

[Business and Tax Regulations Code - Revising Administrative Citation Rules]

Ordinance amending the Business and Tax Regulations Code to limit the late fee on unpaid administrative penalties to 40% of the administrative penalty assessed; and to modify the methods by which an administrative citation may be served.

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

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

Section 1. The Business and Tax Regulations Code is hereby amended by revising Sections 6.19-4 and 6.19-6, to read as follows:

SEC. 6.19-4. VIOLATIONS.

(a) Separate and Continuing Violations; Penalties Paid Do Not Cure Violations.

Each ~~and every~~ day that a violation exists constitutes a separate and distinct offense. Each section violated constitutes a separate violation for any day at issue. If the person or persons responsible for a violation fail to correct the violation, subsequent administrative citations may be issued for the same violation(s). Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar any further enforcement action by the City. If penalties and costs are the subject of administrative appeal or judicial review, then the accrual of such penalties and costs shall be stayed until the determination of such appeal or review is final.

(b) Payments to City; Due Date; Late Payment Penalty. All penalties assessed

shall be payable to the City and County. Administrative penalties and costs assessed by

means of an administrative citation shall be due within 30 days from the date of the citation. The failure of any person to pay an administrative penalty and costs within that time shall result in the assessment of an additional late fee. The amount of the late fee shall be 10% ~~percent~~ of the total amount of the administrative penalty assessed for each month the penalty and any already accrued late payment penalty remains unpaid, up to a maximum of 40% of the total amount of the administrative penalty.

(c) **Collection of Penalties; Special Assessments.** The failure of any person to pay a penalty assessed by administrative citation within the time specified on the citation constitutes a debt to the City. The City may file a civil action, create and impose liens as set forth below, or pursue any other legal remedy to collect such money.

(d) **Liens.** The City may create and impose liens against any property owned or operated by a person who fails to pay a penalty assessed by administrative citation. The procedures provided for in Section 6.10-3 shall govern the imposition and collection of such liens.

SEC. 6.19-6. ADMINISTRATIVE CITATION; SERVICE.

Service of an administrative citation may be accomplished as follows:

(a) The enforcement officer may obtain the signature of the person responsible for the violation to establish personal service of the citation; or

(b) ~~—(1) The enforcement officer shall post the citation by affixing the citation to a surface in a conspicuous place on the property. Conspicuous posting of the citation is not required when personal service is accomplished or when conspicuous posting poses a hardship or is excessively expensive; and~~

~~(2) The enforcement officer may shall serve the citation on the person responsible for the violation by first class mail, as follows:~~

1 ~~—— (i) The administrative citation shall be mailed to the person responsible for the~~
2 ~~violation~~ by first-class mail, postage prepaid, with a declaration of service under penalty of
3 perjury; ~~and~~

4 ~~—— (ii) A declaration of service shall be~~ made by the person mailing the
5 administrative citation, showing the date and manner of service by mail and reciting the name
6 and address of the citation addressee; ~~and~~

7 ~~—— (iii) Service of the administrative citation by mail in the~~is manner ~~described~~
8 ~~above~~ shall be effective on the date of mailing.

9
10 Section 2. Effective Date. This ordinance shall become effective 30 days after
11 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
12 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
13 of Supervisors overrides the Mayor's veto of the ordinance.

14
15 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
16 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
17 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
18 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
19 additions, and Board amendment deletions in accordance with the "Note" that appears under
20 the official title of the ordinance.

21 APPROVED AS TO FORM:
22 DENNIS J. HERRERA, City Attorney

23 By: _____
24 SCOTT M. REIBER
25 Deputy City Attorney

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