



**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE
DEVELOPMENT COMMITTEE**

**Wednesday, May 21, 2025, 6:00 P.M.
Lorraine H. Morton Civic Center, 909 Davis Street, 3rd Floor**

AGENDA

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1. CALL TO ORDER/DECLARATION OF A QUORUM	
2. APPROVAL OF MINUTES	
A. <u>Approval of the March 19, 2025, Minutes</u> MWDEBE MINS 03-19-25	3 - 4
B. <u>April 16, 2025 Committee Meeting Notes (No quorum)</u> MWDEBE Notes from 04-16-25	5 - 6
3. GUEST INTRODUCTIONS	
4. STAFF REPORTS	
5. OLD BUSINESS	
A. <u>71-R-97 Resolution To Reorganize the Minority Business Enterprise Advisory Committee</u> 71R97 MWEBE (1)	7 - 9

B. **Draft Resolution 78-O-21 Amending Title 2 of City Code and Codifying the Minority, Women and Evanston Business Enterprise Development Committee**

10 - 12

[78-O-21 Amending City Code to Codify MWEBE Development Committee AR 6-29-21 \(1\)](#)

6. NEW BUSINESS

7. OTHER BUSINESS

8. ADJOURNMENT

Order & Agenda Items are subject to change. Information about the Minority, Women & Evanston Business Enterprise Development Committee (M/W/EBE) is available at: www.cityofevanston.org/mwebecommittee. Questions can be directed to Tammi Nunez at 847-866-2935.

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**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE
(M/W/D/EBE)
DEVELOPMENT COMMITTEE**

Wednesday, March 19, 2025
6:00 P.M.
Meeting Minutes

MEMBERS PRESENT: CM Bobby Burns, CM Devon Reid, Jared Davis, Bonaventure Fandohan, Lenice Levy, and Michael McLean

MEMBERS ABSENT: CM Krisse Harris, Tawana Johnson, Angela Pennisi, and Rachel Williams

STAFF PRESENT: Tammi Nunez, Purchasing Manager; Lara Biggs, Bureau Chief - CIP/City Engineer; Alexandra Ruggie, Corporation Counsel; Daniel Biss, Mayor; Steve Ruger, Deputy City Manager; CM Clarie Kelly, Liza Roberston-Young, Chief Legislative Policy Advisor; Joseph Fields, Workforce Development Manager

GUEST: Jeremy Esparza, Robert Piani, Nadia Hernandez

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

With a quorum present, Councilmember (CM) Burns called the meeting to order at 6:06 PM.

2. New Member Introduction/ Public Comments

- A.** Lenice Levy – New Member representing the Evanston Chamber of Commerce
- B.** Robert Piani discussed prevailing wage jobs in Illinois, emphasizing the importance of paying carpenters the established union rate and highlighting issues with contractors who underreport hours or use inferior materials.
- C.** Jeremy spoke in favor of the Responsible Bidder Ordinance (RBO), highlighting the need for reputable contractors and the importance of standards in the bidding process.

3. Approval of Minutes

CM D. Reid motioned to approve the March 19, 2025, minutes, seconded by J. Davis. The motion passed, and all voted in favor of approving the minutes.

4. Old Business

A. Responsive Bidder Ordinance Discussion Included:

Excessive Pass-Through Prohibited:

- Discussion on setting a percentage for general contractors to perform work directly. Suggestions included scaling based on project size and including a clause for added value by contractors.

Apprenticeship Training Program:

- Debate on the requirement for contractors to be affiliated with a USDOL-certified apprenticeship program. Concerns were raised about the feasibility for non-union contractors to comply.

- **Near Business Enterprises (NBE):**
- Consider reducing the 15-mile radius for NBE to potentially 5 miles or focusing on businesses with Evanston roots.

Projects of Similar Size and Scope:

- Contractors must submit documentation of similar projects completed in the past five years. The committee discussed the implications for new businesses and the potential need to adjust the threshold amount.

Waiver Process:

- The committee considered the possibility of creating a city-run apprenticeship program in partnership with unions to address training needs and support local employment.
- Consider a waiver similar to the LEP program, though concerns were raised about incentivizing non-compliance.

Committee Recommendations

- Scale excessive pass-through requirements based on project size.
- Explore flexibility in apprenticeship requirements, possibly involving city-union partnerships.
- Re-evaluate the NBE radius to better capture local economic benefits.
- Consider raising the threshold for project documentation requirements.

Next Steps

- Consider the implications of the ordinance on local contractors and provide input at the APW meeting.
- The ordinance will be forwarded to .
- Further research and collaboration with staff and legal teams to refine the ordinance before the next APW meeting.
- A motion was made to move the ordinance to the Administration and Public Works (APW) Committee with the committee's feedback and recommendations by CM D. Ried; seconded by B. Fandohan. No further discussion was requested. The Committee approved the motion.

