



Boards & Commissions Report

MBE/WBE Small Business Enterprise Procurement Program Advisory Committee

October 15, 2025



[Resolution 20241212-133](#) directed the City Manager, in coordination with the City Clerk's Office, to establish a sunset review process for governance bodies, enabling regular and staggered evaluations of their scope and duties. An initial framework update was presented to the Audit and Finance Committee on February 19, 2025, after which the Committee instructed staff to finalize a consistent and transparent review model. A proposed framework was formally introduced on July 16, 2025, and the Committee approved a pilot implementation, requesting preliminary findings by October 15, 2025.

This report summarizes the pilot's results, including an overview of the body under review, legal considerations, self-evaluations by members and staff liaisons, community feedback, and an initial staff recommendation.



Executive Summary

Objective

To conduct an evaluation of the scope and duties of the MBE/WBE Small Business Enterprise Procurement Program using a predetermined multi-step framework.

What We Found

The MBE/WBE Small Business Enterprise Procurement Program Advisory Committee reviews the City Manager's annual report and recommends changes to the program. There is currently one vacancy on the Committee. They have held four meetings in 2025 with six meetings canceled due to lack of quorum. They have additional meetings scheduled for November and December. The Committee is not bound by any legal obligations that require its continuation.

City staff reported that the Committee's actions and recommendations throughout the year complied with City Council directives and bylaws. They also noted that City resources are being used efficiently to support the Committee.

Important note: Due to vacancies and the inability to achieve quorum, the Committee was unable to conduct a meeting during the pilot framework reporting period and are unable to discuss and approve a self-evaluation or solicit feedback from the public and community stakeholders at a meeting.

What We Recommend

Despite the MBE/WBE Small Business Enterprise Procurement Program Advisory Committee has made every effort to meet, they have historically struggled with vacancies and the ability to make quorum. It is also unclear if the responsibilities of the Committee overlap with the role of Austin Small and Minority Business Resources. We recommend a comprehensive evaluation to further clarify the scope of the Committee which may include a potential merger of duties.



MBE/WBE SBE Procurement Program Advisory Committee Mandate

City Code § 2-1-163 - The Committee shall: (1) review the City Manager's report, as described in Sections 2-9A-18 (Program Review), 2-9B-18 (Program Review); and (2) recommend changes to the City code provisions, adopted rules and regulations, and program operations.

Membership Roster

Member Name	Appointed by	Term Expires
Sherice Williams	Paige Ellis	02/28/2027
Lena Banks	Natasha Harper-Madison	02/28/2027
Amin Dhukka	Zohaib Qadri	02/28/2027
Janel Austin	José Velásquez	02/28/2027
Valerie Esparza	José Vela	02/28/2029
Nabiha Hassan	Mike Siegel	02/28/2029
Jaime Gonzales	Vanessa Fuentes	02/28/2029
Ahmed Moledina	Marc Duchon	02/28/2029
Roberta Johnson	Krista Laine	02/28/2029
Currently Vacant	Ryan Alter	02/28/2027
Currently Vacant	Kirk Watson	02/28/2029

2025 Meeting Dates

January 14, 2025
February 4 2025
March 4 2025 - Canceled due to lack of quorum
April 1, 2025 - Canceled due to lack of quorum
May 6, 2025 - Canceled due to lack of quorum
June 3, 2025
July 1, 2025 - Canceled due to lack of quorum
August 5, 2025 - Canceled due to lack of quorum
September 9, 2025 - Canceled due to lack of quorum
October 7, 2025
November 5, 2025 - Scheduled
December 2, 2025 - Scheduled

Legal and Regulatory Consideration

Legal Review

The MBE/WBE Small Business Enterprise Procurement Program Advisory Committee does not have any legal mandates or statutory obligations that must be addressed prior to its continuation, modification, or sunseting. Other than potential amendments to City code § 2-1-163 should changes be made, there are no laws that necessitate the continuation of the board or commission.

Modifying or sunseting the MBE/WBE Small Business Enterprise Procurement Program Advisory Committee would not violate any local, federal, or state law.

Self-evaluation from Committee

The MBE/WBE Small Business Enterprise Procurement Program Advisory Committee was asked to evaluate how the Committee's yearly actions aligned with its directives.

Committee's Self- evaluation

Due to vacancies and the inability to achieve quorum, the Committee was unable to hold a meeting during the pilot framework reporting period and were therefore unable to discuss and approve a self-evaluation.

Evaluation from Staff Liaison

The MBE/WBE Small Business Enterprise Procurement Program Committee's staff liaison was asked to evaluate how the Committee's yearly actions aligned with its directives; reference Appendix A for questions and responses.

Staff Liaison's
Evaluation
Submitted by Austin
Small and Minority
Business Resources

- Compliance:**

The Committee's actions and recommendations throughout the year complied with City Council directives and bylaws.
- Redundancy:**

The work of the Committee does not overlap with that of another body.
- City resources:**

City resources are being used efficiently to support the Committee.

Public and Stakeholder Input

The MBE/WBE Small Business Enterprise Procurement Program Advisory Committee was asked to hold a public hearing to gather feedback on the relevance of its stated duties and how effectively it fulfills them.

Public Input

"The MBE/WBE Small Business Enterprise Procurement Program Advisory Committee consistently invites ten members of the public to address the Committee at the beginning of its meetings for items not posted on the agenda, and welcomes public comment on any agenda item."

Through its posted meeting agendas, the MBE/WBE Small Business Enterprise Procurement Program Advisory Committee consistently invites members of the public to address the Committee at the beginning of each of its meetings. As many as 10 speakers are allowed up to three minutes to address concerns not posted on the agenda.

Additionally, as required by the Texas Open Meetings Act, the Committee allows any member of the public to address items on the agenda. Member of the public will be called to speak when the agenda item is taken up by the Committee Chair.

No members of the public spoke at any of the 2025 meetings.

Due to vacancies and the inability to achieve quorum, the Committee was unable to conduct a meeting during the pilot framework reporting period and were therefore unable to solicit feedback from the public and community stakeholders.

Appendix A: Data - Commission Liaison's Evaluation

1. Which board or commission are you completing this survey for? *

☒ MBEWBE/Small Business Enterprise Procurement Program Advisory Committee

2. Do you feel the actions taken, including recommendations, throughout the year align with City Council directives and bylaws? *

☒ Yes

☐ Mostly

☐ No

3. Is there another body that overlaps with the role and work of the board or commission you serve? *

☐ Yes

☒ No

4. Are City resources being used efficiently to support this body? *

☒ Yes

☐ No

5. Are there any new or emerging needs that the board or commission should address to align with current city goals? *

☐ Yes

☒ No



Reporting Team

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Copies of our reports are available via the

[MBE/WBE Small Business Enterprise Procurement Program](#)

[Advisory Committee](#) webpage