



**SMALL BUSINESS COMMISSION  
NOTICE OF MEETING & AGENDA**



---

**Monday, November 10, 2014  
5:30 P.M.**

**CITY HALL, ROOM 400**

**1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102**

---

**SMALL BUSINESS COMMISSIONERS**

Stephen Adams, President

Monetta White, Vice President

Kathleen Dooley, Mark Dwight, William Ortiz-Cartagena

Irene Yee Riley, Paul Tour-Sarkissian

---

- 1. Call to order and roll call.**
- 2. 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)
- 3. Discussion and possible action to make recommendations to the Board of Supervisors (BOS) on BOS File No. 140999[Administrative Code - 14B Local Business Enterprise Program]** Ordinance amending the Administrative Code to comprehensively revise the Local Business Enterprise (LBE) and Non-Discrimination in Contracting Ordinance ("Chapter 14B") to: 1) codify the transfer of implementation and enforcement of Chapter 14B from the Human Rights Commission to the City Administrator and Contract Monitoring Division; 2) require the Mayor to annually set an overall City-wide LBE participation goal of not less than 40% of the value of upcoming contracts; 3) increase the LBE certification size thresholds for small and micro LBEs; 4) increase the bid discount allowed to SBA-LBEs on contracts between \$10,000 and \$10,000,000; 5) require Administrative Code, Chapter 56 development agreements to include an LBE utilization plan and be subject to certain Chapter 14B provisions; 6) authorize preparation of an implementation plan for an LBE contractor advance program to fund loans to subcontractors; 7) increase the Surety Bond Program limit from \$750,000 to \$1,000,000; 8) require the City to make good faith efforts to obtain at least three bids from LBEs for contracts under the threshold or minimum competitive amounts; 9) establish a Mentor-Protégé Program between established successful contractors and LBEs; 10) require separate LBE participation on design and construction portions of design-build construction contracts; 11) repeal Ordinance No. 97-10 relating to completion of the Bayview Branch Library Construction Project; and 12) make various other changes in Chapter 14B. (Discussion and Possible Action Item)

Explanatory Documents: [BOS File No. 140999 Legislative Digest](#); [BOS File No. 140999 Legislation](#)

Presentation by: Bill Barnes, City Administrator's Office  
Judson True, Legislative Aide to Supervisor David Chiu

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

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

4. **Discussion and possible action to make recommendations to the Board of Supervisors (BOS) on BOS File No. 141024 [Police Code - Fair Scheduling and Treatment of Formula Retail Employees]** Ordinance amending the Police Code to require Formula Retail Establishments to provide employees with two weeks' notice of work schedules, notice of changes to work schedules, and compensation for schedule changes made on less than seven days' notice and unused on-call shifts; and to provide part-time employees with the same starting rate of hourly pay, access to time off, and eligibility for promotions, as provided to full-time employees. (Discussion and Possible Action Item)

Explanatory Documents: [BOS File No. 141024 Legislative Digest](#); [BOS File No. 141024 Legislation](#)  
Presentation by Samantha Roxas, Legislative Aide to Supervisor David Chiu

5. **Discussion and possible action to make recommendations to the Board of Supervisors (BOS) on BOS File No. 140880 [Police Code - Hours and Retention Protections for Formula Retail Employees]** Ordinance amending the Police Code to regulate the operation of Formula Retail Establishments, including requiring employers to offer additional hours of work, when available, to current part-time employees; and requiring successor employers to retain employees for 90 days upon a change in control of the business. (Discussion and Possible Action Item)

Explanatory Documents: [BOS File No. 140880 Legislative Digest](#); [BOS File No. 140880 Legislation](#)  
Presentation by Nickolas Pagoulatos, Legislative Aide to Supervisor Eric Mar

7. **Presentation and Discussion on "Small Business Saturday", November 29, 2014.** Presentation on the scheduled activities and business areas participating and the work San Francisco Committee work with American Express to promote "Shopping Small" on November 29, 2014.

Presentation by Jason Lalak, Women Impacting Public Policy

8. **Director's Report:** Update and report on the Office of Small Business and the Small Business Assistance Center, update on department programs, recent announcement from the Mayor, newly introduced policy matters, update on legislative matters, and announcements regarding small business activities. (Discussion Item)
9. **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)
10. **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)
11. **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)
12. **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)
13. **New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission. (Discussion Item)
14. **Adjournment.** (Action Item)

Public Comment will be taken before or during the Small Business Commission's consideration of each agenda item. Speakers are requested but not required to complete a speaker card and state their names, which will help ensure proper spelling of speakers' names in the written record of the meeting.

Explanatory Documents: Copies of proposed legislation listed in this agenda, and other related materials received by the SBC after the posting of the agenda, are available for public inspection and/or copying at City Hall Room 110. Please call (415) 554-6134 to make arrangements for pick up or review.

For questions about the meeting please contact 415-554-6134, sbac@sfgov.org.

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

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, please contact the Sunshine Ordinance Task Force:

City Hall – Room 244 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4683  
415-554-7724 (Office); 415-554-7854 (Fax)  
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). Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

### **CELL PHONE AND/OR SOUND-PRODUCING ELECTRONIC DEVICE USAGE AT HEARINGS**

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**

Commission hearings are held in Room 400 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco (unless otherwise noted). City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances. 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 City Hall include 5 Fulton and 49 Mission/Van Ness, and all Metro lines servicing the Metro station at Van Ness and Market. For more information about MUNI accessible services, call 311. Accessible parking in the vicinity of City Hall is available adjacent to Davies Hall and the War Memorial Complex, and also in the Civic Center Garage (355 McAllister Street) and Performing Arts Garage (360 Grove Street).

Assistive listening devices, real time captioning, American Sign Language interpreters, readers, large print agendas or other accommodations are available upon request. Please make your requests for accommodations to the Office of Small Business, (415) 5545-6134, or email: [sbac@sfgov.org](mailto:sbac@sfgov.org). Requesting accommodations at least 72 hours prior to the meeting will help to ensure availability.

### **LANGUAGE ACCESS**

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Office of Small Business at 415-554-6134, or email: [sbac@sfgov.org](mailto:sbac@sfgov.org) at least 48 hours in advance of the hearing. Late requests will be honored if possible.

### **LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Ave., Suite 220, SF 94102 (415) 252-3100, FAX (415) 252-3112 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, ROOM 110  
SAN FRANCISCO, CA 94102  
415.554.6134

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR