



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

**Wednesday, February 21, 2024, 6:00 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402**

AGENDA

	Page
1. CALL TO ORDER/DECLARATION OF A QUORUM	
2. APPROVAL OF MINUTES	
A. <u>Approval of the October 18, 2023 Minutes</u> MWDEBE MINS 10-18-23 (1)	3 - 5
B. <u>December 20, 2023 – no quorum established</u> MWDEBE MINS 12-20-23 (1)	6 - 8
3. GUEST INTRODUCTIONS	
A. <u>Aina Gutierrez - Rebuilding Exchange</u>	
4. STAFF REPORTS	
A. <u>M/W/D/EBE Tracking and Waiver Report</u> 2024 MWEBE Tracking sheet	9
B. <u>LEP Tracking Report</u> February LEP Compliance Report	10

5. NEW BUSINESS

- A. [Rebuilding Exchange + Ryan Field Agreement Update](#) 11 - 12
[Rebuilding Exchange Summary January 17, 2024](#)
- B. [2024 Committee Meeting Calendar](#) 13
[MWDEBE 2024 Memo Meeting Schedule Final](#)

6. OLD BUSINESS

- A. **M/W/D/EBE Committee Work Plan Updates:** 14 - 21
 - Working Group 1**
 - ED M/W/D/EBE Self Declaration, Local Business Process & Business Directory Update**
 - Business Survey Discussion**
 - Working Group 2**
 - City Webpages & Apps**
 - 1. Economic Development**
 - 2. Workforce Development**
 - 3. MWDEBE/ Business Diversity Workforce Development**
 - Working Group 3**
 - [Rebuilding Exchange + Ryan Field](#)
 - [2023.07.MWDEBE Workplan Grid2](#)
 - [Revised \(2\) Survey Questions for Evanston 2023](#)
 - [Award Proposal Angela Pennisi Jan122024](#)
 - [Draft Web Pages Memo](#)

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, October 18, 2023

6:00 P.M.

Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Councilmember Kristian Harris, Angela Pennisi, Ernest Noy, Rachel Williams, Bonaventure Fandohan, Michael McLean

MEMBERS ABSENT: Councilmember Devon Reid, Kemone Hendricks, Jared Davis

STAFF PRESENT: Hitesh Desai, Chief Financial Officer/Treasurer; Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist; Nathan Norman, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Neal Reeves, Economic Development Program Specialist

GUEST: Randy Klein, Senior Project Manager, CCC Holdings, Inc.

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

With a quorum present, Councilmember (CM) Burns called the meeting to order.

2. Approval of Minutes

Committee member Ernest Noy motioned to approve the minutes for May 17, 2023, June 21, 2023 and July 19, 2023. Seconded by Councilmember Harris. All voted in favor of approving the minutes unanimously.

3. Guest Introduction

A. CCC Holdings, Inc.

Full-service commercial contracting and construction company currently working on construction of the new Evanston Animal Shelter. CCC Holdings, Inc internally hired an Evanston resident who will be working with a project superintendent with a possibility to become an assistant superintendent. CCC Holdings, Inc offered other residents positions within the company with hopes of creating long-term opportunities.

4. Staff Reports

A. M/W/D/EBE Tracking Report

- RFP 23-01 PFAS Treatment Technique Study, \$1,572,410, awarded to CDM Smith, Inc. MWDEBE Subcontractors: Sustaniable Systems LLC, 5.5% (WBE); Specialty Consulting, Inc, 19.7% (MBE).
- Bid 23-27 2023 Alley Improvements, \$676,377. Awarded to Capitol Cement Co., Inc. MWDEBE Subcontractors: Ozinga Ready Mix, 13.60% (EBE); Smith Maintenance 0.50% (MBE); L&B Trucking, 6.30% (MBE); ALF Cartage Inc 1.90% (WBE); Petromex, Inc 1.40% (MBE); DMA Construction 1.40% (WBE).

- RFQ 23-18 Engineering Services for Transit Stop Improvements at CTA and Pace Routes, \$53,278.00. Awarded to Terra Engineering, 100% (WBE).
- 2024 Alley Survey Services, \$32,880. Awarded to Christopher B. Burke Engineering, Ltd. 100% (EBE).

