



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

Wednesday, December 18, 2019

6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Room 2403 - Lagoon Conference Room

MEMBERS PRESENT: Ald. Rue-Simmons, Nasutsa Mabwa, Jessica Oldani, Juneitha Shambee, and Jesus Vega

MEMBERS ABSENT: Ald. Braithwaite and Joshua Gutstein

STAFF PRESENT: CFO/ City Treasurer Hitesh Desai, Purchasing Manager Tammi Nunez, and Business Diversity Compliance Coordinator Sharon Johnson

OTHERS PRESENT: Darlene Cannon, Jared Davis, Bennett Johnson, Clare Kelly, Cy Kennedy, Mary Rosinski, Mike Vasilko and Bryant Wallace

PRESIDING MEMBER: Ald. Rue-Simmons

1. Declaration of a Quorum

With a quorum present Ald. Rue-Simmons called the meeting to order at 6:37pm.

2. Approval of Minutes

J. Oldani asked that the October 16, 2019 minutes reflect the Committee Members Bulley & Andrews compliance concerns on Robert Crown Community Center and full penalty discussion be included in the minutes. Motion to amend the minutes to include: Committee Members Robert Crown Community Center Economic Benefit Program Update report (10/16/19) discussion. Committee discussed assessing full penalty after Ms. Johnson explained the city previous precedent regarding assessing penalties on similar projects (or partial penalty). Motion to approve amended minutes from October 16, 2019 made by J. Oldani and seconded by J. Shambee. **Vote called and taken. Motion passed unanimously.**

3. Guest Introduction:

Darlene Cannon, Jared Davis, Bennett Johnson, Clare Kelly, Cy Kennedy, Mary Rosinski, Mike Vasilko, and Bryant Wallace.

4. Old Business

- a. Value Innovation Technologies (VIT) e-Link Gateway Report was presented by Cy Kennedy and Bryant Wallace. Mr. Kennedy gave a presentation of VIT research/overview:

The eLink platform will provide the City of Evanston one Amazon-like online shopping catalog where City employees can buy products from local vendors. The platform ensures the following:

- Accurate pricing that is specific to the City of Evanston; access to local vendors of all sizes; Automatic categorization of the product offering of all approved vendors; Automatic

comparison of available products; Automatic recommendation of best purchases based on price, local status, or other criteria the City of Evanston may choose; Customized reports documenting details of the purchases the City of Evanston makes

- VIT discussed the survey and data (Evanston vendor created and assisted with collection of data). The presentation report was accepted by the Committee (Committee tentatively slated to move item to a later meeting, possibly February 24, 2020 Council meeting). The Committee informed Mr. Kennedy no action could be taken tonight. Staff and the Committee still had questions and concerns (i.e. cost of software platform to the city and 1% fee to Evanston merchants, no other municipal customers (updated reference information), city IT staff concerns and discussion with financial system platform provider, Evanston big vendors buy in not determined. VIT stated they would be willing to adjust the 1% fee to merchants. Based on additional follow up, the Committee members stated the platform may work as a tool for business directory (would like to discuss with ED team and their potential use of the platform for their business database) and see how NW utilities the platform. Community members asked about the cost, NW or Evanston Chamber of Commerce would be splitting the cost with the city (VIT would assess the city and NW separate fees), would residents have access to database, and % of vendors used by clients (VIT other customers provided their current vendor database only for their platform Selected vendors they wanted to be in the platform).
- b. Evanston Business Fair Planning – J. Oldani shared updates from the Business Fair Planning Sub-Committees. Larger group meeting monthly. Date October 05, 2020 City wide Evanston business fair with multiple tracks including a retail track; Ald. Simmons asked to include a green track (work with Kumar Jensen, Chief Sustainability Resilience Officer); committee would like a local key note speaker (no budget to pay someone from outside of EV). Discussed City of Evanston business listing and asking Committee for feedback on the form; location options were discussed – Committee suggested we use the civic center (further with internal staff/ departments discussion is needed); if not feasible at the civic center other location would be acceptable. Will bring final feedback to next meeting.

5. STAFF REPORTS

- a. 2019 CIP Projects update report was provided to the committee in the packet. No questions from the committee. Staff would provide 2020 report for January 2020 and request Lara Biggs to attend meeting.
- b. S. Johnson provided the committee with the following reports and updates:
 - MWEBE/ LEP Report highlights and Robert Crown Project:
 - Sherman Plaza Garage Lighting project 23% compliance finished in August with Ogni Group's is complete; Emerson St. Traffic Signal project with Hecker & Company project delayed - schedule to begin est. 6 to 8 months for equipment delivery to be made possibly start in May 2020; Main St. Corridor Improvements Project with Landmark Contractors Inc. project is 80% complete, waiting on equipment, anticipates spring 2020 completion date, 12% LEP compliance; 2019 Parking Lot Improv. Project with Chicagoland Paving will receive a full penalty – no Evanston residents; no compliance (partial compliance on previous project). Committee asked that we ban Chicagoland Paving from bidding on future city projects (at least one year); Parking Garage Silane Sealer Application with Bulley & Andrews Concrete are 22% compliance with no issues and finished last month; Garden Park and Playground Renovation with Hacienda Landscaping Inc. 24% LEP compliance; 2019 Water Main Improvement project with Joel Kennedy 18% LEP compliance/ project is finished; 2019 Alley Improvement Contact A project with Capital Cement Company 14% LEP compliance will have a partial penalty; Fleetwood Jourdain Interior Renovation project Central Rug and Carpet 2%

