-Prior to our receipt of the full contract, shop drawings and fabric samples will be provided for owner approval and city permit upon our receipt of a 10% drawing deposit ($100.00 minimum), which is non-refundable but applicable to the full contract once all approvals are received.
-Installation to be determined, weather permitting, upon our receipt of the signed contract, 50% deposit of the total order and fabric color selections. The balance is due on installation. This proposal becomes a bona fide contract when signed and returned.

Thank you,
George Schaefer, CPP, Sales Manager

Please proceed with the order described above. I grant Evanston Awning Co. a security interest in this merchandise until paid, unless prohibited by law.

Signed_________________________________________ Date_________________

Enclosed is my check for 50% deposit in the amount of $______________ or please charge my credit card (VISA, MasterCard or Discover) with the understanding that there may be a 3% fee for charges over $1000.00 added to the contract amount. Credit card type ________________________________

Acct # ___________________________ 3# Security code _______ exp ________


Page 87 of 111
ACME Awning Co
5832 Superior St, Berleley, IL 60613
708/547-7568

4/23/11

BID FOR: Central St Cafe 2800 Central Evanston, IL
CONTACT: Mitchell Dulin 847/501-5448

Dear Mr. Dulin,
We are pleased to present our bid for the installation of:

- 5 - 5' x 2' x 1' regular frame, no-sided aluminum-tube nylon fabric awnings
- 4 - 3'3" x 2' x 1'

for an installed cost of $2950 plus any applicable sales taxes. 50% deposit will be required before any work is started. This bid is good until 5/30/11.

Thank you.

Angela Dannice
April 26, 2011

Central St Café
2800 Central
Evanston, IL.
Attn: Mitchell Dulin

RE: New Signage

Storefront Building sign (on facade facing east): Fabricate & install one (1) new UL-illuminated 18”H Channel Letter sign “CENTRAL ST CAFÉ” with a 8”H single face cabinet bellow to read “Wines (logo) Crafted Beer (logo) Cheese Mart” on a raceway. Flashtric, Inc will make the final electrical connections to the sign outside of the sign location using provided/existing electrical leads located directly outside at sign area.

Price:.................................................................................................................................. $5,430.00
The following specifications are not included in proposal price and will be additional fees added to final invoice accordingly; time clock or photocell; any additional electrical work; non-primary/special colors; art illustrator scaled files; tax on material and all necessary City of Evanston sign permit(s). All permit fees and procurement fees to obtain any necessary City of Evanston sign permit(s) will be additional & added to final invoice.

If all of the above meets your approval, please sign below and return with a deposit. Balance due upon completion.

SIGNATURE............................................................................................................. DATE
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<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENDED</th>
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<td>GD</td>
<td>Sign proposal is for the design of, manufacturing, and install of Channel letters and cabinet at 2800 Central St. -All permits, fees, and landlord authorization are responsibility of customer -Signs Plus will mount and connect power at source only. Sign Plus will not supply/install additional wiring, conduit or timer. Graphic Design Labor: design, proof &amp; set-up. -Layout Sign proposal to meet customers approval - 1.5hrs</td>
<td>90.00</td>
<td>90.00</td>
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<tr>
<td>QUANTITY</td>
<td>ITEM CODE</td>
<td>DESCRIPTION</td>
<td>UNIT PRICE</td>
<td>EXTENDED</td>
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|          | BCE       | Box/Cabinet/Extrusion: 14" high channel letter sign  
-Approx. length: 132"  
-Red faces with gold edge cap. Returns will be black  
-Channel letter returns will be 5"  
-Lower cabinet of sign will be 10.5" high x 84" wide  
-Lower cabinet will have red vinyl with white letters  
-Lower cabinet return will be 12" (to match channel letters)  
-Sign can have either L.E.D. or Neon illumination  
-Sign will be U.L. Listed  
Labor | 4,195.00 | 4,195.00 |
| Labor    |           | Labor / Installation: Installation of Raceway sign and cabinet at 2800 Central St. on east side of building  
-Bucket truck will be at site for duration of sign install  
Service Charge | 1,440.00 | 1,440.00 |
|          |           | Service Charge | 10.50% | 440.48 |