B. Waiver Review Update

- BID 23-37 2023 to 2025 Root Treatment, \$199,677.21. Awarded to Duke's Root Control, Inc. Reason Waived: Precludes subcontracting opportunities.
- RFQ 23-35 Insurance Broker Services, \$38,500. Awarded to Arthur J. Gallagher & Co. Reason Waived: Project precludes subcontracting opportunities.
- BID 23-39 James Park Athletic Lighting, \$1,457,301. Awarded to Jasco Electric Corporation. Reason Waived: Project precludes subcontracting opportunities.
- BID 23-46 2023 Light Sewer Cleaning, 24-Inch Diameter and Smaller, \$94,513.20. Awarded to Pipe View America. Reason Waived: Contractor will self-perform all work.
- Consulting Services Related to the Service Center Building D Concrete Repairs and Structural Monitoring, \$89,500. Awarded to Wiss, Janney, Elstner, Associates, Inc. Reason Waived: Contractor will self-perform all work.

C. LEP Tracking Report

- Evanston Municipal Storage Facility, Contractor G.A. Johnson & Sons. Penalty Amount: \$7,175.50
- Annual Sewer Lining Project, Contractor Hoerr Construction. Penalty Amount: \$1427.49
- HVAC Equipment Replacement at Levy Center. Contractor Thermosystems, Inc./ Ortiz Contracting Group. Penalty Amount: \$6,128.87
- LEP Penalty Fund as of 10/19/2023: \$90,901.12

5. New Business

6. Other Business

A. Economic Development M/W/D/EBE Self Declaration, Local Business Process, and Business Directory Update

- Currently working on a searchable business directory with the ability to filter unique products or services. Collecting business data which will be refined so that testing can be completed before launch. The directory is expected to go live in November 2023.
- Adding more MWDEBE businesses. 850 businesses have already registered including 314 MWDEBE businesses.
- Businesses can self-declare as a M/W/D/EBE.
- Provide legacy business listing.
- Food establishment listing

B. Anchor Procurement NLC Update

No updates. Funds must be used by December 31, 2023. The remaining balance is \$11,559.

C. MWEBE Committee Work Plan Updates

No updates. Will be discussed at the next meeting.

7. Adjournment

Councilmember Burns ended the meeting at 7:44 P.M.



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

Wednesday, December 20, 2023

6:00 P.M.

Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Angela Pennisi, Ernest Noy, Michael McLean, Jared Davis

MEMBERS ABSENT: Bonaventure Fandohan, Kemone Hendricks, Councilmember Devon Reid, Councilmember Kristian Harris, Rachel Williams

STAFF PRESENT: Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist; Nathan Norman, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Tasheik Kerr, Assistant to the City Manager; Lara Biggs, Capital Planning and Engineering Bureau Chief; Michael Dykes, Repairs Construction Administrator

GUEST:

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

No quorum was present.

2. Approval of Minutes

No approval due to no quorum present.

3. Guest Introduction

Michael Dykes, Repairs Construction Administrator. Manages the home improvement projects for reparation recipients.

4. Staff Reports

A. M/W/D/EBE Tracking Report

MWDEBE Projects Awarded 10/23/2023

BID 23-36 Desiccant Dehumidification System, \$284,786.00. Awarded to Air Comfort, LLC. MWDEBE Subcontractors: Hilco Distributing Company Inc (WBE), 1.1% towards goal; RD'S HVAC Inc. (MBE), .5% towards goa.

RFQ 23-40 Lincoln St. Bridge Replacement Engineering Services, \$686,215.00. Awarded to Stanley Consultants, Inc. MWDEBE Subcontractors: Lin Engineering, LTD (MBE), 17.23% towards goal; Interra, Inc. (MBE), 10.76% towards goal; Muller & Muller (WBE), 7.57% towards goal; Teska Associates, Inc. (EBE), 5.68% towards goal.

B. Waiver Request Review

RFP 23-29 Computerized Maintenance Management System (CMMS) Procurement (Vertical Assets). Awarded to Novotx, LLC. Reason for Waiver: Project precludes subcontracting opportunities. Due to the technical nature of the project which includes proprietary technologies in which subcontractors are not authorized to perform and deliver. To minimize risk and ensure the best project outcome.

