



City of Cambridge

O-33

IN CITY COUNCIL

July 29, 2002

COUNCILLOR SIMMONS

ORDERED: That the City Manager be and hereby is requested to instruct the Purchasing Agent, the Auditor, the Economic Development Director to meet and prepare a written information packet to be included with the Fall, 2002 Women and Minority Business Directory and on the Web outlining the following:

- Process to do business with the city;
- Process for vendor to be added to state contract;
- Purchase order process listing contact person;
- Bills payable process listing contact person;
- Process where product vendor can sell product to the city departments and who to contact; and be it further

ORDERED: That the City Manager be and hereby is requested to inform all city departments and in particular fiscal personnel in each department the importance of bills owed by the city to be paid in a timely manner.

In City Council July 29, 2002.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:- 

D. Margaret Drury
City Clerk

the fall. There are over 200 women and minority owned businesses in the directory. It is one book including both women and minority owned businesses. She anticipates bringing the directory to be printed within a month. Additional resource information, such as loan information and the state certification process will be included in the directory. The directory will also be on the Web.

Councillor Simmons asked if the bid process could be explained in the directory to help the BCI. She suggested the following could be provided:

- Small business information provided by Ms. Johnson
- Bid and purchase order information provided by Ms. Griffin
- Bill payment process information provided by Mr. Monagle.

This information will be very helpful to small businesses, she said. She also wanted the directory to be reversed to let businesses know that the city wants to do business with them. This information should let businesses know how to interface with the city and with whom to interface.

Ms. Williams suggested to Ms. Johnson that the business surveys should be distributed electronically.

Vice Mayor Davis asked if the directory on the Web would have a search feature. She suggested the use of a high tech company. Ms. Johnson stated that the work would be done internally. She will check on the search feature. Vice Mayor Davis stated that she would like a model. Ms. Williams stated that WIBC Connection has a new directory on the Web. Mr. Brown stated that the State Office of Minorities and Women Business Association (SOMWBA) has a search feature, however printing the report is time consuming. He suggested that the SOMWBA Web site be reviewed to learn what you do not want on the site. He also provided the committee with the SOMWBA list as requested at the previous meeting. The SOMWBA list will be on file in the City Clerk's Office. Ms. Johnson stated that the information would be polled by the standard industrial codes.

Vice Mayor Davis asked if environmentally friendly vendors would be listed. Ms. Johnson replied that this information will not be included, but it can be noted in the directory that Cambridge is interested in environmentally friendly vendors. Ms. Griffin provided a copy of the State Environmentally Preferable Products Procurement Program **ATTACHMENT A**.

Ms. Glaser stated that Cambridge is involved in the Cities for Climate Protection Plan (CCP). She distributed information on the CCP **ATTACHMENT B**. She also distributed a draft of Strategy 3: Environmentally Preferable Purchasing **ATTACHMENT C**. Vice Mayor Davis suggested a menu of all purchasing strategy recommendations beyond paper and diesel fuel be requested from the Community Development Department. She further suggested that John Bolduc, author of the CCP, be invited to a meeting of this committee.

Councillor Simmons asked Ms. Johnson how was the Business Industrial District (BID) progressing. Ms. Johnson responded that the business community would present a plan to the City Council at the end of the summer or in the early fall. A certain percentage of businesses need to become BID members. Businesses in Central Square have been encouraged to join the BID. Councillor Simmons asked if the businesses are interested in the BID. Very interested, but there are a lot of volunteers working on the BID who are retirement age. Is there someone to contact regarding the BID asked Councillor Simmons. Mr. George Metzger and Arnold Goldstein replied Ms. Johnson.

The committee next discussed the Buy Cambridge Initiative (BCI). Councillor Simmons stated that she would like to have a BCI Expo in mid October. A viable package to distribute is needed for the BCI Expo. The directory should be ready to distribute. A reverse directory is needed. She used this example to explain the reverse directory: if a vendor sells paint who can the vendor contact in the city to sell the paint.

