

1 [Small Business Commission]
2 AMENDING CHAPTER FIVE, ARTICLE XIII, OF PART I OF THE SAN FRANCISCO
3 MUNICIPAL CODE (ADMINISTRATIVE CODE), BY REPEALING CURRENT SECTIONS
4 5.120 THROUGH 5.122, REGARDING THE MAYOR'S BUREAU OF SMALL BUSINESS
5 AND SMALL BUSINESS ADVISORY COMMISSION, AND BY ADOPTING NEW SECTIONS
6 5.120 THROUGH 5.122, ESTABLISHING A MAYOR'S OFFICE OF SMALL BUSINESS
7 AFFAIRS AND A SMALL BUSINESS COMMISSION.

8 Note: Additions or substitutions are underlined;
9 deletions are in ((double parentheses)).

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

11
12 Section 1. Chapter 5 of the San Francisco Administrative Code is hereby amended by
13 repealing Sections 5.120 through 5.122.

14
15 **((SEC. 5.120. DECLARATION OF PURPOSE OF BUREAU.**

16 The purpose of the Mayor's Bureau for Small Business shall be to develop a
17 cooperative and supportive relationship between the small business community and the City
18 and County of San Francisco, to identify existing and potential problem areas and to
19 recommend solutions to alleviate such problem areas.))

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21 **((SEC. 5.121. ESTABLISHMENT OF THE MAYOR'S BUREAU FOR SMALL BUSINESS.**

22 (a) **Establishment of the Office.** The Mayor's Bureau for Small Business is hereby
23 created. Said Bureau shall be a part of the Mayor's Office of Housing and Economic
24 Development of the City and County of San Francisco, which shall henceforth be known as
25 the Mayor's Office of Housing, Economic Development and Small Business.

SUPERVISOR S LENO, AMMIANO, BECERRIL, BROWN, YEE, YAKI, KAUFMAN, KATZ,
BOARD OF SUPERVISORS BIERMAN, TENG, NEWSOM

1 (b) **Appointment of Director.** The Executive Director of the Mayor's Office of
2 Housing, Economic Development and Small Business shall serve as the director for the Small
3 Business Advisory Commission created by this ordinance.

4 (c) **Powers and Duties.** The Bureau for Small Business shall act as the
5 administrative agency for the Small Business Advisory Commission and shall, subject to the
6 budget and fiscal provisions of the Charter, provide it with staff and administrative support
7 services as may be necessary for the Commission to carry out its responsibilities under this
8 ordinance. The Bureau for Small Business, under the Director, shall have the following
9 powers and duties:

10 (1) Collect, compile, analyze and interpret information relating to the formation, status,
11 and economic health of the small businesses of the City and County, their employees and
12 consumers;

13 (2) Administer grants and programs of the City and County designated by the Mayor to
14 principally concern the small businesses of the City and County, its employees or consumers;

15 (3) Cooperate with and assist the several departments, boards and commissions in the
16 promotion of the economic health of the small business community, its employees and
17 consumers;

18 (d) **Rules and Regulations.** The Bureau for Small Business shall adopt any rules and
19 regulations necessary for the conduct of its business under this ordinance. Such rules and
20 regulations shall be available for public review and comment for 10 days before they are
21 finally adopted by said Bureau.))

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SUPERVISOR LENO
BOARD OF SUPERVISORS

1 **((SEC. 5.122. SMALL BUSINESS ADVISORY COMMISSION.**

2 The San Francisco Small Business Advisory Commission is hereby created. The
3 Commission shall consist of 11 members appointed by the Mayor, each of whom shall be
4 representative of small business.

5 (a) **Terms of Office.** Six of the Commission members who are first appointed shall be
6 designated to serve for terms of four years and five shall serve for terms of two years from the
7 dates of their appointments. The term of office of each member shall be determined by
8 drawing lots at the first meeting of the Commission. Any member who misses three regularly
9 scheduled meetings of the Commission in any 12-month period without obtaining the express
10 approval of 51 percent of the members of the Commission at a regularly scheduled meeting
11 shall be deemed to have resigned from the Commission.

12 (b) **Powers and Duties.** The Small Business Advisory Commission shall have the
13 following powers and duties:

14 (1) Monitor the operation of the Bureau for Small Business;

15 (2) Hold, every quarter or more, widely publicized and duly noticed public hearings on
16 matters of concern to small business;

17 (3) Review national, state and local legislation which may have an impact on small
18 business;

19 (4) Recommend positions to the Board of Supervisors and the Mayor on legislation
20 affecting small business;

21 (5) Cooperate with and make recommendations to other city and county agencies,
22 commissions and departments which administer and enforce regulations which affect small
23 business;

24 (6) Monitor the growth or decline of small business within the City and County; and
25

1 (7) Report annually to the Mayor and the Board of Supervisors on the activities and
2 concerns of the Commission.))

3
4 Section 2. Chapter 5 of the San Francisco Administrative Code is hereby amended by
5 adding new Sections 5.120 through 5.122, to read as follows:

6
7 **SEC. 5.120. SMALL BUSINESS COMMISSION.**

8 There shall be a Small Business Commission in the Office of the Mayor. The
9 Commission shall consist of seven members, who shall serve at the pleasure of the Mayor.
10 The Mayor shall designate three of his or her initial appointments to serve for two-year terms.
11 Thereafter, all commissioners shall serve for four-year terms.

12 The Commission shall not have a separate budget, but shall be included in the budget
13 for the Office of the Mayor.

14
15 **SEC. 5.121. POWERS AND DUTIES.**

16 (a) The Small Business Commission shall:

17 1. Formulate and evaluate goals, objectives, plans and programs and set policies for
18 the City regarding small businesses, consistent with any overall objectives established by the
19 Mayor and the Board of Supervisors through the adoption of legislation;

20 2. Develop and keep current an Annual Statement of Purpose outlining its areas of
21 jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and
22 the Board of Supervisors;

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

25 4. Advise the Mayor regarding the appointment and removal of a chief of staff and an

1 executive secretary for the Commission;

2 5. Make recommendations to the Mayor regarding that portion of the budget for the
3 Office of the Mayor to be allocated to the Commission and the Office of Small Business
4 Affairs;

5 6. Conduct investigations under its power of inquiry into any aspect of governmental
6 operations affecting small businesses, including holding hearings and taking testimony, and
7 make recommendations to the Mayor or the Board of Supervisors; and

8 7. Exercise such other powers and duties as shall be prescribed by the Board of
9 Supervisors.

10 (b) The Commission may adopt such rules and regulations consistent with the
11 provisions of this Article as are necessary for the conduct of its business. Such rules and
12 regulations shall be available for public review and comment for 10 days before they are
13 finally adopted by the Commission.

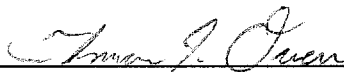
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15 **SEC. 5.122. MAYOR'S OFFICE OF SMALL BUSINESS AFFAIRS.**

16 There shall be a Mayor's Office of Small Business Affairs in the Office of the Mayor.
17 The chief of staff for the Small Business Commission shall also be the administrative head of
18 the Office of Small Business Affairs.

19
20 APPROVED AS TO FORM:

21 LOUISE H. RENNE, City Attorney

22
23
24 By:



THOMAS J. OWEN
Deputy City Attorney

25

SUPERVISOR LENO
BOARD OF SUPERVISORS



City and County of San Francisco

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

Tails Ordinance

File Number: 991030

Date Passed:

Ordinance amending Administrative Code by repealing current Sections 5.120 through 5.122, regarding the Mayor's Bureau of Small Business and Small Business Advisory Commission, and adopting new Sections 5.120 through 5.122, establishing a Mayor's Office of Small Business Affairs and a Small Business Commission.

July 12, 1999 Board of Supervisors — PASSED, ON FIRST READING

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

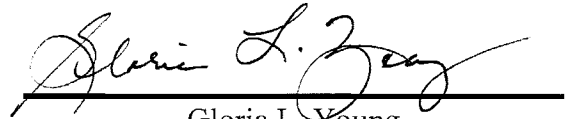
July 19, 1999 Board of Supervisors — FINALLY PASSED

Ayes: 10 - Ammiano, Becerril, Bierman, Brown, Kaufman, Leno, Newsom, Teng, Yaki, Yee

Absent: 1 - Katz

File No. 991030

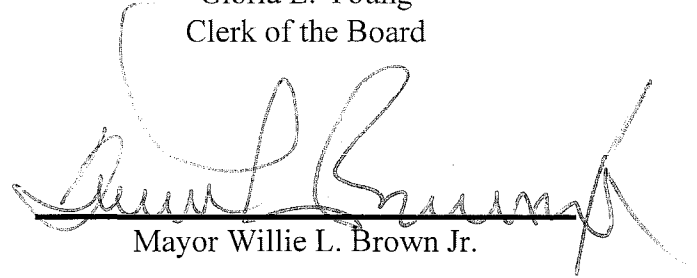
I hereby certify that the foregoing Ordinance was **FINALLY PASSED** on July 19, 1999 by the Board of Supervisors of the City and County of San Francisco.



Gloria L. Young
Clerk of the Board

JUL 20 1999

Date Approved



Mayor Willie L. Brown Jr.