**Total**  
$6,165.48

1216 Rand Road, Des Plaines, IL 60016 --- 847.257.0272.phone --- 847.789.8592.fax
Sign A Rama  
4443 Oakton St.  
Skokie, IL 60076

### Work In Progress

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<tr>
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**Address**

Central St. Cafe  
Mitchell Dulin Dulin  
2800 Central ST.  
Evanston IL 60201

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<tr>
<th>Terms</th>
<th>Due Date</th>
<th>Rep</th>
<th>Project</th>
<th>Contact</th>
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<td>CHANNEL LETT...</td>
<td>18&quot; Custom Illuminated Channel Letters (Block Font) with Red Acrylic Faces</td>
<td>14</td>
<td>235.00</td>
<td>3,290.00</td>
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<tr>
<td></td>
<td>with Black .063 Aluminum returns, .063 Aluminum Backing &amp; Single Stroke Red</td>
<td></td>
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<td></td>
<td>LED Details: CENTRAL ST.CAFE</td>
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<tr>
<td>LIGHT BOXES</td>
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<td>RACEWAY</td>
<td>Fully Assembled Raceway - Letter mounted, Disconnect Switch, and ready for</td>
<td>1</td>
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<td></td>
<td>install (Includes Eye Light Sensor) Painted Dark Green</td>
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<td>Transformer</td>
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<td>INSTALL-ELECT...</td>
<td>Installation of Electrical Sign</td>
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<td>Sales Tax</td>
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<td>9.50%</td>
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Sign & Logo remain the property of SIGN A RAMA until paid in full. Any changes or deletions by the customer not charged for herein will be billed separately. Customer agrees to pay for attorney fees, filing fees, court costs, and collection charges if payment is not received. 50% deposit due at time of order and balance due at completion.

www.signaramaskokie.com

---

**Total**

$6,539.62

Signature

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<table>
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<tr>
<th>Phone #</th>
<th>Fax #</th>
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<th>Web Site</th>
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<tbody>
<tr>
<td>847-324-5500</td>
<td>847-324-5502</td>
<td><a href="mailto:markcollins@signaramaskokie.com">markcollins@signaramaskokie.com</a></td>
<td><a href="http://www.signaramaskokie.com">www.signaramaskokie.com</a></td>
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<td>LEMENAGER% N R TROSS</td>
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NEW BUSINESS: Report on Main & Chicago Potential Development
To: Chair and Members of the Economic Development Committee

From: Steve Griffin, Community & Economic Development Director
     Nancy Radzevich, Economic Development Manager
     Johanna Nyden, Economic Development Planner

Subject: Property at the Southeast corner of Chicago Avenue and Main Street

Date: May 19, 2011

Recommendation:
Staff supports a recommendation to City Council from the Economic Development Committee for two (2) grants in the amount of $20,000 each for predevelopment activities for the redevelopment of the southeast corner of the intersection of Main Street and Chicago Avenue. The total recommendation to City Council would be for a grant of $40,000.

Background:
Historically, the property located at the southeast corner of Main Street and Chicago Avenue was a two-story retail/office development. It was demolished in 2007 and was slated for development as a mixed-use commercial and residential building. The planned development, Mainstreet Station Condominiums, would have included ground level retail and 71 residential units. However, after the owner failed to make timely payments on the loan, Cole Taylor Bank filed a foreclosure lawsuit in late 2008. The property was then the subject of a $4.3 million foreclosure lawsuit filing by Cole Taylor Bank. After the foreclosure, Staff closely monitored the various parties and their interest in the acquisition and redevelopment of the property. In December 2010, Cole Taylor Bank sold the property to OMS Evanston LLC (“OMS”) for approximately $1.65 million.

Since the sale of the property to the development team, OMS, Staff has worked with the development team to conceptualize future redevelopment at this site. Initially OMS sought redevelopment of the property as a mixed use retail and residential building. After much review and discussion with local merchants, elected officials, and other stakeholders, it is the collective vision and desire that the property can be redeveloped as a mixed-use retail and office development. The close proximity to both the CTA and the Metra Main Street stations make the property highly transit accessible. Additionally, many Main Street merchants have noted that after the removal of the previous vintage
office building and the bank/office property at the northwest corner of Main Street and Chicago Avenue, day-time foot traffic into stores has decreased significantly.

