



THE CITY OF SAN DIEGO

SMALL BUSINESS ADVISORY BOARD (SBAB) MEETING AGENDA

Friday, February 15, 2013 at 8:45 a.m.

**** War Memorial Building – Room 2 ****
3325 Zoo Drive, San Diego, CA 92101

1. Call to Order and Introductions

2. Approval of Minutes – December 14, 2012

3. Public Comment – 8:50 a.m. (TIME CERTAIN)

Public comment may be made on any non-agenda topic in the Board's area of responsibility. Presenters have three (3) minutes to address the Board.

4. Administrative Items:

- A. Board Administrative Items and/or Non-Agenda Comment
- B. Requests for Agenda Revisions (continuances, change in order, etc.)
- C. Internal Standing Committee
- D. External Standing Committee
- E. Development Services Department Technical Advisory Committee – Representative(s) Report*
- F. Economic Development Division/Office of Small Business
- G. Equal Opportunity Contracting/Purchasing & Contracting Department

Information Items/Discussion:

- 5. State Board of Equalization/San Diego District Office** – Cynthia Suero-Gabler, District Outreach Specialist, will present on the programs, workshops, on-line processes and services now available through the State Board of Equalization and San Diego District Office. The presentation will include information on state Sales Tax, Use Tax, Seller's Permit, Electronic Registration (e-Reg), Electronic File (e-File), upcoming sales and use tax workshops for small businesses, and services available at the San Diego District Office/Taxpayer Service Center.
- 6. City of San Diego Small Business Development Program** – Lisa Gordon-Hosch, City of San Diego Small Business Ambassador, will report on the results of the 2012 Small Business Development Program. The program was launched in 2010 to provide tailored training and technical assistance to small local businesses to better prepare participants for bidding and contracting opportunities with the City of San Diego. The program was initiated by the Office of Small Business, and is a component of the City's Small Local Business Enterprise Program.

7. **Update on 2013 Meeting Topics and Schedule** – Lisa Gordon-Hosch will provide an update on proposed meeting topics, requests for board input or participation, and invited guests.
8. **BID Council Report – Report on Current Activities of the BID Council** – Patrick Edwards
9. **Next Meeting Date and Location – April 19, 2013 at the War Memorial Building – Room 2**
located at 3325 Zoo Drive, San Diego, CA 92101
<http://www.sandiego.gov/park-and-recreation/parks/balboa/warmemorial.shtml#>

Directions/Parking:

The War Memorial Building is located at the north end of Balboa Park at Park Boulevard and Zoo Drive, across from Roosevelt Middle School. Take Hwy 163 South to Park Blvd Exit. Turn left at Park Blvd., then continue to Zoo Drive. Make a left/go west on Zoo Drive. Building will be on your left. Street parking available on Zoo Drive, Park Blvd., or in the north end of the Zoo's parking lot.

10. **Adjournment – (TIME CERTAIN)** Unfinished business shall be tabled and placed on the agenda for the next Board meeting.

Unless noted as an Information Item, the Small Business Advisory Board may take action on any agenda item.

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact the Meeting Coordinator in the Economic Development Division at least five (5) working days before the meeting at (619) 236-6493 to ensure availability.