

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. (415) 554-5184  
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## MEMORANDUM

TO: Carla Short, Interim Director, Public Works

FROM: Victor Young, Assistant Clerk

A handwritten signature in black ink that reads "Victor Young".

DATE: October 10, 2023

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee received the following proposed legislation:

**File No. 231004**

**Ordinance amending the Administrative Code to establish the Graffiti Advisory Board to advise the Board of Supervisors and the Mayor on issues relating to graffiti prevention and abatement; and setting forth the membership and duties of the Advisory Board.**

If you have 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 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

cc: David Steinberg, Public Works  
Ian Schneider, Public Works  
Lena Liu, Public Works



# City and County of San Francisco

## Master Report

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

**File Number:** 231004      **File Type:** Ordinance      **Status:** 30 Day Rule

**Enacted:** \_\_\_\_\_ **Effective:** \_\_\_\_\_

**Version:** 1      **In Control:** Rules Committee

**File Name:** Administrative Code - Establishing Graffiti Advisory Board      **Date Introduced:** 09/26/2023

**Requester:** \_\_\_\_\_ **Cost:** \_\_\_\_\_ **Final Action:** \_\_\_\_\_

**Comment:** \_\_\_\_\_ **Title:** Ordinance amending the Administrative Code to establish the Graffiti Advisory Board to advise the Board of Supervisors and the Mayor on issues relating to graffiti prevention and abatement; and setting forth the membership and duties of the Advisory Board.

**Sponsor:** Chan

### History of Legislative File 231004

Ver	Acting Body	Date	Action	Sent To	Due Date	Result
1	President	09/26/2023	ASSIGNED UNDER 30 DAY RULE	Rules Committee	10/26/2023	

1 [Administrative Code - Establishing Graffiti Advisory Board]

2  
3 **Ordinance amending the Administrative Code to establish the Graffiti Advisory Board**  
4 **to advise the Board of Supervisors and the Mayor on issues relating to graffiti**  
5 **prevention and abatement; and setting forth the membership and duties of the**  
6 **Advisory Board.**

7  
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:

16  
17 Section 1. Chapter 5 of the Administrative Code is hereby amended by adding Article  
18 XVIII, consisting of Sections 5.18-1 through 5.18-7, to read as follows:

19 **ARTICLE XVIII:**

20 **GRAFFITI ADVISORY BOARD**

21 **SEC. 5.18-1. CREATION OF ADVISORY BOARD.**

22 The Board of Supervisors (“Board”) hereby establishes the Graffiti Advisory Board (the  
23 “Advisory Board”).

24 **SEC. 5.18-2. PURPOSE.**

25 The purpose of the Advisory Board is to advise the Board and the Mayor on issues relating to  
the prevention and abatement of graffiti in San Francisco.

1  
2 **SEC. 5.18-3. MEMBERSHIP.**

3 The Advisory Board shall consist of 15 voting members, appointed as follows:

4 (a) Seats 1- 11 shall be held by persons appointed by individual Members of the Board, with  
5 each Member of the Board making one appointment. To be eligible for appointment to Seats 1-11, an  
6 individual must (1) be an officer or employee of an organization that provides services to youth  
7 involved in graffiti diversion programs; (2) be an officer or employee of an organization with  
8 experience in City beautification and/or neighborhood cleanup programs; (3) own real property  
9 located in San Francisco; (4) own a business located in San Francisco; or (5) have previously served  
10 on the Graffiti Advisory Board. Appointments to Seats 1-11 shall be effective when written notice of the  
11 appointment is received by the Clerk of the Board of Supervisors.

12 (b) Seat 12 shall be held by the Mayor or the Mayor's designee.

13 (c) Seat 13 shall be held by the Director of Public Works or the Director's designee.

14 (d) Seat 14 shall be held by the Chief of Police or the Chief's designee.

15 (e) Seat 15 shall be held by the Director of Cultural Affairs, or the Director's designee.

16  
17 **SEC. 5.18-4. ORGANIZATION AND TERMS OF OFFICE.**

18 (a) Members of the Advisory Board shall serve at the pleasure of the member's appointing  
19 authority and may be removed by the appointing authority at any time.

20 (b) Any member in Seats 1-11 who misses three regular meetings of the Advisory Board  
21 within a six-month period without the express approval of the Advisory Board at or before each missed  
22 meeting shall be deemed to have resigned from the Advisory Board ten days after the third unapproved  
23 absence. The Advisory Board shall inform the Board of Supervisors of any such resignation.

24 (c) The Department of Public Works shall provide administrative support for the Advisory  
25 Board.