The property is currently planned to be a 90,000 square foot mixed-use retail and office building. Since the December 2010 acquisition, OMS has engaged in predevelopment activities to work diligently to attract office tenants that range from health care providers to technology-based companies to the property. Additionally, OMS has recently engaged Colliers International to develop a marketing plan and presentation that includes preliminary schematic renderings of the proposed property.

The initial renderings are draft concepts of the development. Prior to entering the City’s Planned Development process, Staff, the local Alderman, and OMS will work together to hold public meetings to seek feedback on the design, materials, and other building features prior to the first Plan Commission meeting.

Discussion:

The predevelopment activities necessary to bring a mixed-use retail-office development to the initial stages of the City’s Planned Development Process are extensive. This is due to the fact that renderings and preliminary floor plans need to be created in order to induce tenants to come to the property. OMS estimates that predevelopment efforts will cost approximately $300,000. Since the City seeks a partnership with OMS to deliver a development that meets the redevelopment goals of the City, the surrounding merchant district, and the greater Evanston community, the opportunity to participate financially will ensure that the City continues to have a role in this redevelopment effort.

The City’s financial contribution of two (2) grants of $20,000 each would fund marketing and attraction efforts to bring tenants to the property. The first grant of $20,000 will be used to pay for portions of the marketing materials. The second grant of $20,000 will pay for any additional market materials and support as identified as necessary. The dispersal of the second grant of $20,000 would be contingent on a presentation on the progress of the project at the regularly scheduled September Economic Development Committee meeting.

A recommendation of approval to the City Council would also direct the City’s Law Department to draft a Memorandum of Understanding ("MOU") between OMS and the City that would inform how the funds would be dispersed and create the following conditions:

- OMS intends to develop the Property to create a mixed-use development comprised of ground floor retail uses with upper floor office uses expressly for the purpose of locating high technology firms and entrepreneurs at the Property.
- The City and OMS agree that predevelopment activities will be required to induce the tenants and capital necessary to develop the Property. After the date upon
which this MOU is in full force, the City will provide a total of $40,000 to OMS to complete the following activities: marketing and attraction efforts.

- The City’s financial participation in predevelopment activities will be offered in two equal payments of $20,000. The first payment of $20,000 to OMS from the City will be expressly for payment of marketing materials that include renderings of the proposed mixed-use development. The payment will be provided to OMS by the City in a timely manner following the execution of this document. The second $20,000 payment will be expressly for the payment of additional marketing materials and attraction efforts as identified by City Staff and OMS. The payment will be provided to OMS by the City after it has been determined that these activities were completed. OMS will provide a status update on the progress of this development to the Economic Development Committee at its regularly scheduled September meeting.

- Upon request, OMS shall promptly provide all information to the City relative to the ongoing status of development, tenant acquisition and respond to all inquiries regarding same.

- OMS acknowledges that they will not seek reimbursement for expenditures made while pursing the proposed mixed-use retail/office development. The City also acknowledges that it will not seek reimbursement for funds expended during this time.

Representatives from OMS will be present at the Economic Development Committee to answer questions on the activities and other pertinent questions.

Attachments:
- Map of Subject Property
NEW BUSINESS: Wayfinding
Request for Proposal
To: Chair and Members of the Economic Development Committee

From: Rickey A. Voss, Parking/Revenue Manager

Subject: City of Evanston Comprehensive Signage Program (Wayfinding)

Date: May 18, 2011

Discussion
Staff is in the process of developing a City of Evanston Comprehensive Signage Program RFP for the establishment of an effective wayfinding system throughout the City. The purpose is to provide a system that aids residents and visitors a guide to shops, businesses, parks, neighborhoods and other commercial enterprises which would assist in future economic development.

Background
At the Transportation/Parking Committee meeting of April 27, 2011, Craig Sklenar, General Planner, Community & Economic Development Department provided documents outlining the consideration of a City of Evanston Comprehensive Signage Program and a draft RFP document outlining the scope of work a selected Consultant would be expected to complete. Mr. Sklenar stated that the purpose is to engage a Consultant to develop a comprehensive program that fits the needs of the entire community in the areas of parking, vehicular, pedestrian, business districts, gateway and other areas where directional and informational signs are needed.

