



## **SMALL BUSINESS ADVISORY BOARD (SBAB) MEETING AGENDA**

*Friday, May 20, 2016 at 8:45 a.m.*

**\*\* Downtown Central Library \*\***  
Mary Hollis Clark Conference Center  
330 Park Blvd. San Diego, CA 92101

- 1. Call to Order and Introductions**
- 2. Approval of Minutes** – Approval of April 15, 2016 Minutes.
- 3. Public Comment – 8:50 a.m. (TIME CERTAIN)**  
Public comment may be made on any non-agenda topic in the Board’s area of responsibility. Presenters have three (3) minutes to address the Board.
- 4. Administrative Items:**
  - A. Board Administrative Items and/or Non-Agenda Comment
  - B. Requests for Agenda Revisions (continuances, change in order, etc.)
  - C. Development Services Department Technical Advisory Committee – Representative(s) Report
  - D. Economic Development Department- Liaison Report

### **Information Items/Discussion:**

- 5. Local Initiatives Support Corporation (LISC):** Kwofi Reed, Program Officer - Overview of LISC and the Kiva Zip program.
- 6. Small Business Advisory Board Internal Committee report:** Elizabeth Studebaker, Neighborhood Investment Manager – Summary of the discussion regarding the new work plan for the Board.
- 7. BID Council Report:**– Warren Simon, BIDC - Report on Current Activities of the BID Council.

### **Action Item/Discussion:**

- 8. Discussion on FY 2017 Small Business Enhancement Program (SBEP) Application & Process;** Meredith Dibden Brown, Business Development Manager, Economic Development Department - Discuss FY 2017 application, application process, and solicit SBEP panel member participation.

**9. 2016 SBAB Outreach Meeting** – Ruben Garcia, SBAB Chair will begin discussion on planning for the Board’s annual outreach event scheduled for October 28, 2016 at the Downtown Central Library in the Shiley Special Events Suite.

**10. Adjournment – (TIME CERTAIN)** Unfinished business shall be tabled and placed on the agenda for the next Board meeting.

Unless noted as an Information Item, the Small Business Advisory Board may take action on any agenda item.

**11. Location/Parking:**

The Central Library is located in Downtown San Diego's East Village on Park Blvd. at 11th Avenue, near Petco Park. Underground parking is available and **parking is free for two hours with validation.** Parking validation is available in the 1<sup>st</sup> Floor Lobby. Thereafter, parking fee is \$3.75 per hour on a **cash only** basis. Parking information: <http://www.sandiego.gov/public-library/locations/centralparking.shtml>

**THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.**

To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Department at least five (5) working days before the meeting at (619) 236-6700 to ensure availability.



## SMALL BUSINESS ADVISORY BOARD (SBAB) DRAFT MEETING MINUTES

April 15, 2016

Central Library/Mary Hollis Clark Conference Center  
330 Park Blvd.  
San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Catherine Arambula Edward Barbat Dr. Ruben Garcia Guy Hanford Michelle Gray Gary Peterson Warren Simon	Antonio Barbosa Joseph Fox Robert Glick

CITY STAFF
Elizabeth Studebaker – Neighborhood Investment Manager Alicia Martinez-Higgs – Business Development Manager

### 1. Welcome & Call to Order

- Dr. Ruben Garcia, Chairman of the Small Business Advisory Board, called the meeting to order at 8:47 a.m.

### 2. Approval of Minutes:

- A motion was made by Catherine Arambula to approve the February 19, 2016 Minutes with one correction to the BIDC annual meeting date from March 25<sup>th</sup> to the 24<sup>th</sup>. There was a second by Guy Hanford. Yes: 6, No: 0, Abstain: 1 (Gary Peterson due to absence at February 19, 2016 Board meeting), Absent: 4

### 3. Public Comment:

- Will Gist from the San Diego Contracting Opportunity Center gave a report on their metrics. Within Calendar year 2015, there were \$33,138,317 worth of governmental contracts received by their clients; they did 890 hours' worth of counseling, and a total of 151 clients.

