

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Daniel Adams, Director, MOHCD

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: November 18, 2024

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee received the following proposed Ordinance:

File No. 241083

Ordinance amending the Administrative Code to end certain quarterly reporting requirements by the Mayor's Office of Housing and Community Development to the Board of Supervisors and Mayor regarding the development of 100% Affordable Housing, and to establish new semi-annual reporting requirements beginning on July 31, 2025.

If you have comments or reports to be included with the file, please forward them to Victor Young at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: victor.young@sfgov.org.

- c. Lydia Ely, MOHCD
- Brian Cheu, MOHCD
- Maria Benjamin, MOHCD
- Sheila Nickolopoulos, MOHCD
- Kyra Geithman, MOHCD



City and County of San Francisco

Master Report

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 241083 **File Type:** Ordinance **Status:** 30 Day Rule

Enacted: _____ **Effective:** _____

Version: 1 **In Control:** Rules Committee

File Name: Administrative Code - Reports on 100% Affordable Housing by Mayor's Office of Housing and Community Development **Date Introduced:** 11/05/2024

Requester: _____ **Cost:** _____ **Final Action:** _____

Comment: _____ **Title:** Ordinance amending the Administrative Code to end certain quarterly reporting requirements by the Mayor's Office of Housing and Community Development to the Board of Supervisors and Mayor regarding the development of 100% Affordable Housing, and to establish new semi-annual reporting requirements beginning on July 31, 2025.

Sponsors: Mayor; Ronen

History of Legislative File 241083

Ver	Acting Body	Date	Action	Sent To	Due Date	Result
1	President	11/05/2024	ASSIGNED UNDER 30 DAY RULE	Rules Committee	12/05/2024	

1 [Administrative Code - Reports on 100% Affordable Housing by Mayor's Office of Housing and
Community Development]

2
3 **Ordinance amending the Administrative Code to end certain quarterly reporting**
4 **requirements by the Mayor's Office of Housing and Community Development to the**
5 **Board of Supervisors and Mayor regarding the development of 100% Affordable**
6 **Housing, and to establish new semi-annual reporting requirements beginning on July**
7 **31, 2025.**

8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.
10 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
11 **Board amendment additions** are in double-underlined Arial font.
12 **Board amendment deletions** are in ~~strikethrough Arial font~~.
13 **Asterisks (* * * *)** indicate the omission of unchanged Code
14 subsections or parts of tables.

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

16 Section 1. Findings.

17 (a) When Administrative Code Chapter 109 was enacted, certain approvals and
18 permits by City departments and agencies were required for affordable housing projects.
19 Administrative Code Chapter 109 was enacted to prioritize the approvals and permits for
20 affordable housing, and for the Mayor's Office of Housing and Community Development
21 ("MOHCD") to submit quarterly reports on the status of such approvals and permits.
22 MOHCD's quarterly reports assisted with identifying City departments and agencies that were
23 reviewing affordable housing projects and had pending approvals.

24 (b) Since the enactment of Administrative Code Chapter 109, state law has been
25 changed to require a streamlined permit process for affordable housing through ministerial
approvals by City departments and agencies, the City has established a central Permit Center

1 available to the public to track the status of permits online, and a Director of Housing Delivery
2 has been appointed to help facilitate the approval of housing in the City. In light of these
3 developments, a more limited set of information on housing approvals in MOHCD's reports is
4 now needed, and the reports need not be as frequent as before.

5
6 Section 2. Chapter 109 of the Administrative Code is hereby amended by revising
7 Section 109.3, to read as follows:

8
9 **SEC. 109.3. ~~QUARTERLY~~REPORTS.**

10 (a) Quarterly Reports. Beginning on December 15, 2018, the Mayor's Office of Housing
11 and Community Development ("MOHCD") shall provide a report to the Board of Supervisors
12 and the Mayor about the status of 100% Affordable Housing Projects pending before the
13 Department of Building Inspection, Public Works, Fire Department, Mayor's Office on
14 Disability, and Planning Department, and shall provide subsequent reports every three
15 months thereafter with the final quarterly report due December 15, 2024. The Department of
16 Building Inspection, Public Works, Fire Department, Mayor's Office on Disability, and Planning
17 Department shall provide MOHCD~~the Mayor's Office of Housing and Community Development~~ with
18 the information necessary to compile these reports. Each quarterly report, ~~at a~~ minimum,
19 shall provide:

