

1 [Real Property Reporting and Planning]

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3 **Ordinance adding Section 23.8 to the San Francisco Administrative Code to establish a**
4 **City policy that all City departments report annually to the Real Estate Division certain**
5 **real property information, that relevant property information be recorded and**
6 **geographically displayed in the Real Estate Information System (REIS), and the**
7 **Director of Property prepare an annual report to the Board of Supervisors with real**
8 **property asset management recommendations.**

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

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

13 Section 1. The San Francisco Administrative Code is hereby amended by adding
14 Section 23.8 to read as follows:

15 Sec. 23.8 ANNUAL REAL PROPERTY REPORTING AND PLANNING.

16 (a) All City departments shall report to the Director of Property annually, no later
17 than ninety (90) days before the end of each fiscal year, the physical condition, current
18 utilization and department contact information for real property and facilities under the
19 jurisdiction of such department on a form to be provided by the Director of Property. Such
20 information shall be summarized and maintained by the Director of Property in an Annual Real
21 Property and Facility Report, and relevant portions of such information shall be included in the
22 Real Estate Information System (REIS) located on the Real Estate Division's intranet
23 website. The Annual Real Property and Facility Report shall include a limited Real Estate
24 Asset Management Plan for the upcoming fiscal year with the Director of Property's
25 recommendations regarding specified City real property assets, including facility maintenance

1 and management, capital repairs, and potential acquisitions or dispositions (subject to the
2 Surplus Property Ordinance and other City requirements), with the intent of increasing the
3 City's efficient utilization of its real property assets.

4 (b) Each City department with jurisdiction over real property shall assign a real
5 property and facilities staff person to work with the Real Estate Division in the timely reporting
6 of information as required by this section. This staff person shall, following the Director of
7 Property's approval, cause the appropriate data to be entered in the Real Estate Division's
8 REIS.

9 (c) The Director of Property shall present the Annual Real Property and Facility
10 Report, including the Asset Management Plan, to the Board of Supervisors. Upon the Board
11 of Supervisors' approval of the Asset Management Plan, the Director of Property shall,
12 consistent with his or her authority and working with applicable City departments, implement
13 the recommendations in the Asset Management Plan subject to any required City approvals
14 following environmental review.

15 (d) Each fiscal year the Director of Property shall include in his or her proposed
16 budget sufficient funds to maintain the REIS, and to perform the tasks contemplated by the
17 Asset Management Plan.

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19 APPROVED AS TO FORM:
20 DENNIS J. HERRERA, City Attorney

21 By: _____
22 CHARLES SULLIVAN
23 Deputy City Attorney

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