Ms. Griffin informed the committee that there is information on the Web that encourages Cambridge vendors to add their business to the state contract list. Councillor Simmons stated that

Cambridge small businesses do not know that they can do business with the City. Ms. Williams stated that some small businesses do not want to do business with the city because it takes too long to be paid. Councillor Simmons wanted to know how can this lengthy bill payable process be change. She further asked if the city has a mechanism to respond to businesses that want to do business with the city. Ms. Griffin distributed a list of products the city purchases **ATTACHMENT D** and the buyers in her office and the department for which they purchase goods **ATTACHMENT E**.

Councillor Simmons asked how could the bills payable process be made better. Prompt payment is critical for small businesses. How should the process work. Ms. Griffin explained by example. If a concert is performed a check can be cut and given to the vendor after the performance. People Soft, the city's new financial computer program, caused a delay. That delay has been worked out. Councillor Simmons asked how can the administration instill in the city departments that it is crucial to pay bills in a timely fashion. Mr. Monagle informed the committee that if a purchase order was issued the money for the goods or services is encumbered. This bill can be paid in one week. Councillor Simmons stated that she wanted a small committee of members of the Purchasing Department, Community Development Department and the Auditing Department to list the steps how a small business does business with the city, who to contact, how to be added to the state contract list, how to secure payment from the city, who to contact if there is a problem or delay in getting the bill paid. Mr. Monagle stated that a Bills Payable Schedule would need to be prepared by the department that purchased the product before a check is cut. He suggested retraining of all city department heads and the fiscal personnel in the departments to ensure the fact that these key individuals understand the importance of paying a bill promptly.

Councillor Simmons added that the City of Cambridge needs to build a good reputation regarding prompt payment of bills. If a vendor experiences a problem there should be one person only that the vendor contacts to rectify the situation. Ms. Johnson asked if there is an internal auditing process so see how long it takes to get bills paid. Mr. Monagle responded that all bills that enter his office are time stamped. Ms. Johnson asked if there is a uniform standard throughout the city on the payment of bills. Councillor Simmons stated that paying bills should not vary by department.

Vice Mayor Davis suggested that the city needs to do the following:

- Improve the reputation on bills payable;
- Information on purchasing and payment process should be put on the Web; and
- Publicity done about information, directory and steps taken to improve payment process.

Councillor Simmons strongly suggested fixing the process before any publicity is done.

Ms. Griffin stated that departments need to be educated about the hardship caused for the small business by bills being paid late and the harm caused to the reputation of the city by this payment delay.

Ms. Williams informed the committee that small businesses do not operate on purchase orders. Small businesses, she said, also need to be educated. Councillor Simmons suggested that a purchase order form be developed for the use of small businesses. Ms. Williams stated language must be clear and to list the procedure.

Councillor Simmons asked for a copy of the Accounting Policy for the city. Mr. Monagle would provide the policy.

Ms. Williams also suggested that the city educate department heads to use local businesses.

18th. At the conclusion of the meeting it was decided that the BCI Expo would occur October 17th and

Councillor Simmons made the following motion:

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The motion carried on a voice vote.

Councillor Simmons thanked all attendees. She stated that the topic for the next meeting would be the Gibbs Report and outreach for the BCI Expo.

The meeting adjourned at twelve o'clock and twenty minutes p. m.

