



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

Wednesday, January 15, 2020
6:30 P.M.

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

MEMBERS PRESENT: Ald. Peter Braithwaite, Ald. Robyn Simmons, Joshua Gutstein, Jessica Oldani, and Jesus Vega

MEMBERS ABSENT: Nasutsa Mabwa and Juneitha Shambee

STAFF PRESENT: CFO/ City Treasurer Hitesh Desai, Purchasing Manager Tammi Nunez, Public Works Agency Director Dave Stoneback, Bureau Chief – Capital Planning/City Engineer Lara Biggs, and Business Diversity Compliance Coordinator Sharon Johnson

OTHERS PRESENT: None

PRESIDING MEMBER: Ald. Braithwaite

1. Declaration of a Quorum

With a quorum present Ald. Braithwaite called the meeting to order at 6:35pm.

2. Approval of Minutes

Motion to approve the Minutes as presented from January 15, 2020 made by J. Oldani and seconded by Ald. R. Simmons. **Vote called and taken. Motion passed unanimously**

3. Guest Introduction:

None

4. Old Business

- a. Evanston Business Fair Planning – J. Oldani shared updates from the Business Fair Planning Sub-Committees. Larger group meeting monthly. The Business Fair is date will be, Monday, October 05, 2020 City wide Evanston business fair with multiple tracks including a retail track; important to hold on a Monday, so that retail business will be able to participate (they are usually closed on Monday's.) Ald. Braithwaite to be included on future communications and if the event was added to the City calendar.
- b. LEP Graduated Sliding Scale report – the report was held until next month to discuss (previous report will be provided in packet).
- c. VIT eLink Gateway – Ald. Braitwaite asked the committee for their feedback from VIT the presentation. Ald. Simmons, J. Oldani, and H. Desai stated the overall view: really searching for a way to kind of retro fit it; not that enthusiastic generally about as it was presented, a lot of unknown, concerns from staff, would it add value/or help, worry about the cost to the city and monthly fee to businesses, thought a lot of potential for the software or use it for another purpose, the surcharge would be perceived as a tax by business owners (Ms. Oldani discussed

with VIT via email and possibly would be open to removing it; stated it's up for discussion), repetitiveness it would create for staff and how they would have to manage it, possibly how to make it work for the new business license rule; possible to share the cost with Northwestern University, Rotary International or other big businesses; Community Members would like this to be accessible to everyone as a city business directory (use by Contractors, B2B, and residents). Overall the Committee Members thought there was something there but not as presented, need to figure out how to make it work, but not as presented. Ald. Braithwaite suggested VIT should go out for another year and continue to grow their business, get feedback from other Municipalities, take our suggestions and we will revisit the use after a year is what he is thinking, also would like to compare notes and discuss with Ald. Simmons.

5. STAFF REPORTS

- a. 2020 CIP Projects update was provided by Bureau Chief – Capital Planning/City Engineer L. Biggs reviewed the CIP 2020 list of projects and 66 million budget; of that 33 million will be new contacts this year and the remaining are projects that are ongoing (were previously awarded). Projects fall into four categories:

LEP eligible projects - constructions projects are over \$250,000 and city funded, approximately \$13.5 million of the city 2020 budget.

LEP ineligible projects- funding restrictions dictated by federal or state funding (i.e. Motor Fuel Tax funds received for street resurfacing), approximately \$12.4million of the city 2020 budget.

LEP ineligible projects – commodity/services do not include construction hours, typically are commodity goods, engineering and consulting services, approximately \$4.3 million of the city 2020 budget.

LEP ineligible projects – under \$250,000 driven by city ordinance, \$250,000 threshold are usually smaller in size and less cost, makes up approximately \$2.6 million of the city 2020 budget.

Ald. Braithwaite and Simmons asked staff to be more mindful of local business, notifying and including them in the smaller contacts; look into possibly providing training resources and competitive bidding process (would like this included in the business fair in October), information session to local business community, should include an overview of all opportunities for year. Offering these resources and training would help prepare local businesses for the process. Staff was asked to look into creating a buyers/ purchasing plan for those smaller projects that are under \$25K.

- b. S. Johnson reported nothing approved or to report for January beginning of the year for compliant; two MWEBE waivers to date: Backflow Prevention Management Program total \$44,770 (RFP 19-61) and Art Program at Robert Crown Community Center (RFP 19-46). Ms. Johnson reported LEP penalty total balance is \$83,146 to date. Sliding scale, penalty and additional discussion. Robert Crown Project: MWEBE goal is remains slightly over 21%. Ald. Simmons stated Bulley and Andrews should receive full 1% penalty; not the difference that they did not produce (ordinance states up to 1%) and not the precedent that have been followed, the city enforces the LEP non-compliant portion (partial penalty). Also discussed B&A still have some time to make their number, during the second half of contract: soccer field and building deconstruct. We will not have a final number until the project is complete; tentative target completion date is late July.

Ald. Braithwaite asked staff to report at next meeting status of ERW project, number of individuals using funds report, what is the balance and number of payments.

6. **New Business**

Barred Contractors Ordinance – Report Staff gave brief overview of the Ordinance from 2018, recommendation up to a year, current contractors debarred under the ordinance: A. Lamp Concrete, Inc., Chicagoland Paving Contractors, Inc., RAI Concrete, Inc., and Continental Construction, Inc. from bidding on city projects.

7. **Other Business**

Ald. Braithwaite asked meeting frequency and attendance of meetings discussed. Ald. Braithwaite asked should we change the MWEBE Committee meeting frequency from every month to every other month. Committee feels the frequency should not change, due to the Business Fair planning keep on a regular basis in front of the committee and monitoring of Robert Crown project at this time. Asked that a calendar invite is sent out, so that meeting is on everyone schedule. J. Oldani will connect potential new member with Mayor's office.

Adjournment

Motion to adjourn made by J. Gutstein and seconded by Ald. R. Simmons. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:31 pm.

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