

File No. 220538

Committee Item No. 15

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date July 13, 2022

Board of Supervisors Meeting Date \_\_\_\_\_

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- Presidential Action Memo – 30-Day Rule Waiver
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- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_

Completed by: Brent Jalipa Date July 7, 2022

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Public Works Code - Public Works Graffiti Abatement Pilot Program]

2

3 **Ordinance amending the Public Works Code to require Public Works to create a pilot**  
4 **program allowing property owners in commercial areas to opt into graffiti abatement by**  
5 **Public Works at no cost to the property owner; and affirming the Planning**  
6 **Department's determination under the California Environmental Quality Act.**

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

11

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

13

14 Section 1. Land Use Findings.

15 The Planning Department has determined that the actions contemplated in this  
16 ordinance comply with the California Environmental Quality Act (California Public Resources  
17 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of  
18 Supervisors in File No. 220538 and is incorporated herein by reference. The Board affirms  
19 this determination.

20

21 Section 2. Article 23 of the Public Works Code is hereby amended by revising  
22 Sections 2304, and 2306, to read as follows:

23 **SEC. 2304. VIOLATIONS.**

24 (a) **Notice of Violation.** Where the Director determines that any property contains  
25 graffiti in violation of Section 2303, the Director may issue a notice of violation to the property

1 owner and/or any Offending Party. At the time the notice of violation is issued, the Director  
2 shall take one or more photographs of the alleged graffiti, and shall make copies of the  
3 photographs available to the property owner and/or any Offending Party upon request. The  
4 photographs shall be dated and retained as a part of the file for the violation. The notice shall  
5 give the owner and/or any Offending Party 30 calendar days from the date of the notice to  
6 either remove the graffiti or request a hearing on the notice of violation, and shall set forth the  
7 procedure for requesting the hearing. The notice shall also inform the owner and/or any  
8 Offending Party that where the owner and/or any Offending Party fail to either remove the  
9 graffiti or request a hearing within 30 calendar days from the date of the notice, the Director  
10 may initiate proceedings in accordance with this Article 23 to enter upon the property and  
11 abate the graffiti. The notice shall inform the owner and/or any Offending Party that should the  
12 Director need to abate the graffiti, ~~that~~ the owner and/or any Offending Party shall be liable for  
13 all costs of enforcement and abatement. The notice shall further inform the owner and/or any  
14 Offending Party that the minimum charge for removing graffiti is the greater of either \$500 or  
15 the actual cost to the City, including overhead and administrative costs, as well as attorneys'  
16 fees where the Director has elected to seek recovery of attorneys' fees. The Director shall  
17 serve the notice of violation as follows:

18 (1) One copy of the Notice shall be posted in a conspicuous place upon the  
19 building or property.

20 (2) One copy of the Notice shall be served upon each of the following:

21 (A) The person, if known, in real or apparent charge and control of the  
22 premises or property involved;

23 (B) The owner of record; and

24 (C) Any Offending Party.

25

1                   (3) The Director shall serve one copy of the Notice upon any Community Benefits  
2 District, Business Improvement District, or Green Benefits District., as those districts are defined in  
3 Articles 15 and 15A of the Business and Tax Regulation Code, in the neighborhood where the Notice is  
4 posted. The Director may also serve one copy of the notice upon any other parties with a  
5 recorded interest.

6                   Service required by subsections (a)(2) and (3) may be made by personal service or by  
7 certified mail.

8                   \* \* \* \*

9                   **SEC. 2306. ABATEMENT BY DIRECTOR.**

10                  \* \* \* \*

11                  (d) The following procedures shall apply to actions by the Director to abate and  
12 recover costs for abatement of graffiti on private property:

13                  (1) **Abatement Action.** After obtaining a court order, the Director shall implement  
14 the Abatement Order. The Director may enter upon the property and cause the removal,  
15 painting over, or other eradication of the graffiti as the Director deems appropriate. The  
16 Director shall not authorize or undertake to provide for the painting or repair of any more  
17 extensive area than that where the graffiti is located, except where the Director determines in  
18 a written notice to the owner that a more extensive area is required to be repainted or repaired  
19 in order to avoid an aesthetic disfigurement to the neighborhood or community. Where the  
20 Director removes graffiti in accordance with the requirements of this Article 23, the owner  
21 and/or any Offending Party shall pay the greater of either \$500 or the actual cost (including  
22 overhead and administrative costs, as well as attorneys' fees where the Director has elected  
23 to seek recovery of attorneys' fees) of removing the graffiti. The Director shall provide an  
24 accounting to the owner and/or any Offending Party of the costs of the abatement action  
25 (Abatement Accounting) on a full cost recovery basis not later than 10 days from the date the

1 abatement action is completed. The Abatement Accounting shall include all administrative  
2 costs incurred by the City in abating graffiti on the property. The total amount set forth in the  
3 Abatement Accounting shall be due and payable by the owner and/or any Offending Party  
4 within 30 days from the date of mailing of the Abatement Accounting.

