

## **Small Business Development Commission 2007 Activities & Accomplishments**

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### **1. Increase and enhance small and disadvantaged business participation in city contracts and vending opportunities.**

- 1.1. Heard presentations from Public Works and Hensel Phelps Construction Company regarding the Airport Subcontracting Program. Hensel Phelps won the design/build contract to build the next phase of airport improvements. The SBDC provided feedback on recommendations to optimize small business sub-contract opportunities.
- 1.2. Held a hearing and made recommendations regarding the land-use conversion of the Flea Market. Wrote a memo to the council with recommendations.
- 1.3. Published and created a plan to survey local small businesses on the procurement and bidding process with the city.
- 1.4. Commission continued to monitor City performance with respect to annual DBE goals.
- 1.5. Commission continued to review city contracting requirement for “experience with like entities” and the possible reduction in vendor pools that might result from the unnecessary use of such requirements.

### **2. Improve the use of and effectiveness of city programs that assist small and disadvantaged businesses.**

- 2.1. Researched and reviewed outreach (M/WBE/DBE) and bonding assistance, focusing on the self-insured surety bond pool and a bond and financial assistance program.
- 2.2. Reviewed the Community & Economic Development (CED) Committee report and provided recommendations to help the committee be more effective.
- 2.3. Reviewed and provided recommendations on the new and revised RFP (Request for Proposals) manual from the Finance Department.

*The Small Business Development Commission studies, reviews, and makes recommendations to the City Council regarding the City's efforts on behalf of disadvantaged and small business to encourage greater participation in City contracts and to increase greater overall economic vitality for businesses.*

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- 2.4. Reviewed and made recommendations on the Sunshine Reform Task Force report. Wrote a memo to comment on the impracticality of having a 10-day calendar posting for policy bodies which do not take direct action on items.
  - 2.5. Participated and represented the SBD commission on the E-Center Advisory Board.
- 3. Increase public awareness of the existence, mission and activities of the SBDC.**
- 3.1. Developed a list of partners and introduced a plan to leverage the partners' efforts to further commission goals.
  - 3.2. Published a periodic SBD commission newsletter and electronically distributed it to stakeholders and interested partners.
  - 3.3. Reviewed and updated/amended the SBD commission By-Laws. Completed and approved at the 10/07 commission meeting.
  - 3.4. Participated and hosted an exhibit table at the Business Owner Space (BOS)/Work2Future Procurement Conference on Thursday, October 18, 2007.

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