



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

Wednesday, February 19, 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, Nasutsa Mabwa and Juneitha Shambee, and Jesus Vega

**MEMBERS ABSENT:** Joshua Gutstein and Jessica Oldani

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

**OTHERS PRESENT:** Sandi Llano, and Mike Vasilko

**PRESIDING MEMBER:** Ald. Braithwaite

---

**1. Declaration of a Quorum**

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

**2. Approval of Minutes**

Motion to approve the Minutes (with removal of “lack luster” from Section C) as presented from February 19, 2020 made by Ald. R. Rue-Simmons and seconded by J. Vega. **Vote called and taken. Motion passed unanimously**

**3. Guest Introduction:**

Mr. J. Vega introduced his guest Sandi Llano of Sandi Llano & Associates, Inc. (SLAI). Mr. Vega explained Ms. Llano background and expertise working in the field of Diversity Contracting Programs based on the Committee previous discussion. Ms. Llano provided copies of bio to the committee an overview of her professional services. SLAI assists public and private sector in DBE/MBE/VBE/SBE matters, writing, implementing, and auditing of programs, as well as troubleshooting problem resolution. SLAI also assist firms to navigate through the governmental bid process (through a mentoring program); the firm also assists agencies with their goal attainment and compliance oversight.

**4. Old Business**

- a. Evanston Business Fair Planning – J. Oldani, N. Mabwa and J. Shambee reported (Ms. Oldani via email: The Business Fair Report is that we met on Feb. 10, and the subcommittees that were present each reported on progress; we determined to change the name to The Evanston Business Growth Fair for multiple reasons (maybe Juneitha, Jesus, or Nasutsa could provide additional explanation?); we have interest from more people in joining the committee and will be bringing them in; and we have outlined a regular schedule for the committee meetings and have so far sent a calendar invite to the original committee members.) Ms. Mabwa and Ms.

Shambee reported: the fair name change to Evanston Business Growth Fair will be held on Monday, October 05, 2020, 8:30am to 2:30pm. The Planning Committee chose a Monday to be more inclusive of all industries and attract the retail business participation. The fair will have multiple tracks: green, three procurement levels, retail, mentorship (hope to pre-match attendees with a mentor) and multiple financial tracks. Also reported charging a registration fee, to have a commitment (\$10.00). Ald. Simmons does not want to charge a fee and feel with marketing, new partners and tracks that will be offered will generate more interest and attendance. Ald. Braithwaite acknowledged the event was added to the City calendar; approved \$1500 budget and look for sponsorships opportunities to cover expenses.

Ms. Nunez also reported back on meeting with Sean Ciolek Facilities Manager. Mr. Ciolek share concerns having the fair at the civic center, limited room space for breakout rooms, parking and disruption of business. Coup of suggestions made to ask the planning committee to consider: event take place over multiple days; cap on number of attendees; another City facility: Robert Crown (parking lot should be finished by October (would need to confirm with PWA?); Fleetwood Jourdain (parking would be issue); Levy (maybe not enough breakout rooms would be an issue). If no other options and the fair takes place at the City (it's possible to institute a parking ban in the neighborhood surrounding the civic center (Robert Crown/ or Levy); have city vehicles park at the Service Center; all possible meeting rooms at the civic center have been reserved for October 5<sup>th</sup>; Fair added to the city calendar; and Fair added to the mayor's calendar

- b. LEP Graduated Sliding Scale report – Ms. Johnson reviewed with Committee the Local Employment and Apprenticeship Training Program (LEAP) City of Tacoma, WA (provided in packet). Tacoma, WA uses a graduated scale % of unmet hours from 100% (compliance) to 0% (non-compliance) at \$10.00 an hour. An example of Chicagoland Paving on the Parking Lot Improvement project for \$422,000 (project final value is \$380,000 and 508 hours); based on city current 1% penalty, Chicagoland Paving non-compliance/unmet hours total estimated at \$3,806. (City has not received final invoices and all the hours are not accounted for at this time). Using Tacoma, WA scale the penalty would total \$5,085. The hour unmet amount could be adjusted based on Council direction. Ald. Simmons stated she will be attending upcoming events with other municipalities; plans to discuss or if any best practices. She would like follow up and looking for any progress penalty (that would include earlier penalty enforcement on projects). Ald. Simmons would also check at upcoming meetings and workshops; she will work with Ms. Johnson on further research of similar models.

## **5. STAFF REPORTS**

- a. 2020 CIP Projects update was not provided in time for this meeting; Bureau Chief – Capital Planning/City Engineer Lara Biggs sent her apology to the Committee. Ms. Biggs would provide the Committee with a report by the end of this week or at the next MWEBE meeting in March. Ald. Braithwaite stated a report at next month meeting would be sufficient.
- b. S. Johnson reported she is still monitoring 2019 projects as of this report; no LEP to report. Will update the Committee on a couple projects: Chicagoland Paving will receive full penalty will be a little over \$3,800; Hecker and Company on Emerson Street Traffic Signals project has been delayed due to materials, attended pre-construction meeting on 1/24/20; they will have an LEP Electrician on the project will start 1<sup>st</sup> week of March through mid-August. Oakton Street Water Supply Connection 19% compliance, delay due to NICOR issue and will have additional payroll to report on at the next meeting

Ms. Johnson reported LEP penalty total fund as of 1/31/20 is \$72,555.36; looking for feedback on report layout: add beginning balance; add (2) pending projects are not reflected Chicagoland Paving \$3,800 and Fountain Square (in litigation) \$21,000 penalties. Ald. Braithwaite asked for a report at next meeting from ERW project.

**6. New Business**

Clarification from last month: Barred Contractors Ordinance – After discussion with Legal department; the ordinance does not state the length of time Contractors are barred from submitting/bidding on projects or the award of city contracts. The time period is not one (1) year, it is indefinite. Ms. Nunez, Biggs and Corporate Counsel (comes on board first week of March) will meet to discuss ordinance, adding (possible will add four – five) additional contractors. This item will be on a future agenda; Ald. Braithwaite asked for a report at the next meeting in March. Ms. Nunez suggested the following month due to the new Corporate Counsel has not started yet and the Legal Department being short-staffed at this time.

**7. Other Business**

Ald. Simmons asked for an update on her recommendation to access full penalty to Bulley and Andrews on the Robert Crown project. CFO/ City Treasurer Hitesh Desai stated 1% contact penalty per the city code is assessed at the end of the project and the demolition of the old crown center building is part of the contract (not a separate contract). The penalty would be assessed then. Ald. Simmons stated much of the issue is, we cannot penalize B&A until the job is done (including the demolition of the existing Robert Crown building). Mr. Desai confirmed that is correct the demolition is part of the original contract, it is not a separate contract and the penalty will be assessed at project completion. Ald. Simmons stated she is committed to enforcing the maximum penalty full \$47 (\$48) million not the difference of their non-compliance) based on their compelling presentation that they gave use on their commitment to hiring local and their ability to do so and would like a report of BOWA scope (heavy lift on this job) they should be able to account for payment) sub-contact amount for management fee dollar amount and scope performed by BOWA at the next meeting. Ald. Simmons also reported at the next meeting. Also wanted to put on record and share the demolition contractor is a local minority contractor resident of the 5<sup>th</sup> Ward; and really excited he won the contract; he is very experienced and deserving. He hires worker from the neighborhood, possibly adding deconstruction aspect to the project (looking for local areas in Evanston where he can stage the steal) as additional opportunities for Workforce Development and Economic Development; asked to put him in touch with ERW.

**Adjournment**

Motion to adjourn made by J. Shambee and seconded by Ald. R. Simmons. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:52 pm.

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