

BOARD of SUPERVISORS



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## MEMORANDUM

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Date: June 22, 2022

To: The Honorable Members, Board of Supervisors

From:  Angela Calvillo, Clerk of the Board

Subject: Charter Amendment - Housing and Community Development  
Commission and Department (File No. 220637)

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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 is provided:

*File No. 220637 Charter Amendment - Housing and Community Development  
Commission and Department*

*The proposed Charter Amendment of the City and County of San Francisco would create the Housing and Community Development Commission (Commission) to oversee the newly formed department – Housing and Community Development Department (Department) – which would take over the powers and duties of the Mayor’s Office of Housing and Community Development (MOHCD). The Commission would have the power to appoint, review, and remove the Director of the new Department.*

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

*No. There is no body that oversees the current MOHCD.*



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

*No. It is suggested that the following verbiage be added: "Following the inaugural meeting, the body shall hold a regular meeting not less than once every four months."*

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

*Yes. Section 4.144 states "Commissioners may be removed from office by their appointing authority only for official misconduct under Article XV. "*

- Language establishing attendance requirements

*No. It is suggested that the following be added: "Any voting member who misses three regular meetings of the Commission within a six-month period without the express approval of the Commission by majority vote at or before each missed meeting shall be deemed to have resigned from the Commission 10 days after the third unapproved absence."*

- Number of seats and qualifications

*There Commission shall consist of seven (7) members, as follows:*

*Seats 1, 2 and 3 shall be appointed by the Mayor, subject to approval by the Board of Supervisors within 60 days or the nominee shall be deemed approved.*

*Seat 4 shall be appointed by the Treasurer, subject to approval by the Board of Supervisors within 60 days or the nominee shall be deemed approved.*

*Seats 5, 6 and 7 shall be appointed by the Board of Supervisors.*

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

*Each Commissioner shall serve four-year terms, beginning April 1, 2023, with the initial term of seats 1, 4 and 7 ending April 1, 2025, and seats 2, 3, 5 and 6 ending April 1, 2027.*

*No term limits indicated.*

- Administering department

*None. The Charter Amendment does not address funding or administering of the Commission.*



- Reporting requirements

*The Commission would oversee a newly formed department, which would generally take over the powers and duties of MOHCD. The Commission would have the power to appoint, review, and remove the director of the new Department.*

- Sunset date

*No sunset date listed.*