



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 30

Agenda Date: December 15, 2022

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 appointment of Yan (“Yen”) Yan to the Small Business Advisory Commission (At-Large) for the remainder of an unexpired term of office to expire May 31, 2023. [Debbie Racca-Sittre, City Clerk]

BACKGROUND INFORMATION:

On February 18, 2021, after a Council Consideration Request from Council Member Adriana Rocha Garcia and significant public engagement effort led by Economic Development staff, City Council authorized the creation of the Small Business Advisory Commission. Responsibilities and expectations of the Commission include:

- Assisting the Director of the Economic Development Department (EDD), the City Manager, Mayor and City Council in reviewing upcoming policies, regulations and issues affecting small businesses, outside of the SBEDA ordinance, and provide direct feedback and recommendations to City staff and City Council;
- Coordinating activities and actions with the Economic and Workforce Development Council

Committee (EWDC) or corresponding board/committee designated by the Mayor and/or City Council;

- Making recommendations concerning modifications of such policies or programs that may affect small businesses;
- Engaging the community, in particular, marginalized communities and commission member networks, and promoting awareness of EDD's small business programs and initiatives;
- Advising staff in preparation of programs and initiatives related to policies affecting small businesses and/or EDD's small business programs, which may include participating in presentations to the City Council and/or EWDC during the year; and
- Working collaboratively with other City Boards and Commissions on matters that may affect small businesses.

The Commission consists of 15 members, of which 11 positions are Mayor and Council District specific appointments and four positions are appointed at-large. All members apply through the Board and Commissions process, through which the Mayor and City Council select their specific appointments and the remaining at-large members are interviewed and recommended by the EWDC. Both district-specific and at-large members require City Council approval for appointment. Each Commission member is to be appointed for a 2-year term for a maximum of 4 consecutive terms (8-year limit).

The 15-member Commission is composed of the one small business member/ organization residing and/or operating within each of the ten Council Districts. The current composition of the Commission is as follows:

- Small Business less than 10 employees: 4 seats – all filled
- Small Business 10-50 Employees: 4 seats – all filled
- Small Business – Targeted Industry: 3 seats - all filled
- Small Business Professional or Trade Organization: 2 seats, 1 vacant; Applicants: 4
- Non-Profit Small Biz Service Providers: 2 seats – all filled

City staff reviewed applications for the Small Business Professional or Trade Organization vacancy and identified four eligible applicants to recommend to the EWDC for interviews: Matthew Gonzalez; Martin Gutierrez; Inayat Momin; and Yan ("Yen") Yan. At the September 27, 2022 EWDC meeting, the recommended applicants were interviewed, however a decision was tabled. Matthew Gonzalez had since withdrew his application and Martin Gutierrez, Inayat Momin, and Yan Yan remained eligible for consideration. On November 22, 2022, the EWDC met and deliberated in Executive Session, reconvened in open session, and moved to recommend and forward Ms. Yen Yan as the nominee selected for the vacant seat in the Small Business Professional or Trade Organization category. The recommendation of Ms. Yan will be presented to the full City Council for approval at the A Session on December 15, 2022.

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 City Council, the Office of the City Clerk recommends approval of the Board and Commission Appointments.