



**MBE/WBE and Small Business Enterprise
Procurement Program Advisory Committee Meeting Minutes**

**Regular Meeting
Tuesday, January 07, 2014**

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, January 07, 2014 at 301 W. 2nd Street, Boards & Commissions Room 1101, in Austin, Texas.

Acting Chair Barbra Boeta called the Board Meeting to order at 5:35 p.m.

Board Members in Attendance:

Anne Harutunian, Barbra Boeta, Channy Soeur, Regina Adams, Schiller Liao, Sheri Marshall

1. APPROVAL OF MINUTES

The minutes for the regular meeting of December 3, 2013 were approved on Committee Member Schiller Liao's motion, seconded by Committee Member Regina Adams, on a 6-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

There were no speakers signed for Citizen Communication.

3. NEW BUSINESS

- a.** Update from the Weatherization Committee to include the 2014 meeting schedule
Committee Member Anne Harutunian provided an update on Weatherization Committee activities, programs, presentations, and the approved 2014 meeting schedule.
- b.** Update from Ryan Krogstad, DPR Construction, Inc., on M/WBE participation on the Austin Energy New Energy Control Center project
Mr. Krogstad provided a presentation on MBE/WBE participation at the Austin Energy New Energy Control Center and responded to questions from the Committee.
- c.** Presentation from Austin Commercial, Consolidated Rental Car Facility (CONRAC), regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their agreement with the City
Jeremy Martinez, Project Administrator, and Karen Diana, Project Manager, of Austin Commercial provided a presentation on the CONRAC project including project schedule and anticipated participation and responded to questions from the Committee.
- d.** Presentation from the Purchasing Office on procurement of advertising services, including the use of electronic advertising and the effects on local certified M/WBE newspapers
Mike Benson, Chief Administrative Officer, Purchasing Office, briefed the Committee on the procurement of advertising services and responded to questions from the Committee.

- e. Presentation from staff regarding parameters of requirements on local preference in government procurement
The Committee postponed this item for February meeting.

4. OLD BUSINESS

- a. Discuss and make recommendations on a guaranteed loan program, including a collateral pool for small businesses and minority- and women owned businesses (MBE/WBEs) that contract with the City directly, or through companies that contract with the City or have chapter 380 economic incentive agreements with the City
Veronica Lara, SMBR Director, provided an update on progress of stakeholder meetings and outreach, summary of comments received to-date, and action plan for presentation to Council.
- b. Development of Third Party presentation guidelines for Third Party companies presenting to the Advisory Committee
The Committee reviewed the draft guidelines and proposed changes to the document.
- c. Discussion on terms and language in City of Austin's Third Party Resolution, SMBR's Third Party Agreement Guidebook, and Chapter 380 economic development agreements
The Committee reviewed the documents and proposed changes to the Guidebook.

5. STAFF BRIEFINGS

- a. Monthly report and update from SMBR regarding the Small Business Construction Program (SBCP), Request for Change (RFC) and Council Awards reports.
Debra Dibble, Assistant Director SMBR, provided an update on the SBCP, RFC, and Council Awards reports.
- b. Monthly report and update from SMBR regarding Third Party Agreement reports.
Debra Dibble, Assistant Director SMBR, provided an update on the Third Party Agreement reports.

6. AGENDA ITEMS

- a. Presentation from staff regarding parameters of requirements on local preference in government procurement
- b. Update on guaranteed loan program/ financial and payment assistance options presentation to Council
- c. Presentation from Trammel Crow, Green Water Treatment Plant

7. ADJOURN

Acting Chair Barbra Boeta adjourned the meeting at 7:33 p.m. without objection.