20 (1~~a~~) a list of every 100% Affordable Housing Project that has applied for
21 approval, permit, or other City authorization from the Department of Building Inspection,
22 Public Works, Fire Department, Mayor's Office on Disability, or Planning Department;

23 (2~~b~~) information regarding the financing and financing-related deadlines for
24 each 100% Affordable Housing Project;

1 (3e) any approval, permit, or other City authorization each 100% Affordable
2 Housing Project is waiting to receive from the department or office; and

3 (4d) the date of any application and current status of each pending approval,
4 permit, or other City authorization for each 100% Affordable Housing Project.

5 (b) Semi-Annual Reports. Beginning on July 31, 2025, and every six months thereafter,
6 MOHCD shall provide a report to the Board of Supervisors and the Mayor about the status of 100%
7 Affordable Housing Projects under development and/or construction with funding from MOHCD. The
8 Department of Building Inspection, Public Works, Fire Department, and Planning Department shall
9 provide MOHCD with the information necessary to compile these semi-annual reports. Each report, at
10 a minimum, shall provide:

11 (1) a list of every 100% Affordable Housing Project that has applied for approval,
12 permit, or other City authorization from the Department of Building Inspection, Public Works, Fire
13 Department, and/or Planning Department; and

14 (2) information regarding the financing and financing-related deadlines for each 100%
15 Affordable Housing Project.

16
17 Section 3. Effective Date; Retroactivity.

18 (a) This ordinance shall become effective 30 days after enactment. Enactment occurs
19 when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not
20 sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the
21 Mayor’s veto of the ordinance.

22 (b) In the event the effective date of this ordinance is later than March 14, 2025, then,
23 upon its effective date, the ordinance shall be retroactive to March 14, 2025.

LEGISLATIVE DIGEST

[Administrative Code - Reports on 100% Affordable Housing by Mayor’s Office of Housing and Community Development]

Ordinance amending the Administrative Code to end certain quarterly reporting requirements by the Mayor’s Office of Housing and Community Development to the Board of Supervisors and Mayor regarding the development of 100% Affordable Housing, and to establish new semi-annual reporting requirements beginning on July 31, 2025.

Existing Law

Chapter 109 of the Administrative Code requires the Mayor’s Office of Housing and Community Development (“MOHCD”) to provide the Board of Supervisors and the Mayor a quarterly report on the following: (1) 100% affordable housing projects that have applied for approval or a permit from the Department of Building Inspection, Public Works, Fire Department, Mayor’s Office on Disability, and Planning Department, (2) information on the financing and financing deadlines for 100% affordable housing projects, (3) approvals or permits that are pending for each 100% affordable housing project, and (4) the dates of application for an approval or permit and the status of pending approvals and permits.

Amendments to Current Law

The proposed ordinance would amend MOHCD’s reporting requirement to the following: (1) 100% affordable housing projects funded by MOHCD that have applied for approval, permit, or other City authorization from the Department of Building Inspection, Public Works, Fire Department, and/or Planning Department, and (2) information on the financing and financing deadlines for 100% affordable housing projects funded by MOHCD. The proposed ordinance would require MOHCD to submit a report every 6 months commencing on July 31, 2025. The last quarterly report would be due December 15, 2024.

n:\legana\as2024\2500020\01787626.docx

From: [Trejo, Sara \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Ferrigno, Jennifer \(BOS\)](#); [Nickolopoulos, Sheila \(MYR\)](#); [Geithman, Kyra \(MYR\)](#); [NAGAYAMA, KEITH \(CAT\)](#)
Subject: Mayor -- Ordinance -- MOHCD Reporting Requirements
Date: Tuesday, November 5, 2024 2:32:26 PM
Attachments: [01787626.docx](#)
[01796473.docx](#)

Hello Clerks,

Attached is an Ordinance amending the Administrative Code to end certain quarterly reporting requirements by the Mayor's Office of Housing and Community Development ("MOHCD") to the Board of Supervisors and Mayor regarding the development of 100% Affordable Housing, and to establish new semi-annual reporting requirements beginning on July 31, 2025.