Staff expects to move forward with the RFP process by July 1, 2011.

Attachments
- Copy – City of Evanston Comprehensive Signage Program
- Copy – City of Evanston Comprehensive Signage Program RFP (draft scope)
City of Evanston Comprehensive Signage Program

Items of Consideration

An effective wayfinding system helps guide multiple types of users. From vehicular to pedestrian and bike, a signage system must appeal to all modes. Applying a new signage system to any city is never easy. We must look at the cost and effort as a way to brand the city and foster better economic development. The easier visitors can get around the city both in a car and by foot, the easier we can guide them to our shops and businesses and develop a greater experience for the visitors. Before we embark on this program, there are a few items to consider.

1. Public Participation.
Evanston has a great tradition of public involvement. This program should be no different. The Comprehensive Signage Program will seek out opportunities to elicit feedback and comments concerning the design and implementation of the new signs. Visual design, theme and placement will be the primary focus of stakeholder input. Broad participation from all sectors of the city will be encouraged in this endeavor as we want to ensure there is a greater buy-in on the program to ensure a long life for the signage system.

2. Partner on Signage
Evanston is home to a number of major destinations. From Evanston Hospital to Northwestern University, these destinations bring in thousands of visitors to the city on a yearly basis. To help tie all major destinations together, we need to ask these institutions to become a partner in this program. Designing a comprehensive signage system that has a styling that overall represents the City of Evanston but allows for district branding, will signal to the first-time user that they are in a unique area of the city while allowing these institutions to guide visitors to their destinations on campus. A concentrated coordinated effort on all signage citywide gives first time visitors a sense of how well organizations work in and around Evanston.

3. Designing for the First-Time Visitor
While stakeholders and citizens will have the opportunity to weigh-in on much of the design aspects of the signage system, we must focus the attention to how first-time visitors navigate in and around Evanston. The important points to consider are to welcome the visitor, clearly define the areas or districts, and provide directions to high-traffic-generating destinations from multiple approaches, as well as directions to public parking and all other destinations of public interest, both for the driver and the pedestrian.

10 to 15 percent of all destinations in a city typically generate 85 percent of visitor traffic. It is important then to identify these destinations and design the system to deal effectively with their unique wayfinding needs.

4. Supporting Intuition
Formal signage systems work best when they recognize and build on routes and terms that are intuitive. Relying on the existing fabric and culture of the city for inspiration is usually more successful than imposing artificial or arbitrary solutions. We need to examine the routes in which citizens take and visitors take and ensure that those routes are clearly labeled.
5. **Structure Information**

Because of the number and variety of destinations in Evanston, it is always necessary to establish an information hierarchy to organize the wayfinding experience. Such a hierarchy can work to direct visitors first to an area of the city (shopping districts, parking within those districts, etc) then to their desired destination. The signage system will clearly communicate logical routes through Evanston to a given destination, making the directions for drivers and pedestrians apparent when they need it, and transparent when they don’t. By providing information at key decision points in their journey, we can help visitors to remain in motion on the path to their destination rather than overwhelming them with too much information.

Currently Evanston is reaching a point of sign pollution, if we can through this project help eliminated signs in the urban realm not only will it give a clearer path to visitors, it will also remove confusion and clutter in the public way.

6. **Control Circulation**

By controlling how visitors move in and around Evanston, we can minimize the confusion brought on by street geometry and one-way streets. Evanston in general is a grided street system, but with the wide use of public transportation and bicycles, we need to ensure that every type of user has the necessary information to navigate throughout the city. Security issues can be addressed as well by determining the safest or most controlled routes to each destination. For instance, how does Evanston help get visitors to and from a Northwestern Football game in a quick and safe manner? By implementing a signage program that clearly signs the most appropriate routes in and out of Evanston, we can control the paths that people take on game day in a safe manner. For tourism, we can control paths past landmark homes and destinations by foot as well as by car if we carefully think about placement of signage and design.

