



# SMALL BUSINESS ADVISORY BOARD

## Meeting Notice and Agenda

TUESDAY, May 27, 2025

**In-Person** Meeting, 8:30 a.m. – 10:00 a.m.

Location: Civic Center Plaza, 14<sup>th</sup> Floor Conference Room –  
1200 3<sup>rd</sup> Ave, San Diego, CA 92101

**Chair:** Austin Evans | **Vice Chair:** Natasha Salgado

**Board Members:** Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Donna Deberry, Jenna Hanson, Juliet Terramin, Michael Sovacool, Natasha Salgado, Sarah Mattinson, and Sunny Lee.

**Staff Liaisons:** Alex Southard and Sean Karafin.

### Public Comment

**Public Comment on an Agenda Item:** If you wish to address the Board on an item for today's agenda, please complete and submit a speaker form before the Board hears the agenda item. You will be called at the time the item is heard.

**Public Comment on Matters Not on the Agenda:** You may address the Board on any matter not listed on today's agenda. Please complete and submit a speaker form. However, California's open meeting laws do not permit the Board to discuss or take any action on the matter at today's meeting. At its discretion, the Board may add the item to a future meeting agenda or refer the matter to staff or committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Item 1: Call to Order (Chair Evans)

Item 2: Action: Roll Call (Chair Evans)

Item 3: Conversation with Councilmember Henry L. Foster III

Item 4: Action: Approval of April 29, 2025 Minutes (Chair Evans)

Item 5: Board Elections (Chair Evans)

Item 6: Discussion: San Ysidro BID Advisory Committee Members (Member Lee)

- Item 7: Discussion: San Ysidro Business Improvement District Advisory Committee (Liaison Southard)
- Item 8: Action: Draft Advising Letter (Chair Evans)
- Item 9: Staff Report
  - a. Economic Development Department (Liaison Southard)
- Item 10: Board Member Comments
  - a. Suggested items for future meetings
- Item 11: Non-Agenda Public Comment
- Item 12: Adjournment

#### REQUESTS FOR ACCESSIBILITY MODIFICATIONS OR ACCOMMODATIONS

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Sean Karafin at [sdbusiness@sandiego.gov](mailto:sdbusiness@sandiego.gov) or 619-236-6700. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Sean Karafin at [sdbusiness@sandiego.gov](mailto:sdbusiness@sandiego.gov) or 619-236-6700. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.



# SMALL BUSINESS ADVISORY BOARD

## Meeting Minutes

TUESDAY, April 29, 2025

8:30 a.m. – 10:00 a.m.

Location: Civic Center Plaza, 14<sup>th</sup> Floor Conference Room –  
1200 3<sup>rd</sup> Ave, San Diego, CA 92101

**Chair:** Austin Evans | **Vice Chair:** Natasha Salgado

**Board Members:** Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Donna Deberry, Jenna Hanson, Juliet Terramin, Michael Sovacool, Natasha Salgado, Sarah Mattinson, and Sunny Lee.

**Staff Liaisons:** Alex Southard and Sean Karafin.

- Item 1: Call to Order (Chair Evans)
- Meeting was called to order at 8:32 AM.
- Item 2: Action: Roll Call (Chair Evans)
- In attendance: Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Juliet Terramin, Michael Sovacool, and Sunny Lee.
  - City Staff: Christine Jones, Angela Colton, Kris Griffin, Sean Karafin, Alex Southard, and Viridiana Quintana.
  - Members of the Public: Juliana Sprenger and Simone Weinstein.
- Item 3: Presentation from Christine Jones with the City's Cultural Affairs Division regarding the Creative City Cultural Plan
- Christine Jones, Chief of Civic Art Strategies with the Cultural Affairs Division, presented on the City's Cultural Plan.
  - The Plan was adopted in January 2025 and focuses on four main goals.
  - Goal 1: Centering Artists, Creatives and Spaces
    - There is a high need of affordable and accessible space for creatives.
    - The City has 60 cultural facilities that offer opportunities to leverage space for activations.
  - Goal 2: Arts in Community
    - A large focus is to increase sense of community and belonging.
    - Identifying experiences around the region's existing cultural landscape.

- Goal 3: Creative Entrepreneurship
  - Ample research has conducted around the creative economy.
  - There are opportunities to explore workforce development, business support, education, and more.
- Goal 4: Global Creative City
  - Leverage various outlets such as large-scale events, destination marketing with the Tourism Authority, and global marketplace such as trade and exports.
- The board asked questions and conversations followed.
  - There initial stages will primarily focus on research and program development. The plan outlines to think creatively about funding.
  - There are opportunities to repackage branding of small business resources and cater to artists/creatives.

Item 4: Conversation with Angela Colton with the City's Risk Management Department regarding the City's Claims Process

- Angela Colton, Director of the Risk Management Department, presented on the City's public liability claims process.
- Claims are typically paid by the City's General Fund.
- Public liability claims may now be submitted electronically at [www.sandiego.gov/riskmanagement/services/liability](http://www.sandiego.gov/riskmanagement/services/liability).
- The board asked questions and conversations followed.
  - There are over 4,000 claims in the queue with 13 employees currently.
  - There is a fiduciary responsibility to the City and its taxpayers.
  - Common claims issues include water and sewer breaks, potholes, trip and falls, and storm drains flooding.
  - Depending on bundle of rights, claims might be from property owners, tenants, or both.

