

SMALL BUSINESS COMMISSION

Legislation & Policy Committee

Notice of Meeting Agenda



Monday, August 26, 2013  
4:30 P.M

**\*NOTE SPECIAL START TIME\***

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco Ca 94102



**COMMISSIONERS:**

Commissioner Stephen Adams, Chair

Commissioners Irene Yee Riley, William Ortiz-Cartagena

1. Roll call for the August 26, 2013 Legislation & Policy Committee meeting.
2. Approval of minutes from the May 20, 2013 meeting. Explanatory Documents: [Draft minutes from the May 20, 2013 meeting](#). (Action Item)
3. Approval of minutes from the June 24, 2013 meeting. Explanatory Documents: [Draft minutes from the June 24, 2013 meeting](#). (Action Item)
4. Approval to correct approved meeting minutes for the dates: June 25, 2012; July 23, 2012; January 28, 2013; March 25, 2013; and April 22, 2013. Change title from "*Draft Meeting Minutes*" to "*Meeting Minutes.*" Explanatory Documents: [Corrected Minutes](#). (Action Item)
5. Approval to correct posting of the meeting minutes for the date of September 24, 2012. The September 24, 2012 agenda is posted in place of the approved minutes. (Action Item)
6. Approval to correct the date of October 22, 2012 meeting minutes. Approved minutes incorrectly show meeting date as "November 26, 2012," and should reflect correct meeting date of "October 22, 2012." Explanatory Documents: [Corrected Minutes](#). (Action Item)
7. General Public Comment.
8. Discussion and possible action to make recommendations to the Small Business Commission on Board of Supervisors File No. 130789 [[Health Code - Licensing and Regulation of Massage Establishments and Practitioners] Ordinance amending the Health Code to require massage practitioners licensed by San Francisco to wear photo identification cards when working; deny Massage Establishment permits to applicants convicted of specified crimes; to provide an appeal process for persons denied a Massage Establishment permit; to establish health and safety requirements for all Massage Establishments; to establish penalties for violations of Article 29 governing Massage Practitioners and Massage Establishments; to require notice of violations be sent to the owner(s) of property where Massage Establishments are located; and making environmental findings. Explanatory Documents: [BOS File No. 130789](#). (Discussion and Possible Action Item)

SMALL BUSINESS COMMISSION  
1 DR. CARLTON B. GOODLETT PLACE, #110  
SAN FRANCISCO, CA 94102  
415.554.6134  
415.558.7844

SMALLBUSINESS COMMISSIONERS

STEPHEN ADAMS  
KATHLEEN DOOLEY  
MARK DWIGHT  
LUKE O'BRIEN  
WILLIAM ORTIZ-CARTAGENA  
MONETTA WHITE  
IRENE YEE RILEY  
REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

9. Discussion and possible action to make recommendations to the Small Business Commission on Board of Supervisors File No. 130784 [Business and Tax Regulations Code – Miscellaneous Changes] Ordinance amending the Business and Tax Regulations Code by, among other things: 1) amending the Common Administrative Provisions to require monthly installment payments rather than prepayments of hotel and parking taxes, eliminate the requirement for annual parking tax bond renewal, provide a due date for business registration fees, exclude penalties from the calculation of interest on tax determinations, add a substantial underreporting penalty for failure to file a return when the tax liability exceeds \$5,000, and change the penalty for failure to register or update a registration, making misstatements in registration, failure to allow inspection of or to produce records, and failure to file a return; 2) amending the Tax on Occupancy of Parking Space in Parking Stations to eliminate the pre-payment Revenue Control Equipment certification; 3) amending Business Registration provisions to require a copy of the business registration certificate rather than a business tax registration tag be displayed on company vehicles, and to eliminate the Tax Collector’s authority to suspend a business registration certificate; 4) amending the Payroll Expense Tax Ordinance to provide that interest applies to unpaid penalties but not unpaid fees and interest, and to change the date that the Office of Economic and Workforce Development must provide the Tax Collector a list of persons eligible to claim the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion; and 5) amending Parking Stations, Revenue Control Equipment to specify the date the Revenue Control Equipment Compliance Fee is due. Explanatory Documents: [BOS File No. 130784](#). (Discussion and Possible Action Item)
10. Staff report and review of SBC/OSB projects and programs assigned to the Committee. (Discussion Item)
11. Staff report on policy matters before the Small Business Commission. (Discussion Item)
12. Staff update and discussion on legislation recently introduced at the Board of Supervisors. (Discussion Item)
13. Commissioner Reports (Discussion Item)
14. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
15. Adjournment

Public Comment will be taken before or during the Committee’s consideration of each agenda item. Copies of explanatory documents and other related materials listed in this agenda are available for public inspection and/or copying at City Hall, Room 110. Please call the Office of Small Business at (415) 554-6134 to make arrangements for pick up or review.

SMALL BUSINESS COMMISSION  
1 DR. CARLTON B. GOODLETT PLACE, #110  
SAN FRANCISCO, CA 94102  
415.554.6134  
415.558.7844

SMALLBUSINESS COMMISSIONERS  
STEPHEN ADAMS  
KATHLEEN DOOLEY  
MARK DWIGHT  
LUKE O’BRIEN  
WILLIAM ORTIZ-CARTAGENA  
MONETTA WHITE  
IRENE YEE RILEY  
REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

### **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](mailto: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](http://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.

SMALL BUSINESS COMMISSION  
1 DR. CARLTON B. GOODLETT PLACE, #110  
SAN FRANCISCO, CA 94102  
415.554.6134  
415.558.7844

### **SMALLBUSINESS COMMISSIONERS**

STEPHEN ADAMS  
KATHLEEN DOOLEY  
MARK DWIGHT  
LUKE O'BRIEN  
WILLIAM ORTIZ-CARTAGENA  
MONETTA WHITE  
IRENE YEE RILEY  
REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR