

**DRAFT MINUTES OF THE  
JOINT MEETING OF THE RULES AND OPEN GOVERNMENT COMMITTEE AND  
COMMITTEE OF THE WHOLE**

**SAN JOSÉ, CALIFORNIA**

**WEDNESDAY, SEPTEMBER 3, 2025**

The Committee meeting was held in the Council Chambers, and convened at 2:00 p.m.

Present: Councilmembers - Cohen, Kamei, Foley, Doan, Candelas.

Absent: Councilmembers - None

Staff: Assistant City Manager, Lee Wilcox; Assistant City Attorney, Kevin Fisher; Assistant City Clerk, Joy Rodriguez; Senior Executive Analyst, Rachelle Blattman; and Deputy City Clerk, Daniel Aguilar.

**A. City Council (City Clerk)**

**1. Review September 9, 2025 Final Agenda**

- a) Add New Items to Final Agenda
- b) Assign "Time Certain" to Agenda Items (if needed)
- c) Review of Notice of Waiver Requirements for Agenda Items or Documents (if needed)

Public Comment: None provided.

Action: Upon motion by Vice Mayor Pam Foley, seconded by Councilmember Bien Doan, and carried unanimously, the Committee approved the final agenda for the City Council meeting on September 9, 2025, including the Add Sheet. (5-0-0)

**2. Review September 16, 2025 Draft Agenda**

- a) Add New Items to Draft Agenda
- b) Assign "Time Certain" to Agenda Items (if needed)
- c) Review of Notice of Waiver Requirements for Agenda Items or Documents (if needed)

Public Comment: None provided.

Action: Upon motion by Councilmember Bien Doan, seconded by Councilmember Rosemary Kamei, and carried unanimously, the Committee approved the draft agenda for the City Council meeting on September 16, 2025, including the cancellation of Evening Session. (5-0-0)

## **B. Consent Calendar**

Public Comment: None provided.

Action: Upon motion by Vice Mayor Pam Foley, seconded by Councilmember Domingo Candelas, and carried unanimously, the Consent Calendar was approved *as a whole*, with the below actions taken as indicated. (5-0-0)

### **1. The Public Record for August 21, 2025 - August 28, 2025. (City Clerk)**

The Public Record for August 21, 2025 - August 28, 2025, was received and filed.

### **2. Approval of Flag Raising Ceremony and Lighting Recognizing Ethiopian New Year as a City Sponsored Special Event, to Expend City Funds and Authorization to Accept Donations of Materials and Services for the Event. (Mayor)**

The Flag Raising Ceremony and Lighting recognizing Ethiopian New Year as a City Sponsored Special Event was approved for placement on the September 9, 2025 City Council Agenda for action.

## **C. Rules Committee Reviews, Recommendations and Approvals**

### **1. Vacant Storefront Incentive: Explore a Fee Waiver Program for New and Expanding Small Businesses in Urban Villages and Areas of Growth. (Ortiz)**

**Direct the City Manager to explore an ordinance that amends the Business and Tax Regulations Code to develop a year-long pilot fee waiver program for specific first-year permit, license, and business registration fees for qualifying small businesses that are newly formed or opening a new location in urban villages and areas of growth within the city.**

**[Referred from 8/20/2025 - Item C.1 (ROGC 25-256)]**

Councilmember Peter Ortiz introduced the item, bringing forward the recommendation as outlined in his memorandum dated August 14, 2025.

Chris Burton, Director, Department of Planning, Building and Code Enforcement, responded to questions.

Public Comment: None provided.

Action: Upon motion by Vice Mayor Pam Foley, seconded by Councilmember Bien Doan, and carried unanimously, the *green* lit options from the Work Load Analysis dated September 3, 2025 were approved, with recommendations to move forward with an effort to consolidate, promote, and raise awareness of the City's extensive small business support programs through the Office of Economic Development and Cultural Affairs (OEDCA); and with direction for staff to track the *yellow* lit options from the Work Load Analysis, which includes the proposal to waive first-year permit, license, and registration fees for qualifying small businesses in growth areas. (5-0-0)

## **D. Open Forum**

No Public Comment provided.

## **E. Adjournment**

Chair David Cohen adjourned the Committee meeting at 2:23 p.m.

Minutes Recorded, Prepared, and Respectfully Submitted by,

***DRAFT***

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Daniel Aguilar  
Deputy City Clerk, City of San José

Approved at Council on:

Number of actions: 4

Attest by:

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Toni J. Taber, MMC  
City Clerk, City of San José