BOARD of SUPERVISORS



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

MEMORANDUM

LAND USE AND ECONOMIC DEVELOPMENT COMMITTEE SAN FRANCISCO BOARD OF SUPERVISORS

TO:

Supervisor Scott Wiener, Chair

Land Use and Economic Development Committee

FROM:

Alisa Miller, Committee Clerk

DATE:

March 12, 2013

SUBJECT:

COMMITTEE REPORT, BOARD MEETING

Tuesday, March 12, 2013

The following file should be presented as a **COMMITTEE REPORT** at the Board meeting, Tuesday, March 12, 2013. This item was acted upon at the Committee Meeting on March 11, 2013, at 1:30 p.m., by the votes indicated.

Item No. 27 File No. 130146

Ordinance amending the Health Code to correct numbering and clarify provisions of the Commercial Dog Walking Ordinance.

AMENDED on Page 7, Lines 1-2, by changing 'September 1, 2012' to 'March 1, 2013'

Vote: Supervisor Scott Wiener - Aye

Supervisor Jane Kim - Aye Supervisor David Chiu - Aye

RECOMMENDED AS AMENDED AS A COMMITTEE REPORT

Vote: Supervisor Scott Wiener - Aye

Supervisor Jane Kim - Aye Supervisor David Chiu - Aye

c: Board of Supervisors

Angela Calvillo, Clerk of the Board
Rick Caldeira, Deputy Legislative Clerk
Jon Givner, Deputy City Attorney

File No.	130146	Committee Item No.	3
		Board Item No	27
	COMMITTEE/BOAR	D OF SUPERVIS	ORS
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Commit	ttee: Land Use and Economic [Development Date M	arch 11, 2013
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Completed I	by: Alisa Miller by: Alisa Miller	Date_ Date_	March 8, 20 March 12,		

Award Letter

[Health Code - Commercial Dog Walking Regulations]

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Ordinance amending the Health Code to correct numbering and clarify provisions of the Commercial Dog Walking Ordinance.

NOTE:

Additions are *single-underline* italics Times New Roman; deletions are strike-through italics Times New Roman. Board amendment additions are double-underlined; Board amendment deletions are strikethrough normal.

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

Section 1. The San Francisco Health Code is hereby amended by amending Article 39, Sections 39.01 through 39.13, to read as follows:

SEC. 3901 39.01. DEFINITIONS.

For the purpose of this Article 39, the following words and phrases shall mean and include:

- (a) "City." The City and County of San Francisco.
- (b) "Commercial Dog Walking" or "Commercial Dog Walking Business." Doing business as a permittee under this Article 39.
- (c) "Department." The Animal Care and Control Department of the City and County of San Francisco.
- (d) "Director." The Director of the Animal Care and Control Department, or his or her designee.
 - (e) "Enforcement Officer."
- (1) An officer or employee of the Department designated by the Director to enforce this Article 39;

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(2) an officer or employee of the Port of San Francisco, the Recreation and Park Department, or the Public Utilities Commission designated by the Port Director, the General Manager of the Recreation and Park Department, or the General Manager of the Public Utilities Commission, respectively, to enforce this Article 39 on property under the jurisdiction of the Port, Recreation and Park <u>Commission</u>, or the Public Utilities Commission, respectively; or

(3) any person who is a peace officer under California Penal Code Section 830.1(a).

An officer or employee of the Department designated by the Director to enforce this Article may refer possible violations occurring on Port, Recreation and Park, or Public Utilities property to designated enforcement officers from those departments, who shall have primary responsibility for enforcement of the Article on properties under their respective jurisdictions.

(f) "Park Property." All grounds, roadways, avenues, squares, recreation facilities, and other property placed under the control, management and direction of the Recreation and Park Commission by the Charter of the City and County of San Francisco, and the open space on the blocks bounded by Market, Folsom, Third and Fourth Streets which is under the control, management and direction of the <u>Successor Agency to the</u> Redevelopment Agency of the City and County of San Francisco, otherwise known as the "Yerba Buena Gardens."