Item 5: Action: Approval of March 25, 2025 Minutes (Chair Evans)

- With a motion by Juliet Terramin and a second by Brandon S. Johnson, the Board voted to approve the March 25, 2025 minutes.
  - Yes: Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Juliet Terramin, Michael Sovacool, and Sunny Lee.
  - Abstain: None.
  - Absent: Donna Deberry, Jenna Hanson, Natasha Salgado, and Sarah Mattinson.

Item 6: Action: Approval of the San Ysidro BID Advisory Committee Member (Member Lee)

- With a motion by Sunny Lee and a second by Brandon S. Johnson, the Board voted to approve Jilette Yousef onto the committee.
  - Yes: Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Juliet Terramin, Michael Sovacool, and Sunny Lee.
  - Abstain: None.

- Absent: Donna Deberry, Jenna Hanson, Natasha Salgado, and Sarah Mattinson.

Item 7: Discussion: San Ysidro Business Improvement District Advisory Committee (Liaison Southard)

- Alex Southard shared an update on the San Ysidro BID activities.
- At the April Updates Meeting, the group heard from Kevin Davis with Procopio; FY26 San Ysidro BID budget presentation; and Civic highlighted a business walk led on April 16<sup>th</sup>.
- At the April Working Meeting, the group continued discussing the organizational structure.

Item 8: Action: Draft Advising Letter (Chair Evans)

- With a motion by Sunny Lee and a second by Juliet Terramin, the Board voted to draft an advising letter highlighting their FY2026 budget priorities including the Small Business Enhancement Program.
  - Yes: Ania Kaminska, Austin Evans, Brandon S. Johnson, Christian Gomez, Juliet Terramin, Michael Sovacool, and Sunny Lee.
  - Abstain: None.
  - Absent: Donna Deberry, Jenna Hanson, Natasha Salgado, and Sarah Mattinson.

Item 9: Staff Report

a. Economic Development Department (Liaison Southard)

- Alex Southard provided an update from the Economic Development Department.
- The City's FY2026 proposed budget was released online on April 15<sup>th</sup>. The preliminary budget currently does not include a budget for SBEP.
- There are opportunities to participate in the budget process. Key dates to note:
  - IBA budget analysis released April 29<sup>th</sup>
  - Budget Review Committee hearings in April and May
  - Mayor's "May Revise" released May 14<sup>th</sup>
  - City Council proposed budget changes May 21<sup>st</sup>
  - Final budget determination June 10<sup>th</sup>
- Some terms are expiring soon, reappointments will be taking place.
- Donna Deberry is retiring soon, her seat on the board will become available.
- The County of San Diego is updating their procurement policies and practices. They are hosting meetings on their efforts to increase procurement opportunities for small, minority-owned, women-owned, and veteran-owned businesses, as well as non-profits.
  - [Small Business Focused Stakeholder Meeting](#) - May 1<sup>st</sup> at 3pm
  - [Non-Profit Focused Stakeholder Meeting](#) - May 5<sup>th</sup> at 3pm
  - [Veteran Focused Stakeholder Meeting](#) - May 7<sup>th</sup> at 3pm

Item 10: Board Member Comments

a. Suggested items for future meetings

- Councilmember Foster is scheduled for the May 27<sup>th</sup> meeting.

Item 11: Non-Agenda Public Comment

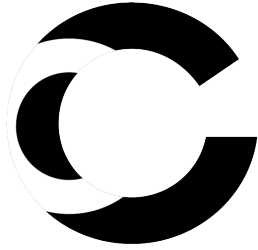
- Juliana Sprenger shared her experience as a sidewalk vendor and requested additional support and resources for vendors.

Item 12: Adjournment

- The meeting was adjourned at 9:46 AM.

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# The Plan

**Goal 1** | Centering Artists, Creatives  
and Spaces

**Goal 2** | Arts in Community

**Goal 3** | Creative Entrepreneurship

**Goal 4** | Global Creative City







## Goal 1 |

# Centering Artists, Creatives and Spaces

Core to this plan is empowering artists to thrive in their work and the nonprofit organizations they often work through to fulfill their visions and missions. Meeting the need for affordable and accessible spaces is critical for sustainability and the growth and development of the city's arts and cultural ecosystems. Expanding equity in access to resources, including grants, facilities, and technical assistance, is a priority, ensuring that all individuals and organizations, regardless of background or scale, have the support they need. Through expanding opportunities for artists and arts and culture organizations, San Diego will enhance its sense of place through cultural vitality, creativity, and inclusivity, enriching the lives of all San Diegans.



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## Goal 2 | Arts in Community

Arts, culture, and creativity are key elements of a vibrant and inclusive city, accessible to everyone. All San Diegans can experience and contribute to the rich tapestry of artistic expression that defines our cultural landscape.







