



SMALL BUSINESS COMMISSION
OFFICE OF SMALL BUSINESS



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

November 29, 2011

Ms. Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall room 244
1 Carlton B. Goodlett Place
San Francisco, CA 94102-4694

Re: File No. 111101 [Administrative, Business and Tax Regulations, Fire, Health, and Police Codes - Business License Fees]

Small Business Commission Recommendation: **Approval**

Dear Ms. Calvillo:

On November 14, 2011, the Small Business Commission (SBC) voted 5-0 to recommend approval of Board of Supervisors File No. 111101.

The Office of Small Business (OSB) and SBC were early stakeholders during the process of developing this plan and the Commission received multiple briefings over the past twelve months by the Office of the Tax and Treasurer (TTX.) The TTX developed this plan in a thoughtful manner and utilized the input of the OSB and SBC, as well as input from the small and broader businesses community. Multiple presentations were also made to merchant organizations and other groups by the TTX.

The Commission finds that several components of the ordinance will benefit small businesses. This includes consolidating multiple bills with multiple due dates into a single bill with a single bill date. Additionally, businesses with multiple locations will see further streamlining as all of their locations are included on a single bill.

In addition to the legislation, the TTX has taken additional steps to ensure that this policy is successful. This includes the above mentioned outreach efforts, internal "cleanup" of records, mailings to businesses confirming the types and number of permits, and planned mailings informing businesses of the upcoming changes. Furthermore, by prorating the upcoming year's bills and allowing for pre-payments of the single consolidated bill, the TTX is lessening the cash flow impact that licensees face in having the bill due on a single date.

The Commission thanks Tajel Shah and Greg Kato of the TTX for their informative presentations at several of our Committee and full Commission meetings. The Commission also thanks



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Supervisor Chiu for sponsoring the ordinance and his legislative aide, Catherine Rauscher for her efforts to keep the Commission informed of the progress and for coordinating presentations. The Commission also thanks Treasurer José Cisneros for his dedication and commitment to streamline processes and to increase businesses' ability to do business with the City online.

Sincerely,

A handwritten signature in black ink, which appears to read "Regina Dick-Endrizzi". The signature is fluid and cursive.

Regina Dick-Endrizzi
Director, Office of Small Business

cc. Jason Elliott, Mayors Office
José Cisneros, Treasurer