



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

Thursday, March 13, 2025 – 7:00 PM

Virtual Meeting:

<https://www.youtube.com/watch?v=ln8EvA9vSbc>

Call to Order:

Commission Chair, Amro Radwan commenced the meeting at 7:07 PM.

Roll Call:

Present: Joseph Bautista, John Penacerrada, Amro Radwan, Weiyi Mikko Zhen

Absent: Maria Carson

Pledge to the Flag:

All

Oath of Office:

Vice Mayor Glenn Sylvester performed the Oath of Office for newly appointed Small Business Commissioner Weiyi Mikko Zhen. Commissioner Zhen shared a few words on her commitment to the small business community in Daly City.

Approval of Minutes:

Chair Commissioner Radwan asked Commissioners to review the February 13, 2025 Meeting Minutes. Vice Chair Penacerrada made a motion to approve the last meeting's minutes and Commissioner Bautista made a 2nd. The minutes were approved unanimously.

Introduction:

Acting Assistant City Manager and Director of Finance and Administrative Services introduced himself to the Commission

Discussion:

Clerk Manio discussed the current Commercial Cannabis overlay including delivery, retail and lab testing businesses. She stated we have seven zones and only two are currently operating – King and Junipero Serra. She stated another business has taken Zone 7, but has not opened. Clerk Manio presented a staff report on proposed new zones in the Bayshore District on Geneva Ave. and on Mission Street. She stated that making new zones is in line with our upcoming equity program as it would provide more opportunities for cannabis businesses to open and expand geographical distribution of retailers. She stated the new proposed areas are up to their deliberation and they can decide what to present to the Subcommittee. Manio says that the City follows State regulations with buffer zones. Chair Radwan asked about the equity program and if this could be a part of the procurement initiative. Clerk Manio pointed out that state commerce laws hinder making equity applicants Daly City residents to participate. Chair Radwan asked if we can give them preference for being a resident. Vice Chair Penacerrada asked if we can see how many applicants are received first then give preference based on how many applicants are in the pool. Clerk Manio asked the Commission to clarify that if we approve these zones the Commission is asking to couple the zones with an equity component. Chair Radwan moved to approve the zones. Commissioner Bautista made a 2nd. Commissioner Zhen abstained and the zones passed.

Clerk Manio provided a brief recap of the public comment made during the previous meeting, noting how it served as the catalyst for initiating a review of the City's procurement policies to enhance equity and transparency. She then presented a staff report outlining potential changes to the current procurement process.

Chair Radwan inquired about the anticipated timeline for implementing the proposed changes. In response, Clerk Manio recommended that the Commission consider either making a motion to form a task force composed of City administrators or continue discussions on specific elements of a proposed preferential matrix.

Chair Radwan then opened the floor to fellow Commissioners, inviting suggestions for potential components of the matrix. Clerk Manio also shared that the County Board of Supervisors recently adopted a preferential procurement rubric, which could serve as a valuable reference in shaping the City's own framework.

Vice Chair Commissioner Penacerrada asked to see what our current processes are and what are the current limitation. Commissioner Bautista mentioned making a list of certified or preferred vendors. Chair Radwan stated making the process more transparent would be great, but is mindful of creating burdens on departments who conduct procurements. He stated he wasn't ready to make any decisions on creating a matrix. Commissioner Zhen asked if we can discuss more at more meetings.

Clerk Manio clarified that the Commissioners would like to know each City department's procurement process. Chair Radwan made a motion to create a Procurement Task Force. Vice Chair Penacerrada made a 2nd on the motion and all Commissioners voted to create the Task Force.

Clerk Manio provided details of the Legacy Business Program and asked Commissioners to nominate two businesses.

Announcements and Communications:

None.

Next Meeting:

Next regularly scheduled meeting scheduled for April 10, 2025, at 7 PM.

Public Comment:

Adjournment:

Chair Radwan adjourned the meeting at 8:01 PM.