



## **Annual Internal Review**

**This report covers the time period of 1/1/2013 to 12/31/2013**

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

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**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 provided in the relevant sections of the City Code.**

The MBE/WBE & Small Business Procurement Advisory Committee's actions supporting their mission during calendar year 2013 were as follows:

- I. **MBE/WBE PROGRAM DEVELOPMENT & MONITORING:**
  1. *Disparity Study: made recommendations for the Disparity Study*
  2. *Weatherization Program: reviewed MBE/WBE and Small Business participation in the Weatherization Assistance Program and implemented reporting and schedule changes*
  3. *Small Business Construction Program: reviewed monthly reports of program activity*
  4. *Third Party Resolution: monitored agreements; facilitated presentations by Third Party Agreement participants; and made recommendations on the implementation of the resolution and associated processes*
  5. *SMBR Budget: received updates on department budget and made recommendations as appropriate*

**II. MBE/WBE TRAINING & OUTREACH:**

*Continue to support SMBR and make recommendations on outreach opportunities/ information sessions for small businesses and upcoming City projects*

**III. POLICY & REPORTING:**

*Received updates and information on legislation 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 calendar year 2013.

**3. List the board's goals and objectives for the new calendar year.**

The MBE/WBE & Small Business Procurement Advisory Committee's goals and objectives for calendar year 2014 are as follows:

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

- 1. Disparity Study: continue to evaluate disparity study process and provide feedback and information as necessary*
- 2. Weatherization Program: review MBE/WBE and Small Business participation in the Weatherization Assistance Program*
- 3. Third Party Resolution: 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*

**V. SMALL BUSINESS ASSISTANCE**

*Financial and Payment Assistance Programs: continue to provide feedback on financial and payment assistance options for small business including City certified minority and women owned businesses and recommended options to the MBE/WBE and Small Business Council Committee; continue to review and evaluate program development*

**VI. 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 and Small Business Enterprise Procurement Program Advisory Committee on **DATE**.