



**SMALL BUSINESS COMMISSION
NOTICE OF MEETING AGENDA**

**Monday, January 14, 2013
5:30 P.M.
CITY HALL, ROOM 400
1 Dr. Carlton B. Goodlett Place, San Francisco Ca 94102**

SMALL BUSINESS COMMISSIONERS,

Stephen Adams, President
Luke O'Brien, Vice-President
Kathleen Dooley, Mark Dwight, William Ortiz-Cartagena
Monetta White, Irene Yee Riley

- 1. Call to order and roll call:**
- 2. Presentation of the Small Business Commission Certificate of Honor recognizing a City Employee (Laura Arriola) as part of the SBC "City Employee Recognition Program."** (Discussion Item)
- 3. Presentation of the Small Business Commission Certificate of Honor recognizing a San Francisco Small Business (Noe Valley Merchants) as part of the SBC "Small Business Recognition Program."** (Discussion Item)
- 4. General Public Comment:** Allows members of the public to comment generally on matters within the Commission's purview, and suggest new agenda items for the Commission's future consideration. (Discussion Item)
- 5. Discussion and possible action to make recommendations to the Board of Supervisors on Board of Supervisors File No. 121200 [Administrative Code - Contractor Prompt Payment for Public Works Construction and Professional Services Contracts]** Ordinance amending the San Francisco Administrative Code, by adding Sections 6.22(Q) and 6.42(F), to require all public works contractors to pay subcontractors within seven days of receipt of payment from the City. Explanatory Documents: BOS File No. 121200, BOS File No. 121200 Legislative Digest. Presentation by Katy Tang, Legislative Aide to Supervisor Carmen Chu. (Discussion and Possible Action Item)
- 6. Discussion and possible action to make recommendations to the Board of Supervisors on Board of Supervisors File No. 121105 [Administrative Code - Expanding Public Utilities Commission Local Business Enterprise Contracting Opportunities]** Ordinance amending the San Francisco Administrative Code Section 14B.2 and related provisions to increase contracting opportunities for certified Public Utilities Commission Local Business Enterprise and to make corresponding technical changes; and making environmental findings and findings of consistency with the General Plan. Explanatory Documents: BOS File No. 121105, BOS File No. 121105 Legislative Digest. Presentation by Catherine Rauschuber, Legislative Aide to Supervisor David Chiu. (Discussion and Possible Action Item)
- 7. Discussion and possible action to adopt a Small Business Commission letter to Mayor Lee on the CPUC proposal to add a 628 area code to the 415 area code service area.** (Discussion and Possible Action)

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1 DR. CARLTON B. GOODLETT PLACE, #110
SAN FRANCISCO, CA 94102
415.554.6408

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR
CHRIS SCHULMAN, COMMISSION SECRETARY

- 8. Election of President of the Small Business Commission: Allows the Commission to elect a member of the Commission to serve as President of the Commission. Requires motion and vote. (Action Item)**
- 9. Election of Vice-President of the Small Business Commission: Allows the Commission to elect a member of the Commission to serve as Vice President of the Commission. Requires motion and vote. (Action Item)**
- 10. Director's Report:** Update and report on the Office of Small Business and the Small Business Assistance Center, update on department programs, update on legislative matters and make announcements regarding small business activities. (Discussion Item).
- 11. Legislation and Policy Committee Report (Discussion Item)**
- 12. Outreach Committee Report (Discussion Item)**
- 13. President's Report:** Allows the President to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 14. Vice-President's Report:** Allows the Vice-President to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 15. Commissioner Reports:** Allows Commissioners to report on recent small business activities and make announcements that are of interest to the small business community. (Discussion Item).
- 16. General Public Comment:** Allows members of the public to comment generally on matters within the Commission's purview, and suggest new agenda items for the Commission's future consideration. (Discussion Item)
- 17. New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission (Discussion Item).
- 18. Adjournment:** (Action Item)

Public comment will be taken before or during the Small Business Commission's consideration of each agenda item. Copies of explanatory documents and other related materials listed in this agenda are available by linking to the website agenda, www.sfgov.org/sbc or for public inspection and/or copying at City Hall, Room 110. Please call Chris Schulman at (415) 554-6408 to make arrangements for pick up or review.

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Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that city operations are open for the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-6083. To obtain a free copy of the Sunshine Ordinance contact:

Frank Darby, Administrator
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Office: (415) 554-7724
Fax: (415) 554-5163
E-Mail:

sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at

www.sfgov.org.

Cell Phone and/or Sound-Producing Electronic Device Usage at Hearings

Effective January 21, 2001, the Board of Supervisors amended the Sunshine Ordinance by adding the following provision: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Disability Access Policy

Accessible seating for persons with disabilities (including those using wheelchairs) is available. The closest accessible BART Station is the Civic Center station located at the intersection of Market, Hyde and Grove Streets. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services call 923-6142. Accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex. American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting Milton Edelin at 558-6410 at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the city's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the city to accommodate these individuals.

Translation Services

Interpreters for languages other than English are available on request. Sign language interpreters are also available on request. For other accommodation, please call the Department of Human Services staff support representative at 557-5989 at least two business days before a meeting.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [Article II of the San Francisco Campaign and Governmental Conduct Code] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, SF 94102 (415) 581-2300, FAX (415) 581-2317 and web site address at <http://www.sfgov.org/ethics/>.

Chemical Sensitivity

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.

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