



City of San José Small Business Advisory Committee

Member - Anuradha Basu
Member - Christina Bui
Member - Daniel Fernandez
Member - Jesus Flores
Member - Mimi M Hernandez

Member - Charles "Chappie" Jones
Member - Tony Lam
Member - Azer Manashir
Member - Tony Merenda

Council Liaison - CM Kamei
Council Liaison - CM Ortiz

Director - Nanci Klein
Deputy Director - Blage Zelalich
Staff - Victor Farlie

MEETING AGENDA

**November 16, 2023
4.00 p.m.**

**Hybrid Meeting - and San José City Hall
200 E. Santa Clara Street, San José, CA
Wing Rooms W118/W119**

How to observe the Meeting (no public comment): <https://zoom.us/j/99291227748>

Webinar ID: 992 9122 7748

Passcode: None

One tap mobile (US):

One tap mobile

+12133388477,,99291227748# US (Los Angeles)

+16692192599,,99291227748# US (San Jose)

How to submit written Public Comment:

- 1) By email to victor.farlie@sanjoseca.gov by 9:00 a.m. the day of the meeting.

How to provide Spoken Public Comment during the meeting:

- 1) By phone: <https://zoom.us/j/99291227748> Webinar ID 992 9122 7748: Click *9 to raise a hand to speak.
- 2) By online <https://zoom.us/j/91206853925>
 - a. Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
 - b. Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak.
 - c. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
 - d. When called, please limit your remarks to the time limit allotted.

AGENDA

I. Welcome and Introductions to newly appointed Members of the Committee

An opportunity for the newly appointed members of the Committee to introduce themselves to other members of the Committee, Councilmembers and City staff.

II. Welcome from Councilmember Kamei and Councilmember Ortiz

Councilmembers welcome to the newly appointed members of the Committee.

Councilmember Kamei represents District 1 on the West side of San José and is the Vice Mayor of the City Council. Councilmember Ortiz represents District 5 on the East side of San José.

III. Role of Office of Economic Development & Cultural Affairs (OED&CA)

City staff who support the work of the Committee will provide a brief overview of the role of the Office of Economic Development & Cultural Affairs.

IV. Contextual Presentation by OED&CA on key small business data/analytics

City staff will provide an overview of economic and small business data, analytics and trends for the City of San José.

V. Priority Setting Exercise

The Committee are invited to engage in a priority setting exercise to inform the content of the annual work plan. The annual work plan will be presented at the next meeting for approval.

VI. Introduction of By-Laws

City staff will provide an introduction to the draft Bylaws to be approved at the next meeting of the Committee. The Committee will select the Chair and Vice Chair at the next meeting.

VII. Introduction of Brown Act Rules

City staff will provide an introduction to the Brown Act regulations.

VIII. 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 jurisdiction of the Committee. 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. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Committee, Board or Commission.

IX. Meeting Schedule and Agenda Items

The next meeting is scheduled for December 7, 2023 at 5:00 p.m., to be held in City Hall Wing Rooms W118/W119.

X. Adjournment

In the absence of the Chair and Vice Chair the OED will adjourn the meeting upon conclusion of the Committee's business.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

[The Code of Conduct](#) is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

You may speak to the Committee about any discussion item that is on the agenda, and you may also speak during Public Comment on items that are not on the agenda and are within the subject matter jurisdiction of the Committee. Please be advised that, by law, the Committee is unable to discuss or take action on issues presented during Public Comment. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Committee unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

Agendas, Staff Reports and some associated documents for the Committee items may be viewed on the Internet at the Small Business Advisory Committee [page](#)

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the Committee will be available for public inspection at the Office of Economic Development & Cultural Affairs Office located at 200 E. Santa Clara St., Tower, 17th Floor, San Jose, CA 95113 at the same time that the public records are distributed or made available to the Committee. Any draft resolutions or other items posted on the Internet site or distributed in advance of the Committee meeting may not be the final documents approved by the Committee. Contact the Office of Economic Development & Cultural Affairs by e-mail at victor.farlie@sanjoseca.gov or by telephone at (408) 535-8230 for the final document.

On occasion the Committee may consider agenda items out of order.

If you have any questions, please direct them to the Committee staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting.

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Please direct correspondence and questions to:

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