"Park Property" shall also include property under the jurisdiction of the Port of San Francisco that the Port Commission has designated for inclusion under this Article 39, and property under the jurisdiction of the Public Utilities Commission that the General Manager of the Public Utilities Commission has designated for inclusion under this Article 39.

(g) "Tax Collector." The Tax Collector of the City and County of San Francisco.

Supervisor Wiener
BOARD OF SUPERVISORS

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SEC. 3902 39.02. PERMIT REQUIRED.

It shall be unlawful for any person to walk four or more dogs at any one time for consideration on Park Property without first having obtained a permit under this Article from the Director of the Animal Care and Control Department.

SEC. 3903 39.03. APPLICATIONS FOR PERMIT.

- (a) Every person desiring a permit under this Article 39 shall file an application with the Director upon a form provided by the Department and pay a non-refundable permit fee.
 - (b) An application for a permit shall specify:
 - (1) The name and proposed business address of the applicant;
- (2) Whether or not the applicant has ever been convicted of any crime involving the mistreatment of animals and if so convicted, the place and court in which the conviction was had, the specific charge under which the conviction was obtained, and the sentence imposed as the result of said conviction;
- (3) Such information pertinent to the operation of the proposed business as the Director may require of an applicant in addition to the other requirements of this Section;
- (4) The address to which notice, when required, is to be sent or mailed, and the name and address of a person authorized to accept service of process, if not otherwise set forth *in the permit application herein*; and,
- (5) Whether the application is for a new permit or for the renewal of an existing permit.
 - (c) The application shall also include:
- (1) A copy of a current valid City business registration certificate under Business and Tax Regulations Code Section 853 for the proposed Commercial Dog Walking business in the name of the proposed permittee or the permittee's proposed employer;

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- (2) Proof of completion of the training required under Section 3906 39.06; and,
- (3) Proof of \$1 million in general liability insurance, which the permittee must maintain for the full term of the permit.
- (d) Every application for a permit under this Article shall be verified as provided in the California Code of Civil Procedure for the verification of pleadings.

SEC. 3904 39.04. PERMIT FEE.

- (a) The Director shall set the amount of the permit fee required under Section <u>3903(a)</u> 39.03(a) by regulation adopted under Section <u>3909</u> 39.09.
- (b) The Director shall base the amount of the fee upon the actual costs to the Department of processing the application and of administering and enforcing this Article 39, but shall not set the amount at greater than two hundred and fifty dollars (\$250).
- (c) Beginning with Fiscal Year 2016-2017, and every fifth year after that, the Controller shall adjust the cap on the permit fee set in subsection (b) without further action by the Board of Supervisors, to reflect intervening changes in the relevant Consumer Price Index, as determined by the Controller. No later than May 15th of each such year, the Controller shall file a report with the Board of Supervisors reporting the new fee cap and certifying that the amount of the cap does not exceed the costs of providing the services for which the fee is assessed.

SEC. <u>3905</u> 39.05. ISSUANCE OF PERMIT.

(a) The Director may issue a permit within 21 days following the filing of a complete application as provided in Section <u>3903</u> <u>39.03</u> if he or she finds, based upon the contents of the application and his or her own investigation:

- (1) That the operation, as proposed by the applicant, if permitted, would comply with all applicable laws, including but not limited to, the City's Municipal Code.
- (2) That the applicant and any other person who will be directly engaged in the management and operation of a Commercial Dog Walking business has not been convicted in a court of competent jurisdiction, by final judgment of:
- (A) An offense involving the mistreatment of animals that amounts to a felony, or if committed <u>outside</u> <u>without</u> the State of California would amount to a felony if committed within the State of California, provided that the conviction occurred within the past ten years;
- (B) An offense involving the mistreatment of animals that amounts to a misdemeanor or infraction, or if committed outside of the State of California would amount to a misdemeanor or infraction if committed within the State of California, provided that such person committed three separate offenses within the past five years.
- (3) That the applicant has not knowingly made any false, misleading, or fraudulent statement of facts in the permit application or any other document required by the Director in connection with the application.
 - (b) Only one Commercial Dog Walking permit shall be issued to any one anyone person.
 - (c) No Commercial Dog Walking permit shall be <u>assignable or otherwise</u> transferable.
- (d) The permit shall be delivered to the applicant by the Tax Collector upon the payment to the Tax Collector of the license fee required under Section <u>3910</u> <u>39.10</u>.