7. **Thoughtfully Define Destinations**

It is important to call places by names that can be easily recognized by the public and that are as “mutually exclusive” as possible. There is as much effort into developing an information vocabulary for destinations as there is developing the visual vocabulary for the signage system that conveys the information. Many of the terms used may derive from local culture while others may be to be “coined.” In either case, agreement on terminology is of paramount importance, as it is consistent use of terminology once adopted.

Any terminology inconsistent with the history, spirit and culture of Evanston will be seen as such by perceptive and passionate audiences in Evanston. Community input in this case will be paramount in avoiding the use of such inconsistent terminology. Finally, all communications devices, whether written or verbal, must make use of the same nomenclature.

When determining which destinations should be displayed on vehicular guide signage, it is important to understand that generally only destinations accessible by all the public (as opposed to private enterprises or purely commercial messages) are considered. This is due to the fact that vehicular guide signage will generally be located in the public right-of-way. Any sign that carries a commercial message is generally considered by most city, state and federal codes to be an advertising sign, and as such, is prohibited from being located in the public
right-of-way. So we want to guide visitors to general commercial areas of the city and our major destinations but opening the path for specific commercial enterprises to be placed on the city's wayfinding signage program could become problematic.

8. Test The System
Once the signage system has been defined and the signage elements designed schematically, mock-ups of the signs need to be placed throughout the city to allow time for people to use them and get feedback from the community on the look, shape, and styling.

9. Innovative Signage
Signs are static boards of information. To change this information it costs money to do so, often times on multiple signs to ensure consistency of message. Through this project we should look at innovative ways to reduce cost while being able to provide more information and/or change information as needed. For example, smartphone barcode scanning technology allows for a unique opportunity, especially as it applies to the business districts and historic landmarks in the city. With this potential addition to the sign program, we could develop whole new ways visitors and residents access detailed information about the City, provide a market for the business districts to promote and provide deals/specials to visitors and create a unique first-of-its-kind system in the US.
City of Evanston Comprehensive Signage Program RFP

Scope of Work
As part of the Scope of Work for this project, the Consultant will be expected to:

A. Analysis
   A detailed analysis and inventory of current signs should be conducted. Documentation of sign types, what currently exists, what must remain, what can change and what is lacking/needed should be detailed in a full report to City staff and designated Committees.

B. Public Participation Plan
   The selected consultant must develop a public participation/input plan for this project. In submitting a response to this Request For Proposal, please provide a general outline on how to best engage the public, stakeholders and elected officials in this project.

C. Sign Family Concept Plans
   The selected consultant must develop first a series of concept/signs and branding schemes that are unique enough from each that will provide the city a variety of options to choose from. Each sign family must include a concept for the following sign types:

   - Parking Signage
   - Vehicular Wayfinding
   - Pedestrian Wayfinding
   - Bicycle Wayfinding
   - Institutional Wayfinding
   - Gateway/Entry Signage
   - Historic District, Walking Trail Signs, and Interpretive Signs for Landmarks
   - Park and Open space Signage
   - Information Kiosks
   - Neighborhood Signage
   - Block Club Signage
   - Business District Identity Signage

   Upon selection of a final concept, the consultant will develop a final sign concept and manual detailing each type of sign, their placement and provide detailed sign scheduling for each sign.

D. Parking Occupancy Management Sign Plan
   The City of Evanston owns and operates three major parking structures in the Downtown District. The selected consultant will need to develop concept signage that will enhance and replace the current signs demarcating the entry points to the public parking structures. The selected
K. Costing
A detailed costing plan for each sign type must be provided with the final manual. This costing plan will be used to help gauge costs over the life of the project and must be detailed enough.

L. Phasing Plan
A detailed phasing plan listing the sign type, quantity and a scheduling of each sign must be provided with the final manual.