For the Committee,

Councillor E. Denise Simmons,
Chair

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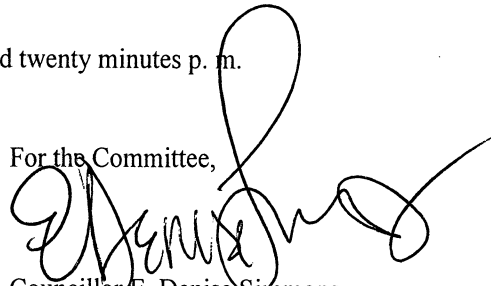
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Councillor E. Denise Simmons,
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ATTACHMENT A

The Commonwealth of Massachusetts Environmentally Preferable Products Procurement Program

[EPP Home Page](#)[General Information](#)[Regulations, Policies & Programs](#)[Awards & Pilot Purchases](#)[Information for EPP Vendors](#)[Product & Service Information](#)[Upcoming Events](#)[Reports & Handbooks](#)[Links](#)[Contacts](#)

Environmentally Preferable Product Procurement

The Operational Services Division (OSD) is responsible for coordinating the Commonwealth of Massachusetts' efforts to increase State purchases of environmentally preferable products, including goods that:

- Contain recycled materials;
- Minimize waste;
- Conserve energy and/or water;
- Contain fewer toxic materials;
- Conserve natural resources;
- Protect open space; and/or
- Minimize impact to public health.

This program, funded by the Massachusetts Executive Office of Environmental Affairs and the Massachusetts Department of Environmental Protection, works to establish Statewide contracts for environmentally preferable products, conduct outreach to the environmental business community and provide educational assistance and technical expertise to State agencies and political subdivisions (including municipalities). Through its environmental procurement staff, OSD offers workshops to procurement officials and cooperative purchasing organizations, and sponsors an annual environmental products vendor fair and conference.



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The Commonwealth of Massachusetts

Environmentally Preferable Products Procurement Program



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Click the **PRODUCT/ SERVICE** to view the product/ service summary.
Click the **CONTRACT NUMBER** to view the contract information on the Comm-PASS web site. Comm-PASS is the Commonwealth of Massachusetts' Procurement Access and Solution System.

PRODUCT	CONTRACT NUMBER	SUMMARY
Anti-Freeze, Recycled	VEH 18	Provides recycled antifreeze made from 100% recycled ethylene glycol in both concentrate and ready-to-use forms. The vendor also offers recycling of spent antifreeze for quantities of 55 gallons or more.
Boxes, Recycled Archival Storage and Corrugated, Reusable Rental Crates and EPP Packing Material	OFF12	Provides boxes with a minimum of 35% post-consumer recycled content for a variety of uses, as well as recycled and reusable plastic rental crates and EPP packing supplies.
Building Materials and Supplies	FAC 02	Provides for eight categories of various building materials, including, but not limited to, wall panels, flakeboard, cellulose insulation, underlayment, recycled rubber mats, Simple Green EPP cleaners, Trex recycled lumber, rechargeable batteries, water efficient devices, and solar landscape lights.
Carpet and Flooring Products and Services, Recycled	FAC 14	Covers carpet and flooring including playground and sport surfaces, with recovered content.
Cleaning Products, Environmentally Preferable	GRO 04	Covers a broad selection of alternative cleaners that are environmentally preferable to commonly used harsh chemical cleaners.
Compost and Mulch, Recycled	FAC 19	This contract covers compost, mulch and facility landscaping materials made with recycled materials.
Containers & Carts, Recycling Set-out	EQE-RSC11RC	This contract provides recycling bins and containers made with a minimum of 50% post-consumer content and wheeled carts for use in schools, offices and multi-family units, made with a minimum of 20% post-consumer content.