SEC. <u>3906</u> <u>39.06</u>. TRAINING.

(a) All applicants for a new permit must first satisfy one of the following two training requirements:

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- (1) The applicant shall complete a an approved training course approved by the Director consisting of at least 20 hours of classroom and hands-on training. The training course must cover each of in the following subject areas: canine behavior, pack management, dog park etiquette, safety and fight protocols, local laws and regulations, canine first aid, and any other subject or subjects that the Director may determine is or are relevant to the health and safety of animals and the public in the conduct of a Commercial Dog Walking business; or,
- (2) The applicant shall complete an *approved* apprenticeship program *approved* by the Director consisting of at least 40 hours of practical experience working with under the direct supervision of another dog walker who (A) is doing business as a permittee under this Article 39, and (B) has operated a dog walking business, with a valid City business registration certificate under Business and Tax Regulations Code Section 853 (or equivalent license or certification from another jurisdiction, as accepted by the Director), for at least three years. The person or organization providing the apprenticeship program may, but is not required to, charge the applicant for the program. The apprenticeship program shall cover each of the subject areas identified for training in subsection (a)(1), and the person or organization providing the apprenticeship program shall provide the participant who successfully completes the program with written certification stating that those subjects have been covered as part of the apprenticeship. The permit applicant shall provide the Director with a copy of such certification along with his or her permit application.
- (b) Within 120 days of the effective date of this ordinance, the The Director shall adopt regulations setting forth the required content of a course under subsection (a)(1) or the criteria for an approved apprenticeship program under subsection (a)(2). After adoption of such regulations, the Director shall approve or disapprove, within 30 days of submission, any entity's proposal to offer the required Commercial Dog Walking training under subsection (a)(1) or (2).

(c) Notwithstanding the provisions of subsection (a), any person who, on March 1, 2013 September 1, 2012, has held for at least the past three consecutive years a valid City business registration certificate under Business and Tax Regulations Code Section 853 for a dog walking business (or equivalent license or certification from another jurisdiction, as accepted by the Director), or any person who as of that date has worked as a dog walker for such a business for at least the past three consecutive years, shall be deemed to have satisfied the training requirement of this Section. The Director may by regulation adopted under Section 3909 39.09 determine which other equivalent occupational experience, if any, provides similar training and may be substituted for dog walking under this subsection (c).

SEC. 3907 39.07. RULES FOR COMMERCIAL DOG WALKING.

The following restrictions shall apply to a permittee while walking four or more dogs at any one time for consideration on Park Property:

- (a) The permittee may not walk at one time more than 8 dogs.
- (b) Once a year, the permittee must distribute to all his or her current clients <u>written</u> informational materials to be prepared by the Department regarding how the clients may license their dogs under Health Code Section 41.15 and the importance of doing so. <u>The permittee may distribute the informational materials in printed form, or by facsimile, email or other electronic transmission. The Department shall maintain a current copy of the materials on its website.</u>

At the same time <u>the permittee distributes the informational materials on licensing</u>, the permittee must ask all of her or his clients for the license numbers for any of their dogs that have been licensed under Health Code Section 41.15, and the permittee shall keep a record of those numbers, <u>provided, however, that the permittee shall not be liable or penalized for failing to record any license number if the client refuses to provide such information to the permittee or if the client has not licensed his or her dogs.</u>

