SMALL BUSINESS COMMISSION
MEETING MINUTES -DRAFT

Monday, March 8, 2021
4:30 P.M.

SMALL BUSINESS COMMISSIONERS
Sharky Laguana, President
Miriam Zouzounis, Vice-President
Stephen Adams; Lawanda Dickerson; Kathleen Dooley;
Cynthia Huie; William Ortiz-Cartagena

1. **Call to order and roll call.**
The meeting was called to order at 4:35pm.
Commissioners: Adams, Dickerson, Dooley*, Laguana, Ortiz-Cartagena, and Zouzounis were present.
Commissioners Dooley arrived during Item 2.
Commissioner Huie absent.
Staff in attendance: Regina Dick-Endrizzi, Executive Director, Office of Small Business

The President called items number two and three together.

2. **BOS File No. 210138: Business Registration Fee - Extension of Deadline. (Discussion and Action Item)**
3. **Presentation: Update on Current Deferrals and Business Tax and Fee Relief. (Discussion Item)**
Amanda Fried, from Office of the Treasurer and Tax Collector provided an overview of the legislation which extend the business registration filing fee for fiscal year 2021/2022 to November 1, 2021. The fee would normally be due by May 31, 2021. The legislation will also temporarily suspend penalties that are automatically applied to late payment for Weight and Measures, and Point of Sale fees. Ms. Fried also provided a comprehensive overview of upcoming tax and fee deadlines for small business; refunds for overpayments of taxes; and preview of changes to Gross Receipts taxes due to Proposition F. She also informed the SBC businesses have to file even if their business is eligible for relief and there are asked questions at the time of renewal that capture the eligible businesses.

The Commission had discussion on the timing particularly with payment of 2 years of business registration due at the same time, clarifying fees that are billed by other departments directly are not included in the current deferrals and waiver. Ms. Fried noted that one year relief for regulatory licenses, most businesses will be covered.

No members of the public requested to speak.

Motion: Commissioner Adams motion to approve Board of Supervisors File No. 210138 with the amendment to temporarily suspend penalties for late payments for Weight and Measures, and Point of Sale fees.
2nd: Commissioner Dooley
Aye: 6
Nay: 0

Absent: 1
Motion passed: 6-0

4. **Approval of February 22, 2021 Draft Meeting Minutes. (Action Item)**
No members of the public requested to speak.

Motion: Commissioner Laguana motioned to approve the meeting minutes for February 22, 2021.
2nd: Commissioner Adams.
Aye: 6
Nay: 0
Absent: 1
Motion passed: 6-0

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

No members of the public requested to speak.

6. **Director's Report.** (**Discussion Item)**
Director Dick-Endrizzi provided an update to the Commission with respect to data from Business Assistance Center and client services. Total clients served is 370, an increase of 14% over February 2020; 56% are Existing Businesses, 18% in pre-start up, 12% is start-up; 43% are Sole Proprietors and 26% are Corporations; and services provided in: Chinese 6% and Spanish 10%. The Director provided updates to State; upcoming Federal funding and status of legislation heard by the Small Business Commission and legislation referred to the Small Business Commission and noted the SBC Survey has officially closed. President Laguana provided a few key highlights from the survey as it pertained to rent.

No members of the public requested to speak.

7. **Commissioner Discussion and New Business. (Discussion Item)**
Commissioner Ortiz-Cartagena recognized the women in the Latino Taskforce and other non-profits for their tireless work they are doing, to make sure the community's needs are being taken care during this pandemic.
Commissioner Adams thanked Jorge Rivas of Office of Economic and Workforce Development for his commitment and passion helping small businesses, particularly in this last year of the pandemic. He is moving on to new job.
Commissioner Laguana noted two items that will be at Full Board of Supervisor on 3/9/2021 for a hearing, 1) Supervisor Haney's resolution urging to make the Shared Spaces program permanent and 2) the Golden Gate Park Ferris Wheel. Lastly, he noted the Shared Spaces legislation to make this program a standard program of the City will soon be released

No members of the public requested to speak.

8. **Adjournment. (Action Item)**

Motion: Commissioner Ortiz-Cartagena motioned to adjourn the meeting.
2nd: Commissioner Adams.
Aye: 6
Nay: 0
Absent: 1
Motion passed: 6-0.

Meeting adjourned at 6:12 pm.