



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 10

Agenda Date: February 15, 2024

In Control: City Council A Session

DEPARTMENT: Office of the City Clerk

DEPARTMENT HEAD: Debbie Racca-Sittre

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Board Appointments

SUMMARY:

Approving the following At-Large Appointees to the Small Business Advisory Commission (SBAC) for the remainder of an unexpired term of office to expire May 31, 2025.

- A. Appointing Ruben Arciniega to the Small Business Owner with less than 10 Employees seat
- B. Appointing Martin Gutierrez to the Small Business Professional/Trade Organization seat
- C. Appointing Yan “Yen” Yan to the Small Business Owner Representing Targeted Industry seat
- D. Appointing Lindsey Logan to the Non-Profit Small Business Service Provider Organization seat

BACKGROUND INFORMATION:

On February 18, 2021, City Council authorized the creation of a 15-member SBAC, of which 11 positions are Mayor and Council District specific appointments and four positions are appointed at-large. All members must be approved by full City Council and apply through the Board and Commissions process, through which the Mayor and City Council will select their specific

appointments and the remaining at-large members will be interviewed and recommended by the Economic and Workforce Development Committee (EWDC). Each Commission member is to be appointed for a 2-year term for a maximum of 4 consecutive terms (8-year limit).

Responsibilities of the Commission include review of upcoming policies, regulations and issues affecting small businesses; provide direct feedback and recommendation to City Council and City staff; coordinate activities and actions with EWDC; make recommendations for modifications to policies or programs that affect small businesses; engage the community, in particular, marginalized communities and commission member networks, and promoting awareness of EDD's small business programs and initiatives; advise staff in preparation of programs and initiatives; and work collaboratively with other City Boards and Commissions on matters that may affect small businesses.

The 15-Member Commission consists of at least one small business member/organization residing and/or operating within each of the ten (10) Council Districts; and a diverse representation of the small business and non-profit community who demonstrate the following desired technical expertise, identities, and perspectives as stated in the ordinance. The current composition of the Commission is as follows:

- Small Business less than 10 employees: 4 seats – 3 seats filled and 1 vacant seat
- Small Business 10-50 employees: 4 seats – 2 seats filled and 2 vacant seats
- Small Business – Targeted Industry: 3 seats – 3 vacant seats
- Small Business Professional or Trade Organization: 2 seats – 1 seat filled and 1 vacant seat
- Non-Profit Small Business Service Providers: 2 seats – 2 vacant seats

On January 30, 2024, the Economic and Workforce Development Committee met and interviewed three shortlisted applicants and read the statements of four shortlisted applicants who could not appear in person for the four At-Large seats. After the interview phase was concluded, the Committee Members recessed into Executive Session to deliberate and thereafter reconvened in open session to announce their recommended candidates to forward to the full City Council for approval at the A Session meeting on February 15, 2024.

ISSUE:

Board and Commission appointments require full City Council approval.

ALTERNATIVES:

The Office of the City Clerk will continue to promote vacancies.

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDATION:

In order to proceed with the direction of the Economic and Workforce Development Committee, the Office of the City Clerk recommends approval of the Small Business Advisory Commission appointments.