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- (c) The permittee must carry a leash <u>not more than 8 feet in length</u> for each dog, and follow all applicable on-leash rules.
- (d) The permittee must clean up after any dogs he or she is walking <u>and properly</u> <u>dispose of any canine waste</u>, as required by Health Code Section 40 and all applicable Recreation and Park Department rules and regulations.
- (e) The permittee must have <u>appropriate</u> dog walking safety equipment, either upon his or her person or at a nearby location, including in a vehicle, that is readily accessible. The Director shall adopt regulations addressing what constitutes appropriate dog walking safety equipment.
- (f) The permittee must have sufficient drinking water <u>as is necessary for the proper health</u> <u>and well-being of for the dogs. The permittee must have the drinking water</u> either upon his or her person or at a nearby location, including in a vehicle, that is readily accessible.
- (g) If the permittee transports dogs to or from Park Property, the permittee must do so in a safe and appropriate manner, including properly restraining the dogs while in open <u>and moving</u> vehicles <u>in accordance with California Vehicle Code Section 23117</u>. The Director shall adopt regulations addressing what constitutes safe and appropriate transportation of dogs.

SEC. 3908 39.08. ADMINISTRATIVE INSPECTIONS.

- (a) Every permittee shall, while walking four or more dogs at any one time for consideration on Park Property, carry his or her permit upon his or her person and produce the permit for inspection upon request by any <u>Enforcement Officer enforcement officer</u>.
- (b) If an <u>Enforcement Officer enforcement officer</u> has an objectively reasonable basis for suspecting that a permittee is transporting dogs by car in connection with a Commercial Dog Walking business in an unsafe or inappropriate manner, the <u>Enforcement Officer</u> <u>enforcement</u>

officer may request the permittee to allow the officer to inspect the permittee's vehicle and the permittee shall comply with the <u>Officer's officer's</u> request.

(c) If an <u>Enforcement Officer enforcement officer</u> has an objectively reasonable basis for suspecting that a permittee does not have ready access to <u>dog walking dogwalking</u> safety equipment while walking four or more dogs at any one time for consideration on Park Property, the <u>Enforcement Officer enforcement officer</u> may request the permittee to produce the equipment for inspection and the permittee shall comply with the <u>Officer's officer's</u> request.

SEC. 3909 39.09. DIRECTOR'S REGULATIONS.

The Director may, after a noticed public hearing, adopt administrative regulations supplemental to this Article 39 and not in conflict therewith. Except in cases of emergency, the regulations shall become effective no sooner than 10 days after adoption by the Director.

SEC. 3910 39.10. LICENSE FEES.

- (a) Every person who has received a permit to operate a Commercial Dog Walking Business shall, on March 31 of each year, pay to the Tax Collector an annual license fee payable in advance. The license fee for new licenses issued during the calendar year shall be prorated with regard to the calendar year on a monthly basis.
- (b) The Tax Collector shall issue the license upon payment of the license fee required under subsection (a) and submission by the permittee of a verified statement, in a form provided by the Department, that the permittee is in compliance with all provisions of this Article 39 and any administrative regulations adopted under this Article.
- (c) The Director shall set the amount of the annual license fee by regulation adopted under Section <u>3909</u> <u>39.09</u>. The Director shall base the amount of the fee upon the actual costs

to the Department of administering and enforcing this Article 39, but shall not set the amount at greater than one hundred dollars (\$100).

(d) Beginning with Fiscal Year 2016-2017, and every fifth year after that, the Controller shall adjust the cap on the license fee set in subsection (c) without further action by the Board of Supervisors, to reflect intervening changes in the relevant Consumer Price Index, as determined by the Controller. No later than May 15th of each such year, the Controller shall file a report with the Board of Supervisors reporting the new fee cap and certifying that the amount of the cap does not exceed the costs of providing the services for which the fee is assessed.

SEC. 3911 39.11. SUSPENSION AND REVOCATION OF PERMIT.