1  
2 **SEC. 5.18-5. DUTIES.**

3 The Graffiti Advisory Board shall have the duty to:

4 (a) By October 1, 2024, and every year thereafter, prepare and submit to the Board and the  
5 Mayor a report addressing the impacts of graffiti on neighborhoods and the downtown area of San  
6 Francisco, reviewing and evaluating the services and programs in place to prevent graffiti and respond  
7 to graffiti, and making recommendations for strategies to consolidate public and private anti-graffiti  
8 efforts;

9 (b) Advise the Board and the Mayor about the coordination of information, activities, and  
10 goals among existing graffiti prevention and graffiti abatement programs; and

11 (c) Advise the Board and the Mayor about ways to make the graffiti prevention and  
12 abatement services more efficient.

13  
14 **SEC. 5.18-6. MEETINGS AND PROCEDURES.**

15 (a) The Advisory Board shall hold its inaugural meeting not more than 60 days after the  
16 effective date of the ordinance in Board File No. \_\_\_\_\_ enacting this Article XVIII. There shall be  
17 at least ten days' public notice of the inaugural meeting. Following the inaugural meeting, the  
18 Advisory Board shall hold a regular meeting not less than once each month.

19 (b) The Advisory Board shall elect a chair and such other officers as it deems appropriate,  
20 and may establish bylaws and rules for its organization and procedures.

21  
22 **SEC. 5.18-7. SUNSET.**

23 Unless the Board of Supervisors by ordinance extends the term of the Advisory Board, this  
24 Article XVIII shall expire by operation of law, and the Advisory Board shall terminate, three years after  
25 the effective date of the ordinance in Board File No. \_\_\_\_\_ enacting this Article. In that



## **LEGISLATIVE DIGEST**

[Administrative Code - Establishing Graffiti Advisory Board]

**Ordinance amending the Administrative Code to establish the Graffiti Advisory Board to advise the Board of Supervisors and the Mayor on issues relating to graffiti prevention and abatement; and setting forth the membership and duties of the Advisory Board.**

### Existing Law

Currently, there is no advisory body that advises the Board of Supervisors (Board) or the Mayor on issues relating to graffiti prevention and abatement.

### Amendments to Current Law

The proposed ordinance would establish the Graffiti Advisory Board (Advisory Board), which would be responsible for advising the Board and the Mayor on issues relating to graffiti prevention and abatement.

The Advisory Board would consist of 15 members, 11 of whom would be appointed by individual Members of the Board of Supervisors. The remaining four seats would be held by the Mayor, Director of Public Works, Chief of Police, and the Director of Cultural Affairs, or their designees.

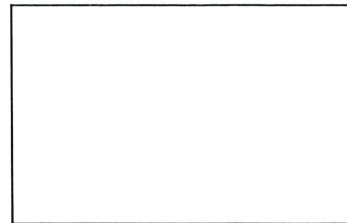
By October 2024, and every year thereafter, the Advisory Board would be required to prepare and submit to the Board and the Mayor a report addressing the impacts of graffiti on neighborhoods and the downtown area of San Francisco, reviewing and evaluating the services and programs in place to prevent graffiti and respond to graffiti, and making recommendations for strategies to consolidate public and private anti-graffiti efforts.

### Background Information

In 1993, the City established the Graffiti Advisory Board to advise the Board of Supervisors about the problem of graffiti in neighborhoods and the downtown area of San Francisco. The legislation establishing the Advisory Board sunset in March 2022, so as of the introduction of this ordinance, there has been no Graffiti Advisory Board in place for approximately 18 months. Before sunset in 2022, the Advisory Body consisted of 25 members.

## Introduction Form

*(by a Member of the Board of Supervisors or the Mayor)*



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

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)  
*(Routine, non-controversial and/or commendatory matters only)*
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor [ ] inquires..."
- 5. City Attorney Request
- 6. Call File No. [ ] from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Topic submitted for Mayoral Appearance before the Board on [ ]

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission       Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes                       No

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

Sponsor(s):

Chan

Subject:

Administrative Code - Establishing Graffiti Advisory Board

Long Title or text listed:

Ordinance amending the Administrative Code to establish the Graffiti Advisory Board to advise the Board of Supervisors and the Mayor on issues relating to graffiti prevention and abatement; and setting forth the membership and duties of the Advisory Board.