#### **4. Administrative Items:**

- a. **Board Administrative Items and/or Non-Agenda Comments** – None
- b. Requests of Agenda Revisions (continuances, changes in order, etc.) – None
- c. **Development Services Department Technical Advisory Committee** – Edward Barbat reported that DSD is considering changing how they collect fees from customers. There are over 500 fees that deal with construction jobs. They have reduced the fees down to 300 fees and instead of getting a deposit from them, they are making it a flat fee for the different items involved with a construction permit. DSD is working through all of the nuisances and will report back to the Advisory committee.
- d. **Business Development Division** – Our Department has gone through a reorganization. There is now two divisions, Community Development Division (CDD) and the Business Development Division (BDD). Within the BD division, is the Neighborhood Investment Unit, which is where the staff to the Board reside. There has been some turnover in the department, but it's an opportunity to bring in new staff. We are currently recruiting for two Division Managers that would report to the Deputy Director of the Department.
- e. **Equal Opportunity Contracting/Purchasing & Contracting** – None

#### **5. Information Item: City of San Diego Development Services Department – Open DSD**

Chris Larson, Senior Planner discussed and showed the Board their new program that's located within the City's new website. It's called OpenDSD. This program has been around for about a year. It uses the information that is contained within the City's internal project tracking system that the department uses.

It will allow the public and internal departments to search for all projects within a geographical area by different search parameters. You can search by, permit type, code enforcement, or maps. It will tell the customer every permit that has been pulled for that particular site. It also allows customers to pay for certain permits electronically, check the status of any project, and you may request inspections.

#### **6. Small Business Advisory Board 2016 Internal/External Committee appointments**

- Discussion on who is currently on each committee and what type of items each committee works on. The Board wants to be more relevant to the Mayor and Council. Now that the Board has agreed to meet monthly, the committee's will be utilized more. Liz read the list of responsibilities that each committee works on. The Internal Committee is missing two individuals that have left the board. Michelle Gray and Catherine Arambula will now be on that committee. When new appointments are made, those individuals will be on the External committee.
- The committee requested that staff set up an Internal meeting within the next two weeks to discuss:
  - ❖ A work plan;
  - ❖ Review Muni-Code section pertaining to purpose of the Committee's;
  - ❖ Finding new Board Members.

## **7. BID Council Report**

- None

## **8. SBAB Meeting Schedule**

- The new list of monthly meeting dates was distributed to the Board. It was decided that the month of August would be dark. Motion by Catherine, second by Gary. Motion carried unanimously.

## **9. Possible next meeting date and location**

- Motion above made, therefore there will be a meeting on May 20, 2016.
- All meetings will take place in the Mary Hollis Conference Center.

## **10. Adjournment**

- List of the 2016 meeting dates was shared. The Mary Hollis Conference Center is still available to the Board. Staff will ask the Library if the room would be available on a monthly basis.

## **11. Next Meeting Date**

- The next meeting is May 20, 2016 at 8:45 a.m. at the Central Library, Mary Hollis Clark Conference Room, located at 330 Park Blvd., San Diego, CA 92101.

## **12.**

- The meeting was adjourned by Chairman Ruben Garcia without objection at 9:50 a.m.



**SMALL BUSINESS ADVISORY BOARD  
2016 Meeting Schedule**

Meetings are held on the Third Friday of even-numbered months  
from 8:45 a.m. – 10:15 a.m.

Meeting location: Downtown Central Library @ Joan A Irwin Jacobs

<b><u>DATE</u></b>	<b><u>LOCATION</u></b>
February 19, 2016	Central Library – Mary Hollis Clark Conference Room
April 15, 2016	Central Library – Mary Hollis Clark Conference Room
May 20, 2016	Central Library – Mary Hollis Clark Conference Room
June 17, 2016	Central Library – Mary Hollis Clark Conference Room
July 15, 2016	Central Library – Mary Hollis Clark Conference Room
August, 2016	<b>NO MEETING</b>
September 16, 2016	Central Library – Mary Hollis Clark Conference Room
<b>October 28, 2016</b>	<b>Annual Community Outreach Meeting/Downtown Central Library: Shiley Special Events Suite</b>
November 16, 2016	Central Library – Mary Hollis Clark Conference Room
December 16, 2016	Central Library – Mary Hollis Clark Conference Room

**Central Library**  
330 Park Blvd., San Diego, CA 92101  
619-236-5800

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<http://www.sandiego.gov/public-library/about-the-library/projects/newcentral.shtml>

Parking information: <http://www.sandiego.gov/public-library/locations/centralparking.shtml>

For more information regarding the Small Business Advisory Board, please contact  
Alicia Martinez-Higgs, Board Liaison,  
at 619-236-6488 or [amhiggs@sandiego.gov](mailto:amhiggs@sandiego.gov)  
Schedule was reviewed at April 15, 2016 Board Meeting