



**SMALL BUSINESS COMMISSION**  
**DRAFT MEETING MINUTES**



Monday, January 25, 2016  
2:00 P.M.  
City Hall, Room 400  
1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

**SMALL BUSINESS COMMISSIONERS**

Mark Dwight, President  
Stephen Adams, Vice President  
Kathleen Dooley, William Ortiz-Cartagena  
Irene Yee Riley, Paul Tour-Sarkissian, Miriam Zouzounis

1. **Call to order and roll call.**

The meeting was called to order at 2:10 PM. Commissioners Adams, Dooley, Dwight, Ortiz-Cartagena, Riley, Tour-Sarkissian, and Zouzounis were present (arrived at 3:34 PM).  
Staff in attendance: Regina Dick-Endrizzi (Executive Director)

2. **General Public Comment (Discussion Item)**

No members of the public requested to speak.

3. **Discussion and possible action on Resolution in support of Super Bowl 50 and the Benefit to San Francisco's Small Businesses. (Discussion and Possible Action Item)**

*Presenter(s): Todd Rufo, Director, Office of Economic and Workforce Development (OEWD)*

The OEWD offered support for the resolutions, based on economic impact data from previous Super Bowls. The goal of the OEWD in this project is twofold: 1) connect businesses to opportunities unique to the Super Bowl, and 2) connect residents to the expanded job opportunities created by hosting the Super Bowl.

Commissioner Dwight noted that the number one revenue stream in San Francisco is tourism and that positive effects offer year round benefits beyond the Super Bowl. He also recommended that individuals come back to share instances of success in innovation to inform future events and development.

Commissioner Ortiz-Cartagena thanked all the members of the community that came and took the time to express their support.

Mr. Rufo added that February is a slow time in San Francisco concerning tourism revenue; thus, the economic stimulus provided by the Super Bowl during this slow season is a great benefit.

Public comment:

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- David Perry indicated support.
- Dan Burke indicated support.
- Gwen Kaplan indicated support.
- Karen Flood indicated support.
- Kevin Carol indicated support.
- Jim Lazarus indicated support.
- Dawn Ackerman indicated support.
- Nick Bolani indicated support.
- Earl Shattucks indicated support.
- Lise Lizty indicated support.
- John Hernstead indicated support.
- Linda Wolbegul indicated support.
- Denise Rasmus indicated support.
- Wilma Pang indicated support.

Motion: Commissioner Paul Tour-Sarkissian made a motion to accept the proposed resolution.  
2<sup>nd</sup>: Kathleen Dooley.

Aye: Commissioners Dwight, Adams, Dooley, Ortiz-Cartagena, Yee Riley, Tour-Sarkissian.

Nay: None.

Absent: Commissioner Zouzounis.

Motion passed 6-0, 1 absent.

4. **Presentation and update on Business Tax Annual Return – 2015 Filing Period.**

*Presenter(s): Greg Kato, Gross Receipts Tax Director, OEWD*

Director Kato noted that an annual return is due on February 29 for all businesses that have a filing requirement. In addition, he provided a step-by-step walkthrough of the application process.

Commissioners Dooley and Tour-Sarkissian asked technical questions regarding the filing of the tax return.

Public comment: no members of the public requested to speak.

5. **Discussion and possible action to make recommendations to the Board of Supervisors on BOS File No. 150326 [Hearing on the economic impacts of small business during major construction and streetscaping projects; and requesting the Office of Economic and Workforce Development, the Small Business Commission, the Municipal Transportation Agency, the Public Utilities Commission, and Public Works to report.] (Discussion and Possible Action Item)**

Director Dick-Endrizzi reported that the hearing has yet to be scheduled, though all Commissioners are suggested to submit feedback and recommendations beforehand.

Commissioner Dwight requested that recommendations by Commissioners be submitted outside the meeting to Director Dick-Endrizzi and that Commissioners solicit recommendations from their districts.