<u>Compost Bins</u>	<u>FAC 16</u>	Provides for aerobic, rodent resistant composting bins suitable for have use, as well as materials to promote bin use. It also covers vendor/purchaser collaborative truckload sales events.
<u>Electrical & Lighting Supplies and Equipment (energy efficient)</u>	<u>FAC 22</u>	Covers lighting materials, including incandescent and fluorescent bulbs and ballasts. All contractors offer free energy audits to improve the efficiency of your facility.
<u>Glass Beads, Recycled</u>	<u>VEH 10</u>	Covers 100% pre-consumer recycled glass for use in roadway painting operations to improve the night visibility of the paint.
<u>Hospital Supplies, Remanufactured or Used</u>	<u>HSP 18</u>	Covers a range of supplies and equipment including remanufactured or used lifts, bathing systems, stretchers, wheelchairs, beds, etc.
<u>Industrial/Commercial Supplies</u>	<u>FAC 04</u>	Covers products in twelve categories including drum funnels, hazmat storage cabinets, 55 gallon drums, absorbents, gloves, goggles, spill kits, fire extinguishers, electric motors, programmable timers, alternative refrigerants, rechargeable batteries, degreasers, etc.
<u>Office Furnishings, Remanufactured</u>	<u>OFF 03</u>	Covers remanufactured office panels in a broad range of fabrics and design configurations.
<u>Office Supplies</u>	<u>OFF 01</u>	Covers office supplies with recycled content including files folders, pencils, binders, notebooks, post-its, diskette mailers, etc.
<u>Offset Printing, General</u>	<u>I 6500</u>	Covers printing in four regions of MA that provide printing services using recycled paper, chlorine-free paper, and "tree-free" papers.
<u>Oil, Re-Refined, Auto Engine</u>	<u>VEH 18A</u>	Covers motor oil containing a minimum of 50% re-refined stock, recycled antifreeze, and other lubricants, including a bio-based lubricant for cars.
<u>Paint</u>		New contract to be awarded late 2001.
<u>Paper and Envelopes, Recycled</u>	<u>OFF 05</u>	A comprehensive contract covering five office paper product categories.
<u>PCs and Peripherals</u>	<u>ITC 05</u>	Covers ENERGY STAR® compliant systems, designed for recyclability, contain recycled content and shipped in recycled or reduced packaging.
		Covers purchases of photocopy

<u>Photocopier Equipment, Supplies & Service, Energy Efficient (Including Remanufactured)</u>	<u>OFF 02</u>	equipment, leases, tax exempt lease purchases, and rentals up to six months emphasizing energy saving equipment, remanufactured equipment and supplies, etc.
<u>Plastic Lumber, Recycled</u>	<u>FAC 20</u>	Covers benches and tables; dimensional lumber; planters; trash and recycling container housings; playground equipment; and speed bumps, parking stops, wheel chocks, etc.
<u>Prime Grocer Contract</u>	<u>G 5700</u>	Covers paper towels; toilet paper; paper plates, bowls and trays; trash bags; office recycling containers; etc.
<u>Promotional Items, Recycled</u>	<u>OSC 01</u>	Covers promotional and souvenir merchandise with recycled content (clothing made from recycled plastic soda bottles and organic cotton, 100% recycled plastic award plaques)
<u>Tires, Retread</u>	<u>VEH 21</u>	This contract provides a selection of retread tires from two vendors and a wide range of related services and tire management programs.
<u>Toner Cartridges, Laser Printer, Remanufactured</u>	<u>OFF 06</u>	Covers remanufactured printer cartridges and cartridge take back services.
<u>Traffic Cones, Recycled</u>	<u>VEH 30</u>	Covers cones with 58% recovered materials, 8% post-consumer content.
<u>Trash Bags, Plastic, Imprinted</u>	<u>DEP 99-2000-4</u>	Covers trash can liners for volume-based fee collection programs, with 20% post-consumer content.
<u>Uniform, Apparel, Footwear & Accessories (Safety Vests)</u>	<u>CLT04</u>	Among other items, this contract offers four styles of mesh safety vests made with 100% post-consumer recycled plastic, with or without reflective strips; for highway work and other uses.
<u>Vehicles, Electric</u>	<u>VEH 08</u>	Covers four types of electric vehicles.
<u>Vehicle Parts, Motorized Accessories/Supplies (Reman)</u>	<u>VEH 11A</u>	Two vendors on this contract supply remanufactured parts and/or accessories.
<u>Water Treatment Chemicals - Pool Ionization</u>	<u>FAC 17</u>	Covers chemicals used in drinking water, waste water, swimming pools and boiler plants; two vendors offer pool ionization systems as an EP alternative to heavy chlorine use.
SERVICE	CONTRACT NUMBER	SUMMARY
<u>Hazardous Material and Medical Waste Collection and Disposal</u>	<u>ST9J213A</u>	Covers automotive product collection services for used oil and filters, spent anti-freeze, oil and solvent saturated rags and old gasoline.

