



SMALL BUSINESS ADVISORY BOARD (SBAB) MEETING MINUTES

May 19, 2017

Central Library/Mary Hollis Clark Conference Center
330 Park Blvd.
San Diego, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Edward Barbat Justin Fortier Joseph Fox Michelle Gray Guy Hanford Gary Peterson	Catherine Arambula Antonio Barbosa Dr. Ruben Garcia

CITY STAFF
Christina Vincent – Program Manager, Business Expansion Attraction Retention (BEAR) Division Elizabeth Studebaker – Neighborhood Investment Manager Tina Hines – Business Development Specialist

1. Welcome & Call to Order:

Michelle Gray, acting as Chair of the Small Business Advisory Board, called the meeting to order at 8:50 A.M.

2. Approval of Minutes:

- A motion was made by Joseph Fox to approve the March 17, 2017 Minutes. There was a second by Gary Peterson for the approval of the minutes from the March 17, 2017 meeting. Yes: 6, No: 0, Abstain: 0, absent: 3. The approval of the minutes from the April 21, 2017 meeting was tabled because copies of this document were not distributed.

3. Public Comment:

- There was no public comment.

4. Administrative Items:

- A. Board Administrative Items and/or Non-Agenda Comments:** It was noted that the presentation for the June 16th SBAB meeting will be given by Gary Peterson.

B. Requests of Agenda Revisions (continuances, changes in order, etc.): There were no requests.

C. Development Services Department Technical Advisory Committee (TAC): Elizabeth Studebaker mentioned that the TAC continues to focus on affordable housing and internal procedures for the Climate Action Plan implementation.

D. Economic Development Department- Liaison Report: Elizabeth Studebaker stated that the Economic Development Department and other City departments are in the middle of budget season. Many departments have been asked to make budget reductions for fiscal year 2018 due to forecasts regarding General Fund revenues.

Additionally Ms. Studebaker gave a brief recap of the El Cajon Boulevard BID Business Walk. The El Cajon Boulevard Business Improvement District was divided in to eighteen walk zones along El Cajon Blvd. from Park Blvd. to 54th Street. A hundred and thirty-four businesses were visited by teams of volunteers. KPBS also aired a news segment about the event.

5. ADA Accessibility 101 for Small Businesses Presentation:

- Mehdi Shadyab, Senior Structural Engineer with the Development Services Department cited that nearly nineteen percent of people in the United States have a disability. The federal Americans with Disabilities Act (ADA), Title III and the State of California, Title 24 provision contain accessibility regulations that must be complied with. All businesses that provide goods and services to the public are subject to these regulations.

Businesses are required to modify business policies, procedures, and remove architectural barriers in existing buildings. Some examples of architectural barriers are: steps at entrances, narrow entry doors, steps and steep ramps along the path of travel, small toilet facilities, high service counters, narrow merchandise or checkout aisles etc.

Accessibility regulations are also triggered when the scope of construction work within an existing building includes alterations, tenant improvements, structural repairs, additions, and a change of use or occupancy.

To provide business owners with more information about accessibility regulations, the Development Services Department has published an Accessibility Guide for Small Businesses. This guide can viewed on the Development Services Department's webpage at www.sandiego.gov/development-services/industry/information/accessibility.

6. Open Counter and Business Resource Matcher Presentation:

- Christina Vincent, Program Manager of the (BEAR) Division with the Economic Development Department indicated that the City of San Diego launched the OpenCounter portal in November of 2016. The OpenCounter portal allows business owners to enter a business type to obtain information about zoning for potential business locations and required permits.

Additionally if a business owner decides to submit an inquiry, it is forwarded to City staff in either the Economic Development Department or the Development Services Department to provide further technical assistance.

Another tool that was recently added by the City of San Diego is a Business Resource Matcher. The Business Resource Matcher contains a list of information about services that may be useful to a business owner. The list can filtered by resource type, target business, or by manual input. The Business Resource Matcher can be accessed by selecting the Discover loans, Grants, and other City Resources tab on the OpenCounter portal webpage.

7. Adjournment

The SBAB meeting was adjourned by Michelle Gray at 10:15 AM. The next meeting will be held on Friday, June, 16, 2017 at 8:45 a.m. at the Central Library, Mary Hollis Clark Conference Room, located at 330 Park Blvd., San Diego, CA 92101.