



MEMORANDUM

Date: May 10, 2016

To: The Honorable Members, Board of Supervisors

From: *AC* Angela Calvillo, Clerk of the Board

Subject: Establishing the Municipal Fines and Fees Task Force
(File No. 160359)

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating, establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 160359 Administrative Code - Establishing the Municipal Fines and Fees Task Force

- Does a current body address the same or similar subject matter?

No current body provides advice to the Board of Supervisors, the Mayor, and City departments regarding the financial and criminal impacts on low-income San Franciscans of municipal fines and fees, court-ordered debt, suspended driver's licenses, and collection policies and practices related to these fines and fees, and regarding potential policies that could mitigate those impacts.

- Language requiring the body to meet at least once every four months

Section 5.30-5(a) states "The Task Force shall hold its inaugural meeting not more than 45 days after the effective date of the ordinance in Board File No. 160359 enacting this Article XXX. There shall be at least 10 days' notice of the inaugural meeting. Following the inaugural meeting, the Task Force shall hold a regular meeting not less than once each month until the sunset date set forth in Section 5.30-6."



- Language indicating members serve at the pleasure of the appointing authority

Section 5.30-3(a) states "Members of the Task Force shall serve at the pleasure of their appointing authorities and may be removed by the appointing authorities at any time. Each member may remain on the Task Force until the termination of the Task Force under Section 5.30-6, unless removed by his or her appointing authority. A seat that is vacant on the Task Force shall be filled by the appointing authority for that seat."

- Language establishing attendance requirements

Section 5.30-3(c) states "Any member who misses three regular meetings of the Task Force within a six-month period without the express approval of the Task Force at or before each missed meeting shall be deemed to have resigned from the Task Force 10 days after the third unapproved absence. The Task Force shall inform the appointing authority of any such resignation."

- Number of seats and qualifications

There are a total of 11 seats: the Board of Supervisors shall appoint members to Seats 8 through 11. Seats 8 through 11 shall be held by persons with lived experience as, or experience providing services or assistance to, low-income people regarding court-ordered debt, suspended driver's licenses, or payment of municipal fines or fees.

Other seats and appointing authorities are as follows:

- Seat 1, employee (Treasurer-Tax Collector);*
- Seat 2, employee (Office of Economic and Workforce Development);*
- Seat 3, employee (Human Services Agency)*
- Seat 4, employee (Public Defender's Office)*
- Seat 5, employee (District Attorney's Office)*
- Seat 6, employee (Municipal Transportation Agency)*
- Seat 7, employee (San Francisco Superior Court)*

- Term limits (i.e., commencement date? staggered terms?)

Section 5.30-3(a) states "Each member may remain on the Task Force until the termination of the Task Force under Section 5.30-6."



- Administering department

Section 5.30-3(d) states "The Treasurer-Tax Collector shall provide administrative support for the Task Force."

- Reporting requirements

Section 5.30-4(b) states "No later than six months after its inaugural meeting, the Task Force shall submit to the Board of Supervisors a report evaluating and recommending policy options to (1) reduce municipal fines and fees for low-income people, (2) reduce the rate at which low-income people are cited for municipal violations, (3) offer debt relief for low-income people facing significant debt arising from municipal fines, fees, and court-ordered debt, and (3) implement the Statewide Traffic Tickets/Infraction Amnesty Program based on California Vehicle Code Section 42008.8. After the initial report, the Task Force may, in its discretion or upon request of the Board of Supervisors or Mayor, provide additional reports addressing the same topics to the Board of Supervisors, the Mayor, or City departments."

- Sunset date

Section 5.29-7 states "Unless the Board of Supervisors by ordinance extends the term of the Task Force, this Article XXX shall expire by operation of law, and the Task Force shall terminate, two years after the effective date of the ordinance in Board File No. 160359 enacting this Article. After that date, the City Attorney shall cause this Article XXX to be removed from the Administrative Code."