5 \* \* \* \*

6 (e) **Abatement in Commercial Areas: Pilot Program.** Within 90 days of the effective date of the  
7 ordinance in Board File No. 220538 adding this subsection (e), the Director shall create a pilot  
8 program that allows property owners in Commercial Corridors to provide written consent authorizing  
9 Public Works to enter onto their property and remove graffiti. The scope of any graffiti abatement  
10 shall be consistent with the scope of abatement provided in subsection (d)(1). Such removal and  
11 abatement shall be offered at no cost to the property owner, provided that the owner waives any claims  
12 arising from the work, other than any claims for damages arising from negligence or non-compliance  
13 with laws. The pilot program is an alternative to the other abatement procedures in this Article 23, and  
14 a property owner may enroll in the pilot program at any time, including upon receipt of a Notice of  
15 Violation; provided, however, that a property owner who contests the Notice of Violation shall be  
16 ineligible to participate in the program. The Director is authorized to issue regulations consistent with  
17 this subsection (e).

18 (1) **Commercial Corridors.** For purposes of this subsection (e), Commercial Corridors  
19 shall include properties in the following areas: Neighborhood Commercial Districts, Named  
20 Neighborhood Commercial Districts, Neighborhood Commercial Transit Districts, and Named  
21 Neighborhood Commercial Transit Districts, listed in Section 201 of the Planning Code, and defined in  
22 Section 702 of the Planning Code; the Chinatown Community Business District, as defined in Planning  
23 Code Section 810; the Chinatown Residential/Neighborhood Commercial District, as defined in  
24 Planning Code Section 812; and the Chinatown Visitor Retail District, as defined in Planning Code  
25 Section 811.

1                   (2) **Relationship to Community Benefits Districts and Green Benefits Districts.** The  
2 owner of any property located in a Community Benefits District or Green Benefits District, as defined  
3 in Articles 15 and 15A of the Business and Tax Regulations Code, must first demonstrate to the  
4 Director's satisfaction that the relevant district lacks funding for graffiti abatement, or has exhausted  
5 all available funding for graffiti abatement, in order to participate in the pilot program established in  
6 this subsection (e).

7                   (3) **Expiration of Pilot Program.** Unless the Board of Supervisors by ordinance  
8 extends the term of the Pilot Program, this subsection (e) shall expire by operation of law 27 months  
9 following the effective date of the ordinance in Board File No. 220538 establishing the Pilot Program.  
10 After that date, the City Attorney is authorized to remove this subsection (e) to be removed from the  
11 Public Works Code.

12  
13                   Section 3. Effective Date. This ordinance shall become effective 30 days after  
14 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
15 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
16 of Supervisors overrides the Mayor's veto of the ordinance.

17                   ///

18                   ///



**LEGISLATIVE DIGEST**

[Public Works Code - Public Works Graffiti Abatement Pilot Program]

**Ordinance amending the Public Works Code to require Public Works to create a pilot program allowing property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner; and affirming the Planning Department's determination under the California Environmental Quality Act**

Existing Law

Under Public Works Code Article 23, it is unlawful for a property owner to allow graffiti to remain on the property owner. Public Works is charged with issuing Notices of Violations when the Director determines that property contains graffiti in violation of the code. Property owners can request hearings to demonstrate a hardship, in which case, the Director may remove the graffiti at no cost, subject to certain conditions. If no hardship is shown, the Director may provide paint to the property owner at no charge. In addition, the Director may order that the graffiti be abated, but must obtain a court order prior to the Public Works entering onto the property, and any abatement is subject to state and federal art preservation laws.

Amendments to Current Law

The amendment would create a pilot program in which property owners in commercial corridors may opt into having Public Works abate graffiti. The program would last for approximately two years.