Lara Biggs, Capital Planning and Engineering Bureau Chief presented concerns regarding BID 23-49 Service Center North Fuel Island Replacement which received no bids. Project team follow up with qualified prospecting firms relayed concerns regarding the LEP requirements hindering the firm's ability to submit bids as they would be unable to meet the requirements due to the unique work being performed. Lara Biggs, Capital Planning and Engineering Bureau Chief requested the committee's guidance regarding possible removal of LEP requirements for project being rebid in the future. Committee members concluded prospecting firms should have submitted a waiver with Bid 23-49 as usual. After a lengthy discussion the Committee agreed (no quorum/ no vote) this is a critical project, and it precludes applying the city's MWDEBE subcontracting goal and LEP participation. The Committee acknowledged the replacement of the Service Center's north fuel island project work is highly technical and specialized work in nature and recognized the limited number of potential qualified vendors.

LEP Projects:

- Evanston Municipal Storage Facility – Contractor G.A. Johnson & Sons. Non-Compliant. \$7,175.50 Penalty Assessed.
- Roof Replacement & Repairs COE Facilities - Garland/DBS, INC. Non-Compliant. \$2,895.12 Penalty Assessed.
- HVAC Equipment Replacement at Treatment Plant – Contractor Thermosystems, Inc./Ortiz Contracting Group. Non-Compliant. \$6,128.87 Penalty Assessed.
- Annual Sewer Lining Project - Contractor Hoerr Construction. Non-Compliant. \$1,427.49 Penalty Assessed.

- LEP Penalty Fund as of December 15, 2023: \$92,328.61

- Committee requests for future LEP reports to include penalty collection dates and to specify resident job skills / trades being performed on projects.

5. New Business

A. Repairs Constructions Administrator & Construction Contractors Event Robert Crown

The event was held on December 11, 2023 and included 15-20 individual small contractors interested in providing services related to reparation recipients who elect to utilize their funds for home improvement repairs. Contractors were provided with details related to registering with the city, the bidding process, expectations and requirements. Mr. Dykes, the Repairs Construction Administrator, shared his intentions to work with

and support recipients in providing a home evaluation to help determine needed repairs, securing contractor bids for repairs and selecting a top qualified contractor.

B. 2024 Committee Meeting Calendar

Will be discussed during next month's meeting.

6. Old Business

A. Anchor Procurement NLC Update/ How to Spend Funds

Funds must be allocated by December 21, 2023. Selected placeholders for remaining funds include website development and outsource services for 2024 event planning.

B. M/W/D/EBE Development Committee Resolution 71-R-97 Discussion

Committee members to further review Resolution 71-R-97 to determine if the resolution captures its original or current purpose and provide recommended updates.

C. MWEBE Committee Work Plan Updates

No discussion.

7. Other Business

8. Adjournment

No quorum was present, and the meeting ended at 8:27 P.M.

2024 MWDEBE Goal Compliant													
Dept.	Date	RFP/Bid #	Project Title	Total Project Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	MBE Group	
PWA	2/12/2024	BID 23-55	Ecology Center Renovation	\$2,318,999		Bodala, LLC, DBA Central Rug and Carpet (LEP Eligible)							
					6.2%	Central Rug and Carpet			X		\$ 142,743.00		
					5.6%	JH Plumbing Solutions, Inc	X				\$ 129,000.00		
					12.5%	Windy City Heating & Cooling, Inc	X				\$ 289,500.00		
PWA	2/12/2024	RFP 23-38	Solar Power Purchase Agreement @Robert Crown Community Ctr.	N/A		Verde Solutions LLC							
					25.0%	BA Lighting LLC dba BA Solutions		X					
January Total				\$2,318,999.00							\$ 561,243.00		
Total to Date				\$2,318,999.00	24.20%		2	1	1				

LEP Penalty Fund as of 02.09.2024
Current LEP Balance was \$92,328.61

2023 MWDEBE Goal Waived							
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived	
PWA	2/12/2024	BID 23-58	\$1,577,362.00	Service Center North Fuel Island Replacement Project	Stenstrom Petroleum Services Group (Rockford, IL)	Precludes Subcontracting Opportunities	Work is highly technical and specialized work in nature and recognized the limited number of potential qualified vendors.



