

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

## MEMORANDUM

TO: Director Katy Tang, Office of Small Business

FROM: Victor Young, Assistant Clerk

A handwritten signature in cursive script that reads "Victor Young".

DATE: March 28, 2023

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee received the following proposed legislation:

**File No. 230135**

**Ordinance amending the Administrative Code to revise the duties of the Small Business Commission by replacing the duty to coordinate an application and selection process to recognize outstanding contributions by small businesses during Small Business Month with a duty to coordinate activities to encourage the general public to support San Francisco small businesses during Small Business Month.**

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

cc:

Kerry Birnback, Office of Small Business



# City and County of San Francisco

## Master Report

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 230135      **File Type:** Ordinance      **Status:** Pending Committee Action

**Enacted:** \_\_\_\_\_ **Effective:** \_\_\_\_\_

**Version:** 1      **In Control:** Rules Committee

**File Name:** Administrative Code - Small Business Commission Duties      **Date Introduced:** 02/07/2023

**Requester:** \_\_\_\_\_ **Cost:** \_\_\_\_\_ **Final Action:** \_\_\_\_\_

**Comment:** \_\_\_\_\_ **Title:** Ordinance amending the Administrative Code to revise the duties of the Small Business Commission by replacing the duty to coordinate an application and selection process to recognize outstanding contributions by small businesses during Small Business Month with a duty to coordinate activities to encourage the general public to support San Francisco small businesses during Small Business Month.

**Sponsor:** Peskin

### History of Legislative File 230135

Ver	Acting Body	Date	Action	Sent To	Due Date	Result
1	President	02/07/2023	ASSIGNED	Rules Committee		
<i>2/9/23- President Peskin waived the 30-day rule pursuant to Board Rule No. 3.22.</i>						

1 [Administrative Code - Small Business Commission Duties]

2

3 **Ordinance amending the Administrative Code to revise the duties of the Small**  
4 **Business Commission by replacing the duty to coordinate an application and selection**  
5 **process to recognize outstanding contributions by small businesses during Small**  
6 **Business Month with a duty to coordinate activities to encourage the general public to**  
7 **support San Francisco small businesses during Small Business Month.**

8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
10 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
11 **Board amendment additions** are in double-underlined Arial font.  
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
13 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
14 subsections or parts of tables.

12

13 Be it ordained by the People of the City and County of San Francisco:

14

15 Section 1. The Administrative Code is hereby amended by revising Section 2A.240, to  
16 read as follows:

17

18 **SEC. 2A.240. SMALL BUSINESS COMMISSION; POWERS AND DUTIES.**

19 (a) The Small Business Commission shall:

- 20 1. Formulate and evaluate goals, objectives, plans, and programs and set policies  
21 for the City regarding small businesses, consistent with any overall objectives established by  
22 the Mayor and the Board of Supervisors through the adoption of legislation, in order to  
23 promote the economic health of the small business community in San Francisco, its  
24 employees, and its customers;

25

1           2. Develop and keep current an annual statement of purpose outlining its areas of  
2 jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and  
3 the Board of Supervisors;

4           3. Recommend to the Mayor for submission to the Board of Supervisors rates,  
5 fees and similar charges with respect to appropriate items coming within its jurisdiction;

6           4. Prepare and recommend to the Mayor an annual budget for the Commission's  
7 activities;

8           5. Oversee grants and programs concerning and benefiting small businesses and  
9 neighborhood business districts;

10          6. Review all legislation affecting small businesses and make recommendations to  
11 the Board of Supervisors;

12          7. Declare one month out of the year Small Business Month;

13          8. ~~Establish an application and selection process to provide recognition during at least~~  
14 ~~one public event during Small Business Month to outstanding local small businesses that contribute to~~  
15 ~~the vitality of San Francisco. Solicitation for honorees shall come from the Mayor, individual members~~  
16 ~~of the Board of Supervisors, individual members of the Commission, and the general public;~~During  
17 Small Business Month, coordinate activities to encourage the general public to support San Francisco  
18 small businesses;

19          9. Review rules and regulations adopted by City departments that affect small  
20 businesses and recommend modifications that would promote the health of small businesses;

21          10. Collect and analyze information about the small business economy in San  
22 Francisco, as well as conduct investigations under its power of inquiry into any aspect of  
23 governmental operations affecting small businesses, including holding hearings and taking  
24 testimony, and make recommendations to the Mayor or the Board of Supervisors; and  
25



**LEGISLATIVE DIGEST**

[Administrative Code - Small Business Commission Duties]

**Ordinance amending the Administrative Code to revise the duties of the Small Business Commission by replacing the duty to coordinate an application and selection process to recognize outstanding contributions by small businesses during Small Business Month with a duty to coordinate activities to encourage the general public to support San Francisco small businesses during Small Business Month.**

Existing Law

Currently, the Administrative Code requires the Small Business Commission to perform a number of duties, including a duty to establish an application and selection process to provide recognition during at least one public event during Small Business Month to outstanding local small businesses that contribute to the vitality of San Francisco.