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<p><b>Item 15</b> <b>File 22-0538</b></p>	<p><b>Department:</b> Public Works</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed ordinance would amend the Public Works Code to create a pilot program that would allow property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner and affirm the Planning Department’s determination under the California Environmental Quality Act (CEQA). The pilot program would last for 27 months.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• The Public Works Code requires property owners to abate graffiti from their property or receive a Notice of Violation. Property owners can request hearings to demonstrate hardship, in which case, Public Works may remove the graffiti at no cost. If property owners do not remove the graffiti or request a hearing within 30 days, the City initiates proceedings to abate the graffiti, charging property owners a minimum of \$500 for associated costs. Public Works abates graffiti on public property.</li> <li>• Commercial areas to be included in the proposed pilot program include Neighborhood Commercial and Neighborhood Commercial Transit Districts (including individually named districts), as well as the following commercial districts located in Chinatown: the Chinatown Community Business District, the Chinatown Residential/Neighborhood Commercial District, and the Chinatown Visitor Retail District. Property owners located in a Community Benefits District or Green Benefits District must demonstrate that their district lacks sufficient funding for graffiti abatement to participate in the program.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• Public Works estimates the proposed pilot program would cost \$1,989,916 in FY 2022-23 and \$1,863,021 in FY 2023-24 based on seasonal graffiti abatement, rather than year-round abatement. Cost estimates include positions to abate graffiti and conduct inspections, and associated equipment and materials. According to Public Works staff, the Department would hire as-needed laborers to provide graffiti abatement for commercial properties under the proposed pilot, which would occur seasonally rather than year-round.</li> <li>• The Board of Supervisors added \$2 million in FY 2022-23 and in FY 2023-24 during the Budget and Appropriations Committee phase of the budget, which is pending before the Board of Supervisors, to fund the proposed program.</li> </ul> <p style="text-align: center;"><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>• Approval of the proposed ordinance is a policy matter for the Board of Supervisors.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 2.105 states that all legislative acts shall be by ordinance, approved by a majority of the members of the Board of Supervisors.

**BACKGROUND**

It is unlawful for San Francisco property owners to allow graffiti to remain on their property under Public Works Code Article 23. Public Works is responsible for painting over or otherwise removing graffiti on public property and issuing Notices of Violations to private property owners when property contains graffiti in violation of the code. The Department of Sanitation and Streets will be responsible for graffiti abatement starting in October 2022. Property owners can request hearings to demonstrate hardship, in which case, Public Works may remove the graffiti at no cost. If property owners do not remove the graffiti or request a hearing within 30 days, the City initiates proceedings to abate the graffiti, charging property owners a minimum of \$500 for associated costs.

According to Public Works, average monthly service orders for graffiti abatement on public and private property increased from 3,055 in FY 2019-20 to 4,146 in FY 2020-21, an increase of 36 percent, and subsequently declined to 3,706 in FY 2021-22. During the COVID emergency, Public Works has provided graffiti abatement at no cost to certain commercial districts to alleviate the impact to San Francisco businesses. In October 2020, Public Works provided graffiti abatement twice per week to commercial areas located in the Mission and Chinatown. Public Works also provides graffiti abatement (as well as litter removal, steam cleaning, and trash pickup) to a different commercial district every week through its CleanCorridorsSF pilot program, launched in 2020. In April 2021, the Board of Supervisors approved an ordinance that required Public Works to temporarily suspend posting graffiti notices of violation to private property owners and waived certain unpaid fees and fines assessed under Article 23 until 90 days after the expiration of the Mayor’s Emergency Proclamation regarding the COVID-19 pandemic (File 21-0258).

**DETAILS OF PROPOSED LEGISLATION**

The proposed ordinance would amend the Public Works Code to create a pilot program that would allow property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner and affirm the Planning Department’s determination under the California Environmental Quality Act (CEQA). The pilot program would last for 27 months.

Commercial areas to be included in the proposed pilot program include Neighborhood Commercial and Neighborhood Commercial Transit Districts (including individually named districts),<sup>1</sup> as well as the following commercial districts located in Chinatown: the Chinatown

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<sup>1</sup> According to Planning Code Section 702, Neighborhood Commercial Districts are “low to high density mixed-use neighborhoods of varying scale established around historical neighborhood commercial centers” and Neighborhood

Community Business District, the Chinatown Residential/Neighborhood Commercial District, and the Chinatown Visitor Retail District.<sup>2</sup> Property owners located in a Community Benefits District or Green Benefits District must demonstrate that their district lacks sufficient funding for graffiti abatement to participate in the program.

