

BOARD of SUPERVISORS



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MEMORANDUM

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Date: January 18, 2019

To: The Honorable Members, Board of Supervisors

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

Subject: Administrative Code – Our City, Our Home Oversight Committee  
(File No. 181210)

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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 information is provided.

*File No. 181210 Administrative Code – Our City, Our Home Oversight Committee*

The Ordinance would establish the Our City, Our Home Oversight Committee (Committee).

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

*No, there is no active body with similar powers or duties. The Committee shall identify barriers to safe and successful exits out of homelessness, and propose to the Board of Supervisors and the Mayor ways to reduce those barriers or the impact of those barriers. The Committee shall also solicit substantive input from people who are Homeless regarding spending priorities.*

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

*Page 4, Line 1, Section 5.41-4 (a) entitled "Organization and Support" states "Following the inaugural meeting, the Committee shall hold at least one additional meeting before June 30, 2019. Thereafter, the Committee shall hold a regular meeting not less than six times per fiscal year."*



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

*Page 3, Line 16, Section 5.41-3(d), entitled “Membership and Terms of Office” states “Members may be removed by their appointing authorities at any time.”*

- Language establishing attendance requirements

*Page 3, Line 16, Section 5.41-3(d), entitled “Membership and Terms of Office” states “Additionally, any member who misses three regular meetings of the Committee within a six-month period without the express approval of the Committee at or before each missed meeting shall be deemed to have resigned from the Committee ten days after the third unapproved absence.*

- Number of seats and qualifications

*Page 3, Line 16, Section 5.41-3(d), entitled “Membership and Terms of Office” states that the Committee shall be comprised of nine members, with qualifications and appointing authorities as set forth in Business and Tax Regulations Code, Sections 2810(e)(3)(A) and (B), as follows:*

*- Seats one, three, five, and seven shall be appointed by the Mayor under Charter, Section 3.100(18);*

*- Seats two, four, six, and eight shall be appointed by the Board of Supervisors;  
and*

*- Seat nine shall be appointed by the Controller.*

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

*Page 3, Line 16, Section 5.41-3(b), entitled “Membership and Terms of Office” states “Terms of the seats shall be for two years, except that the initial terms for odd-numbered seats shall be for three years.”*

- Administering department

*The Controller shall provide administrative and clerical support to the Committee.*



- Reporting requirements

*Reports shall be conducted in accordance with Business and Tax Regulations Code, Section 2810(e)(2)(B), as follows:*

*By December 31, 2019, and every three years thereafter, the Committee shall conduct a needs assessment with respect to homelessness and homeless populations, including but not limited to an assessment of available data on subpopulations with regard to race, family composition, sexual orientation, age, and gender served by the programs and expenditures described in Section 2810(b)(3), and make annual recommendations about appropriations from the Our City, Our Home Fund to the Board of Supervisors consistent with that needs assessment.*

- Sunset date

*The Committee shall not expire unless the Board of Supervisors enacts an Ordinance terminating the Committee.*