

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION
NOVEMBER 18, 2009, 5:30 – 8:00 P.M.**

SAN JOSE ONE-STOP – 1290 PARKMOOR AVENUE

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA – 1 MIN.**
- 3. APPROVAL OF OCTOBER 14, 2009 SYNOPSIS – 5 MIN.**
- 4. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD – 2 MIN. EACH**
Any person may address the Commission on any subject not on the agenda. Speakers are asked to state their name and address for the record. Since the subject is not on the agenda, the Brown Act (State Open Meeting Law) prohibits action by Commission members or City Staff. However, Commission members and City Staff may briefly respond to statements or questions and/or provide referral to Staff. The Commission may place the item on an agenda for a future meeting.
- 5. TOUR OF SAN JOSE ONE-STOP – 20 MIN.** STAFF, INFORMATIONAL
Staff will provide Commissioners and guests with a tour of the Work2Future facility
- 6. 2009/10 ANNUAL ANTICIPATED DBE PARTICIPATION – 20 MIN.** STAFF, ACTION
Staff will present a report on the anticipated level of disadvantaged business enterprise participation for contracts receiving US DOT/Federal Highway grant funds.
- 7. PRESENTATION ON CITY BIDDING PROCESS – 20 MIN.** STAFF, INFORMATIONAL
Staff will present information regarding the local/small participation in bidding and contracting
- 8. LOCAL/SMALL BUSINESS PARTICIPATION – 20 MIN.** STAFF, ACTION
Staff will present information regarding the local/small participation in bidding and contracting
- 9. LOCAL BUSINESS CONCESSIONS AT AIRPORT – 10 MIN.** STAFF, INFORMATIONAL
Staff will present information regarding the representation of local businesses at the Airport's concessions
- 10. PUBLIC AWARENESS COMMITTEE REPORT – 20 MIN.** WANG, ACTION
The committee will report on its progress and may request further authorization from the Commission as a whole.

- 11. ELECTION OF CHAIR/VICE CHAIR – 15 MIN.** COMMISSIONERS, ACTION
The Commissioners will elect Commissioners to fill the Chair and Vice Chair positions.
- 12. FUTURE MEETING LOCATIONS (NOVEMBER) – 15 MIN.** COMMISSIONERS, ACTION
Commissioners will determine what, if any, alternative location should be considered for the coming quarter
- 13. STAFF REPORT**
- 14. CHAIR REPORT**
- 15. NEW AGENDA ITEMS – 5 MIN.**
- A. DBE PROGRAM UPDATE**
 - B. ADD VTA AS GUEST SPEAKER (SPRING)**
 - C. LOOK AT CITY/PARTNER BROCHURES**
 - D. DBE PROGRAM UPDATE**
 - E. INNOVATION CENTER UPDATE (JANUARY, 2010)**
- 16. ADJOURNMENT**

For questions regarding the agenda, please contact Dhez Woodworth at (408) 535-8181.

You may view this agenda and related documents at <http://www.sjeconomy.com/businessassistance/sbdc.asp> along with minutes, agendas and packets from previous meetings.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Manager's Office at San Jose City Hall, 200 E. Santa Clara St., 17th Floor, San Jose, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Rosemary Maire or Dhez Woodworth of the Office of Economic Development at (408) 535-8181 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

- None

Motion: Approval

Motion: 1) 2) X App no

3. APPROVAL OF SEPTEMBER 9, 2009 SYNOPSIS

Corrections:

- None

Motion: Approval

Motion: 1) Olivo 2) Wang X App no

4. OPEN FORUM/ PUBLIC COMMENT/ ORAL PETITION PERIOD

- Former Assemblyman and City of San Jose Councilmember Manny Diaz, now a small business owner, requested that the Commission look into the impact on the plastic bag ban and consider recommending an impact study on small businesses.
- Dennis King invited the Commissioners and the public in general to attend the Festiv'all 2009

5. BUSINESS ASSISTANCE ORGANIZATION(S)

- Representatives of the Planning, Building and Code Enforcement Department discussed the improvements that have been made the process faster and better for permittees
- Permit center has been reduced from 18 to six.
- Process improvements include changes to the phone tree to allow faster access, applicants can arrive without a permit and will be served.
- Small Business Ambassador Program provides a single point of contact who pre-screens the project (is the zoning correct, are the improvements allowed...), sets a preliminary meeting to identify issues early and estimate costs, coordinates the application process, and offers expedited review if desired (add'l cost).
- Marketing is handled through City and partner business assistance programs.
- Special Tenant Improvement program, Residential Express and Industrial Tool Installation Program.

6. NOMINATIONS OF CHAIR/VICE CHAIR

Motion: Smith for Chair

Motion: 1) Olivo 2) Braunstein X App no

Motion: Puopolo for Chair

Motion: 1) Uzoh 2) Khamis X App no

Motion: Olivo for ViceChair

Motion: 1) Khamis 2) Smith X App no

Motion: Wang for ViceChair

Motion: 1) Ho 2) Braunstein X App no
Declined by Wang

Motion: Khamis for ViceChair

Motion: 1) Puopolo 2) Ho X App no

Motion: Close nominations

Motion: 1) Olivo 2) Khamis X App no

7. PUBLIC AWARENESS COMMITTEE REPORT

- Presented committee meeting notes
- Khamis to connect with Councilmember Pyle
- Uzoh offered to connect with Councilmember Herrera
- Additional details can be added based on Commission input

Motion: Defer item at future Commission meeting

Motion: 1) Khamis 2) Olivo X App no
Withdrawn

- Additional details can be added based on Commission input
- Khamis and Braunstein offered up resources for distribution, production of video or print materials

Motion: Defer item at future Commission meeting

Motion: 1) Khamis 2) Olivo X App no

8. STAFF REPORT

- 5:30 pm; November 18 meeting, Work2Future site (tour)

9. CHAIR REPORT

- He's handing the role to create a past-Chair position

NEW AGENDA ITEMS

- Future Meeting Locations (November)
- Presentation on City Bidding Process
- Local/Small Business Participation
- Non-construction local business participation at Airport
- Non-reusable Bag Ban (lots of chairs)
- Elections of Chair/Vice Chair
- Add VTA as guest speaker (Spring)
- Look at City/partner brochures
- DBE Program Update (later OK)

10. ADJOURNMENT 7:57 PM