B. MWDEBE Small Business Survey – Item held

5. Staff Reports – Items held

A. LEP Projects Tracking Updates

B. MWDEBE Tracking

6. New Business

7. Other Business

8. Adjournment

The meeting concluded with a motion to adjourn at 8:07 PM.

**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE
(M/W/D/EBE)
DEVELOPMENT COMMITTEE**

Wednesday, April 16, 2025
6:00 P.M.
Meeting Discussion

MEMBERS PRESENT: CM Bobby Burns, CM Krisse Harris, Jared Davis, Tawana Johnson, Angela Pennisi,

MEMBERS ABSENT: CM Devon Reid, Bonaventure Fandohan, Lenice Levy, and Rachel Williams

STAFF PRESENT: Tammi Nunez, Purchasing Manager; Joseph Fields, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Cheryl Stuart, Purchasing Specialist

GUEST: Nadia Hernandez

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

No quorum was present, and the discussion started at 6:06 PM.

2. New Member Introduction/ Public Comments

3. Approval of Minutes

No quorum was present to approve the March 19, 2025, item held.

4. Old Business

A. MWDEBE Award Proposal

Criteria for Recognition: The committee discussed criteria for recognizing businesses, including contributions to the community and employee commitments.

Sustainability and Dollar Amount: Concerns about sustaining the awards and determining an appropriate dollar amount were raised.

Consultant Role: The role of a consultant in establishing the awards process was discussed, including marketing and managing nominations.

- Assist in developing criteria for the awards proposal, focusing on how businesses can qualify.
- Collaborate with Tammy to explore potential consultants for conducting the survey.

B. Work Plan + MWDEBE Resolution 74-R-97

The resolution outlining the committee's responsibilities was reviewed, highlighting areas such as identifying needs, developing programs, and reviewing procurement practices. The importance of focusing efforts on specific tasks outlined in the work plan was emphasized, including the Minority Business Directory and awards proposal. Plans for the next meeting include revisiting the resolution and work plan to guide future committee efforts

C. **MWDEBE Small Business Survey**

The committee considered hiring a firm to conduct a scientific survey to assess the needs of the MWDEBE Community.

5. **Staff Reports**

A. **LEP Projects Tracking Updates**

Jessica Cooper presented the LEP report, covering projects completed since the last meeting and compliance issues with local unions.

Project Compliance and Penalties: Discussion on compliance rates and penalties for non-compliant projects. Options for assessing penalties were presented, including full, partial, or waived penalties.

Superintendent Role Issue: The committee discussed the non-compliance of a superintendent role in a project and the options for penalty assessment.

B. **MWDEBE Tracking**

A report on MWDBE compliance for awarded projects was presented, showing a 61% compliance rate.

Waivers Granted: Several projects were granted waivers due to various reasons, such as commodity purchases and specialized work

6. **New Business**

7. **Other Business**

8. **Adjournment**

The meeting concluded at 7:40 PM.

8/28/97

71-R-97

A Resolution

To Reorganize the Minority
Business Enterprise Advisory Committee
of the City of Evanston

WHEREAS, it is the goal of the City of Evanston to maximize the opportunities for Minority, Women and Evanston Business Enterprises in its procurement process; and

WHEREAS, a Minority Business Advisory Committee was originally established by the City Manager's office in 1991 to serve the City Manager's Office in an advisory role; and

WHEREAS, Resolution 63-R-94 provided for the funding of a Disparity Study for the sole purpose of determining the basis of a Minority, Women and Evanston Business Enterprise Program; and

WHEREAS, the City Council approved on August 18, 1997 a recommendation to reconstitute the Minority Business Enterprise Advisory Committee formed by the City Manager's office in a manner to make it a full Committee of the City Council to review said Disparity Study, evaluate the recommendations therein, and advise Council on the development and implementation of an M/W/EBE program for the City of Evanston;

NOW, THEREFORE, BE IT RESOLVED that the Mayor, with advice and consent of the City Council, shall appoint a Minority, Women and Evanston Business Enterprise (M/W/EBE) Development Committee within sixty days of the effective date of the

resolution and whose authority and responsibilities shall include, but not be limited to:

1. identifying and assessing the needs of the M/W/EBE community on a regular basis.
2. developing a program to address the established needs of the M/W/EBE community.
3. reviewing and evaluating the City of Evanston's procurement practices in order to maximize opportunities for the M/W/EBE community.
4. designing a training program in conjunction with the local Small Business Development Center and other sources for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.
5. identifying additional technical and financial assistance resources for the M/W/EBE community.
6. proposing realistic goals for addressing under utilization of M/W/EBEs in the City of Evanston's procurement process.
7. preparing an economic impact presentation to Council that's based upon actual and proposed M/W/EBE participation and related cost factors.
8. addressing job training and employment on City construction projects.
9. defining Bidder good faith efforts in complying with the M/W/EBE program as they may relate to a determination of "responsiveness" in the procurement process.
10. proposing appropriate contract language relative to the M/W/EBE program.
11. researching and establishing a Mentor/Protégé Program between M/W/EBEs and established firms.
12. developing and maintaining a M/W/EBE Directory for the firms' inclusion on the City's bidders list.
13. determining the basis for confirming the status of a firm as either Evanston based or owned by Minorities and/or Women, for participation in the City of Evanston's program.

