



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

**Wednesday, October 15, 2025, 6:00 P.M.
Lorraine H. Morton Civic Center, 909 Davis Street, 3rd Floor**

AGENDA

	Page
1. CALL TO ORDER/DECLARATION OF A QUORUM	
2. INTRODUCTION OF NEW MEMBERS	
A. <u>Guest Introductions</u>	
3. 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 (No quorum)</u> MWDEBE Notes from 04-16-25	5 - 6
4. STAFF REPORTS	
A. <u>LEP Projects Tracking Updates</u> LEP Summary Committee Version	7

5. OLD BUSINESS

- A. Draft Resolution 78-O-21 Amending Title 2 of City Code and Codifying the Minority, Women, and Evanston Business Enterprise Development Committee 8 - 10
[78-O-21 Amending City Code to Codify MWEBE Development Committee AR 6-29-21 \(1\)](#)
- B. 71-R-97 Resolution To Reorganize the Minority Business Enterprise Advisory Committee 11 - 14
[Ordinance 71-R-97 Resolution Original Draft](#)
- C. MWDEBE Committee Workplan/ Proposal 15 - 19
[2025.04.MWDEBE Workplan Grid](#)
[2025.04.Proposal MWDEBE Award \(1\)](#)

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.



Bid #	LEP ELIGIBLE Project Name	Project Manager	Contract Award	LEP Eligible	Project Status	LEP Compliance Status	Completion Rate (%)	Compliance Rate % (TD)	Assumed Penalty % (at 1% TPV)	Penalty Assessed?	Actual Penalty Collected (\$)	Date Penalty Collected	Trade(s) Needed UNION HALL SIGNATORY	Resident Employment Count	Additional Notes
Complete Projects															
1	2024 Sidewalk Improvement 2-year renewal option (2022)	Bridget Nash	\$1,087,092	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	0.0%	\$10,870.92	Yes	\$3,000.96	10/15/2024		0	This project was awarded in 2022 (Bid No. 22-46) with two one year options to renew. Will be renewing it again this year. Approved at Council 3/11/24 for renewal. FY2023 did not meet compliance - 6/27 Update: moved to 2024 Project Summary
2	2022 Tennis Court Resurfacing Project at James Park	Bridget Nash	\$621,017	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	0.0%	\$6,210.17	Yes	\$6,210.17	9/19/2024		0	Has intent to be compliant per Contract Exhibit F
3	23-XX Water Treatment Plant (WTP) - Roof Improvements	Paul Moyano	\$963,603	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	0.0%	\$9,636.03	Yes	\$9,636.03	7/12/2024		0	9/16 update - did not meet compliance, will be assessed 1% penalty. Not Compliant - penalty assessed to Garland/GBS on 4/11 at 1% of adjusted project value.
4	24-04 CIPP Sewer Rehabilitation	Paul Moyano	\$571,431	Yes	Finished	Not Compliant - Waiver Requested	100.0%	3.7%	\$5,714.31	No	\$0.00	N/A	CIPP Lining LABORERS LOCAL 2	1	Waiver Granted
5	24-03 Service Center Building D 2024 Parking Garage Restoration	Shane Cary	\$542,680	Yes	Finished	Compliant	100.0%	19.5%	\$5,426.80	N/A	N/A	N/A	Concrete, Masonry	1	
6	22-70 Evanston Animal Shelter Renovations	Shane Cary	\$6,849,309	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	10.8%	\$68,493.09	Pending			Laborers, Operators, Electrical, HVAC, Plumbing, Concrete, Landscaping, Painting, Iron/Steel Workers Superintendent Apprentice*	2*	Provision granted by N. Norman. 3/14 Update: Payroll for Non-CPR Superintendent Apprentice is approximately 728 hours at \$10,500. 8/16: Committee final determination not to count Superintendent as compliant; will need additional residents on project. 2 as of 9/17. Will confirm when September CPAs are received. 3/26: Spoke with CCC CFO and he mentioned they hired Reggie specifically for this project. Will go to April Committee meeting for final determination - memo created. 1029 update: Hired Terrence O'Malley as a Consultant and not Laborer under IDOL guidelines. Waiver Requested in Exhibit F
7	24-XX 2024 Roofing and Envelopes Repair	Stefanie Levine	\$671,152	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	0.0%	\$6,711.52	Yes	\$1,729.38	1/14/2025	Roofing	0	In Design; will go into construction Summer 2024. Approved at 3/11 Council meeting. Has intent to comply 9/16 Update: Contractor is still awaiting materials, not started. IBEW Local 9 has no local union members; received letter of confirmation. 3/18 UPDATE: Jessica approved waiver.
8	23-56 Sidewalk/Streetlight Improvements - Hartrey and Greenleaf	Rajeev Dahal	\$483,271	Yes	Finished	Not Compliant - Waiver Requested	100.0%	0	\$4,832.71	N/A	N/A	N/A	Electrical	0	