*Estimated Workload*

In FY 2021-22, the average number of monthly service orders for graffiti abatement on public and private property was 3,706, including an average of 562 service orders (15 percent) along commercial corridors, as shown in Exhibit 1 below. This overstates the anticipated workload from the proposed pilot program because it includes service orders for public property (which are already covered by existing graffiti abatement activities) in addition to private property (which would reflect new graffiti abatement activities by the pilot program). Public Works estimates that approximately 411 or 59% percent of service orders along commercial corridors in FY 2021-22 were for private property.

**Exhibit 1: Average Monthly Graffiti Service Orders Citywide and along Commercial Corridors**

	<u>Citywide</u>	<u>Along Commercial Corridors</u>	
	Average Monthly Graffiti Service Orders (Public and Private Property)	Average Monthly Graffiti Service Orders (Public and Private Property)	Percent of Total
FY 2018-19	2,571	709	28%
FY 2019-20	3,055	624	20%
FY 2020-21	4,146	768	19%
FY 2021-22	3,706	562	15%

Source: Public Works

According to Public Works staff, the Department would hire as-needed laborers to provide graffiti abatement for commercial properties under the proposed pilot, which would occur seasonally rather than year-round.

**FISCAL IMPACT**

Public Works estimates the proposed pilot program would cost \$1,989,916 in FY 2022-23 and \$1,863,021 in FY 2023-24 based on seasonal graffiti abatement, rather than year-round abatement, as shown in Exhibit 2 below. The Board of Supervisors added \$2 million in FY 2022-

Commercial Transit Districts are “transit-oriented moderate- to high-density mixed-use neighborhoods of varying scale concentrated near transit services.” Individually named Neighborhood Commercial Districts and Neighborhood Commercial Transit Districts (e.g., Castro Street Neighborhood Commercial District) provide more targeted zoning controls based on the needs of their respective neighborhoods.

<sup>2</sup> Chinatown commercial districts listed above are defined in Planning Code Sections 810, 812, and 811 respectively.

23 and in FY 2023-24 during the Budget and Appropriations Committee phase of the budget, which pending before the Board of Supervisors.

**Exhibit 2: Public Works’ Cost Estimates for Proposed Pilot Program**

	<b>FY 2022-23 Cost</b>	<b>FY 2023-24 Cost</b>
<b>Labor</b>	<b>\$1,325,245</b>	<b>\$1,685,621</b>
Salaries and Benefits (7.0 FTE)	761,543	971,655
7215 General Laborer Supervisor I (1.0 FTE)	108,839	138,864
7514 General Laborer (3.0 FTE)	293,600	374,874
6230 Street Inspector (2.0 FTE)	239,105	304,916
1842 Management Assistant (1.0)	119,999	153,001
Department Overhead	376,925	471,157
Division Overhead	186,776	242,809
<b>Non-Labor</b>	<b>\$664,672</b>	<b>\$177,400</b>
Materials and Supplies	161,922	133,300
Materials and Supplies for Painting	115,000	132,250
Tablets and Radios	1,000	1,050
Paint Color Matching Equipment, Sprayer, Mixer, Paint Tint-Shaker (2)	45,922	
Equipment	460,750	
Inspector Vehicles (?)	90,000	
Graffiti Abatement Vans (2)	250,000	
Steamer Unit with Truck and Water (1)	120,750	
Services of Other Departments	42,000	44,100
City Attorney - Consultation for Work on Private Property	42,000	44,100
<b>Total</b>	<b>\$1,989,916</b>	<b>\$1,863,021</b>

Source: DPW

Cost estimates do not include graffiti abatement above street level, which would be addressed by a private contractor that currently provides this service to Public Works; the costs of service are billed to the private property owner.

*Staffing*

Budget estimates include salaries and benefits for 7.0 new full-time equivalent (FTE) positions, which are fully annualized in FY 2023-24, to conduct inspections (3.0 FTE) and abate graffiti (4.0 FTE). Public Works current staffing for graffiti abatement activities includes 1 FTE 7215 General Laborer Supervisor II, 2 FTE 7215 General Laborer Supervisor I, and 11 FTE 7514 General Laborers to abate graffiti on public property (14.0 FTEs) and 3.0 FTE 6229 Street Inspection Trainees and 1.0 FTE 2917 Analyst to inspect and notify property owners about graffiti on private property (4.0 FTEs).