- (a) The Director may suspend or revoke any permit issued under this Article 39 if he or she finds, after a noticed <u>administrative</u> <u>public</u> hearing, that any of the following conditions exist:
- (1) Fraud, misrepresentation, or false statement contained in the application or permit, or any documents required in connection with them;
- (2) Violation of provisions of this Article (other than Section 3907(b) 39.07(b)), the San Francisco Municipal Code, or any regulations adopted by the Director under Section 3909 39.09, or of any of the laws of the State of California regulating the treatment of animals;
- (3) Serious physical mistreatment <u>or neglect</u> by the permittee of any animals under his or her control or custody, <u>under circumstances that cause or are likely to cause death or serious physical harm or illness to the animals, whether the permittee's act or omission is intentional and malicious, or shows reckless indifference to the foreseeable consequences of that conduct; or,</u>

- (4) For any other good cause shown, including non-compliance with permit conditions or violation of applicable rules and regulations governing the permittee's use of Park Property in connection with the operation of a Commercial Dog Walking Business.
- (b) On revocation of the permit no part of the annual license fee shall be returned and the said license fee shall be forfeited to the City.

SEC. 3912 39.12. ENFORCEMENT AND PENALTIES.

- (a) Any person who violates any provision of this Article 39 (other than Section 3907(b) 39.07(b)) or of an administrative regulation adopted under this Article shall be deemed guilty of an infraction and upon conviction thereof such person shall be punished by a fine not to exceed one hundred dollars (\$100) for a first violation, and not to exceed two hundred dollars (\$200) for a second violation of the same provision or regulation within a twelve-month period. Upon the third or subsequent conviction within a twelve-month period, such person shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed \$1,000 or by imprisonment in the County Jail for a period not to exceed one year or by both such fine and imprisonment.
- (b) Any person who violates any provision of this Article 39 (other than Section 3907(b) 39.07(b)) or of an administrative regulation adopted under this Article may be punished by administrative fines imposed by the Director in the amount of:
 - (1) Up to \$50 for the first violation;
 - (2) Up to \$100 for a second violation within a twelve-month period; and,
- (3) Up to \$500 for a third and subsequent violations within a twelve-month period.
- (c) Except as provided in subsection (b), setting forth the amount of administrative fines, Administrative Code Chapter 100, "Procedures Governing the Imposition of

Administrative Fines," as may be amended from time to time, is hereby incorporated in its entirety and shall govern the imposition, enforcement, collection, and review of administrative citations issued by the Director to enforce this Article or any administrative regulation adopted under this Article.

(d) The Department shall maintain on its website a list of all persons who have violated any provision of this Article or of any regulation adopted under this Article three or more times in the past 12 months.

SEC. 3913 39.13. OPERATIVE DATE; PUBLIC EDUCATION.

The provisions of this Article 39 shall become operative and enforceable on January 1, 2013. The Director may postpone the operative date, not beyond July 1, 2013, by posting a notice on the Department's website, if the Director determines that the City needs additional time to successfully implement the provisions of this Article. During the period between the effective date of the ordinance adopting these provisions and the operative date, the Director and the Department shall conduct a public outreach and education campaign to alert dog walkers and the public about the requirements of this Article.

Section 2. Effective Date. This ordinance shall become effective 30 days from the date of passage.

Section 3. Scope of Ordinance. In enacting this Ordinance, the Board intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent part of the Health Code that are explicitly shown in this Ordinance as additions, deletions, Board amendment additions, and

Board amendment deletions in accordance with the "Note" that appears under the official title of the Ordinance. APPROVED AS TO FORM: DENNIS J. HERRERA, City Attorney By: Deputy City Attorney n:\govern\as2013\1300284\00833083.doc

REVISED LEGISLATIVE DIGEST

(3/11/2013, Amended in Committee)

[Health Code - Commercial Dog Walking Regulations]

Ordinance amending the Health Code to correct numbering and clarify provisions of the Commercial Dog Walking Ordinance.

Existing Law

Article 39 of the Health Code establishes a permitting scheme for commercial dog walkers and sets a number of regulatory and operating requirements for such businesses.

Amendments to Current Law

The proposal is an ordinance that would amend Article 39 to make the numbering scheme for the Code sections in the Article conform to the numbering scheme for other Articles of the Health Code.

