



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



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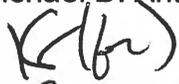
JOSEPH KELLY
TREASURER AND TAX COLLECTOR

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July 14, 2016

TO: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Joseph Kelly 
Treasurer and Tax Collector

Brian J. Stiger, Director 
Department of Consumer and Business Affairs

**SUBJECT: 45-DAY REPORT BACK TO THE BOARD – MAY 3, 2016 AGENDA
ITEM NO. 2 – BUSINESS REGISTRATION**

On May 3, 2016, your Board directed the Treasurer and Tax Collector (TTC) and the Director of Consumer and Business Affairs (DCBA), in consultation with the Community and Senior Services' (CSS) Workforce Development Business Services Unit, the Community Development Commission's (CDC) Economic Development and Business Services Program, the Chief Executive Officer, County Counsel, and any other appropriate departments, to:

- 1) Submit a proposal for Board consideration within 120 days to begin implementing a new Business Registration Program which would include all businesses in unincorporated Los Angeles County, except those already subject to the Business License Program;
- 2) Submit a proposal for Board consideration within 45 days to gather standardized information on businesses in both the license program and the proposed registration program, including number and occupational categories of employees, industrial classification of businesses, relevant County services and resources utilized and other information needed to effectively serve the business community and enforce the new Minimum Wage, including:

- a) A proposal to start information collection no later than July 1, 2016, when the DCBA begins its Small Business Initiative and Wage Enforcement Program; and
 - b) An evaluation of options to treat this initial data collection from businesses, particularly small businesses, as a pre-registration program valid until at least July 1, 2017; and
- 3) Submit a proposal for Board consideration within 120 days, with supporting analysis, to license a select number of new business categories and/or conduct updated fee studies for those that are known to have high rates of wage violations and/or wage theft, such as garment manufacturing, restaurants, car repair and car wash facilities and nail salons.

This report constitutes the required proposal listed above (i.e., 45-day report back). My office briefed this report at the Operations Cluster meeting of June 9, 2016.

STANDARDIZED INFORMATION

The TTC convened a workgroup of departments listed in the motion, and after consultation with the working group, recommends that the information listed on the Attachment be collected as part of the license program and the proposed registration program.

INFORMATION COLLECTION BEGINNING JULY 1, 2016

The TTC evaluated an ability to collect this information on all new Business License applications effective July 1, 2016. However, the TTC identified limitations, to the expansion of data fields within the current Business License system, which prohibit the Department from meeting that objective. The TTC continues to explore system alternatives to address this and will include a status on the resolution of this issue in the 120-day report.

PRE-REGISTRATION PROGRAM

The working group evaluated the feasibility of establishing a pre-registration program to gather data on businesses not required to obtain a business license currently, but recommends against this. The group believes that the creation of a "pre-registration program" could be confusing for the business community, and divert County resources from the establishment of the Business Registration Program. The TTC also noted that the Business License system, as it is configured currently, does not allow business owners to register online, an important functionality to provide business owners in a

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pre-registration program. The TTC will continue to explore system alternatives, an integral component of the implementation plan, and will include a status on this issue in the 120-day report.

Should you have any questions, please contact either one of us, or your staff may contact Keith Knox, Chief Deputy Treasurer and Tax Collector, at (213) 974-0703 or kknox@ttc.lacounty.gov.

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Attachment

- c: Chief Executive Officer
- Animal Care and Control
- Auditor-Controller
- Community and Senior Services
- Department of Consumer and Business Affairs
- Executive Officer, Board of Supervisors
- Department of Public Health
- Business License Commission
- Community Development Commission/Housing Authority

45-DAY REPORT BACK TO THE BOARD
MAY 3, 2016 AGENDA ITEM NO. 2
BUSINESS REGISTRATION

About the Firm

- Articles of Incorporation
- Corporate Officers
- California Secretary of State – Statement of Information
- Doing Business As (dba) and fictitious name statement
- Federal Employer Identification Number (FEIN)
- Email address
- Website address
- Legal structure (corporation, Limited Liability Corporation, etc.)
- Year business began
- Year the business commenced at the current location

What the Firm Does

- Industrial classification of business (e.g., North American Industry Classification System, a.k.a. NAICS code)
- For Business License only, the Firm should provide information on governmental permits or licenses as required under the Business License Ordinance, (e.g. State Seller's Permit, State Alcoholic Beverage Control License or County Health Permit).

Who Works for the Firm

- Number of employees
 - Total, then broken down by full time and part time
- Designation of occupational category
- For Business License only, the employees should provide approvals from State or Professional Organizations as required under the Business License Ordinance, (e.g. California Massage Therapy Council certification).

Location of the Firm

- Situs address and mailing address, if different.
- Hours of Operation
- Rent or own
- Mailing address

County services and resources the Firm utilizes or is interested in utilizing

- Does the firm currently utilize or would they have interest in learning more about various County business and economic development programs (e.g. the Community Development Commission and the Department of Community and Senior Services workforce and economic development programs, and Department of Consumer and Business Affairs local small business and disabled veteran owned business enterprises and business concierge services)?