

City Council – Action Request Form

Date: October 14, 2024

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager
 Jakira Westbrook, Diversity Compliance Specialist, BIA

Council Action Requested:
 Ordinance Amending Chapter 2, Division 13. Entitled “M/WBE Advisory Committee”

Strategic Focus Area: Economic Vitality and Diversity

Strategic Objective:

Strategic Plan Action Item:

Key Work Item:



Summary of Information:

The M/WBE Citizen Advisory Committee (CAC) consists of 11 members appointed by the City Council upon recommendation of the Mayor. Among its responsibilities, the Committee is charged with evaluating good faith efforts on the part of contractors who fail to meet the participation goals on City construction projects of \$100,000 or more. Prior to the CAC’s review, the good faith efforts are reviewed and scored by an Internal M/WBE Committee. Its scoring is used as a preliminary review.

In order to conduct business such as evaluating good faith efforts, the CAC requires the attendance of at least six (6) of the 11 members to establish a quorum. There are currently eight (8) vacancies leaving only three (3) sitting members. Members serve until replaced, however, many of the members whose terms have expired have not been attending the meetings. The inability to reach a quorum or score good faith efforts could delay high- priority construction projects from moving forward and meeting deadlines. Staff requests to reduce the number of seats from eleven (11) to seven (7), requiring the CAC to have attendance of at least four (4) of the seven (7) members to establish a quorum.

Committee Action:

Committee	CD/H/GG 10/14/2024	Action	Approval
For	Unanimous	Against	

Remarks:

When the M/WBE Advisory Committee has fewer than three members or has been unable to establish a quorum, the City Manager is hereby authorized to empower the Internal M/WBE Staff Committee to engage in the duties normally fulfilled by the citizen M/WBE Advisory Committee including reviewing and scoring programs and determining good faith efforts for consideration by City Council in place of the CAC.

The Internal M/WBE Committee is composed of nine members. The six (6) voting members include the City Manager, the City/County Purchasing Director, the Solid Waste Administrator, City/County Special Project Coordinator, the City Engineering Design Manager, and the City/County Construction Specialist/Buyer, or his/her respective designee. The three (3) non-voting members are members of the Office of Business Inclusion and Advancement M/WBE staff who provide support to the Committee.

This authority shall remain in effect until repealed by the governing board.