



**2007 – 2008 Annual Review  
and  
2008 – 2009 Work Plan**

**Minority-Owned and Women-Owned Business Enterprise (MBE/WBE) &  
Small Business Enterprise Procurement Program Advisory Committee**

**PART I – Annual Review**

**1. Provide a brief summary of the work of the board during the past year including a list of their activities and achievements.**

- Improved relationship with council subcommittee
- Council acted on three resolutions of the Commission:
  - Third-party agreement
  - Expedited Pay
  - Super-Prompt pay
  - Disparity Study—update ordinance and goals
- Rules were amended to allow for progressive sanctions
- Greater participation from the business community in work sessions and planning
- Utilization form for professional services
- Increased DSMBR staff and resources
- Cooperative Purchase Review Process put into place
- No Goals Review process put into place to review for sub opportunities
- Reviewed and made recommendations to the development of trade summaries included in notifications (*ongoing*)
- Alternative delivery method project education for the community and the City of Austin (*ongoing*)

- Commission members have committed to the organization and process to better meet the needs of the community, including the Boards/Commissions training

**Note: See attachment on page 5 of Missed Opportunities**

**2. Evaluate board actions throughout the year to determine compliance with the mission statement.**

The MBE/WBE and Small Business Advisory Committee had numerous actions throughout the year that led to development of programs and recommendations on policies to the City Council. These actions are outlined in the response to number 1 and are in accordance with the mission statement of the Committee. They were accomplished by discussions, presentations, and community and staff input over the course of 12 regularly scheduled meetings and 7 special called meetings in 2008.

**3. Summarize input from staff and citizens assessing board's success in complying with their mission statement.**

The MBE/WBE and Small Business Advisory Committee has made several positive recommendations and policy improvements to the MBE/WBE Procurement Program which has led to success in complying with their mission statement.

**4. Recommendations on whether:**

- **The board should continue operation or be dissolved ;**  
The board recommends continuing operations.
- **The board's functions should be modified, including the transfer of a function to another board;**  
The board does not recommend any modifications.
- **Any changes to the board's bylaws;**  
The board will review the bylaws and make recommendations as needed.

## **PART II – Workplan**

### **1. Mission statement**

The function of the Advisory Committee is to recommend changes to the City Code provisions, adopted rules and regulations, and program operations, and to review the City Manager's annual program report (City Code § 2-1-163).

### **2. Goals and objectives for the next plan year, per the Committee's Mission, focus on long-range, strategic issues.**

Recommended Changes to Rules & Regulations:

- Educate Council Sub-Committee and eventually the entire City Council with regard to the ordinance affecting MBE/WBE.
  1. Recommend to Council that they direct the City Managers Office to direct all staff and departments to recognize SMBR as the Council's authorized representative to implement interpret and enforce the MBE/WBE program ordinance.
  2. Recommend to City Council that a directive be issued to City Managers Office that report procurement process and opportunities and awards to the MBE/WBE Committee

Recommended Changes To Program Operations:

- Continue the training of the user departments and staff with regard to the program and application and implementation of the program.
- Further the discussion of how to train the small business owners, community and staff regarding the alternative delivery system.
  1. Create a notification process of upcoming projects to be used by all departments and review proposed delivery methods
- Improve the pre-bid process to increase the MBE/WBE participation in specific projects and recommend that the City update the coding process (construction industry and professional services/commodity).
- Remain focused and move forward the software application as it relates to the MBE/WBE Program.

**3. Proposed activities for the next year to achieve the board's goals and objectives.**

- Continue to receive public input at meetings and work sessions to make recommendations to City Council to achieve goals and objectives listed above.
- Continue community outreach to identify and address issues to solicit community input.
- Receive updates at monthly meetings about proposed new software
- Work with SMBR, Public Works, Legal and Purchasing Department's to continue to improve communication by conducting weekly meetings or phone calls
- Research practices that impact small businesses and contractors and make recommendations on policy improvements to the City
- Review programs implemented in 2008 to determine effectiveness and if modifications are needed.
- Increase visibility of the under \$5K Program, and encourage City departments to notify SMBR of projects under \$50K in advance to allow MBE/WBE registered businesses to participate in the contract solicitation process.
- Create a notification process of upcoming projects to be used by all departments and review proposed delivery methods
- Continue community outreach to identify and address community issues and needs to solicit community input.

**4. Administrative and staff support requirements anticipated for the upcoming year.**

- Executive level staff person assigned to board
- Administrative staff assigned to assist board
- Prepare Agendas
- Post meeting notices
- Maintain attendance records of all the members of the board.
- Prepare meeting minutes

## **ATTACHMENT**

### **Missed Opportunities:**

- Failed to identify research to move forward in the study of the bonding market and its impact on small business and contractors.
- Software application for DSMBR was not purchased or implemented.
- Disparity in the project management training offered within the departments at the City of Austin.
- Create a better line of communication for Council Sub-Committee on MBE/WBE to better educate them regarding program objectives.
- Create a definition and an evaluation tool “of good faith effort” for construction and professional services.
- Request user departments bring forth policy issues related to infrastructure and design procurement to the committee earlier in the process to facilitate full committee discussion using and understanding alternative methods.
- City’s use of outdated (commodity) coding system.
- Delay in the City’s financial departments in preparing and delivering reports in a timely manner.
- DSMBR to have access to COAs list of vendors to update Vendor listing in a more expedited manner.
- Weakness in the minority pre-bid process in identifying opportunities
- DSMBR does not have the impact necessary to affect change within the City to address the needs of the minority business community. Specifically, in implementing the ordinance.