9	24-26 Sidewalk and Streetlight Improvement Project Greenleaf Street and Hartrey Avenue	Rajeev Dahal	\$1,181,222	Yes	Finished	Compliant	100.0%	16.8%	\$11,812.22	No	N/A	N/A	Electrical, Streetlights, Trees/Sod	2	
10	2024 Water Main Improvements	Bridget Nash	\$4,578,387	Yes	Finished	Compliant	100.0%	15.5%	\$45,783.87	No	N/A	N/A	Laborers and Operators LABORERS LOCAL UNIONS 1 and 2	5	
11	24-20 Renovations at Bent Park Field House	Shane Cary	\$806,180	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	0.0%	\$8,061.80	Yes	\$4,026.10		HVAC, Plumbing, Carpentry, Roofing, Electrical, Masonry, Painting, Drywall	0	1 resident interviewed - Steven Dykes
12	25-01 2025 CIPP Sewer Rehabilitation	James Knuth	\$751,302	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	TBD	\$7,513.02				Laborers, Sanitary Sewers, CIPP Lining LABORERS LOCAL 1	1	1 resident employed - Ty Gibbs
1	23-09 Oakton Corridor Traffic Calming Improvements	Rajeev Dahal	\$3,757,995	Yes	Finished	Not Compliant - Penalty Assessed	100.0%	2.0%	\$37,579.95	Yes	\$37,579.95		Concrete, Asphalt, Electrical - Signals and Streetlights, Landscaping, Signa/ Pavement Markings, Traffic Maintenance / Control	1	The work is not completed yet due to material delays. Will resume in April or May and is expected to be completed by this Summer, project not compliant TD.
Active Projects															
1	23-55 Ecology Center - Renovation	Shane Cary	\$2,318,999	Yes	Active	To Be Determined	12.0%	0.27%	\$23,189.99				Masonry, Plumbing, HVAC, Electrical, Operators, Laborers (Digging), Tie Setting, Flooring, Carpentry NON-UNION SIGNATORY	1	Awarded at 2/12 Council Meeting; has intent to be compliant per Contract Exhibit F Project Hault. 2 Residents referred - Breniqua Gee and Jacoby Blake; 9/17 Update: 1 resident hired - BG.
2	25-08 2025 Water Main Improvements and Street Resurfacing Project	Bridget Nash	\$6,826,213	Yes	Active	To Be Determined	0.0%	TBD	\$68,262.13				Water Main Installation, Concrete, Asphalt LABORERS LOCAL 2 OPERATORS LOCAL 150	TBD	Approved at 4/28 Council Meeting.
3	25-NPN Fire Station 5 Metal Panel Replacement	Shane Cary	\$418,260	Yes	Active	To Be Determined			\$4,182.60				Metal Panel Replacement NON-UNION SIGNATORY	TBD	
4	25-09 Sidewalk Improvement Program	Bridget Nash	\$350,000	Yes	Active	To Be Determined	100	0	\$3,500.00				Asphalt, Concrete, Brick Paving.	TBD	
5	25-26 Alley and Sidewalk Improvements	Bridget Nash	\$3,203,481	Yes	Active	To Be Determined		9.99	\$32,034.81					1	
Projects Not Started															
1	24-38 Evanston Meter & MIU Replacement Project	Darrell King		Yes	Not Started	Awaiting Project Commencement							Wiring to Water Meters, Transmitter Connections, Plumbing		9/10 Update: Contractor provided insight that current subcontractor has resigned and is currently searching for new subcontractor.
2	25-24 2025 Court Improvements	Stefanie Levine	\$895,000	Yes	Not Started	Awaiting Project Commencement			\$8,950.00				Concrete, Asphalt, Electric, Fencing, Color Coating		
3	25-31 Fire Station #3 Structural Concrete Repairs	Shane Cary	\$147,800	Yes	Not Started	Awaiting Project Commencement									
4	25-33 Evanston Water Plant Revetment Rehabilitation	James Knuth	\$994,355	Yes	Not Started	Awaiting Project Commencement							Concrete, Heavy Machine Operation		
4	25-39 Grey Park Dog Park	Stefanie Levine	\$345,400	Yes	Not Started	Awaiting Project Commencement									
Projects in Bid Phase															
1	25-49 2025 Small Diameter Light Sewer Cleaning	James Knuth		Yes	In Bid Phase	Awaiting City Council Approval									
2	25-44 Police-Fire HQ Entrances	Other City Staff	\$163,174	Yes	Pending	Awaiting City Council Approval									
3	25-43 2025 Sewer Structure Lining	James Knuth		Yes	Pending	Awaiting City Council Approval									Under \$250k. Confirm with James if this is still LEP eligible
4	25-42 Mechanical Shades - Robert Crown Center South Hallways	Other City Staff	\$102,850	Yes	Pending	Awaiting City Council Approval									Under \$250k. Confirm with Tim if this is still LEP eligible
5	25-46 Filtration Generator	Other City Staff		Yes	In Bid Phase	Not Yet Contracted									
6	25-45 Evanston Fountain Square South Plaza	Other City Staff		Yes	In Bid Phase	Not Yet Contracted									
7	25-50 Electric Panel Upgrade for Charging Station Installation	Other City Staff		Yes	In Bid Phase	Not Yet Contracted									
Projects with Unknown Status															

