



**City of San José**  
**Small Business Advisory Task Force**  
**06/13/19**

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**REGULAR MEETING MINUTES & SUMMARY**  
Thursday, June 13, 2019

**Call to Order & Orders of the Day**

PRESENT: Chair Hon. Chappie Jones, Vice Chair Dennis King, Allie Lopez, Ken Kelly, Helen Wang, Ray Mueller, Wilbur Jackson, Annie Tsai

**OTHERS PRESENT:**

Nga Nguyen  
Hudson Knight  
Lisa Taltano

Vietnamese American Chamber of Commerce

STAFF: Dhez Woodworth, David Gomez (At introduction), Raania Mohsen, Victor Farlie, David French, Jennifer Cheng

Chair Hon. Chappie Jones convened the Small Business Advisory Task Force Committee at 4:00 pm in Conference Room T-1854 at City Hall, 200 E. Santa Clara Street, San José, CA 95113.

**Public Comment**

There was no public testimony on the floor.

**Consent Calendar**

A. Approve the Minutes for the Regular Meeting of May 09, 2019

Documents Filed: Draft Minutes for May 09, 2019 Meeting Regular Meeting.

Action: Upon a motion by (did not get name), seconded by (did not get name), and carried unanimously, the Task Force approved the consent calendar.

**Old Business**

**A. Subcommittees & Timeline (Chair)**

Documents Filed: Subcommittee 2019 Document with added recommended due states for a report back

Action: Question concerning when the subcommittees will be meeting from Ken Kelly. Chair Hon. Chappie Jones responded that he was uncertain and that it was the responsibility of the subcommittees and their chairs to set up meetings.

## **New Business**

### **A. Presentation & Demonstration of City's New Procurement Portal Biddingo (Jennifer Cheng, David French)**

Documents Filed: Biddingo E-Procurement System Demonstration Slideshow

Action: Jennifer Cheng and David French went through the slide presentation, demonstrating how to use Biddingo and its various purposes.

Question concerning if Biddingo works in other languages from Ken Kelly. David French responded that some parts of Biddingo work with other languages, but they would likely have to work with the vendor for better accessibility.

Question concerning the incentive used to entice vendors to use service. Jennifer Cheng responded that the service was free for use.

Question concerning training strategies. Learning will be incorporated into public works academy. Also training will be offered to vendors as things move forward. Will hopefully be very accessible. Will put out dates and information about this on website. There is also a vendor user guide for the service on the city's website. There is also a webinar planned for the future.

Question concerning tech support. Jennifer Cheng responded that the software will have tech support available via 1-800-208-1290. Help will also be available through email.

Question concerning any other city in Northern California that uses this service. David French said no, but a small Oregon city may begin using it soon.

Comment from Jennifer Cheng asking for those in attendance to let their membership lists know about transition.

Comment asking those present register soon if they have not already, so they begin testing and using the service.

### **B. Office of Economic Development Update on Activities in Support of Small Businesses & May 8th Annual Summit (Dhez Woodworth)**

Dhez Woodworth provided several updates based on communication with small business community. Many businesses need technical assistance, help with marketing, want assistance locating spaces, setting up shop, and negotiating leases, and need help keeping up with prices regarding leases and employee cost and retention. All these concerns tie into questions of business displacement. Will continue working on communication with these groups and plan to bring a set of policy recommendations to council in the next six months.

Vic Farlie provided an introduction and explanation of Small Business Displacement, heavily referencing the document filed.

Documents Filed: Small Business Advisory Task Force Presentation Notes on Small Business Displacement.

Action: Questions were raised regarding recommendations on policies. Dhez Woodworth and Vic Farlie responded that they are still in the research phase and cannot offer recommendations presently.

The office of Economic Development intends to continue talking to businesses in different neighborhoods and will reflect back to the council when they are complete over the next few months. They intend on using the May 8th summit as a testing ground for communication and small focus group work.

Question regarding concern for school being put up in the Urban Village. Vic Farlie responded by saying that the office of Economic Development needs to gather more research before providing a recommendation.

Comment recommending that the office of Economic Development look at a neighborhood before and after project to determine how it impacts the neighborhood. Vic Farlie responded that we are likely to see more outward facing engagement with businesses soon.

Comment mentioning that we have seen a decline in retail outlets in Santa Clara area and we need to spend more time thinking of why this development has occurred here, but not elsewhere in the Bay Area.

Dhez Woodworth and Vic Farlie mentioned that they would be happy to come back and present updates as research develops.

### **C. Request for Task Force's Feedback Re: Recent Award of Local Streets Concrete & ADA Ramps Project (Chair)**

Chair Hon. Chappie Jones recommended that the council makes it a priority to prioritize small business for projects such as these rather than larger businesses do the same work for less.

### **Announcements**

Chris Hickey will present at the August 8th meeting regarding the local hire and DBE programs that are going to the CD committee on September 24.

Opportunity to provide feedback at meeting and will take that information, process it, and provide feedback at a later date so it can be incorporated by September 24th.

### **Meeting Schedule and Agenda Items**

*The next meeting will be August 8th, 2019 at 4PM..*

**Adjournment**

The meeting was adjourned at approximately 5:27 p.m.



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Hon. Chappie Jones, CHAIR

ATTEST:  
ADVISORY TASK FORCE SECRETARY



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RAANIA MOHSEN, SENIOR COUNCIL ASSISTANT