



THE CITY OF SAN DIEGO

**SMALL BUSINESS ADVISORY BOARD  
MEETING MINUTES**

February 25, 2009  
8:50 a.m.

Civic Center Plaza  
1200 Third Avenue, Fourteenth Floor Large Conference Room  
San Diego, CA 92101

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Kurt Chilcott Scott Cummins Dr. Ruben Garcia Michelle Gray Warren Simon Chi Tran Tom Woolway	Faith Bautista Spencer Skeen Edward Barbat

<b>CITY STAFF</b>
Meredith Dibden Brown, Office of Small Business Karen Bucey, Development Services Department Alicia Martinez-Higgs, Office of Small Business Suzanne Prevost, Office of Small Business

<b>OTHERS PRESENT</b>
David Hazan East Village Association

## 1. Call to Order

- The meeting was called to order at 8:50 a.m. A quorum was present.

## 2. Approval of Minutes

- A motion was made by Michelle Gray to approve the January 28, 2008 Minutes. There was a second from Tom Woolway. Yes 7, No 0, Abstain 0.

## 3. Public Comment

- None

## 4. Administrative Items

- a. None

- b. Conflict of Interest Declarations

- Meredith Dibden Brown explained the purpose of the Conflict of Interest Declaration.

- c. None

- d. Subcommittee Reports

- Internal: Dr. Garcia stated that the Small Business Administration as part of the Economic Stimulus is setting up a local “Hotline” for Small Business and could include information on City taxes. There was some discussion about this and Meredith suggested that the option to set up or include the City on a “Hotline” be deferred to the Office of the City Treasurer. It was also suggested that a public service announcement (PSA) could be created for City TV with information on City taxes.

Warren Simon requested a list of board members by sub-committee assignment. The Office of Small Business (OSB) will assist in coordinating an Internal Committee meeting and to include attendance of all SBAB members. The purpose of the meeting is to propose a Resolution of Support to Councilmember Carl DeMaio, referencing the “Small Business Tax and Regulatory Relief Proposal”. This meeting will follow the Brown Act for noticing.

- External: None

- e. (1) Economic Development Division/Office of Small Business

- Meredith Dibden Brown provided the report.
  - OSB is working to fill Steve Bal’s vacant position.
  - CDBG hearing is today with recommendations to Council.
- Meredith distributed a draft Organizational Chart of the Economic Development Division, as requested by Dr. Garcia at the previous SBAB meeting.
- Dr. Garcia attended the City of San Diego, Equal Opportunity Contracting Program “Building Profitable Relationship 2009” at the Balboa Park Club, February 5, 2009 and commented that it was a very positive event..
- Michelle Gray inquired about the SBEP funds. Meredith indicated that since the agreement template had not yet been received that no agreements have been entered into and therefore no funds have been distributed to date. **A motion was made by Kurt Chilcott for the SBAB to write a letter to the Office of the City Attorney to request they expedite preparation of the FY2009 SBEP agreement template. There was a second from Michelle Gray. Yes 7, No 0, Abstain 0.**
  - OSB will draft the letter and send to Dr. Garcia tomorrow for review.
  - There was discussion on the funding mechanism for these SBEP agreements and Meredith explained that the non-profits sign an agreement with the City which includes the scope and budget for the program or project and that funds are then provided on a reimbursement basis. A review of the request for payment also provides information on work completed to date.

**e. (2) Development Services Department (DSD)**

- Karen Bucey provided the report.
  - She spoke with Kelly Broughton (Department Director) regarding the DSD budget and staffing.
  - The draft Fee Study, including recommendations for changes to fees, is under discussion with the Mayor’s office and should be presented to Council in the next month or so. If there is political support then the revised fees would be implemented for FY2010. The fee structures were previously developed based on four or five “typical” scenarios however, in practice it was determined that these really didn’t apply that well so now a more in-depth study has been performed for each kind of activity.
  - The Business Process Re-engineering of the department was delayed but once the budget is approved this should start again and there will probably be issues that will come to the SBAB.
  - There has been a modest decrease overall in the number of permits processed – less in some categories and more in others such as discretionary.

## **5. Small Business Tax and Regulatory Relief for Small Businesses**

- The Internal Committee will be the lead on this matter.
- At the previous SBAB meeting, members were asked to submit their recommendation by email to OSB Staff to compile for this Board meeting. The one page handout was distributed.

## **6. Establishment of East Village Business Improvement District**

- Meredith provided an overview of the City's policies and procedures pertaining to establishment of Business Improvement Districts. East Village Association provided sufficient petitions (20% of affected businesses) in Fall 2008 to trigger the mailed ballot procedure which was conducted by City staff in January/February 2009. The City Clerk counted the ballots in February 2009 and a majority of those that responded both numerically and weighted by the amount of the proposed assessment, were in support of establishing the district and levying a BID assessment. The matter will now go to Council for consideration. There will be noticed public hearings at which businesses may speak or protest. If the Council approves establishing the district then it would likely be effective as of August or September 2009.
- David Hazan from the East Village Association spoke about that group's efforts to organize the businesses and their interest in promoting the local business community.
  - **A motion was made by Scott Cummins to recommend support for the establishment of the East Village BID. There was a second by Tom Woolway. Yes 7, No 0, Abstain 0.**

## **7. BID Council Monthly Report – Warren Simon**

- Warren reported that the job search for a new Executive Director continues and that he is volunteering at the BID Council.

## **8. Next Meeting Date**

- The next meeting will be held on March 25, 2009.

## **9. Meeting Adjournment**

- The meeting was adjourned at 9:50 a.m.