<u>Fluorescent Lamps and Ballasts - Recycling</u>	<u>ST7J211</u>	Covers collection and recycling of fluorescent lamps, PCB/DEHP ballasts, HID lamps, computers and batteries.
<u>Cathode Ray Tube (CRT) Recycling</u>	<u>ST0J211</u>	Provides for a large volume, long-term option for the collection and recycling of CRTs and other computer peripherals.
<u>Pesticide Collection Services</u>	<u>ST8J213</u>	Provides on-call collection services for waste pesticides by a licensed vendor.
<u>Integrated Pest Management (IPM)</u>	<u>ST8J181</u>	Provides access to pre-qualified contractors experienced in IPM and efforts to reduce the use of toxic pesticides.
<u>Scrap Tire Disposal Services</u>	<u>STOJ39S</u>	Provides all contract users with a means to recycle and/or remove scrap tires and shred tires in an environmentally sound manner. See contract for details.
<u>Solid Waste and Recycling Services</u>	<u>ST1J391</u>	Provides a list of approved vendors who can offer Commonwealth departments services to recycle (or dispose) a broad range of materials. See the contract for details on how customized services can be created easily.



to [EPP Home page](#)

[OSD Privacy Policy](#)

ATTACHMENT B

State:

The Commonwealth has a program, the Environmentally Preferable Products Program, or EPP, which mandates that procurements for state agencies must meet specific environmental standards. The Operational Services Division (OSD) administers the EPP Program, in conjunction with the DEP and EOE. Primarily, the OSD designates products and services with minimum qualifications for toxic waste reduction. Adherence to the program is maintained by mandatory record keeping in the various departments.

The program requires mandatory purchasing of a number of general office and janitorial supplies, as well as automotive related products and facility products. These products have been determined to be available "at a value and quality comparable" to their non-environmentally preferable counterparts.

Also included are a list of recommended products that adhere to an even higher standard, not as readily accessible, but again, "at a value and quality comparable" to their non-environmentally preferable counterparts.

The OSD facilitated the procurement of these products by locating (and in most cases set up statewide contracts for) the EPP products. Theoretically, this could be done on a citywide basis as well.

Harvard University:

Harvard's Green Campus Initiative was begun in 2000 to achieve "cost-effective, high-performance and environmentally sustainable campus operations." Mainly their efforts focus on reducing resource consumption and reductions in pollution and waste. Focus areas include alternative fuels/vehicles; best-practices exchanges; computer energy reduction; a loan fund for green technology; and a greenhouse gas inventory.

MIT:

MIT's programs seem to be more comprehensive than either of the above. MIT expanded their recycling program to include many more products than traditional curbside recycling programs. Their Facilities Dept. has won numerous awards for their implementation of water and energy conservation efforts. Likewise, their Green Procurement program accounted for approximately 1/5 of all purchases made at MIT in 2001. Dining Services has initiated a composting program at a number of their dining halls, and is currently composting about 9 tons of organic material per month!

Cities for Climate Protection (CCP):

Cambridge has been a member of Cities for Climate Protection (CCP), a campaign of the International Council for Local Environmental Initiatives (ICLEI). The CCP is a

performance-oriented campaign that offers a framework for local governments to develop a strategic agenda to reduce global warming and air pollution emissions, with the benefit of improving community livability. Five hundred local governments are participating the Campaign, representing 8% of global greenhouse gas emissions, and the numbers are growing.

