



CITY AND COUNTY OF SAN FRANCISCO
EDWIN M. LEE, MAYOR

OFFICE OF SMALL BUSINESS
REGINA DICK-ENDRIZZI, DIRECTOR

January 10, 2017

Ms. Angela Calvillo, Clerk of the Board
City Hall Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

RE: BOS File No. 161226 [Business and Tax Regulations Code - Revising Administrative Citation Rules]

Small Business Commission Recommendation to the Board of Supervisors: **Approval**

Dear Ms. Calvillo,

On December 12, 2016, the Small Business Commission voted unanimously (6-0, 1 absent) to recommend that the Board of Supervisors approve BOS File No. 161226.

The Commission commends the Office of the Treasurer and Tax Collector for its receptiveness to feedback from the small businesses community's leadership and for its ensuing efforts to reduce burdensome fees and administrative requirements that create hardships for small businesses. Under existing law, the Office of the Treasurer and Tax Collector issues about 1,500 administrative citations annually to enforce violations of the Business and Tax Code, such as not posting a business registration certificate. A business has 30 days to remedy the citation, which includes administrative penalties and cost assessed in issuing the citation. Presently, when businesses do not pay within 30 days of the issuance of the citation, a late fee of 10 percent is applied to the total financial obligations of the citation, and an additional 10 percent continues to be assessed for each month the penalty goes unpaid, with no maximum. The proposed legislation limits the late fee to 40 percent of the total amount of the administrative penalty and modifies public noticing requirements. The Commission is supportive of this proposal to reduce excessive penalties and streamline procedures at the Office of the Treasurer and Tax Collector.

Thank you for considering the Commission's recommendation for approval. Please feel free to contact me should you have any questions.

Sincerely,

Regina Dick-Endrizzi
Director, Office of Small Business

cc: Amanda Fried, Office of the Treasurer and Tax Collector
Mawuli Tugbenyoh, Office of the Mayor
Lisa Pagan, Office of Economic and Workforce Development
Linda Wong, Budget & Finance Committee