



VIRTUAL MEETING MINUTES & SUMMARY
Thursday, June 9th, 2022

Consistent with AB 361 and City of San Jose Resolution Nos. 79485, 80237, 80266, 80290, 80323, 80343, 80363, 80400, 80445, 80481, and 80507, this meeting was not physically open to the public and Members participated via teleconference from remote locations.

Members of the Public were noticed to submit comments during or before meeting via zoom or email to raania.mohsen@sanjoseca.gov.

Meeting was convened at 4:00 pm.

1. Call to Order & Introductions

PRESENT: Chair Chappie Jones, Vice Chair Dennis King, Bettie Owen, Helen Wang, Nga Nguyen, Ken Kelly, Kevin McClelland, Reginald Swilley, Allie Lopez (4:35pm)

OTHERS PRESENT: James Duran, Raania Mohsen, Ngan Nguyen, Magdelina Nodal, Sarah Mee, Blage Zelalich, Lisa Joiner, Vic Farlie,

2. Public Comment

(Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter of the Task Force. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate.)

No public comment provided.

3. Consent Calendar

A. Approval of Minutes for the Virtual Regular Meeting of February 10, 2022

ACTION: Approval of Consent Calendar was moved by Vice Chair Dennis King and seconded by Member Ken Kelly with grammatical corrections submitted prior to meeting. Motion passed unanimously (7:0).

4. New Business

A. Federal Aviation Administration (FAA) Overall Disadvantaged Business Enterprise (DBE) Goal Setting Methodology for FY 2023-2025 (Madelina Nodal and Sarah Mee)

- Sarah Mee provided overview of the the Airport's DBE program; it is required because San José Airport is recipient of FAA funds

- Required by Title 49 CFR Part 26
- Airport is required to submit an overall goal every three years (triannual)
- The current period covers October 1st 2022 – September 30th 2025 (3 years)
- Goal Development is defined by a combination of Market Area, estimated FAA funded projects and availability of DBE's in the area.
 - Market Area: area in which agency spends majority of contracting dollars; where most of the contractors come from as well
 - FAA Assisted projects (5) anticipated to be awarded:
 1. General Aviation run-up pad relocation (total est. Costs: \$1,209,566)
 2. New Taxiway Vector Phase 1 (total est. costs: \$9,835,444)
 3. Terminal B South Ramp – Phase 4 (total est. costs: \$6,595,351)
 4. Terminal B South Ramp – Phase 5 (total est. costs: \$6,595,351)
 5. New Taxiway Vector Phase 2 and 3 (total est. costs: \$9,835,444)
- Total value of 5 projects: \$65.1 million
- Total FAA shared funding: \$52.2 million (80% of overall funding)
- Total DBE's: 305
- Total firms found: 11,242
- Relative availability (DBE's / Firms): 2.7%
- DBE Weighted Relative Availability: 6.0%
- Median DBE Attainment within the last 3 FYs: 4.1%
 - FY 2019 DBE attainment: 0%
 - FY 2020 DBE attainment: 7.6%
 - FY 2021 DBE attainment 4.1%
- **Draft DBE Goal: 5.0%**
- DBE goal will be presented tomorrow (6/10) during public consultation to consider feedback and input from public
- Once the goal has been revised and established it will be submitted to FAA by deadline August 1st, 2022

Questions/Comments:

- What mechanism do we have to hold prime contractors accountable in terms of bringing in DBE's and what are we doing to create opportunities for DBE's to be the prime contractor?
 - San José Airport has a race neutral policy; it is not allowed to include specific goals on projects, e.g veteran-owned, women-owned
 - In order to set a contract specific goal, Airport will have to conduct a disparity study that shows evidence of discrimination and a disparity in who is receiving contracts.
 - Additionally, Airport may adopt a similar agency's disparity study and then create a contract specific goal.
 - City will soon be implementing a disparity study in collaboration with the County

- Airport estimates \$4.1 million for solid waste removal, can you tell us what kind of public consultation our outreach you did for this?
 - Stakeholder meeting was held on May 31 and promoted through “flysanjose” website
 - Second public meeting is the SBATF meeting today (6/9)
 - Will be going to Council on 6/21
 - It is required to reach out to disadvantaged, local, minority owned organizations to gather their input and participation – mailers were sent out as outreach

- Why is there a significant jump for DBE Attainment between 2019 and 2020 from 0% to 7.6%?
 - During FY 2019 Airport did not accept any grants therefore there are no attainments for that year
 - Some fiscal years account for projects that started in another Fiscal Year that have remained ongoing projects into the next year, e.g. attainment percentage for FY 2021 accounts for projects that started in FY 2020.

- Of the \$65 million coming into this program, \$3.2 million will go to DBE’s, and the remaining \$61+ million goes to non-DBE’s?
 - DBE goal (5%) is an *estimated goal* based on the number of available, **certified** DBE’s in their system that will be able to participate in federal projects for the airport

- How much of the DBE allocation went to **local** DBEs?
 - Information pending.