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

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 purposes 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 the participation in the City of Evanston's program.
14. Preparing status report 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, and 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.

71-R-97

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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.~~
- ~~3-2.~~ Reviewing and evaluating the City of Evanston's procurement practices in order to maximize opportunities for the M/W/EBE community.
- ~~4-3.~~ Collaborate and provide feedback on ~~Designing~~ a training program in conjunction with the local ~~Small Business Development Center~~ Chamber of Commerce and other sources for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.
- ~~5-4.~~ Identifying additional technical and financial assistance resources for the M/W/EBE community and publicizing them to the M/W/EBE community.
- ~~6-5.~~ Proposing realistic goals for addressing underutilization of M/W/EBEs in the City of Evanston's procurement process.

Commented [AP1]: We are not doing this, but I see this as a key function of the committee.

Commented [AP2]: I believe this needs to either be shifted to Economic Development and added to their charge once the MWDEBE Committee has identified the needs of the community. If not, then I believe the committee requires a staff member to execute on this responsibility.

7-6. Preparing an economic impact presentation to Council that's based upon actual and proposed M/W/EBE participation and related cost factors.

8-7. Addressing job training and employment on City construction projects.

9-8. 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.

10-9. 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.~~

12-10. Developing and maintaining a M/W/EBE Directory for the firms' inclusion on the City's bidders list.

13-11. Determining the basis for confirming the status of a firm as either Evanston based or owned by Minorities and/or Women, for the participation in the City of Evanston's program.

~~14. Preparing status report and an annual presentation to the Mayor and City Council.~~

15-12. Reviewing and evaluating a Local Preference policy.

