

BOARD of SUPERVISORS



City Hall  
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## MEMORANDUM

TO: Karen Hong Yee, County Clerk

FROM: Erica Major, Assistant Committee Clerk, Public Safety and Neighborhood Services Committee, Board of Supervisors

DATE: December 8, 2015

SUBJECT: HEARING MATTER INTRODUCED

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The Board of Supervisors' Public Safety and Neighborhood Services Committee has received the following hearing request, introduced by Supervisor Campos on December 1, 2015:

**File No. 151243**

**Hearing on the County Clerk's City Identification Card Program, reviewing their policies, training, and procedures regarding customer service, and addressing how the County Clerk's office plans to ensure that their office is free of xenophobia, homophobia, and transphobia; and requesting the County Clerk's Office to report.**

If you have any 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.

# Introduction Form

By a Member of the Board of Supervisors or the 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 [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) 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 a Imperative**

**Sponsor(s):**

Campos

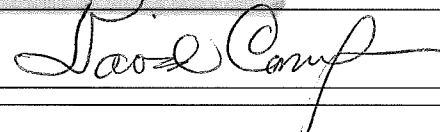
**Subject:**

County Clerk's management, policies and practices related to the City's Identification Card Program.

**The text is listed below or attached:**

The hearing shall focus on the County Clerk's City Identification Card Program. I would like the Department to share their policies, training and procedures when it comes to customer service. And I would also like for them to address how they plan to ensure that their office is free of xenophobia, homophobia and transphobia.

I kindly request that this be heard at Public Safety and Neighborhood Services Committee.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: