



City of San José
Small Business Advisory Task Force
January 9, 2020

REGULAR MEETING MINUTES & SUMMARY
Thursday, January 9, 2020

Call to Order & Orders of the Day

PRESENT: Chair Hon. Chappie Jones, Vice Chair Dennis King, Carl Davis Jr., Mason Fong, Ken Kelly, Allie Lopez, Ray Mueller (Alternate), Helen Wang

ABSENT: Nancy Avila

ASSOCIATE MEMBERS PRESENT:

Nga Nguyen, Hannah Yu

OTHERS PRESENT:

Pete Carillo	
Christopher Hickey	Public Works Department
David French	Public Works Department
Sandra Freitas	Public Works Department
Dhez Woodworth	Office of Economic Development

Chair Hon. Chappie Jones convened the Small Business Advisory Task Force at 4:04 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 November 14, 2019

Documents Filed: Draft Minutes for the November 14, 2019 Regular Meeting

Action: Upon a motion by Vice Chair King, seconded by Task Force Member Kelly, and carried unanimously, the Task Force approved the Consent Calendar. (7:01. Absent: Avila.)

New Business

A. Contracting with Local and Small Businesses in Fiscal Year 2018-19

Documents Filed: Contracting with Local and Small Businesses in Fiscal Year 2018-19 Report

David French reviewed highlights of the report.

- Analysis include contracts awarded by Finance & Purchasing Department and the construction/professional service contracts awarded in the Capital Improvement Program as tracked by Public Works Department (PWD).
- In the Finance Department Purchasing Division, total dollars awarded increased to 33% but total dollars awarded to small businesses decreased to 7%.
- Finance continues to expand outreach to small businesses; it participated in six events tis past fiscal year, e.g. Success in Start-Up and Small Businesses.
- CIP contracts over last five years has shown fluctuation in number of contracts awarded and dollars awarded.
- FY18-19 saw a 5-year low in number of contracts awarded to small and local businesses.
- The Public Works Department does not have the data to determine the reason for this decline.
- Participation of local and small businesses on construction bids have increased but the reason for not being the lowest bidder is unknown.
- The goal is to increase small/local contractor participation on City projects through two major programs: 1) Public Works Contracting Program, which includes Public Works Academy, Minor and Prequalification Program and Local and Small Business Preference; 2) Local Chamber Business Grant Program, which includes partnerships with three minority chambers of commerce to host City procurement workshops; 3) Performance Measures to estalbish benchmarking measures moving forward.
- City Staff will also continue to provide smaller projects (less than \$600,000) for small/local businesses and opportunities to subcontract on large programs.

Task Force Members' feedback included the following:

- Consider holding Public Works Academy at commuity centers instead of the Martin Luther King Jr. in downtown due to parking.
- Consider streaming Public Works Academy seminars.
- Best Value Contracting will begin March 2020 for major contruction projects greater than \$600,000.
- There should be follow-up with small businesses who have participated in bidding but did not win contracts to learn more and encourage participation.
- We should recognize the City's efforts, especially the Public Works Academy; this is a major step forward.
- City should consider helping small businesses with bonding.
- Biddingo, the City's new procurement portal, has been fully implemented as of December 31, 2019.

Sandra Freitas reviewed PWD's new outreach efforts:

- A new kiosk/table will be set-up with information about the Public Works Academy in the City's lobby area to build awareness about the Public Works Academy, considering contractors walk through each day to process permits, etc.,
- Social media language and newsletter summaries will be provided task force members and council offices to support outreach.
- The goal is to have up to 40 participats at the Academy.

B. Election of Chair and Vice Chair for 2020

1. Nominations Received:

- a. Chair: Vice Mayor Jones, Dennis King**
- b. Vice Chair: Dennis King, Allie Lopez**

Vice Chair King withdrew his nomination for Chair.

Action: Upon Motion of Vice Chair King, seconded by Task Force Member Mueller, Vice Mayor Jones was appointed as Chair of the Task Force. (7:1:1. Oppose: Kelly. Absent: Avila).

A ballot vote was taken for the position of Vice Chair. No selection was made due to a tie vote of 4:4. It was determined to continue/consider the appointment at the next meeting.

Old Business

A. Review 2020 Proposed Priorities & Workplan for Approval (Chair)

It was determined to continue this item and schedule a separate meeting dedicated to priority setting. Raania is to coordinate a survey and schedule a meeting with the Task Force on a future date to discuss and adopt priorities.

B. Review Revised Bylaws & Code of Conduct for Approval (Dennis King)

It was determined to continue this item to next meeting and include discussion of term length (years) and limit (number of terms) for Chair and Vice Chair.

Meeting Schedule and Agenda Items

The next regular meeting will be February 13, 2020, City Hall Conference Room Tower 1854.

Announcements

- Rainbow Chambers of Commerce will be hosting its Annual Awards Banquet January 24, 11:30 am – 2:30 pm
- Census 2020 is hiring at \$33/hour; the Census Count will occur July – December 2020.

Adjournment

The meeting was adjourned at approximately 5:09 p.m.



Hon. Chappie Jones, CHAIR

ATTEST:
ADVISORY TASK FORCE SECRETARY

A handwritten signature in black ink, appearing to read "Raania Mohsen", is written over a light gray rectangular background.

RAANIA MOHSEN, DEPUTY CHIEF OF STAFF