



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** {{item.number}}

**Agenda Date:** October 31, 2023

**In Control:** Economic and Workforce Development Committee Meeting

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**DEPARTMENT:** Economic Development Department

**DEPARTMENT HEAD:** Brenda Hicks-Sorensen

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Discussion of Small Business Advisory Commission (SBAC) responsibilities and priorities and consideration of a subcommittee to review applicants for the vacant board seats.

**SUMMARY:**

The Economic and Workforce Development Council Committee (EWDC) will review and discuss the Commission's responsibilities and priorities for the current fiscal year. Additionally, the committee will consider establishing a subcommittee to review and recommend applicants for interviews at the November 28 meeting.

**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 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 by EWDC.

Responsibilities and expectations 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 Commission on matters that may affect small businesses.

#### **ISSUE:**

Staff is seeking feedback from the Economic and Workforce Development Committee on the priorities for the commission for the current fiscal year. To date, SBAC has been instrumental in the development of ARPA Small Business Implementation Plan and have advised staff on a number of EDD initiatives such as the Zero Percent Interest Loan Program, second stage programming, and the creation of the construction mitigation pilot program. While the commission can continue to provide feedback in the interest of small businesses, aligning with EWDC's priorities will facilitate effectiveness and efficiency.

Staff also recommends that a subcommittee be established to review applications for the vacant board seats. There are currently four vacant at-large seats and 12 applications that have been received to date. The subcommittee will shortlist applicants for EWDC to interview at the November 28 meeting.

#### **FISCAL IMPACT:**

There is no fiscal impact.

#### **ALTERNATIVES:**

The Economic and Workforce Development Committee could decide not to establish the Subcommittee and interview the applicants directly.

#### **RECOMMENDATION:**

Staff recommends establishing a subcommittee to review the applicants for the SBAC seats.