



**City of Daly City
Small Business Commission Meeting
Meeting Minutes**

Thursday, January 11, 2024 – 7:00 PM

Virtual Meeting:

<https://www.youtube.com/watch?v=DPomAAZFE30>

Call to Order:

Commission Chair, Amro Radwan commenced the meeting at 7:35 PM.

Roll Call:

Present: Amro Radwan, Maria Carson, John Penacerrada

Absent: Charles Hill, Joseph Bautista

Pledge to the Flag:

All

Approval of Minutes:

Chair Commissioner Radwan asked to amend December meeting's minutes to reflect that he has a 1963 Impala instead of a 1964 Impala. Vice Chair Penacerrada made a motion to approve the December meeting's minutes with the requested change. Commissioner Carson made a second to the motion and they unanimously approved the last meeting's minutes.

Presentation:

City Attorney Rose Zimmerman presented an overview of the Brown Act and its implications for the Commission and Commissioners. She gave a history of the body of law in California. She reviewed topics like how many Commissioners can communicate about the same topic without violating the Brown Act and the different forms of communication like via text or email. She also gave basic rules for an agenda including public access. Commissioner Radwan asked about social gatherings and that they are public. Attorney Zimmerman said to caution on the side of err. Clerk Manio asked about submitting data on a shared Excel sheet. Attorney Zimmerman stated that it would not violate the Brown Act so long as the document is made public.

Discussion Items:

Chair Radwan discussed the rules of engagement for the proposed Listening Tour. He stated this will be conducted to understand small business's needs, challenges, and aspirations. The idea is to capture qualitative and quantitative data and directly engage with small businesses to better provide direction for counsel to help meet their needs. Clerk Manio stated the program logistics need to be flushed out more and this is a discussion for guidance and how to engage in a culturally relevant approach. She discussed that the prompts are to help Commissioners engage with the businesses. Chair Radwan noted the importance of the shared document to not double up on work. Commissioner Penacerrada mentioned the QR code connecting to a survey for small businesses. Chair Radwan noted the importance of sharing the survey on the social media channels. Chair Radwan and Vice Chair Penacerrada spoke about cultural events and asking

businesses to complete the survey there. Commissioner Carson asked if the QR code can be shared on personal media channels.

The survey questions for the Listening Tour were reviewed. Manio mentioned that short answer forms were narrative and not multiple choice. Vice Chair Penacerrada asked to clarify if the type of income being requested is gross and/or household income. Chair Radwan stated it would be beneficial to capture the gross business income. Chair Radwan asked if we can add a question that measures how happy business owners are conducting business in Daly City on a scale from 1-10. Commissioner Penacerrada said to clarify the question about relocating to if a business is relocating outside of Daly City.

Announcements and Communications:

Commissioner Carson announced her new business, A-Venue which is now open at 6572 Mission St. It's a small event space that holds 49 people. Vice Chair Penacerrada announced his online fitness and health program for people to test it without obligating to finish the 12-week program. Chair Radwan gave a special shout out to Clerk Manio for representing the Commission at the last Council meeting to get our Legacy Business nominations approved. Clerk Manio asked Commissioners to submit more nominations for this new year. Clerk Manio announced GO-Biz's new program called California Competes, which is a tax credit available to businesses who stayed in California. She stated the application dates and that there were over \$120 million in grants and over \$164 million in tax credits.

Next Meeting:

Next regularly scheduled meeting scheduled for February 8, 2024, at 7 PM.

Public Comment:

No public comment

Adjournment:

Chair Radwan adjourned the meeting at 8:13 PM.