

BOARD of SUPERVISORS



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MEMORANDUM

Date: October 12, 2023

To: The Honorable Members, Board of Supervisors

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

Subject: File No. 231004: Establishing Graffiti Advisory Board

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and 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 report is provided:

File No. 231004 Administrative Code - Establishing Graffiti Advisory Board

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

No. There are no other bodies that currently perform the same function as the proposed Graffiti Advisory Board.

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

Yes. Section 5.18-6 entitled "Meeting Procedures" states the following: "(a) The Advisory Board shall hold a regular meeting not less than once each month."

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

Yes. Section 5.18-4 entitled "Organization and Terms of Office" states the following: "Members of the Advisory Board shall serve at the pleasure of the member's appointing authority and may be removed by the appointing authority at any time."



- Language establishing attendance requirements

No. There are no attendance requirements listed in the Ordinance. As you have for other bodies, consider adding the following: “Any member, including the Chairperson or the Vice Chairperson, who misses three regular meetings of the Advisory Board within a six-month period without the written approval of the Chairperson, or the Vice Chairperson in case of the Chairperson’s absence, at or before each missed meeting shall be deemed to have resigned from the Advisory Board 10 days after the third unapproved absence. The Advisory Board shall inform the appointing authority of any such resignation”.

- Number of seats and qualifications

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

- *Seats 1- 11 shall be held by persons appointed by individual Members of the Board, with each Member of the Board making one appointment. To be eligible for appointment to Seats 1-11, an individual must (1) be an officer or employee of an organization that provides services to youth involved in graffiti diversion programs; (2) be an officer or employee of an organization with experience in City beautification and/or neighborhood cleanup programs; (3) own real property located in San Francisco; (4) own a business located in San Francisco; or (5) have previously served on the Graffiti Advisory Board. Appointments to Seats 1-11 shall be effective when written notice of the appointment is received by the Clerk of the Board of Supervisors.*
- *Seat 12 shall be held by the Mayor or the Mayor’s designee.*
- *Seat 13 shall be held by the Director of Public Works or the Director’s designee.*
- *Seat 14 shall be held by the Chief of Police or the Chief’s designee.*
- *Seat 15 shall be held by the Director of Cultural Affairs, or the Director’s designee.*

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

No terms or term limits are listed in the ordinance. As you have for other bodies consider adding the following to clarify the term of each member:

“Members Advisory Committee shall serve for an indefinite term that shall expire upon the sunset of the Advisory Board”.

- Administering department

Public Works shall provide administrative support for the Advisory Board.



- Reporting requirements

The Graffiti Advisory Board shall have the duty to:

(a) By October 1, 2024, and every year thereafter, 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;

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

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

- Sunset date

The Advisory Board shall sunset three years after the effective date of the establishing Ordinance in Board File No. 231004.