The proposal would also make other non-substantive changes to the Article to clarify various provisions.

The amendment of the whole, dated March 11, 2013, differs from the legislation on file, dated February 12, 2013, in one respect:

The Health Code currently imposes a training requirement for applicants seeking a new Commercial Dog Walking permit. (See SF Health Code § 39.06(a).) The Health Code waives the training requirement for any applicant who, on September 1, 2012, held for at least the past three consecutive years a valid City business registration certificate for a dog walking business, or who had, as of that same date, worked as a dog walker for such a business for at least the past three consecutive years. (See SF Health Code § 39.06(c).)

The amendment of the whole would extend the cut-off date for waiver of the training requirement from the current September 1, 2012, to March 1, 2013.

BOARD of SUPERVISORS



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

MEMORANDUM

TO:

Rebecca Katz, Director, Animal Care and Control Department

Monique Moyer, Director, Port

Phil Ginsburg, General Manager, Recreation and Park Department Harlan Kelly, Jr., General Manager, Public Utilities Commission

FROM:

Alisa Miller, Clerk, Land Use and Economic Development Committee

Board of Supervisors

DATE:

February 20, 2013

SUBJECT:

LEGISLATION INTRODUCED

The Board of Supervisors' Land Use and Economic Development Committee has received the following proposed ordinance, introduced by Supervisor Wiener on February 12, 2013:

File No. 130146

Ordinance amending the Health Code to correct numbering and clarify provisions of the Commercial Dog Walking Ordinance.

This matter is being forwarded to your department for informational purposes. If you have any 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.

c: Trisha Prashad, Port
Juliet Ellis, Public Utilities Commission

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA City Attorney

OFFICE OF THE CITY ATTORNEY

THOMAS J. OWEN
Deputy City Attorney

Direct Dial:

(415) 554-4679

Email:

thomas.owen@sfgov.org

MEMORANDUM

TO:

Hon. Scott Wiener

Member, Board of Supervisors

FROM:

Thomas J. Owen

Deputy City Attorney

DATE:

February 12, 2013

RE:

Commercial Dog Walking Regulations

(Our File No. 1300284)

Enclosed are a signed original and four copies, dated February 12, 2013, of the proposed legislation correcting the section numbering for the Commercial Dog Walking Ordinance and making other clarifying amendments, as well as a legislative digest.

I will also send electronic copies to you this morning.

Encl.

cc:

Jon Givner

Adam Taylor (by e-mail) Kat Brown (by e-mail) **Print Form**

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp or meeting date

I her	beby submit the following item for introduction (select only one):	or meeting date			
\boxtimes	1. For reference to Committee: Land Use & Economic Development				
	An ordinance, resolution, motion, or charter amendment.				
	2. Request for next printed agenda without reference to Committee.				
	3. Request for hearing on a subject matter at Committee:				
	4. Request for letter beginning "Supervisor	inquires"			
	5. City Attorney request.				
	6. Call File No. from Committee.				
	7. Budget Analyst request (attach written motion).				
	8. Substitute Legislation File No.				
	9. Request for Closed Session (attach written motion).				
	10. Board to Sit as A Committee of the Whole.	•			
	11. Question(s) submitted for Mayoral Appearance before the BOS on				
Pleas	se check the appropriate boxes. The proposed legislation should be forwarded to the follow Small Business Commission Youth Commission Ethics Commission Proposed legislation should be forwarded to the follow	nission			
Vate:	Planning Commission Building Inspection Commission For the Imperative Agenda (a resolution not on the printed agenda), use a different for				
Sponsor(s):					
Supervisor Wiener					
Subje					
Healt	h Code - Commercial Dog Walking Regulations				
The t	ext is listed below or attached:				
Ordin Ordin	nance amending the Health Code to correct numbering and clarify provisions of the Commentance.	cial Dog Walking			
	Signature of Sponsoring Supervisor:				
For C	Clerk's Use Only:				