## Goal 3 | Creative Entrepreneurship

The creative economy flourishes and entrepreneurs, innovators, and visionaries are empowered to transform their ideas into thriving businesses. The mission and work of creative entrepreneurs is enabled by open access to education, tools, and resources. Equity and full inclusion of historically less-resourced communities is a core principle in fostering a vibrant creative economy.

## Goal 4 | Global Creative City

San Diego aspires to emerge as a vibrant global hub for arts, culture, and creativity, celebrated for its fresh, authentic, and engaging offerings and opportunities reflective of the region's diversity and spirit of innovation. San Diego intends to position itself as a center for creative business and creative entrepreneurs, as well as a cultural and creative travel destination.



# FY26 – Creative City Look Ahead

## Goal 1 | Centering Artists, Creatives and Spaces

- Pilot arts and culture outreach activity in libraries
- Explore creative use space with BIDS/PBIDS
- Explore joint use creative space with SDUSD
- Provide artist capacity building in HPI lowest quartile

## Goal 2 | Arts in Community

- Create formal cultural district/creative enterprise zone process
- Finalize the Downtown Arts District plan and Black Arts and Culture District plan



# FY26 – Creative City Look Ahead



## Goal 3 | Creative Entrepreneurship

- Develop creative economy growth strategy
- Align, intersect and collaborate with economic development and workforce development partners on creative industries

## Goal 4 | Global Creative City

- Collaborate with San Diego Tourism Authority and participate on the Destination Stewardship Council
- Continue WDC/WDO designation to build partnerships, brand awareness



Risk Management Department

# Public Liability Claims

Small Business Advisory Board Meeting

# California Tort Claims Act

## Establishes Law for Public Liability Claims

- Sets forth the procedures that must be followed when filing a claim for money or damages against a governmental entity in the state of California.
  - California Government Code: Title 1, Division 3.6. Claims and Actions Against Public Entities and Public Employees [810 - 998.3]
- Governs claims and lawsuits against the government for property damage, personal injury, wrongful death or breach of contract.
  - Government entities are liable only if there is a statutory basis for the liability. Government entities are also protected from lawsuits by a variety of immunities.

# California Tort Claims Act (continued)

## Establishes Law for Public Liability Claims

- Ensures that individuals have a process to seek compensation for damages caused by government actions but also protects the government from unlimited liability.
- Generally, a claim must be filed before one can sue the government.
  - Filing a claim gives the government agency the opportunity to settle the claim before a lawsuit is filed and to investigate the claim so that it can properly defend itself, or to correct the conditions or practices that led to the claim.

# Public Liability Claims Process

## California Government Code and Filing Deadline

- Any claim against the City must be made in writing and be completed in accordance with California Government Code sections 900-915.4.
- Most claims must be presented to the Risk Management Department no later than six months after the date of the incident or event.
- In accordance with City Council Resolution No. 314369, Public liability claims may now be submitted electronically using the Public Liability claims portal, following the step-by-step process at <https://www.sandiego.gov/riskmanagement/services/liability>

# Filing Claim via U.S. Mail or In Person

## Use of RM-9 form filing via mail or in person

- If you DO NOT wish to submit your claim electronically using the portal, you also have the option of submitting your claim in writing using the City's RM-9 form in the link below, or any written form that complies with the California Government Code.
- The claim form (Claim Against the City of San Diego Form (RM-9)) must be accurately completed, printed, signed by the claimant and mailed, or delivered in person during regular business hours.

# Filing Claim via U.S. Mail or in Person (continued)

## Business Office Address and Hours

- City of San Diego  
Risk Management Department  
1200 Third Ave., Suite 1000  
San Diego, CA 92101
- Document Drop-Off Hours:  
8 a.m.- Noon and 1-4 p.m.
- For Questions re claims filing process Call Public Liability  
Division at 619-236-7300



# Claims Presentation

## Please submit supporting documentation of damages

- When filling out the claim form, please be as accurate as possible to expedite the investigation process.
- When submitting your claim, please include the estimated dollar amount of damages, along with supporting documentation showing how your damages were calculated.
- Please be advised that the City is prohibited from providing legal advice. Claimants should consult an attorney, as necessary.

# Claims Process

## Investigation of the claim

- After the claim form has been received by our office, a claim file will be set up and assigned to an Adjuster. The party submitting the claim will receive an acknowledgement letter with the claim number and name of the assigned Adjuster.
- The assigned Adjuster may request additional information, as needed, as part of the investigative process.
- Information requested by the Public Liability Division does not guarantee that your claim has been accepted for payment, nor does it mean that the City accepts liability. Any information provided will be evaluated as part of the investigative process.

# Claims Process (continued)

## Timeline for investigation of claims

- Per the Government Code, a Public Entity has 45 days to review a claim, but additional time may be necessary to make a liability determination and/or evaluate damages.
- Each claim is evaluated on a case-by-case basis and on its merit.

# Questions?