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Workforce Development

CITY OF EVANSTON WORKFORCE DEVELOPMENT DIVISION
LEP COMPLIANCE REPORT SUMMARY
February 21, 2024

Projects in Process: 9

Projects in Compliance: 1

Projects Not in Compliance: 4

Average Number of Residents on Project: 2

Project Details

- Compliant Projects
 - 23-03: Skate Park at Twiggs Park
- Non Compliant Projects
 - 23-09: Oakton Street Corridor
 - 23-05: Sewer CIPP Rehab
 - 23-XX: Temporary Dog Shelter/ Evanston Municipal Storage Facility Phase I Rehab
- Non Compliant - Waivers Requested
 - 22-70: Evanston Animal Shelter
 - 23-39: James Park Athletic North Fields
- Pending Compliance Status
 - 22-46: 2023 Sidewalk Improvement
 - 23-26: Water Main Improvements and Street Resurfacing
- **Other Status**
 - Water Treatment Plant (WTP) Roof Improvements
 - Not compliant; penalty not assessed
 - Committee advisory requested





**January 2024 Update to the MWEBE Committee
Growing Building Trades Career Pathways through Rebuild Ryan Field Project**

Rebuilding Exchange is partnering with Northwestern University to ensure that the Rebuild Ryan Field Project meets its ambitious hiring goals, creates a model of how construction projects in Evanston can move more people into living wage careers, and promotes greater racial and gender diversity in the building trades workforce.

Our primary goal is to create a qualified, skilled talent pipeline for the Rebuild Ryan Field Project. Northwestern University and Turner-Walsh Construction have identified a workforce goal of 10% of all construction hours on the project performed by individuals with Evanston roots...which we estimate will be 50 people needing to be placed during the course of the 30 month project. All construction will be performed by union companies so eligible workers, depending on the trade, need to be union apprentices and/or hired by companies who can provide sponsored placement into the union.

We are recruiting more Evanston residents to our building trades pre-apprenticeship program so they can become apprentices and placed with union companies on the project. Our next cohort starts on January 22, 2024 and we have six Evanston residents enrolled.

Our pre-apprenticeship program started in 2022 and is generously funded by the Illinois Works Pre-Apprenticeship Program. It is a 9 week program that prepares candidates for Department of Labor registered apprenticeship programs in the building trades, including union apprenticeships. Pre-apprentices receive hands-on skills, job site safety, physical training and classroom instruction in order to successfully pass a variety of apprenticeship aptitude entrance exams. Supportive services, apprenticeship placement and retention services are also provided. Tuition is free and participants are provided a daily stipend that increases with attendance and participation.

We have successfully placed graduates in several unions, including the carpenters, bricklayers, laborers, painters, iron workers, electricians, and sheet metal workers.

We are also hosting regular outreach sessions to Evanston residents who don't require the full services of our career programs to learn more about the Rebuild Ryan Field Project and see how we can support their placement into jobs/apprentices on the project.

Finally, we will be engaging subcontractors who are awarded contracts on the project to review their workforce plans and help with recruitment and outreach to fill any available open positions

with Evanston residents. We will reach out to local partners - including the City of Evanston and other workforce development agencies - to share these postings and support individuals who want to apply. We will also hold information sessions for employers to meet potential applicants.

How the City of Evanston's MWEBE Committee can help:

- Spread the word about our programs to Evanston residents!
- Provide supportive service funding to Evanston residents who don't need to enroll in our programs but could apply to employment/apprenticeship on the Ryan Field Project. Relevant expenses could include transportation assistance, exam fees, tools, boots, PPE, etc. Our funding model only provides this support to individuals who are enrolled in our programs. We would estimate no more than \$500 per person would yield additional placements on the project.
- Submit a letter to the City's Economic Development Committee in support of our TIF funding request to renovate/expand our Evanston location for more workforce training programming. We are out of space and seek a \$250,000 TIF investment from the City to grow into an additional 6,500 square foot space next door. This space would allow us to serve more people and serve them better, on this project and beyond.

We believe that the activities above will result in more Evanston residents, especially low-income individuals, rising out of poverty through a career in the building trades; create a partnership with the University that hiring diverse candidates from our community is the norm; and that local residents are skilled and competitive to be hired on any construction project.

Respectfully submitted,
Aina Gutierrez, Executive Director



Memorandum

To: Members of the M/W/D/EBE Development Committee

From: Tammi Nunez, Purchasing Manager
John Gonzalez, Purchasing Specialist

Subject: Approval of the 2024 Meeting Schedule

Date: December 20, 2023

Recommended Action:

Staff recommends approval of the M/W/D/EBE Development Committee proposed 2024 meeting schedule.

Summary:

The M/W/D/EBE Development Committee meeting is held in person every month on the third Wednesday at the Lorraine H. Morton Civic Center 2100 Ridge Ave., Evanston, IL 60201, Room 2402. The meeting's start time is 6:00 p.m.

