

1 [Administrative Code - Establishing Municipal Fines and Fees Task Force]

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3 **Ordinance amending the Administrative Code to establish the Municipal Fines and**
4 **Fees Task Force to advise the Board of Supervisors, the Mayor, and City departments**
5 **regarding policies that reduce fines and fees for low-income City residents; and setting**
6 **forth the membership and duties of the Task Force.**

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

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

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17 The Administrative Code is hereby amended by adding Article XXX, Sections 5.30-1
18 through 5.30-6, to Chapter 5, to read as follows:

19 **ARTICLE XXX:**

20 **MUNICIPAL FINES AND FEES TASK FORCE**

21 Sec. 5.30-1. Creation of Task Force.

22 Sec. 5.30-2. Membership.

23 Sec. 5.30-3. Organization and Terms of Office.

24 Sec. 5.30-4. Powers and Duties.

25 Sec. 5.30-5. Meetings and Procedures.

Sec. 5.30-6. Sunset.

1 **SEC. 5.30-1. CREATION OF TASK FORCE.**

2 The Board of Supervisors hereby establishes the Municipal Fines and Fees Task Force (the
3 “Task Force”) of the City and County of San Francisco.

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5 **SEC. 5.30-2. MEMBERSHIP.**

6 The Task Force shall consist of the following nine voting members.

7 (a) Seat 1 shall be held by an employee in the Office of Economic and Workforce
8 Development, appointed by the Director of that department.

9 (b) Seat 2 shall be held by an employee of the Human Services Agency, appointed by the
10 Director of that department.

11 (c) Seat 3 shall be held by an employee of the Public Defender’s Office, appointed by the
12 Public Defender.

13 (d) Seat 4 shall be held by an employee of the District Attorney’s Office, appointed by the
14 District Attorney.

15 (e) Seat 5 shall be held by an employee of the Municipal Transportation Agency, appointed
16 by the Director of Transportation.

17 (f) Seat 6 shall be held by an employee of the San Francisco Superior Court, appointed by
18 the Presiding Judge. If at any time the Presiding Judge declines to appoint a member and leaves the
19 seat vacant for 60 days or longer, the Board of Supervisors may appoint a member of the public to fill
20 the seat until such time as the Presiding Judge appoints a member.

21 (g) Seats 7 through 9 shall be held by persons with lived experience as, or experience
22 providing services or assistance to, low-income people regarding court-ordered debt, suspended
23 driver’s licenses, or payment of municipal fines or fees, appointed by the Board of Supervisors.

1 **SEC. 5.30-3. ORGANIZATION AND TERMS OF OFFICE.**

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

7 (b) Service on the Task Force shall be voluntary and members shall receive no
8 compensation from the City, except that the members in Seats 1 through 5 may receive their regular
9 City salaries for time spent on the Task Force.

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

14 (d) The Office of Economic and Workforce Development shall provide administrative
15 support for the Task Force. The Budget and Legislative Analyst, as well as City agencies with relevant
16 specialized knowledge or experience, shall provide research and policy support for the Task Force
17 upon request. All City officials and agencies shall cooperate with the Task Force in the performance of
18 its functions.

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20 **SEC. 5.30-4. POWERS AND DUTIES.**

21 (a) The general purpose of the Task Force is to provide advice to the Board of Supervisors,
22 the Mayor, and City departments regarding the financial and criminal impacts on low-income San
23 Franciscans of municipal fines and fees, court-ordered debt, suspended driver's licenses, and
24 collection policies and practices related to these fines and fees, and regarding potential policies that
25 could mitigate those impacts.

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

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10 **SEC. 5.30-5. MEETINGS AND PROCEDURES.**

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

15 **(b)** The Task Force shall elect its officers and may establish bylaws and rules for its
16 organization and procedures.

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18 **SEC. 5.30-6. SUNSET.**

19 Unless the Board of Supervisors by ordinance extends the term of the Task Force, this Article
20 XXX shall expire by operation of law, and the Task Force shall terminate, two years after the effective
21 date of the ordinance in Board File No. _____ enacting this Article. After that date, the City Attorney
22 shall cause this Article XXX to be removed from the Administrative Code.

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24 Section 2. Effective Date. This ordinance shall become effective 30 days after
25 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the

1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
2 of Supervisors overrides the Mayor's veto of the ordinance.

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4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

6 By: _____
7 JON GIVNER
8 Deputy City Attorney

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