**RECOMMENDATION**

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BOARD of SUPERVISORS



City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

May 17, 2022

**File No. 220538**

Lisa Gibson  
Environmental Review Officer  
Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

Dear Ms. Gibson:

On May 10, 2022, Supervisor Myrna Melgar introduced the following Ordinance assigned to the Budget and Finance Committee:

**File No. 220538**

**Ordinance amending the Public Works Code to require Public Works to create a pilot program allowing property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner; and affirming the Planning Department's determination under the California Environmental Quality Act.**

This legislation is being transmitted to you for environmental review.

Angela Calvillo, Clerk of the Board

*Brent Jalipa*

By: Brent Jalipa, Assistant Clerk  
Budget and Finance Committee

Attachment

c: Devyani Jain, Deputy Environmental Review Officer  
Joy Navarrete, Environmental Planning  
Don Lewis, Environmental Planning

Not defined as a project under CEQA Guidelines Section 15378 and 15060(c)(2) because it would not result in a direct or indirect physical change in the environment.

May 18, 2022

A handwritten signature in black ink, appearing to read "Don Lewis".

BOARD of SUPERVISORS



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Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

May 17, 2022

**File No. 220538**

Lisa Gibson  
Environmental Review Officer  
Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

Dear Ms. Gibson:

On May 10, 2022, Supervisor Myrna Melgar introduced the following Ordinance assigned to the Budget and Finance Committee:

**File No. 220538**

**Ordinance amending the Public Works Code to require Public Works to create a pilot program allowing property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner; and affirming the Planning Department's determination under the California Environmental Quality Act.**

This legislation is being transmitted to you for environmental review.

Angela Calvillo, Clerk of the Board

*Brent Jalipa*

By: Brent Jalipa, Assistant Clerk  
Budget and Finance Committee

Attachment

c: Devyani Jain, Deputy Environmental Review Officer  
Joy Navarrete, Environmental Planning  
Don Lewis, Environmental Planning

BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244  
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TDD/TTY No. (415) 554-5227

## MEMORANDUM

TO: Carla Short, Interim Director, Department of Public Works

FROM: Brent Jalipa, Assistant Clerk, Budget and Finance Committee

DATE: May 17, 2022

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Budget and Finance Committee has received the following proposed legislation, introduced by Supervisor Myrna Melgar:

**File No. 220538**

**Ordinance amending the Public Works Code to require Public Works to create a pilot program allowing property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner; and affirming the Planning Department's determination under the California Environmental Quality Act.**

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: David Steinberg, Public Works  
Bryan Dahl, Public Works  
Lena Liu, Public Works

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Katy Tang, Director
Small Business Commission, City Hall, Room 448
FROM: Brent Jalipa, Assistant Clerk, Budget and Finance Committee
DATE: June 17, 2022
SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS
Budget and Finance Committee

The Board of Supervisors' Budget and Finance Committee has received the following legislation, which is being referred to the Small Business Commission for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

File No. 220538

Ordinance amending the Public Works Code to require Public Works to create a pilot program allowing property owners in commercial areas to opt into graffiti abatement by Public Works at no cost to the property owner; and affirming the Planning Department's determination under the California Environmental Quality Act.

Please return this cover sheet with the Commission's response to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

\*\*\*\*\*

RESPONSE FROM SMALL BUSINESS COMMISSION - Date: \_\_\_\_\_

\_\_\_ No Comment

\_\_\_ Recommendation Attached

Chairperson, Small Business Commission

cc: Kerry Birnbach, Senior Policy Analyst/Commission Secretary



President, District 10  
BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Tel. No. 554-6516  
Fax No. 554-7674  
TDD/TTY No. 544-6546

Shamann Walton

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PRESIDENTIAL ACTION

Date: 6/7/2022

To: Angela Calvillo, Clerk of the Board of Supervisors

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Madam Clerk,  
Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 220538 Melgar  
(Primary Sponsor)

Title. Public Works Code - Public Works Graffiti Abatement Pilot Program

Transferring (Board Rule No 3.3)

File No. \_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

From: \_\_\_\_\_ Committee

To: \_\_\_\_\_ Committee


Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor: \_\_\_\_\_ Replacing Supervisor: \_\_\_\_\_

For: \_\_\_\_\_ Meeting  
(Date) (Committee)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Temporary Assignment:  Partial  Full Meeting

  
Shamann Walton, President  
Board of Supervisors

# Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only