M. Approval/Implementation
The selected consultant would be tasked with coordinating with City staff to provide the appropriate documentation and support to ensure the program is approved through the necessary boards, commissions and committees.
City of Evanston Comprehensive Signage Program

DRAFT Timeline

<table>
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<tr>
<td>RFP Issued</td>
<td>May 13, 2011</td>
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<tr>
<td>Pre-proposal Meeting</td>
<td>May 23, 2011</td>
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<tr>
<td>Responses Due</td>
<td>June 6, 2011</td>
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<td>Selected Consultants Interviews</td>
<td>June 22, 2011</td>
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<tr>
<td>Contract Negotiations/City Council approval</td>
<td>July 2011</td>
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<tr>
<td>Notice to Proceed/Kickoff</td>
<td>August 1, 2011</td>
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<tr>
<td>Analysis</td>
<td>August/Sept 2011</td>
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<td>Concept Design</td>
<td>Sept-November 2011</td>
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<td>Stakeholder/Citizen Comment*</td>
<td>Ongoing</td>
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<td>Final Design Concept</td>
<td>November 2011 – February 2012</td>
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<tr>
<td>Sign Testing</td>
<td>February 2012</td>
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<tr>
<td>Program Approval</td>
<td>May - June 2012</td>
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<tr>
<td>Bidding Phase 1 Implementation</td>
<td>July 2012</td>
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<tr>
<td>Phase 1 Complete</td>
<td>September/October 2012</td>
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*Citizen and Stakeholder comment will be solicited throughout the entire project as various stages of design and concepts are delivered.
### MONTHLY RETT REPORT FOR APRIL 2011

**DATE:** MAY 4, 2011  
**TO:** Mayor and Aldermen  
**FROM:** Rodney Greene, City Clerk

**SUBJECT:** RETT Report—April 2011

**Budget 2011** $1,500,000

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April 2011 revenues were reduced to reflect this expenditure: $0

Monthly average needed to meet Budget $125,000

FY 2011 Monthly Average $98,585

40 exemptions @ $100 ea = $4,000; CUMULATIVE $10,800

There was one (1) $ million sale in April 2011.

4/26/2011-- 2302 Isabella; $1,200,00; Tax $6,000; Seller: William David O'Neil; Buyer: Craig Lewandowski

NSP2 sales = $0; CUMULATIVE $3,594,795
### Economic Development – May/Upcoming Meetings/Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Evanston Plaza</strong></td>
<td>Foresite Realty, the receiver, advised staff that a court order for a Sheriff’s sale of Evanston Plaza was issued. Staff has confirmed that the sale is scheduled for May 3, 2011, at Daley Center Plaza. ED and Legal staff are working on tracking down additional information from the Law Firm who is handling the sale.</td>
</tr>
<tr>
<td><strong>Central Street Business Association</strong></td>
<td>The next regularly scheduled meeting for the Central Street Business Association is Tuesday, May 3rd at 6:15pm at Christian Science Reading Room.</td>
</tr>
<tr>
<td><strong>Howard Street Business Association</strong></td>
<td>The Howard Street Business Association will meet on Tuesday, May 10, 2011 at 7:30pm at the Howard Street Outpost.</td>
</tr>
<tr>
<td><strong>M/W/EBE Advisory Committee</strong></td>
<td>The next M/W/EBE Advisory Committee meeting will be May 11, 2011 @ 6:00 pm. The draft agenda includes: Update of M/W/EBE contracts, Local Employment Program, and NSP2 subcontract awards.</td>
</tr>
<tr>
<td><strong>Evanston West Village Business Association (EWVBA)</strong></td>
<td>The next meeting of the EWVBA will be at Wednesday, May 4, 2011 at 8:30 am at Perla Café. EWVBA is hosting the West Village Festival on Friday, May 20 &amp; Saturday, May 21st. City of Evanston is a co-sponsor of this event. Staff is assisting the EWVBA in organizing this event. The event will take place at 1152 Dodge in Evanston Plaza, and will showcase businesses in the area, live music, dancing, and art.</td>
</tr>
<tr>
<td><strong>Joint Economic Development Meeting</strong></td>
<td>The Joint Economic Development Meeting is a meeting of representatives from Evanston’s business and merchant groups. The next meeting is May 18th at 8:00 am. The group will meet to discuss potentially aggregating purchases for business district activities to reduce costs.</td>
</tr>
<tr>
<td><strong>Economic Development Committee</strong></td>
<td>The next EDC meeting will be on May 25, 2011.</td>
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### Economic Development – April Meeting/Activities

