



**The Board/Commission mission statement (per the City Code) is:**

- 1) Review the city manager's report, as described in Sections 2-9(A-D)-18 (Program Review); and
  - 2) Recommend changes to the City Code provisions, adopted rules and regulations, and program operations.
1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provide in the relevant sections of the City Code.

The MBE/WBE & Small Business Procurement Advisory Committee's actions supporting their mission during calendar year 2016 were as follows:

**MBE/WBE PROGRAM DEVELOPMENT & MONITORING:**

1. *SMBR*  
*Budget:* received update on annual department budget and made recommendations as appropriate.
2. *Annual*  
*Internal Review:* Received presentation on the 2015 Annual Internal Review and approved the report on the review.
3. *City*  
*Solicitation and Goal Determination Process:* reviewed and discussed solicitation and goal determination process.
4. *Local*  
*Preference in Local Government Procurement:* approved recommendation on Local Preference in Local Government Procurement with direction to present recommendations to the Economic Opportunity Council Committee for adoption and recommendation to Council.
5. *Minority-*  
*Owned, Women-Owned and Small Business Enterprise Procurement Program ordinance:* Proposed revision to the MBE/WBE and Small Business Enterprise Procurement Program ordinance; proposed revision to the Economic Opportunity Council Committee for adoption and recommendation to Council.
6. *Small Business Construction Program:* perform annual review of program and assess continuation.
7. *Third Party*  
*Resolution:* monitored agreements; facilitated presentations by Third Party

Agreement participants; and made recommendations on the implementation of the resolution and associated processes.

**B. *MBE/WBE***

***Training and Outreach:***

Continue to support SMBR, make recommendations on outreach opportunities/information sessions for small businesses and the promotion of City project procurement, support business development opportunities between the city and the small business, women and minority communities.

**C. *Policy and Reporting***

Received updates and information on city policy affecting the MBE/WBE and Small Business Enterprise Procurement Program.

2. Determine if the board's actions throughout the year comply with the mission statement. The MBE/WBE & Small Business Enterprise Procurement Program Advisory Committee's actions did comply with the mission statement throughout the calendar year 2015.

3. List the board's goals and objectives for the new calendar year. The MBE/WBE & Small Business Procurement Program Advisory Committee's goals and objectives for the Calendar year 2016 include but are not limited to the following:

**A. *MBE/WBE PROGRAM DEVELOPMENT & MONITORING:***

1. *Disparity Study:* Review and monitor disparity study implementation and provide feedback and information as necessary.
2. *Third Party Resolution:* continue to monitor and make recommendations on the implementation of the resolution and associated processes, and continue to review mBE/WBE and small business participation on third party projects including but not limited to, updates on Consolidated Car Rental Facility (CONRAC)
3. *Small Business Construction Program:* perform annual review of program and assess continuation
4. *Local Business Preference in Government Procurement:* continue to evaluate and monitor Local Business Preference in Government Procurement items
5. *City Solicitation and Goal Determination Process:* continue discussions and recommendations to processes.
6. *Economic Opportunity Council Committee:* continue to keep Council Committee apprised of MBE/WBE Program recommendations made by the advisory committee.

**B. POLICY & REPORTING**

Continue to review staff reports and recommended changes to the reporting methods and processes for ease of use and transparency.

This Annual Internal Review was adopted by the MBE/WBE & Small Business Enterprise Procurement Program Advisory Committee on TBD

