

File No. 200374

Committee Item No. 7

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date April 29 2020

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|----------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Linda Wong

Date April 24, 2020

Completed by: Linda Wong

Date _____

1 [Appropriation - General Reserve - Human Services Agency - \$17,800,000 - FY2019-
2020]

2

3 **Ordinance appropriating \$17,800,000 from the General Reserve to provide an**
4 **additional 1,200 hotel rooms for COVID-19 self-isolation units; and authorizing the**
5 **Controller to reduce appropriations and return funds to the General Reserve to the**
6 **extent that State and/or Federal funds are available for reimbursement.**

7

8 Note: Additions are *single-underline italics Times New Roman*;
9 deletions are *strikethrough italics Times New Roman*.
10 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

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

12

13 Section 1. The sources of funding outlined below are herein appropriated to
14 reflect the projected sources of funding for FY2019-2020.

15

16 **SOURCES Appropriation**

17 Fund /	18 Project &	19 Account	20 Description	21 Amount
22 Department ID	23 Activity /	24 Authority		
10020/ 230018	10023237 - 0001/	598040	Designated	\$17,800,000
GF Continuing	17064	Designated	For General	
Authority Ctrl/ GEN	General Reserve/	For General	Reserve	
General City	General Reserve	Reserve		
Responsibility				

25

Total SOURCES Appropriation

\$17,800,000

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Section 2. The uses of funding outlined below are herein appropriated in the Human Services Agency to provide funding for an additional 1,200 hotel rooms for COVID-19 self-isolation units.

USES Appropriation

Fund / Department ID	Project & Activity / Authority	Account	Description	Amount
10020/ 149665 GF Annual Continuing Authority Ctrl/ HSA Human Services Agency	10033788 – 0001, 2019 COVID-19, Emergency Protective Measures/ XXXXX/	527000 Professional and Specialized Services Budget	Professional and Specialized Services Budget	\$17,800,000
Total USES				\$17,800,000

Section 3. The Controller shall reduce appropriations and return funds to the

Item 7 Files 20-0374	Department: Human Services Agency
EXECUTIVE SUMMARY	
<p>Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed ordinance would appropriate \$17,800,000 from the General Reserve to provide an additional 1,200 hotel rooms for COVID-19 self-isolation units. To the extent that State or federal funds are available to reimburse the City for hotel rooms and associated expenses, the Controller is authorized to reduce the appropriation return funds to the General Reserve. <p>Key Points</p> <ul style="list-style-type: none"> • The Board of Supervisors approved an emergency ordinance on April 14, 2020 to require the City to secure 8,250 private rooms by April 26, 2020. According to the presentation by the Mayor’s Budget Office and Controller’s Office to the April 8, 2020 Budget and Finance Committee, the City had approximately 1,977 hotel rooms under contract and planned for 7,000 total hotel rooms. <p>Fiscal Impact</p> <ul style="list-style-type: none"> • The estimated cost per hotel room per day is \$237, which includes the daily room rate, three meals, personal hygiene products, extra room cleaning, and hotel security. The appropriation of \$17.8 million would fund 1,200 hotel rooms for approximately 60 days. The actual costs per room will vary from the estimate of \$237 per day, depending on hotel room rates and other contractual services negotiated by the Human Services Agency. <p>Recommendation</p> <ul style="list-style-type: none"> • Approval of the proposed ordinance is a policy matter for the Board of Supervisors. 	

MANDATE STATEMENT

City Charter Section 9.105 states that amendments to the Annual Appropriations Ordinance, after the Controller certifies the availability of funds, are subject to Board of Supervisors approval by ordinance. As with other ordinances, passage of the ordinance requires two readings by the Board of Supervisors and the ordinance is effective 30 days after passage.

BACKGROUND

The Board of Supervisors approved an emergency ordinance on April 14, 2020 to require the City to secure 8,250 private rooms by April 26, 2020, through service agreements with hotels and motels for use as temporary quarantine facilities for people currently experiencing homelessness, people released from local hospitals with COVID-19 exposure or infection, and front-line workers in the COVID-19 crisis (File 20-0363). The ordinance, which waived the requirement under Charter Section 9.118 that the Board of Supervisors approve the service agreements for private rooms, required daily reporting to the Board of Supervisors on the City's progress in procuring and providing the needed rooms; require congregate care facilities for the homeless to comply with social distancing.

According to the presentation by the Mayor's Budget Office and Controller's Office to the April 8, 2020 Budget and Finance Committee, the City had approximately 1,977 hotel rooms under contract and planned for 7,000 total hotel rooms.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would appropriate \$17,800,000 from the General Reserve to provide an additional 1,200 hotel rooms for COVID-19 self-isolation units. To the extent that State or federal funds are available to reimburse the City for hotel rooms and associated expenses, the Controller is authorized to reduce the appropriation return funds to the General Reserve.

FISCAL IMPACT

The Budget and Legislative Analyst estimates that the average daily cost of a hotel room is \$237 as shown below.

Daily Rate per Room	
Room ^a	\$110
Security ^b	35
Food ^c	60
Personal Care & Extra Cleaning ^d	32
Total Daily Rate	\$237

^a The estimated average daily room rate of \$110 is based on a weighted average of the Human Services Agency’s contracted rates for 1,294 rooms in seven hotels.

^b The estimated average daily rate for security per room is based on the hourly rate paid by the Human Services Agency for at least two security guards to provide 24/7 coverage at hotels.

^c The estimated daily rate for food per room is based on the Human Services Agency’s expected rate for caterers to provide three meals per day to isolation/quarantine sites.

^d The estimated daily rate for personal care and extra cleaning is for personal care supplies (such as basic clean clothes, personal hygiene products, etc.), additional cleaning supplies for the hotel and for the individuals in the rooms, periodic deep cleaning by a bio-hazard company when rooms turn-over, and laundry services.

Based on an estimated cost of \$237 per day per room, the appropriation of \$17,800,000 would fund 1,200 hotel rooms for approximately 60 days, as shown below.

Amount	\$17,800,000
Number of Rooms	<u>1,200</u>
Amount per Room	\$14,833
Estimated Rate per Room per Day	<u>\$237</u>
Estimated Days	63

The actual costs per room will vary from the estimate of \$237 per day, depending on hotel room rates and other contractual services negotiated by the Human Services Agency.

General Reserve

Administrative Code Section 10.60 (b) provides for a General Reserve equal to 2.75 percent of budgeted General Fund revenues in FY 2019-20. If the General Reserve is drawn down, the Administrative Code provides for appropriation of sufficient funds in the Annual Appropriation Ordinance to restore the required funding level. However, the Board of Supervisors may suspend this provision following a declaration of an emergency due to a natural disaster.

According to the Controller’s March 31, 2020 presentation to the Board of Supervisors, the General Reserve currently contains \$150 million.

RECOMMENDATION

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

President, District 7
BOARD of SUPERVISORS



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

Norman Yee

PRESIDENTIAL ACTION

Date:

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

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

File No.

(Primary Sponsor)

Title.

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

Norman Yee, 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