- 14. preparing status reports and an annual presentation to the Mayor and City Council.
- 15. reviewing and evaluating a Local Preference policy.

BE IT FURTHER RESOLVED, that the M/W/EBE Development Committee shall consist of nine people, including a Housing and Community Development Committee representative, an Economic Development Committee representative, an Evanston Chamber of Commerce representative, four members from the local business community, and two citizens at large. All appointees shall serve terms of two (2) years or until their successors are appointed and confirmed; provided, however, that initially, four (4) members shall be appointed for terms of one (1) year and five (5) members shall be appointed for terms of two (2) years. Members shall not serve more than two (2) full terms.


Mayor

ATTEST:


City Clerk

Adopted: September 8, 1997

78-O-21

AN ORDINANCE

Amending Title 2 of City Code and Codifying the Minority, Women and Evanston Business Enterprise Development Committee

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

SECTION 1: Title 2 of the Evanston City Code of 2012, as amended ("City Code"), is hereby amended to add Chapter 19 which shall read as follows:

CHAPTER 19 – MINORITY, WOMEN AND EVANSTON BUSINESS ENTERPRISE DEVELOPMENT COMMITTEE.

2-19-1. - PURPOSE.

The City Council establishes a Minority, Women and Evanston Business Enterprise ("M/W/EBE") Development Committee to act in an advisory capacity to the City Council on matters relating to minority, women and business enterprises in the City's procurement process.

2-19-2. - MEMBERSHIP.

The Committee consists of nine (9) members who serve without compensation and are residents in the City of Evanston. The members must include the following:

- A. One (1) member shall be a representative from the Housing and Development Committee; and
- B. One (1) member shall be a representative of the Economic Development Committee; and
- C. One (1) member shall be a representative of the Evanston Chamber of Commerce; and
- D. Four (4) members shall be from the local business community; and
- D. Two (2) members shall be community members-at-large.

2-19-3. - TERM.

At-large committee members are appointed to two (2) year terms and Aldermen are appointed to four (4) year terms by the Mayor with the advice and consent of the City Council. Members may serve for not more than two (2) full terms.

2-19-4. - POWERS AND DUTIES.

In carrying out its responsibilities, the Committee must:

1. Identify and assess the needs of the M/W/EBE community on a regular basis;
2. Develop a program to address the established needs of the M/W/EBE community;
3. Review and evaluate the City of Evanston's procurement practices in order to maximize opportunities for the M/W/EBE community;
4. Design a training program in conjunction with the local Small Business Development Center and other sources for the purpose of increasing the capacity of local firms to provide the goods and serves the City needs;
5. Identify additional technical and financial assistance resources for the M/W/EBE community;
6. Propose realistic goals for addressing under utilization of M/W/EBEs in the City of Evanston's procurement process;
7. Prepare an economic impact presentation to the City Council that is based upon actual and proposed M/W/EBE participation and related cost factors;
8. Address job training and employment on City construction projects;
9. Define Bidder good faith efforts in complying with the M/W/EBE program as they may relate to a determination of "responsiveness" in the procurement process;
10. Propose appropriate contract language relative to the M/W/EBE program;
11. Research and establish a Mentor Program between M/W/EBEs and established firms;
12. Develop and maintain a M/W/EBE Directory for the firms' inclusion on the City's bidders list;
13. Determine the basis for confirming the status of a firm as Either based or owned by Minorities and/or Women, for participation in the City of Evanston's program;
14. Prepare status reports and an annual presentation to the Mayor and City Council; and
15. Review and evaluate a Local Preference Policy.

2-19-5. - ADOPTION OF RULES; SELECTION OF A CHAIRPERSON.

The Committee must elect a Chairperson from among its members, with a rotating Chair system. The Committee must also adopt rules and regulations necessary to exercise its responsibilities.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: _____, 2021

Approved:

Adopted: _____, 2021

_____, 2021

Daniel Biss, Mayor

Attest:

Approved as to form:

Stephanie Mendoza, City Clerk

Nicholas E. Cummings, Corporation Counsel