2024 M/W/D/EBE Committee Meeting Schedule
Wednesday, January 17, 2024
Wednesday, February 21, 2024
Wednesday, March 20, 2024
Wednesday, April 17, 2024
Wednesday, May 15, 2024
Wednesday, July 17, 2024
Wednesday, September 18, 2024
Wednesday, October 16, 2024
Wednesday, December 18, 2024
No Meeting Scheduled: June, August, and November

The City is closed on Wednesday, June 19, 2024 in observance of Juneteenth Holiday.

MWDEBE Committee Work Plan	Status	Next Step	Timeline
Goal 1: Position Evanston's MWDEBE Committee as a leader in MWDEBE advocacy in Evanston.	Working Group Members: Angela & Jared & Kemone		
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	Economic Development staff is updating the business registration process to include this information; MWDEBE committee has provided input	Launch new business registration process	7/2023
Tactic 2: Aggregate available business registration information on MWDEBE businesses to create a directory	Will be able to proceed as businesses register in the new system	Await new business registration process	7/2023
Tactic 3: Seek input from and / or collaboration with the Black Business Consortium, Evanston Chamber of Commerce and other potential partners.			
Strategy 2: Identify and assess the needs of the MWDEBE community through a minimum of quarterly initiatives and outreach efforts.			
Tactic 1: Survey businesses that identify as MWDEBE through the business registration process	Initial survey questions being collected	Finish survey and distribute to any businesses we currently have information for	
Tactic 2: Host in-person and virtual listening events, including ward meeting attendance	Inaugural contracting fair held	Plan follow up events	
Strategy 3: Collaborate with the Economic Development Committee to facilitate discussion of their agenda items, allowing the MWEBE Committee to provide an assessment of impact on the MWDEBE community.	MWDEBE liaison serving on Economic Development Committee	Active engagement with agenda and full MWDEBE committee input	
Strategy 4: Seek opportunities to collaborate with community partners to provide networking and supportive programming for the MWDEBE community.			
Tactic 1: Provide an MWDEBE Committee presence at existing and planned networking events.			
Strategy 5: Prepare an annual report to the Mayor and City Council, summarizing actual versus proposed MWEBE participation in city budget items and related cost factors, as well as the assessed needs of the MWEBE community and supportive activities of the MWDEBE committee.			
Goal 2: Increase local firms that provide goods and services the City needs	Working Group Members: Bonaventure & Krissie & Devon		
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.			

MWDEBE Committee Work Plan	Status	Next Step	Timeline
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			
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			
Tactic 4: Create a self-assessment and hold Q&A sessions to help MWDEBE businesses prepare for participating in the City's procurement process			
Tactic 5: Partner with workforce development organizations to provide training for MWDEBE growth in Evanston			
Tactic 6: Specify percentage of work/bids to be awarded to MWDEBE through contracting and subcontracting processes			
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	Working Group Members: Michael, Ernest & Rachel		
Strategy 1: Provide training, networking and business opportunities for MWDEBE businesses connecting them to major projects in Evanston, such as the NU stadium project			
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			
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			

MWDEBE Development Committee
Potential Survey Questions for Businesses

*The questions start assuming we have captured business owner name, address, email, web site, phone, etc

1. What stage of business are you in?

- Seed & Development
- Startup
- Growth & Establishment
- Expansion
- Maturity

2. What types of services are offered by your firm?

- Architecture, Engineering & Land Survey
- Construction & Maintenance
- Consulting
- Equipment, Materials, Supplies
- Equipment Rental or Leasing
- Furniture and Office Supplies
- Machinery, Electrical and Electronic Equipment
- Office and Building Leasing
- Transportation and Warehousing
- Environmental
- Other (please specify)

3. Is your firm currently performing any contracts in Evanston?

- Yes (please include estimated contract value below)
- No

Estimated Contract Value:

4. Is your firm certified as a MBE or WBE?

- Yes
- No

5. Is your firm interested in being certified as a MBE or WBE?

- Yes
- No

6. If your firm is certified as an MBE or WBE, please check the boxes that apply for your work in connection with local contracts.

- We directly bid or compete for work.
- We work as subcontractors or suppliers.
- We obtain contracts via discretionary purchase awards.
- We work as consultants chosen from an approved list.