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**6. Election of Officers – Small Business Commission President (Action Item)**

Director Dick-Endrizzi outlined the process for election: for each office, there will be a call for nominations; nominations must be seconded to be considered. Nominees will be provided an opportunity to make statements, in the order in which they were nominated. Commissioners will be allowed to make comments, followed by public comments. At the closing of public comments, the Commission Secretary will conduct a roll call on each nomination in the order in which the nominations were made.

Commissioner Adams nominated Commissioner Dwight for the office of President of the Small Business Commission.

Public comment: no members of the public requested to speak.

Motion: Commissioner Adams nominated Commissioner Dwight.

2<sup>nd</sup>: Commissioner Tour-Sarkissian.

Aye: Commissioners Dwight, Adams, Dooley, Ortiz-Cartagena, Yee Riley, Tour-Sarkissian, Zouzounis.

Nay: None.

Absent: None.

Motion passed, 7-0.

Commissioner Dwight was elected as President of the Small Business Commission for a 12-month term ending in January 2017.

**7. Election of Officers – Small Business Commission Vice President (Action Item)**

Commissioner Tour-Sarkissian nominated Commissioner Adams for the office of Vice President of the Small Business Commission.

Public comment: no members of the public requested to speak.

Motion: Commissioner Tour-Sarkissian nominated Commissioner Adams.

2<sup>nd</sup>: Commissioner Dooley seconded the nomination.

Aye: Commissioners Dwight, Adams, Dooley, Ortiz-Cartagena, Riley, Tour-Sarkissian, Zouzounis

Nay: None.

Absent: None.

Motion passed, 7-0.

Commissioner Adams was elected as Vice President of the Small Business Commission for a 12-month term ending in January 2017.

**8. Review of the Dec. 18, 2015 Planning Session strategic goals (Discussion Item)**

Commissioner Dwight noted that there has been a public service announcement of Start Here, encouraging members of the community to bring new items of business to the Commission meetings. Commissioner Dwight added that a note should be made on the website and that there

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should be minute markers put in place on the digitized broadcast so that individuals could easily navigate the meeting for what they specifically need.

Commissioner Tour-Sarkissian commented that there needs to be increased access to the presentations at the Commission meetings.

Director Dick-Endrizzi noted that more will be done in updating the calendar on the website to make it more accessible. There will also be more investment into the newsletter sent out.

9. **Director's Report (Discussion Item)**

Integration process of Legal Business Applications between the Small Business Commission and the Historical Preservation Commission are underway. Applications have been received already, though they will first be routed through the Historical Preservation Commission and then processed through the Small Business Commission. It was noted that neither Commission is using a point system in their review of applications.

10. **President's Report (Discussion Item)**

Commissioner Dwight has worked to promote Business-to-Business interaction (big business to small business). Commissioner Dwight has also been attending the Potrero Dogpatch Merchants Association meetings relating to San Francisco Beer Week, the Mayor's Traffic Congestion Working Group, and Small Business Week planning sessions.

11. **Vice President's Report (Discussion Item)**

Commissioner Adams attended the Castro Merchants Board Meeting and discussed the issues of vacancies, as well as greater participation regarding the Super Bowl.

12. **Commissioner Reports (Discussion Item)**

Commissioner Dooley attended the District 3 Affordable Housing Presentation and Middle Polk Neighbors Association meeting.

Commissioner Zouzounis attended a meeting with retailers that hold tobacco licenses to discuss legislation that would increase the minimum age to purchase tobacco.

13. **General Public Comment (Discussion Item)**

No members of the public requested to speak.

14. **New Business (Discussion Item)**

Commissioner Dwight reiterated the importance of a post-Super Bowl 50 meeting to review successes and failures of the event.

15. **Adjournment (Action Item)**

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Motion: Commissioner Dwight made a motion to adjourn the meeting.  
2<sup>nd</sup>: Commissioner Dooley.  
Aye: All in favor.  
Nay: None.  
Absent: None.  
Motion passed, 7-0.

The meeting was adjourned at 4:16 PM.

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