



Workplan 2019

In addressing the priorities adopted by the Task Force on March 14, 2019, which include 1) Government Contracting, 2) Small Business Resources, and 3) Compliance Education, the following workplan was proposed in order to achieve the adopted goals of the Task Force.

	Item Description	Anticipated Meeting Date	Notes/Attachments
1	Report on San Jose Small Business Study	04/11/19	Dhez Woodworth of Office of Economic Development to provide overview and update on progress made by City
2	Report on San Jose Small Business Opportunity and Inclusion Project	04/11/19	Christopher Hickey of Public Works to provide overview and update on progress made by City.
3	Update/Review of City Contracts in the pipeline.	05/09/19	Christopher Hickey to present.
4	Outreach/promotion of next Public Works Academy on 05/15/19	05/09/19	Christopher Hickey to review outreach plan for Public Works Academy and Task Force to provide feedback.
5	Update on Transition to City's new procurement portal Bidding & Demonstration	6/13/19	David French, CIP Procurement Manager, and Jennifer Cheng, Finance Deputy Director, to review and provide demonstration.
6	Explore status/creation of central database of vendor and small businesses to ensure sufficient outreach.	06/13/19	Coordination between Community & Economic Development, Finance, and Public Works Departments.
7	Review of Disadvantaged Business (DBE) Enterprise Program	08/15/19	Christopher Hickey to present summary of recommendations; Task Force to provide feedback by August 30; Public Works Memo due to Community & Economic Development Committee September 13.
8	Review of submitted Public Works Memo & Task Force Recommendations re: DBE	09/19/19	Christopher Hickey to present final memo; report to Council/Committee due November 2019
9	Presentation on City's Business Tax Amnesty Program	09/19/19	Rick Bruneau and staff from Finance Department to present program and outreach strategy; Task Force to provide feedback on outreach strategy.
10	Presentation on Sept 23 Council Study Session addressing Small Business Displacement	09/19/19	Victor Farlie from the Office of Economic Development to present overview; task force to provide feedback.



City of San José
Small Business Advisory Task
May 1, 2019

	Item Description	Anticipated Meeting Date	Notes/Attachments
11	Review City's current process of compliance education e.g. ADA requirements for small businesses, and consider best practices.	11/14/19	Juan Borelli from the Office of Economic Development to review City's Business Ally Program, ADA Compliance, and opportunity to collaborate with Chambers of Commerce.
12	Review of Local Hire Program	11/14/19	Christopher Hickey from the Office of Equality Assurance to present overview and request feedback from Task Force.
13	Subcommittee Reports	11/14/19	Subcommittees on Contracting and Language/Cultural Competency Barriers to provide reports to Task Force.
14	Task Force Recognition Event	12/12/19	TBD