Signature of Sponsoring Supervisor:



**From:** [Groth, Kelly \(BOS\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Somera, Alisa \(BOS\)](#); [Chan, Connie \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)  
**Subject:** Chan - Introduction - Graffiti Advisory Board  
**Date:** Tuesday, September 26, 2023 3:31:38 PM  
**Attachments:** [Chan - Ord - Graffiti Advisory Board.pdf](#)  
[01707528.docx](#)  
[01707530.DOCX](#)

---

Hi Clerk's Office,

Please see attached introduction form, legislative digest, and ordinance to re-establish the Graffiti Advisory Board.

Thank you,  
Kelly

Kelly Groth | 明美  
Legislative Aide  
Office of Supervisor Chan  
District 1, San Francisco Board of Supervisors  
(415) 554-7413

**From:** [Givner, Jon \(CAT\)](#)  
**To:** [Somera, Alisa \(BOS\)](#); [Groth, Kelly \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Cc:** [Chan, Connie \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)  
**Subject:** RE: Chan - Introduction - Graffiti Advisory Board  
**Date:** Tuesday, September 26, 2023 3:57:22 PM  
**Attachments:** [image004.png](#)

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Thanks. This email confirms that our office has approved as to form.

Jon

Jon Givner (he/him)  
Deputy City Attorney  
Office of City Attorney David Chiu  
1 Dr. Carlton B. Goodlett Place, Suite 234  
San Francisco, CA 94102  
phone: (415) 554-4694  
[www.sfcityattorney.org](http://www.sfcityattorney.org)

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**From:** Somera, Alisa (BOS) <[alisa.somera@sfgov.org](mailto:alisa.somera@sfgov.org)>  
**Sent:** Tuesday, September 26, 2023 3:46 PM  
**To:** Givner, Jon (CAT) <[Jon.Givner@sfcityatty.org](mailto:Jon.Givner@sfcityatty.org)>; Groth, Kelly (BOS) <[kelly.groth@sfgov.org](mailto:kelly.groth@sfgov.org)>; BOS Legislation, (BOS) <[bos.legislation@sfgov.org](mailto:bos.legislation@sfgov.org)>  
**Cc:** Chan, Connie (BOS) <[connie.chan@sfgov.org](mailto:connie.chan@sfgov.org)>; Pearson, Anne (CAT) <[Anne.Pearson@sfcityatty.org](mailto:Anne.Pearson@sfcityatty.org)>  
**Subject:** FW: Chan - Introduction - Graffiti Advisory Board

Here it is.

---

**From:** BOS Legislation, (BOS) <[bos.legislation@sfgov.org](mailto:bos.legislation@sfgov.org)>  
**Sent:** Tuesday, September 26, 2023 3:35 PM  
**To:** Groth, Kelly (BOS) <[kelly.groth@sfgov.org](mailto:kelly.groth@sfgov.org)>; PEARSON, ANNE (CAT) <[Anne.Pearson@sfcityatty.org](mailto:Anne.Pearson@sfcityatty.org)>  
**Cc:** Somera, Alisa (BOS) <[alisa.somera@sfgov.org](mailto:alisa.somera@sfgov.org)>; Chan, Connie (BOS) <[connie.chan@sfgov.org](mailto:connie.chan@sfgov.org)>; BOS Legislation, (BOS) <[bos.legislation@sfgov.org](mailto:bos.legislation@sfgov.org)>  
**Subject:** RE: Chan - Introduction - Graffiti Advisory Board

Hello,

Thank you for the legislation submission. We are seeking the approval of Deputy City Attorney Anne Pearson for use of her electronic signature and approval as to form. Kindly confirm that the attached ordinance is approved as to form, and the /s/ next to her name in the signature line of the ordinance has the same effect as her signature, by reply of this email.

**Lisa Lew**  
San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102  
T 415-554-7718 | F 415-554-5163  
[lisa.lew@sfgov.org](mailto:lisa.lew@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

**(VIRTUAL APPOINTMENTS)** To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.



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**From:** Groth, Kelly (BOS) <[kelly.groth@sfgov.org](mailto:kelly.groth@sfgov.org)>  
**Sent:** Tuesday, September 26, 2023 3:32 PM  
**To:** BOS Legislation, (BOS) <[bos.legislation@sfgov.org](mailto:bos.legislation@sfgov.org)>  
**Cc:** Somera, Alisa (BOS) <[alisa.somera@sfgov.org](mailto:alisa.somera@sfgov.org)>; Chan, Connie (BOS) <[connie.chan@sfgov.org](mailto:connie.chan@sfgov.org)>; PEARSON, ANNE (CAT) <[Anne.Pearson@sfcityatty.org](mailto:Anne.Pearson@sfcityatty.org)>  
**Subject:** Chan - Introduction - Graffiti Advisory Board

Hi Clerk's Office,

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