REGULAR MEETING of the MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee
Tuesday, December 1, 2026 at 5:30 pm
City of Austin Permit and Development Center
6310 Wilhelmina Delco Drive – Room 2002
Austin, Texas 78752

Some members of this MBE/WBE Advisory Committee may be participating by videoconference.

PUBLIC PARTICIPATION GUIDELINES

The public will be allowed to speak at the Advisory Committee meeting remotely by phone or in-person at the address listed above. To participate remotely, speakers must register in advance with the board liaison before the registration deadline.

Public Communication: General

The first 10 speakers will be allowed to speak on any topic that is not posted on the agenda. The Committee Chair will call upon speakers at the beginning of the meeting. A person may not speak at general communication more often than once out of every three regularly scheduled committee meetings.

Public Comment on Agenda Items

Members of the public may speak on any item posted to the agenda. Speakers will be called upon when this agenda item is taken up by the Committee Chair.

How to Register to Speak Remotely

All speakers are required to register for remote participation. Registered speakers will be allowed 3 minutes to speak by telephone only. **The deadline for registering is 12:00pm on the day before the meeting**.

To register to speak, email the board liaison, Nakia James at nakia.james@austintexas.gov before the deadline. Once registration closes, the board liaison will send all speakers an email to confirm registration, provide instructions on speaking at the meeting, and the number to call in on the day of the meeting.

How to Sign-Up to Speak In-Person

Speakers that would like to address the committee in person will be allowed to sign up until **15 minutes before the start of the meeting**. Speakers will be allowed 3 minutes to speak.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If you require Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please contact Nakia James at (512) 974-9108 or nakia.james@austintexas.gov for additional information; TTY users route through Relay Texas at 711. For more information on the MBE/WBE and Small Business Procurement Program Advisory Committee, contact Nakia James at (512) 974-9108 or nakia.james@austintexas.gov.

CURRENT COMMISSIONERS

Sherice Williams, Chair (D8)	Lena Banks, Vice-Chair (D1)	J.R. Gonzales (D2)	Janel Austin (D3)
Vacant (D4)	Vacant (D5)	Roberta Johnson (D6)	Nabiha Hassan (D7)
Amin Dhukka (D9)	Ahmed Moledina (D10)	Elizabeth Monteleone (Mayor)	

AGENDA

CALL TO ORDER

PUBLIC COMMUNICATION: GENERAL
The first 10 speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

APPROVAL OF MINUTES

1. Approve the minutes from the MBE/WBE Advisory Committee Regular Meeting on October 6, 2026. (5 minutes)

WORKING GROUP

2. Review and discussion of the KPIs Working Group's proposed Key Performance Indicators (KPIs) for measuring the committee's success and overall effectiveness. (20 minutes)

DISCUSSION

3. Discussion regarding the list of the City's most utilized spend codes. (20 minutes)

BRIEFINGS

4. Briefing on the Director's Communications Report on upcoming initiatives and events related to the Austin Small and Minority Business Resources (SMBR) department. (15 minutes)

5. Briefing on the Certification Roll Report by the SMBR Interim Certification Division Manager. (10 minutes)

6. Briefing on the Council Awards Report by the SMBR Compliance Officer. (10 minutes)

FUTURE AGENDA ITEMS

ADJOURNMENT

For more information on the MBE/WBE and Small Business Procurement Program Advisory Committee, contact Nakia James at (512) 974-9108 or nakia.james@austintexas.gov.