



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

NOREEN AMBROSE
CHAIR

YVONNE LEE
VICE-CHAIR

DAINA CHIU
COMMISSIONER

FERN M. SMITH
COMMISSIONER

LARRY BUSH
COMMISSIONER

LEEANN PELHAM
EXECUTIVE DIRECTOR

January 4, 2021

To: Members of the Ethics Commission

From: Jeff Pierce, Director of Enforcement

Subject: **AGENDA ITEM 4 – Discussion and possible action on informational items scheduled for presentation at January 5 and 7 Interested Persons meeting on proposed revision to Fixed Penalty Policy and new Streamlined Administrative Resolution Program process**

Summary: This report provides the Commission with materials circulated in connection with two Interested Persons meetings scheduled for January 5 and 7 on proposed revisions to the Commission's Fixed Fine Policy and the planned Streamlined Administrative Resolution Program.

Action Requested: No action is required.

As Staff presented in the last [Enforcement Report](#) at the Commission's regularly scheduled meeting on December 14, 2020, two Interested Persons meetings have been scheduled for January 5 and January 7, 2021 to solicit feedback on revisions proposed by Staff to expand the Commission's [Fixed Penalty Policy](#) and establish a Streamlined Administrative Resolution Program.

Given the year-end observances, to enable additional time for interested persons to review the materials and RSVP for the meetings and/or submit written feedback, Staff are rescheduling the two meetings for Tuesday January 26 and Thursday January 28 to allow sufficient opportunity for stakeholder participation before bringing a final proposal to the Commission in February.

The materials distributed for the Interested Persons Meetings included Staff's substantive proposal and an overview of the Enforcement process, available [here](#) and [here](#), respectively.