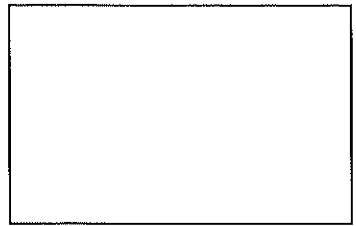
Amendments to Current Law

The proposed ordinance would replace the duty to coordinate an application and selection process for small business recognition with a duty to coordinate activities to encourage general public support for Small businesses during Small Business Month.

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**Introduction Form**

*(by a Member of the Board of Supervisors or the Mayor)*



I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)  
*(Routine, non-controversial and/or commendatory matters only)*
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor [ ] inquires..."
- 5. City Attorney Request
- 6. Call File No. [ ] from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Topic submitted for Mayoral Appearance before the Board on [ ]

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission     Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes                       No

*(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)*

Sponsor(s):

Supervisor Peskin

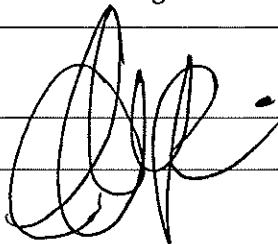
Subject:

[Administrative Code - Small Business Commission Duties]

Long Title or text listed:

Ordinance amending the Administrative Code to revise the duties of the Small Business Commission by replacing the duty to coordinate an application and selection process to recognize outstanding contributions by small businesses during Small Business Month with a duty to coordinate activities to encourage the general public to support San Francisco small businesses during Small Business Month.

Signature of Sponsoring Supervisor:



**From:** [Angulo, Sunny \(BOS\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Somera, Alisa \(BOS\)](#); [Cabrera, Stephanie \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)  
**Subject:** PESKIN - Ordinance - Small Business Commission Duties  
**Date:** Tuesday, February 7, 2023 11:44:40 AM  
**Attachments:** [01654785.DOCX](#)  
[01654797.DOCX](#)  
[Intro Form - Small Biz Commission responsibilities.pdf](#)

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Hello,

Please find President Peskin's legislative packet amending the Admin Code requirements for the Small Business Commission attached for introduction today.

Copying DCA Pearson to confirm it has been signed as to form.

Best,  
Sunny

Sunny Angulo  
Board President Aaron Peskin, *Chief of Staff*  
Sunny.Angulo@sfgov.org  
415.554.7451 DIRECT  
415.554.7450 VOICE  
415.430.7091 CELL

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**From:** [Pearson, Anne \(CAT\)](#)  
**To:** [Angulo, Sunny \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Cc:** [Somera, Alisa \(BOS\)](#); [Cabrera, Stephanie \(BOS\)](#); [Peskin, Aaron \(BOS\)](#)  
**Subject:** RE: PESKIN - Ordinance - Small Business Commission Duties  
**Date:** Tuesday, February 7, 2023 11:52:47 AM

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Confirming I have approved as to form.

-Anne

**Anne Pearson** (she/her)  
Deputy City Attorney  
Office of City Attorney David Chiu  
(646) 241-7670 Cell  
(415) 554-4706 Direct  
[www.sfcityattorney.org](http://www.sfcityattorney.org)  
Find us on: [Facebook](#) [Twitter](#) [Instagram](#)

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**From:** Angulo, Sunny (BOS) <[sunny.angulo@sfgov.org](mailto:sunny.angulo@sfgov.org)>  
**Sent:** Tuesday, February 7, 2023 11:45 AM  
**To:** BOS Legislation, (BOS) <[bos.legislation@sfgov.org](mailto:bos.legislation@sfgov.org)>  
**Cc:** Somera, Alisa (BOS) <[alisa.somera@sfgov.org](mailto:alisa.somera@sfgov.org)>; Cabrera, Stephanie (BOS) <[stephanie.cabrera@sfgov.org](mailto:stephanie.cabrera@sfgov.org)>; Peskin, Aaron (BOS) <[aaron.peskin@sfgov.org](mailto:aaron.peskin@sfgov.org)>; Pearson, Anne (CAT) <[Anne.Pearson@sfcityatty.org](mailto:Anne.Pearson@sfcityatty.org)>  
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