Other:

Alternative Fuels: BIODIESEL

Biodiesel is a new technology that is sweeping the country, as it can have big impacts on local air and health without a large investment. In fact Massachusetts just got its first public Biodiesel station in Chelsea. UMass Amherst has begun to fuel their fleets with biodiesel as well. There is a lot of flexibility with biodiesel as well. In its pure form (B100), while more expensive, has dramatic results on emissions, but even a mixed version (B20) can have a large impact. Converting to biodiesel requires little or no modification of existing engines. The Chelsea station sell B20 (a 20% mix) for \$1.59 a gallon. Please see www.biodiesel.org for more information.

ATTACHMENT C

Strategy 3: Environmentally Preferable Purchasing

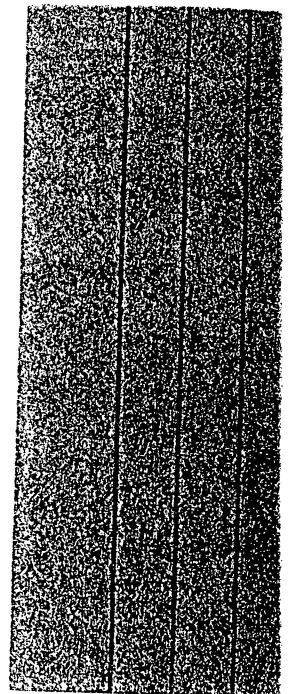
Purchasing of products with recycled content is essential to support a market for recycled waste material.

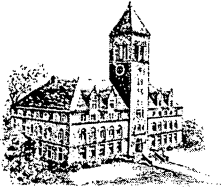
Actions: 1990 – 2001

- The City established a “buy recycled paper” policy in 1998.
- MIT initiated a "green goods" procurement program in 2000 that increased recycled paper (i.e., 30% to 50% recycled content, chlorine-free) use from less than 5% to 64% of total paper use on campus. The campus copy center's recycled paper use constitutes over 90% of its paper use.

Possible Actions

- Reevaluate the City's system for tracking recycled and non-recycled paper and plastic purchases to ensure accurate recording of the quantities purchased. Determine the current percentage of paper and plastic purchases that meet recycled content goals, and then set goals for increasing the percentage. Work with the School Department to accomplish the same steps.
- Assess the availability and performance of computer printers with double-sided printing capacity. If such equipment is satisfactory, establish a City policy to mandate a preference for printers with double-sided printing capacity.





City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

Memorandum

To: Economic Development, Training and Employment Committee
From: Cynthia H. Griffin, Purchasing Agent
Date: May 22, 2002
Re: Commodities/Services Purchased

The Purchasing Department has reviewed this past year's purchases and, excluding construction and designer services contracts, find that the following are the goods and services purchased in the greatest volume.

Office Products

Paper

Fleet Vehicle Parts and Labor

Food and Refreshments

School Supplies

Towing

Reprographics

Hardware and Paint

Taxi Service

Arts and Crafts

Computers

Bottled Water

Construction Materials

Toner Cartridges





City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

Memorandum

To: Economic Development, Training and Employment Committee

From: Cynthia H. Griffin, Purchasing Agent

Date: May 22, 2002

Re: Assistant Buyer Department Assignments

The Purchasing Department, in an effort to improve customer service, assigned an Assistant Buyer to each department. The Assistant Buyer is responsible for processing requisitions and purchase orders, providing information on available vendors both state and local, and soliciting quotes or formal bids as needed. The Assistant Purchasing Agent, Joan Dillon, supervises the Assistant Buyers. All construction bids, Requests for Designer Services and Request for Proposals are the responsibility of Nancy McLeod, Construction Procurement Manager. The Department's clerical assistant, Virginia Fitzgibbon supports all the administrative functions of the Department.