B. Updates on ADA Compliance and Education for Small Businesses (Blage Zelalich, Lisa Joiner)

Blage Zelalich from Office of Economic Development & Cultural Affairs provided update.

- We hope to improve and do more to provide ADA compliance and education, conducive to the expectations outlined in Vice Mayor’s December [MEMO](#) to Rules Committee.
- In order for OED to implement a comprehensive program as outlined in the memo, more staffing and funding will be needed.
- In the meantime:
 - OED currently holds a monthly webinar series. (During the pandemic these webinars were held every two weeks.)
 - Two webinars that provided ADA resources and promoted the City’s CASp grant program, which is overseen by the Department of Planning, Building and Code Enforcement and offers grants that credit up to \$8,000 to qualifying existing small

- businesses and non-residential property owners for hiring CASp (Certified Access Specialist).
- January 2022, email blast was sent out to approximately 38,000 people who are subscribed to SJ economy email; 50% open rate.
 - This email provided information on the current CASp grant program and ADA resources from the city and the state.
- In May 2022, OED sent out flyers through the Finance Department to all business license tax renewal applicants
 - Provided in 4 languages
 - Promoted the CASp grant program, eligibility, and directed to contact the city to learn more about the program
 - 4,000 renewals occurred in May
- OED goes on business walks twice per month
 - Team will visit commercial districts in the city and talk to small businesses about their challenges and needs
 - Team of 6 – talk to 10-20 businesses
 - Informing them of current programs and resources
- Continuing to work on SJ Al Fresco initiative, to help businesses expand their business outdoors.

Lisa Joiner from Planning, Building and Code Enforcement provide overview of CASp grant program.

- Existing grant that helps businesses get reimbursed for a CASp evaluation.
- City has allocated up to \$40,000 total for the program.
- Grants can be provided up to \$8,000 per applicant.
- It covers a CASp evaluation and permitting fees for retrofits that need to be made.
- Not a lot of interest was garnered prior to the outreach recently initiated.
- Next steps may consider redefining the grant to provide funds up front to cover the CASp evaluation, versus a reimbursement, that would be more useful for small business owners.

Questions/Comments:

- AB 2164 ADA Compliance and Disability Accessibility (Lee), sponsored by City of San José, continues to make its way through the legislative process thanks to Assembly Members Alex Lee and Evan Low.
- SBDC will soon be awarding grants in person (small business rent relief program) to about 400 businesses. They can hand out OED flyers along with the checks to provide additional support for these small businesses.
- Is it correct that \$40,000 had been allocated for the CASp grant program, and not \$800,000?
 - The program was allocated \$40,000 for its inaugural run
 - The access fund has over \$850,000 but the program has to show some interest/activity in order to have reason to allocate more funds

- Lisa and team will continue to consider reframing the outreach for the grant to gather more traction
- OED's Storefront grant is going to be paid up front rather than as a reimbursement, correct? Why can't this format be implemented with the CASp grant program? It would be a good idea to avoid making small businesses take money out of pocket. When will you begin starting to provide grants up front?
 - OED does not currently have a date of when this can be implemented because they will need to go back to Council to change the parameters of the grant program.
 - And OED has not yet determined how to manage and administer such a grant program.
 - One option is to contract with CASp inspectors and send them out when there is a request accordingly – then the City could pay the inspectors directly and set up a contract with them, allowing the business to avoid handling the inspection and costs.

C. Updates on BOS (Business Owner Space) Refresh (Vic Farlie)

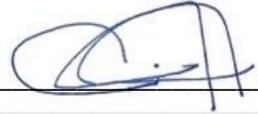
- Publication date of RFP is expected June 30, 2022
- The draft reflects a concept paper that was distributed publicly last year to gather a consensus on what the BOS refresh should contain.
- For an advanced look at the RFP, refer to the concept paper.
- Some major points in the BOS refresh project:
 1. Showcases role of low cost and free business advice
 - During Covid, it was observed that businesses who sought advice had a greater chance of survival during the pandemic
 - This leads to practical help with the management of the business, application for grants, negotiation on important issues, such as rent relief or other pertinent concerns for the business
 - Good technical assistance for small businesses is key
 2. Make sure businesses can see what government does
 - Making it simple and easy for business owners to access government resources and assistance, such as permitting, etc.
 3. Events
 - San Jose Public Library regularly a comprehensive series of free events for businesses; OED would like to replicate that program in BOS Refresh to gather a larger audience and allow businesses to attend free offered events, webinars, programs, etc.
 4. Invite organizations that represent business to promote themselves, allowing businesses to gain exposure to opportunities and resources

5. Announcements

- Vice Chair Dennis King: San José Rent Relief program has been extended until end of June; continuing with on ground outreach and reaching out to previous applicants who were denied

6. Adjournment

The meeting was adjourned at 5:00 pm.



HON. CHAPPIE JONES, CHAIR

ATTEST:

ADVISORY TASK FORCE SECRETARY



RAANIA MOHSEN, DEPUTY CHIEF OF STAFF