For applicable contracts, please provide \$ value, or answer N/A:

7. Of which city services or business support are you currently aware?

(Add multi choice list of all the City's resources)

8. What city services or business support have you taken advantage of in the past?

(Add multi choice list of all the City's resources)

9. Which city services or business support would you like more information about?

(Add multi choice list of all the City's resources)

10. What is the biggest challenge for the growth of your business at this time (Please circle all letters that apply)?

- a. Lack of qualified applicants for hiring or turnover
- b. Inflation of wages
- c. Inflation of other business costs, including costs of borrowing
- d. Access to capital or funds for operational costs
- e. Knowledge about how to scale and grow, such as marketing, human resources
- f. Limited network for building business relationships
- g. Other: _____

11. In what areas are you least confident in running your business (Please circle all letters that apply)?

- a. Marketing
- b. Technology
- c. Human resource management
- d. Accounting and bookkeeping
- e. Understanding contracts, leases, liability, and insurance
- f. Leading a team
- g. Other: _____

12. What can anchor institutions and agencies do to collaborate with banks and alternative lenders, such as CDFIs and mission-based lenders, to support contracting by providing better access to capital?

13. How significant are bonding and insurance requirements as it relates to being financial obstacles for your businesses? What has your organization done to circumvent this requirement, if applicable?

14. What are the topics you are most interested in?

15. As a business owner, what is an immediate action you think can take that will increase your success in contracting?

Angela Wilson Pennisi

Award Proposal

To: Minority / Women / Disadvantaged / Evanston Business Enterprise
Development Committee
From: Angela Wilson Pennisi
Date: January 12, 2024

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*.

Establishing an award that highlights the community contributions of a M/W/D/EBE business supports both this vision and the purpose. We want more companies contributing to the livability and vibrancy of Evanston, and highlighting the contributions of a M/W/D/EBE business provides an avenue for promoting all nominees, encourages continued contributions to Evanston by these businesses, and allows the nominees and winner to promote their business through this recognition.

I would recommend collaborating with an existing Evanston awards event, such as the Evanston Chamber of Commerce or the Evanston Community Foundation to present the award. We could consider seeking nominations from each of the business district associations in Evanston to include businesses from all neighborhoods in the city. The nomination and award process itself could generate enthusiasm and excitement by providing a public voting process that the businesses could engage in with their customers and clients. The award could include a cash grant to support their work and encourage continued contributions to the City of Evanston.



Memorandum

To: Members of the M/W/D/EBE Development Committee

From: Tammi Nunez, Purchasing Manager
John Gonzalez, Purchasing Specialist

Subject: MWDEBE Development Committee and Business Diversity Web Pages

Date: December 20, 2023

Recommended Action:

Staff was asked to provide web page information for the city's MWDEBE Development Committee and Business Diversity Web Pages for Committee discussion and to provide recommendations for changes to refresh the pages. Below is a brief review of the M/W/D/EBE Development Committee and Business Diversity webpages.

Summary:

[Government](#) >> [Boards, Commissions, and Committees](#) >>

M/W/D/EBE Development Committee

PURPOSE: To Identify and assess the needs of the M/W/D/EBE (Minority, Women, Disadvantage and Evanston Business Enterprises) community on a regular basis, develop a program to address the established needs of the M/W/D/EBE community. The committee was formed per [Resolution 71-R-97](#).

OF MEMBERS: 10 members

QUALIFICATIONS: Housing and Community Development Committee representative, an Economic Development Committee Representative, an Evanston Chamber of Commerce Representative, Four (4) members from the local business community, and two (2) citizens at large.

TERM: 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.

MEETING SCHEDULE: 3rd Wednesday of every month at 6:00 P.M.

PLACE: Room 2402

REPORTS TO: City Council

[Business](#) >>

Business Diversity

There were two links that did not work and one link to a document that is from 2013 with outdated city council information.

The City of Evanston Business Diversity webpage provides information to site visitors seeking details on the City's intent to include diversity within city funded projects (M/W/D/EBE) and the hiring of Evanston residents for construction projects through the Local Employment Program (LEP)

The Business Diversity webpage provides the following:

- Brief description of the City's M/W/D/EBE goal and Local Employment Program (LEP).
- Examples to assist firms with meeting the 25% M/W/D/EBE participation goal
- Explanation of expectations from firms regarding participation.
- Active links to related city forms, documents, and resources to assist interested firms.