The Assistant Buyer's assignments are as follows:

Ameedah Abuwi 349-4309 aabuwi@ci.cambridge.ma.us	Elaine Leary 349-4308 eleary@ci.cambridge.ma.us	Katie Pye 349-4311 kpye@ci.cambridge.ma.us
Auditing, Conservation	Animal Comm., Arts Council	Assessors, Cable TV
Consumer, Electrical, Emergency	Budget, Cable TV, City Council	City Clerk, DHSP
Comm., Emergency Mgmt.	City Manager, City Clerk	Election Comm., Fire
License, MIS, Peace	Community Development	Police Dept. Public Works
Police Review, Traffic, Water	Finance, Inspectional Svcs	Weights & Measures
Women's Commission	Law, Library, Mayor, Personnel	
	Positive Edge, Veteran's	
	School Vendors	



City of Cambridge

ECONOMIC DEVELOPMENT, TRAINING AND EMPLOYMENT COMMITTEE MEMBERS

*Councillor E. Denise Simmons, Chair
Vice Mayor Henrietta Davis
Councillor Kenneth E. Reeves*

In City Council July 29, 2002

The Economic Development, Training and Employment Committee conducted a public meeting on Thursday, June 20, 2002 at eleven o'clock and five minutes a.m. in the Ackermann Room.

The purpose of the meeting was to discuss the youth summit, the business directories, the Buy Cambridge Initiative (BCI) and any other business that comes before the committee.

Present at the meeting were Councillor E. Denise Simmons, Chair of the committee, Vice Mayor Henrietta Davis, Ellen Semonoff, Deputy Director, Human Services Department, Sue Walsh, Director, Workforce Development, Susan Glaser, Deputy Director, Community Development Department, Estella Johnson, Economic Development Director, Community Development Department, Duane Brown, Affirmative Action Officer, Cynthia Griffin, Purchasing Agent, Joan Dillon, Assistant Purchasing Agent, Nancy McLeod, Construction Procurement Manager, Purchasing Department, James Monagle, City Auditor and Donna P. Lopez, Deputy City Clerk.

Also present at the meeting was Nicola Williams, a business owner.

Councillor Simmons opened the meeting and stated the topics of discussion will be the following:

- Update on the youth summit;
- Update on the business directories;
- Buy Cambridge Initiative and
- Procurement process that impedes women, people of color and small businesses from doing business with the city.

Councillor Simmons asked Ms. Walsh to give an updated on the youth summit. Ms. Walsh stated that the youth summit name is misleading. This was a vehicle to get youth service agencies together to collaborate. Representatives from the Housing Authority, Community Development, Office of Workforce Development, RSTA Director Steve Spofford and the Disabilities Commission met and discussed ways how to work more closely. Mr. Spofford wanted to have the school more involved. Two meetings were held. The second meeting was more focused on professional development, the development of a mission statement and ways to enhance collaboration with the business community. The committee will continue to meet and develop a plan to have a Cambridge compact to enlist the business community to buy into employing the youth of the City.

Estella Johnson stated this effort is a way to marshal resources in Cambridge to let the youth know what is out in the job market and to let the businesses learn about the programs in the school. Councillor Simmons asked if there is interest in the business community to hire students. Ms. Walsh informed the committee that business pledges are down thirty percent for jobs because of the economy. The business community is concerned about the skills of the future workforce. Councillor Simmons asked what is the end result. Ms. Walsh responded to create a number of ways for the businesses to connect. Ms. Johnson stated that the City wants Cambridge businesses to employ Cambridge residents and to look toward the school to develop good relationships, such as providing a tuition program for the youth to go on to higher education.

Councillor Simmons turned to the next topic, the business directories. She asked for a progress report. Ms. Johnson stated that the Women and Minorities Owned Business Directory will be ready before

S-213

Committee Report #7

Committee Report from Councillor E. Denise Simmons, Chair of the Economic Development, Training and Employment Committee, for a meeting held on June 20, 2002 to discuss the youth summit, the business directories, the Buy Cambridge Initiative (BCI) and any other business that comes before the committee.

In City Council July 29, 2002

**REPORT ACCEPTED.
PLACED ON FILE.
ORDER ADOPTED.
SEE ORDER #33.**