Commented [AP3]: I believe this could be accomplished utilizing some of the reports on procurement already provided to the committee.

Commented [AP4]: This is a great idea, but would require a staff member or perhaps outsourcing to the Chamber? A Peer-to-Peer group hosted by the Chamber could also meet this need.

Commented [AP5]: This has been in progress, but no updates have been provided in the last 12 months.

Commented [AP6]: I do not expect this can be done with current resources. Recommend ask Economic Development to include in their reports to council or would require a staff member to support. Will also require a reasonably accurate directory to be of any benefit.

Commented [AP7]: Have we met this requirement?

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, and 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.

MWDEBE Committee Work Plan	Status	Next Step	Timeline
Goal 1: Position Evanston's MWDEBE Committee as a leader in MWDEBE advocacy in Evanston.			
Strategy 1: In collaboration with community partners, develop and maintain a MWDEBE directory that is accessible to the public.			
Tactic 1: Prepare and distribute an email form to gather directory information for MWDEBE businesses	Completed		
Tactic 2: Aggregate available business registration information on MWDEBE businesses to create a directory	Unknown		
Tactic 3: Seek input from and / or collaboration with the Black Business Consortium, Evanston Chamber of Commerce and other potential partners.	No current activity; unknown if new business registration process is underway that would allow activation of this tactic		
Strategy 2: Identify and assess the needs of the MWDEBE community through a minimum of quarterly initiatives and outreach efforts.			
		Consider contracting with a vendor to conduct a standardized, repeated survey, analyze results and provide recommendations	
Tactic 1: Survey businesses that identify as MWDEBE through the business registration process	Initial survey completed		
Tactic 2: Host in-person and virtual listening events, including ward meeting attendance	On hold		
Strategy 3: Collaborate with the Economic Development Committee to facilitate discussion of their agenda items, allowing the MWDEBE Committee to provide an assessment of impact on the MWDEBE community.	MWDEBE liaison serving on Economic Development Committee completed; however MWDEBE meetings always held in advance of Economic Development, but before Economic Development agenda is ready for review and discussion by MWDEBE	Coordination with Economic Development to provide draft agenda in advance of MWDEBE meeting so MWDEBE committee could provide consensus input	
Strategy 4: Seek opportunities to collaborate with community partners to provide networking and supportive programming for the MWDEBE community.	Consider discontinuing depending on amendments to ordinance		
Tactic 1: Provide an MWDEBE Committee presence at existing and planned networking events.	Consider discontinuing depending on amendments to ordinance		
Strategy 5: Prepare an annual report to the Mayor and City Council, summarizing actual versus proposed MWDEBE participation in city budget items and related cost factors, as well as the assessed needs of the MWDEBE community and supportive activities of the MWDEBE committee.		Consider contracting with the same vendor completing the survey to provide a structure for this report; staff could summarize the prior year's MWDEBE compliance report annually	
Goal 2: Increase local firms that provide goods and services the City needs			
Strategy 1: Create a Supplier Diversity Program at the City that may include designing a training program for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.			
Strategy 2: Review and evaluate the City of Evanston's procurement and competitive bidding practices in order to maximize opportunities for MWDEBE businesses.	Ongoing		
Tactic 1: Include questions about procurement and the procurement process in surveys, focus groups and biannual town hall meetings assessing the needs of the City's MWDEBE community	Initial survey completed		
Tactic 2: Post procurement opportunities 10 days earlier to the MWDEBE community			

Tactic 3: Actively advertise opportunities and recruit MWDEBE contractors for participation in the procurement process, including open houses featuring different vendors Supported with Ryan Field project

Tactic 4: Create a self-assessment and hold Q&A sessions to help MWDEBE businesses prepare for participating in the City's procurement process Supported with Ryan Field project

Tactic 5: Partner with workforce development organizations to provide training for MWDEBE growth in Evanston Ongoing

Tactic 6: Specify percentage of work/bids to be awarded to MWDEBE through contracting and subcontracting processes Ongoing

Tactic 7: Breakdown municipal contracts into smaller sizes to increase accessibility for small businesses.

