

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION
MINUTES/SYNOPSIS
AUGUST 11, 2004**

84 W. Santa Clara St.

START TIME: 6:15

ADJOURNMENT: 8:32

COMMISSIONERS PRESENT:

Arturo Rivera
Charles Hoffman
Chuck Mondave
Jason Loia
Joyce Puopolo
Matt Kamkar
Spencer Horowitz
Brendan Nwachukwu
Daisy Chu
Kidane Haile
Brenda Jackson
Gopi Niduvadan
James Charles

COMMISSIONERS ABSENT:

None

COUNCIL LIAISON:

Armando Gomez

CITY STAFF PRESENT:

Dhez Woodworth
Ken Talbot
Fernando Peña
Irv Tosk
JD Stewart

PUBLIC PRESENT:

None

1. CALL TO ORDER

- 6:15 by Chair Kamkar

2. APPROVAL OF AGENDA

Corrections:

- Switch #4 and #5

- Postpone #10

Motion: 1) Nwachukwu 2) Horowitz X app no

3. APPROVAL OF SYNOPSIS

Commissioner Kamkar left at 6:17 returned 6:20

Commissioner Haile Arrived at 6:21

Corrections:

- Change Inventory City Programs to 2005

Motion: 1) Nwachukwu 2) Hoffman X app no

4. PROPOSED CONSULTING RFP PROCESS (HEARD AFTER 5)

Commissioner Charles arrived 6:59

- Presentation by Public Works
- Policy will go to Council in September
- Update policy - Last in 1984
- Improves communication within the department
- Policy involves stakeholders in the selection process more
- Prequalification lists will be made more public and available on the Internet
- Includes local and small provisions

Commissioner Rosales left 7:11

- Prequalified lists are updated on an ongoing basis. Regularly cleared out every two years to remove companies no longer interested.
- Typically contracts are difficult to award to collaborative business arrangements

Commissioner Rosales returned at 7:15

- Existing pre-approved lists may need to be revised to reflect the Local Preference Policy
- No analysis has been conducted to review the retrospective impact of the Local Preference Policy

Commissioner Chu left at 7:23

- Projects come from the Council or Staff and includes the budget process (usually at least of year; many take much longer – e.g.: Airport and Guadalupe River)
- Minor prequalification process for less than \$100K allows for significant entry opportunities

Commissioner Chu returned at 7:28

- Client Departments influence the choice of the consultants
- The Public Works Department influences the choice of subs

- There is no existing process for the minor project selection process to push new businesses as opposed to companies which have previously received contracts

5. AIRPORT NORTH CONCOURSE OPPORTUNITIES (heard before 4)

Commissioner Niduvadan arrived at 6:23

Commissioner Jackson arrived at 6:30

- Presentation by Airport Staff
- 501 7653 JD Stewart - Restaurants
- 501-7650 Twilynn Waley-Collins – Retail
- Late spring on restaurants; retail soon after
- Some additional public input expect on interior
- Additional flights are expected with new gateways
- Local/small businesses will be encouraged in vending opportunities
- Public Works continues to work to encourage local business participation
- The Airport is going out to the community to make sure that local businesses

6. AUGUST 25 MEETING LAST MINUTE PREPARATION

- Discussion of Powerpoint introduction
- Chairs in room 255 (can get 225?) rather than tables and chairs
- Circular arrangement

Action(s): Commissioner Charles to follow up with library

Dhez Woodworth to distribute the presentation and the flyer

7. WORKPLAN

Postponed

8. ADDING BUSINESS LINKS TO OUR WEBSITE

Postponed

9. INTERFACE WITH REDEVELOPMENT AGENCY

- Purpose of Commission includes advising the Redevelopment Agency Board as well as City Council
- Want to get more information about opportunities

10. CITY ORGANIZATION CHART

Postponed

11. REVIEW CITY RFPS

Postponed

12. INVENTORY OF MINORITY BUSINESS

- In progress. Objective is to identify what services are available to minority businesses. This is particularly associated with Federally funded programs.
- Expected submittal to Commission in September.
- Commissioners have expressed some concern about participation levels in the past. Want to get out in front of the process.
- Other cities have larger outreach efforts.
- Continue discussion at next meeting.

13. SBOP

Postponed

14. COMMISSION VISITS

- The general public can participate in subcommittees. They do not have to be completely composed of Commissioners.
- Airport Commission: had secretarial support; Councilmember Reed present
- Parks & Recreation: covered Coyote valley; limited staff

15. REPORT FROM STAFF

- Audit of New Civic Center Technology Contract is available for review
- Expansion of SBD Commission functions, powers, and duties has gone to Rules Committee
- Distributed City organizational structure diagram

16. REPORT FROM CHAIR

- Commission should consider requesting “man-hours” from the City to provide research and other staff support to the Commission
- Commission should also consider encouraging subs (2nd and 3rd tier)
- The Commission provided early information regarding the lack of competition for the new City Hall technology contract

17. ORAL PETITIONS/COMMENTS

- None

18. NEW AGENDA ITEM DISCUSSION

- Workplan
- Adding Business Links to Our Website
- Interface with Redevelopment Agency
- City Organization Chart
- Inventory of Minority Business
- SBOP
- Commission Visits

19. ADJOURNMENT (8:32)

Motion: 1) Charles 2) Niduvadan X App no