<table>
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</thead>
<tbody>
<tr>
<td><strong>Economic Development Committee</strong></td>
<td>The EDC met on April 27, 2011. The agenda included: Discussion of 2011 Economic Development Summit and Outreach activities; Discussion of Public Art in Business Districts; Presentation from a local Economic Development Partner, Northwestern’s LEND – a micro-loan program of the University; Continued discussion of the request from the Evanston Community Development Corporation for financial assistance; a Request for financial assistance from a new company: Long Tail Media Group; Discussion of the revised Neighborhood Business District Improvement Program.</td>
</tr>
<tr>
<td><strong>“How to Win the City’s Business” Seminar</strong></td>
<td>This seminar was held Thursday, April 28th at 6:00pm at the Civic Center, Council Chambers.</td>
</tr>
<tr>
<td><strong>Evanston West Village Business Association (EWVMA)</strong></td>
<td>The EWVMA met on April 13th at Perla Café. The group discussed logistics and the budget for the upcoming West Village Festival; and Ald. Braithwaite, as the new Ward Alderman, discussed his priorities for the area. The group is working on getting bids for banners and planters for the area, to be funded through their business association grant.</td>
</tr>
<tr>
<td><strong>Howard Street Acquisition</strong></td>
<td>After acquiring property at 629-631 Howard Street and 727-729 Howard Street, ED Staff is now working to bring tenants to these properties to encourage redevelopment of Howard Street.</td>
</tr>
<tr>
<td>Ward Manufacturing</td>
<td>Staff continues to work with Ward Manufacturing on the redevelopment of 2230/2222 Main Street and monitoring the project in conjunction with other City of Evanston Departments.</td>
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<tr>
<td>Few Spirits – Evanston’s First Micro-Distillery</td>
<td>Staff has continued to work with Few Spirits on the development of Evanston’s first micro-distillery to be located at 918 Chicago Avenue. Few Spirits expects to open for operation officially in early June 2011. Staff is working to arrange small tours for interested Staff and Elected Officials prior to the opening of this establishment.</td>
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<tr>
<td>ShopQA</td>
<td>Shop QA is a component of the new 311 system that will be used to connect businesses to the new 311 system. It will also be a comprehensive list of businesses, the services and goods they provide, and contact information. Staff is working with representatives from WebQA, the developers of ShopQA, to implement this system in late 2Q2011.</td>
</tr>
<tr>
<td>Larger scale Development Sites</td>
<td>Staff continues to work with potential developers of large vacant properties in Evanston to identify potential ideal tenants and uses for these properties and provide assistance for approvals and other City processes.</td>
</tr>
<tr>
<td>Small Business Assistance</td>
<td>ED Staff, in conjunction with the CDBG Housing and Grant Administrator, have been working closely with an Evanston resident to help her try to expand her home business to a small start up business, including assistance in identifying possible spaces in Evanston that would meet her needs.</td>
</tr>
<tr>
<td>M/W/EBE + LEP</td>
<td>ED staff has been meeting with certain businesses and business groups to promote principals of the MWEBE and LEP programs – specifically to encourage businesses to try to buy local goods and services, and hire Evanston residents, whenever possible, as a means to create a more “sustainable” local economy. For the meetings with merchant/business associations, staff partners with Parks and Recreation and CMO to also discuss the city’s youth and volunteer programs. Internally, staff met with Purchasing and Legal to discuss additional ways to possible increase MWEBE participation, through select Minority and/or Women Business Development Organizations. March M/W/EBE Compliance: ED staff attended five bid openings, two pre-bid conferences, referred six Evanston residents to three prime contractors under Local Employment Program, and reviewed 10 projects and issued memorandum approving initial M/W/EBE compliance for seven project and waivers for the remaining three. Working with Groot Industries and Lakeshore Waste to ensure compliance with the Local Employment Program. Pre-Qualified general contractors for upcoming compliance with M/W/EBE and the Local Employment Program for the 2011 Comprehensive Parking Garage Repair Project.</td>
</tr>
<tr>
<td>Façade Improvement Program</td>
<td>Staff is working with awardees from the first round of the Façade Improvement Program help coordinate execution of program agreements and completion of projects. The deadline for the second round of façade improvement applications was on Wednesday, April 27. Staff is in the process of reviewing applications and will be bringing eligible applicants to the May 25, 2011 Economic Development Committee for review as necessary.</td>
</tr>
</tbody>
</table>