



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



**Monday, January 27, 2014
2:00 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, Luke O'Brien
William Ortiz-Cartagena, Irene Yee Riley

- 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. Approval of the January 13, 2014 regular meeting minutes.** (Action Item)
Explanatory Documents: [Draft January 13, 2014 regular meeting minutes](#)
- 4. Presentation of a Small Business Commission Certificate of Honor recognizing Commissioner Luke O'Brien for more than four years of service on the Commission.** (Discussion Item)
- 5. Discussion and possible action to make recommendations to the Small Business Commission on Board of Supervisors File No. 131192 [Police, Administrative Codes - Considering Criminal History in Employment and Housing Decisions]:** Ordinance amending the Police Code to require employers and housing providers to limit the use of criminal history information, and follow certain procedures and restrictions when inquiring about and using conviction history information to make decisions about employment and tenancy in San Francisco; and amending the Administrative Code to require City contractors and subcontractors to adhere to the same limits, procedures, and restrictions when making decisions regarding employment of persons for work on City contracts and subcontracts. (Discussion and Possible Action Item)
Explanatory Documents: [BOS File No. 131192](#); [BOS File No. 131192 Legislative Digest](#)
Presentation by Andrea Bruss, Legislative Aide to Supervisor Malia Cohen
- 6. Discussion and possible action to make recommendations to the Small Business Commission on Board of Supervisors File No. 131062 [Police Code - Reporting Information About Employees of Private Parking Garages and Parking Lots]:** Ordinance amending the Police Code to require applicants for commercial parking permits to provide the residential zip code, gender, and duration of employment for employees and other individuals working in parking lots or parking garages. (Discussion and Possible Action Item)
Explanatory Documents: [BOS File No. 131062](#); [BOS File No. 131062 Legislative Digest](#)
Presentation by the legislative sponsor, Supervisor Scott Wiener

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

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CHRISTIAN MURDOCK, ACTING COMMISSION SECRETARY

7. Presentation on implementation of the Gross Receipts Tax and ongoing education and outreach activities by the Office of Treasurer and Tax Collector. (Discussion Item)

Explanatory Documents: [Gross Receipts Tax General Presentation](#); [Outreach Presentation](#); [Outreach Event Schedule](#)

Presentation by Greg Kato, Office of the Treasurer and Tax Collector

- 8. Election of Officers – Small Business Commission President:** In accordance with the Commission’s Rules of Order, Article II, Section 3, an election of the President must occur at the regular meeting of the Commission in January of each year. The President shall serve a term of one year, and shall be elected upon a vote of the Commission. (Action Item)
- 9. Election of Officers – Small Business Commission Vice President:** In accordance with the Commission’s Rules of Order, Article II, Section 3, an election of the Vice President must occur at the regular meeting of the Commission in January of each year. The Vice President shall serve a term of one year, and shall be elected upon a vote of the Commission. (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, recent announcement from the Mayor, newly introduced policy matters, update on legislative matters, and announcements regarding small business activities. (Discussion Item)
- 11. 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)
- 12. 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)
- 13. 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)
- 14. 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)
- 15. New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission. (Discussion Item)
- 16. 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 for download by linking to the website agenda or www.sfgov.org/sbc, and are available for public inspection and/or copying at City Hall, Room 110. Please call Christian Murdock at (415) 554-6407 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:

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:

sof@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 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.

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