

**CITY OF SAN JOSE
SMALL BUSINESS DEVELOPMENT COMMISSION
JANUARY 14, 2008, 6:00 – 8:00 P.M.**

SAN JOSE CITY HALL - 200 E. SANTA CLARA STREET –TOWER 1446

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA – 1 MIN.**
- 3. APPROVAL OF THE SYNOPSIS OF DECEMBER 10, 2008 MEETING – 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. THREE –YEAR AIRPORT UPDATE – 15 MIN.** STAFF, INFORMATIONAL
Staff from the Airport will provide an update on the DBE program for concessions and rental cars.
- 6. LOCAL/SMALL BUSINESS REPORT – 15 MIN.** STAFF, INFORMATIONAL
Staff from Public Works, Finance – Procurement and the Office of Economic Development will provide an update on the City’s progress on encouraging local and small business participation in contracting and procurement opportunities.
- 7. PROCUREMENT SURVEY RESULTS – 15 MIN.** STAFF, INFORMATIONAL
Staff from the Purchasing Division of the Finance Department will provide an update on the survey of vendors.
- 8. BUSINESS TAX FOR INDEPENDENT CONTRACTORS (1099)**
– 15 MIN. OLIVO, ACTION
Commissioner Olivo would like to discuss the implications of Staff using tax records from other governmental levels to evaluate if a San Jose business should be paying the local business tax.
- 9. RETREAT (SPECIAL MEETING) – 15 MIN.** COMMISSIONER RODRIGUEZ, ACTION
Chair Rodriguez suggested that the group might consider convening a special meeting for the consideration of the Commission’s workplan for the coming year.

10. REPORT FROM SUBCOMMITTEES –30 MIN. WANG, MAI AND DANCER, INFORMATIONAL
Commissioners Wang, Mai and Dancer or designees will report out on subcommittee activities as required.

- Public Awareness (Wang)
- Program Effectiveness (Mai)
- Participation in City Opportunities (Dancer)

11. CHAIR REPORT

12. NEW AGENDA ITEMS – 5 MIN.

13. 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.

3. APPROVAL OF November 12, 2008 SYNOPSIS

Corrections:

- None

Motion: Approval

Motion: 1) Olivo 2) Smith X App no

4. ORAL PETITIONS/COMMENTS

- Jordan Dancer – Non-local, small preference now applies to the non-profits applying.

5. BUSINESS TAX FOR INDEPENDENT CONTRACTORS

- Commissioner Olivo requests that the topic be tabled to the following
- Cross comm

Motion: Table of item until January

Motion: Olivo Dancer App no

6. RETREAT

- They will hold a special meeting on January 28
- Topics that could be covered:
 - i. Review existing workplan, goals
 - ii. Review accomplishments relative to those
 - iii. Consider expansion of roles
 - iv. Discuss the method/process for accomplishing the goals (subcommittees)

7. REPORT FROM SUBCOMMITTEES (Taken out of order prior to 6)

- Commissioner Wang has worked with the SJSV Chamber of Commerce and the Greater San Jose Chamber of Commerce on international trade missions
- She is interested in expanding discussions to Vietnamese communities as well to offset recessionary pressures
- Commissioner Mai will be having a business meeting at which he will bring this up

8. STAFF REPORT

- Commission names aren't public yet
- Dhez Woodworth expects to be out from 12/22 through 1/4
- The City will be closed from 12/24 through 1/9

9. CHAIR REPORT

- Thank you to Commissioners Chu and Dancer
- Thanks you for the hard work and the future looks bright (echoed by Commissioner Smith)
- Other positive comments expressed by Commissioners
- Thank you also to Staff and Council Office representatives

NEW AGENDA ITEMS – 5 MIN.

- BUSINESS ASSISTANCE ORGANIZATION(S) - JANUARY
- PROCUREMENT SURVEY RESULTS
- LOCAL/SMALL BUSINESS PROCUREMENT/CONTRACTING REPORT
- BUSINESS TAX ITEM
- THREE –YEAR AIRPORT UPDATE
- JANUARY RETREAT (SPECIAL MEETING)

10. ADJOURNMENT 7:05 PM

Memorandum

TO: SMALL BUSINESS
DEVELOPMENT COMMISSION

FROM: Irv Tosk

SUBJECT: AIRPORT DISADVANTAGED
BUSINESS ENTERPRISE
PROGRAM

DATE: January 12, 2009

At the Commission's meeting on January 14, a representative of the Airport Department will discuss the status of the Disadvantaged Business Enterprise program at the Airport.

Irv Tosk
Supervising Property Manager
Finance

Memorandum

TO: SMALL BUSINESS
DEVELOPMENT COMMISSION

FROM: Walter Rossmann

SUBJECT: LOCAL AND SMALL BUSINESS
PARTICIPATION

DATE: January 12, 2009

At the Commission's meeting on January 14, Staff will make a presentation regarding local and small business participation in contracts and purchasing agreements with the City of San Jose.

Walter Rossmann
Deputy Director, Finance

Dave Sykes
Deputy Director, Public Works

Dhez Woodworth
Economic Development Officer, Office of Economic Development



Memorandum

TO: SMALL BUSINESS
DEVELOPMENT COMMISSION

FROM: Walter Rossmann

SUBJECT: PROCUREMENT SURVEY

DATE: January 12, 2009

At the Commission's meeting on January 14, Staff will make a presentation regarding the results of a survey of providers of goods and services to the City of San Jose.

Walter Rossmann
Deputy Director, Finance