compliance – very low and project is just about done. Ald. Simmons asked if we have any minimum self-performing on contacts. Staff informed the committee this was an unusual contact with a lot of in-kind and good neighbor fund donations. Self-performing requirements is on occasionally used on construction projects. Ald. Simmons asked Ms. Johnson to prepare some background information on project to explain the low compliance. Oakton St Water Supply Connection with Bolder Contractors, Inc. started three weeks ago, no payroll at this time and lastly Operation of Three Self Park Facilitates with Project SP+ Municipal Services just approved by Council – waiting on pre-construction meeting with SP+.

- Round off 2019 at 27% MWEBE for the year; 83,146 LEP account balance.
- Bulley & Andrews Constr. / Robert Crown Comm. Ctr. status (RFP 17-57) \$47,000,000
 - They remain at 6%, of the 15% LEP goal. The project has a total of 106,693 hours / Evanston Residents reflect 6,387.25 hours effective Payroll Application #15.
 - MWEBE also remains slightly over 21% of the 25% City goal effective Nov 2019 report
 - They have one carpenter apprentice sponsorship as a result of the work Evanston Rebuilders Warehouse and Minority Business Consortium
 - They've attended the Community Picnic in Aug for more outreach. No contact with interested residents outside of one LEP labor
 - They have advertised with local media

Additional efforts to reinforce the spirit of program goals they've done the following:

- A project learning lab for youth
- Conduct outreach meetings / community meetings
- Employment and Vendor fairs
- Weekly meeting w/S Johnson regarding trade work on the project / Follow up items
- Trade award meetings
- Union engagement to surface Evanston residents for potential employment
- Creation of SOAR program with S. Johnson & K Brown

Ald. Simmons asked if we could apply a progress penalty," fining contractors for failing to comply at different stages of the project rather than at the end; what is the City's current practice. Hitesh Desai, the City's CFO/ Treasurer informed the committee that the city code does allow the City to impose a penalty up to 1% and the city enforces the LEP non-compliant portion (partial penalty) on the project is applied. Ald. asked based on our current contract we charge B&A full 1% penalty. Staff will discuss with Legal department the current contact with B&A and penalty that will be applied. Ald. Simmons asked staff to report on barred contractor and progress penalty/ graduated scale at the next meeting. Staff was asked to run the draft business listing by Paul Z (ED committee).

6. **New Business**

- a. Ms. Johnson shared request for LEP Funds use and request to use funds for Administrative Services Facilities Apprentice who is currently employed part-time by the city Admin Svcs. Facility is looking to fund a position would not be in preparation for joining a trade union. The work this employee would be performing in this capacity would be to get his foot in the door for the Architectural, Engineering and Construction Management field. If funds could be used toward his salary as apprentice position that would utilize his Engineering degree. Committee did not feel use of LEP funds was appropriate and department should consult the city HR department to come up with another solution for compensation. The funds could possibly be used for training in the construction field. Use of LEP funds for Medical Exam – no report.

- b. LEP sliding scale/ similar communities' research and ordinance change discussion. Staff was asked to bring best practice, sliding scale, progress penalty and ordinance changes discussion at next meeting.
- c. Committee Members status information was emailed to Ald. Simmons prior to meeting. Ald. Simmons asked the Mayor to accelerate the process to feel the vacant positions. Reminded the committee to be here so that we can establish a quorum.
- d. Approval of 2020 Meeting Calendar – Committee approved dates submitted by staff (see attached memo). Motion to approve dates submitted by staff (Committee holiday/breaks not meeting would be March 20, 2019, August 21, 2019 and November 20, 2019) was made by Ald. R. Simmons and seconded by J. Shambee. **Vote called and taken. Motion passed unanimously.** Committee members asked if we the start time of the meeting could be changed; if we could have earlier start time. Suggestion will be run pass Ald. Braithwaite, committee chair rotation starts in January 2020.

7. Other Business

During the meeting: HR related questions from Evanston resident in attendance; informed MWEBE meeting was not the appropriate meeting to bring HR related concerns or to discuss; encouraged to attend council meetings and voice questions during public comment time. No discussions or other business.

Adjournment

Motion to adjourn made by J. Oldani and seconded by N. Mabwa. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:57 pm.

**Respectfully Submitted,
Tammi Nunez, Purchasing Manager**