



Department of Administration
Office of Small Business Development

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Nikki Purvis
Manager

Date: January 26, 2016

To: Alderman Jim Bohl

From: Nikki Purvis, Manager – Office of Small Business Development (OSBD) *NP*

Re: ZND Committee Communication File

I am seeking approval to introduce a communication file titled “Quarterly Report regarding SBE and RPP participation on the Northwestern Mutual Towers and Commons project” at the Zoning, Neighborhoods, and Development Committee on **Tuesday, February 23, 2016**. Representatives from Northwestern Mutual will present the reports from the second and third quarters of 2015.

Thank you in advance for your consideration.