Goal 3: Increase the number of local contractors that work as general contractors and subcontractors on major projects in Evanston Unknown

Strategy 1: Provide training, networking and business opportunities for MWDEBE businesses connecting them to major projects in Evanston, such as the NU stadium project Ongoing / Completed

Tactic 1: Launch a training center to create a pipeline for laborers into the trades, as well as supporting transition from tradespeople to business owners Discussions advancing

Tactic 2: Create a directory of active contractors

Tactic 3: Re-evaluate hiring criteria to increase work opportunities

Tactic 4: Incentivize real estate owners with a possible tax incentive to utilize local small businesses

Strategy 4: Increase access to small business training resources

Tactic 1: Consider the SBA 8A Mentor/Protégé program to support a regenerative business environment in which local business mentor small businesses to gain greater access to opportunities

Tactic 2: Consider a permanent home for small business assistance program for Evanston businesses, aimed at clearing obstacles to growth and opportunities

Tactic 3: Engage with the high school to educate the promote small business and entrepreneurship, including training in the 8A program requirements

Minority / Women / Disadvantaged Evanston Business Enterprise Development Committee Award Proposal

The Purpose of the M/W/D/EBE Development is: *To identify and assess the needs of the M/W/D/EBE community on a regular basis, develop a program to address the established needs of the M/W/D/EBE community and the City of Evanston's Vision is Creating the Most Livable City in America.*

To support this Vision and Purpose, the M/W/D/EBE Committee wishes to highlight the community contributions of M/W/D and Evanston small businesses through an awards process. From the list of vetted nominees, the community will vote for the recipients of two awards. One award will recognize an Evanston-owned M/W/D business, and the other will recognize an Evanston-owned and based business without requiring M/W/D ownership.

To be eligible, businesses must attest that they are (percentage?) owned by residents of Evanston, and for M/W/D eligibility, that the company is at least 50% M/W/D-owned. Additionally, eligible businesses:

- Must be in operation and operate for profit
- Must not exceed the SBA definition of "small", referencing the [North American Industry Classification System guidelines](#) related to sales and number of employees
- Must not be a type of [ineligible business](#)

The Committee envisions a process in which members of the community nominate eligible businesses based on the following criteria, in addition to ownership. Businesses may self-nominate.

- The business provides contributions to the community / history of initiatives for "giving back".
- The business demonstrates its commitment to its employees (e.g. "a great place to work") in tangible ways.
- The business contributes to or promotes a sense of community for the residents of Evanston.
- The business tangibly contributes to Evanston's Vision of *Creating the Most Livable City in America*.

The two recipients of the award will receive award packages, including resources to support the sustainability of the businesses, such as a digital marketing package and/or support to attend a business education event, as well as cash awards of \$2,500.

The Committee seeks quotes and proposals from vendors able to perform the following work:

- Suggest and recommend marketable names for the awards.
- Suggest any additional criteria that should be included to qualify or exclude nominees.
- Create a standardized nomination form to ensure all nominees meet the eligibility requirements. Businesses shall be notified if nominated by a member of the community and provided an opportunity to review and add detail to their nomination form.
- Propose a detailed campaign strategy for publicizing the award and ensuring that the process drives interest in and support for our local businesses, generates excitement around the award, and maximizes engagement.
- Propose a rubric for scoring the nominations and a process for voting and selecting the award recipients. For example, the Committee could review the nominations, score according to the rubric, and select the finalists to be submitted to the public for online voting. The Committee seeks vendor recommendations on a process that will maximize interest,

demonstrate transparency and mitigate the potential for any negative outcome from the awards process.

- Collect the nominations, vet the nominees, and manage the voting process.
- Propose opportunities for the city to present the award and highlight both the nominees and award recipients throughout the year.
- Provide recommendations on in-kind services that could be included in the award package, either donated or obtained at a discounted rate, that would be of value to nominees and drive interest in the nomination and voting process.