



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



**Monday, March 24, 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
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 February 24, 2014 regular meeting minutes.** (Action Item)
Explanatory Documents: [Draft February 24, 2014 regular meeting minutes](#)
- 4. Approval of the March 5, 2014 special meeting (annual retreat) minutes.** (Action Item)
Explanatory Documents: [Draft March 5, 2014 special meeting \(annual retreat\) minutes](#)
- 5. Discussion and possible action to make recommendations to the Board of Supervisors (BOS) on BOS File No. 140122 [Planning, Building Codes - Fee Waiver Program - Small Business Month, May 2014]:** Ordinance recognizing Small Business Month in May 2014; amending the Planning Code and the Building Code to retroactively waive fees for the month of May for certain façade improvements; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings, including environmental findings and findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1. (Discussion and Possible Action Item)
Explanatory Documents: [BOS File No. 140122](#); [BOS File No. 140122 Legislative Digest](#)
Presentation by Supervisor Katy Tang
- 6. Presentation on the San Francisco Municipal Transportation Agency's (SFMTA) "Public Outreach and Engagement Strategy" (POETS):** Overview of the SFMTA's development of a Public Outreach and Engagement Strategy to strategically manage its public outreach and engagement process. Key discussion topics will include the current state of outreach, objectives of POETS, 5-Step Approach, methodology, and development of public outreach notification standards. (Discussion and Possible Action Item)
Explanatory Documents: [Public Outreach and Engagement Team Strategy Presentation](#)
Presentation by Deanna Desedas, SFMTA Marketing/Public Outreach & Engagement Manager
- 7. Presentation on the San Francisco Municipal Transportation Agency's (SFMTA) Draft 2015-2019 Capital Improvement Plan (CIP):** An overview of the SFMTA's proposed 2015-2019 Capital Improvement Program (CIP), a fiscally constrained plan that outlines the agency's capital priorities and planned capital projects over the next five

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years. The presentation will include a discussion of the proposed transportation funding measures recommended by the Mayor's Transportation 2030 Task Force. (Discussion and Possible Action Item)

Presentation by Craig Raphael, SFMTA Transportation Planner

- 8. Discussion and possible action on the Small Business Commission's motion at the Special Meeting (Annual Retreat) on March 5, 2014, to dissolve all standing committees, including consideration of the necessity to establish any new committees:** The Commission's action to dissolve all standing committees will impact the Office of Small Business staff's procedures for processing and scheduling policy and legislative matters requiring Commission review. In particular, the process of hearing legislation has been altered as the Legislation & Policy Committee will no longer automatically hear all legislative proposals prior to a full Commission hearing. Therefore, a further discussion of these matters is necessary to facilitate staff processing of policy and legislative items to ensure appropriate Commission involvement. (Discussion and Possible Action Item)

Explanatory Documents: [Topics for Commissioner Consideration](#)

- 9. 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)
- 10. 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)
- 11. 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)
- 12. 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)
- 13. Discussion and possible action for the Small Business Commission to conduct a Public Employee Performance Evaluation for Office of Small Business Executive Director Regina Dick-Endrizzi and whether to conduct the evaluation in Closed Session:**
- a. Public comment on all matters pertaining to this agenda item. (Discussion Item)
 - b. Consideration of any Motion to convene in Closed Session to evaluate the performance of Office of Small Business Executive Director Regina Dick-Endrizzi. (Discussion and Possible Action)
Subject to adoption of such a Motion, the Small Business Commission shall enter a Closed Session. Otherwise, the item may be considered in Open Session.
 - c. CLOSED SESSION. Discussion and possible action regarding the performance evaluation of a public employee pursuant to California Government Code Section 54957(b) (Brown Act) and San Francisco Administrative Code Section 67.10(b) (Sunshine Ordinance). (Discussion and Possible Action Item)
Upon completion of the business to be conducted in Closed Session, the Small Business Commission shall reconvene in Open Session.
 - d. The Commission shall report any action taken during the closed session, pursuant to Government Code Section 54957.1(a) (Brown Act) and Administrative Code Section 67.12(b) (Sunshine Ordinance). (Discussion Item)
 - e. Consider a motion to disclose or not disclose any portion of the Closed Session that is not confidential under federal or state law, the Charter, or non-waivable privilege, pursuant to Administrative Code Section 67.12(a) (Sunshine Ordinance). The Commission may elect either to disclose no information or to disclose the information that a majority deems to be in the public interest. (Action Item)

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- 14. Discussion and possible action to update public employee evaluation and performance plan criteria for the Office of Small Business Executive Director for the period Fiscal Year 2013-2014.** (Discussion and Possible Action)
- 15. 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)
- 16. New Business:** Allows Commissioners to introduce new agenda items for future consideration by the Commission. (Discussion Item)
- 17. 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.

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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 (415) 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 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 (415) 923-6142. 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). American Sign Language interpreters and/or a sound enhancement system will be available upon request by contacting Milton Edelin at (415) 558-6410 at least 72 hours prior to a hearing. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the 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 accommodations, please call the Department of Human Services staff support representative at (415) 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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