Please note, Supervisor Ronen is a cosponsor of this item.

Best regards,

Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco

From: [Nagayama, Keith \(CAT\)](#)
To: [BOS Legislation, \(BOS\)](#); [Trejo, Sara \(MYR\)](#); [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Ferrigno, Jennifer \(BOS\)](#); [Nickolopoulos, Sheila \(MYR\)](#); [Geithman, Kyra \(MYR\)](#)
Subject: RE: Mayor -- Ordinance -- MOHCD Reporting Requirements
Date: Wednesday, November 6, 2024 8:59:09 AM
Attachments: [image004.png](#)

This change is fine. Thanks.

Keith Nagayama

Deputy City Attorney

Office of City Attorney David Chiu

1 Dr. Carlton B. Goodlett Place, Room 234, San Francisco, CA 94102

(415) 554-4736 Direct (The best way to reach me is by email.)

www.sfcityattorney.org

***CONFIDENTIAL – DO NOT DISCLOSE
ATTORNEY-CLIENT COMMUNICATION
ATTORNEY-WORK PRODUCT***

From: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Sent: Wednesday, November 6, 2024 8:55 AM
To: Trejo, Sara (MYR) <Sara.Trejo@sfgov.org>; BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Cc: Paulino, Tom (MYR) <tom.paulino@sfgov.org>; Ferrigno, Jennifer (BOS) <jennifer.ferrigno@sfgov.org>; Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>; Geithman, Kyra (MYR) <kyra.geithman@sfgov.org>; Nagayama, Keith (CAT) <Keith.Nagayama@sfcityatty.org>
Subject: RE: Mayor -- Ordinance -- MOHCD Reporting Requirements

Hello,

Please find attached draft with clerical edits to the long title. Kindly review and let us know these changes are acceptable. Thank you.

Lisa Lew

San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102

T 415-554-7718 | F 415-554-5163

lisa.lew@sfgov.org | www.sfbos.org

(VIRTUAL APPOINTMENTS) To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

***Disclosures:** Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors' website or in other public documents that members of the public may inspect or copy.*

From: Trejo, Sara (MYR) <Sara.Trejo@sfgov.org>
Sent: Tuesday, November 5, 2024 2:32 PM
To: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Cc: Paulino, Tom (MYR) <tom.paulino@sfgov.org>; Ferrigno, Jennifer (BOS) <jennifer.ferrigno@sfgov.org>; Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>; Geithman, Kyra (MYR) <kyra.geithman@sfgov.org>; NAGAYAMA, KEITH (CAT) <Keith.Nagayama@sfcityatty.org>
Subject: Mayor -- Ordinance -- MOHCD Reporting Requirements

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Attached is an Ordinance amending the Administrative Code to end certain quarterly reporting requirements by the Mayor's Office of Housing and Community Development ("MOHCD") to the Board of Supervisors and Mayor regarding the development of 100% Affordable Housing, and to establish new semi-annual reporting requirements beginning on July 31, 2025.

Please note, Supervisor Ronen is a cosponsor of this item.

Best regards,

Sara Trejo
Legislative Aide
Office of the Mayor
City and County of San Francisco

From: [Nagayama, Keith \(CAT\)](#)
To: [BOS Legislation, \(BOS\)](#); [Trejo, Sara \(MYR\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Ferrigno, Jennifer \(BOS\)](#); [Nickolopoulos, Sheila \(MYR\)](#); [Geithman, Kyra \(MYR\)](#); [BOS Legislation, \(BOS\)](#)
Subject: RE: Mayor -- Ordinance -- MOHCD Reporting Requirements
Date: Tuesday, November 5, 2024 2:52:15 PM
Attachments: [image004.png](#)

I have approved as to form. Thank you.

Keith Nagayama

Deputy City Attorney

Office of City Attorney David Chiu

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(415) 554-4736 Direct (**The best way to reach me is by email.**)

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ATTORNEY-WORK PRODUCT

From: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Sent: Tuesday, November 5, 2024 2:51 PM
To: Trejo, Sara (MYR) <Sara.Trejo@sfgov.org>; Nagayama, Keith (CAT) <Keith.Nagayama@sfcityatty.org>
Cc: Paulino, Tom (MYR) <tom.paulino@sfgov.org>; Ferrigno, Jennifer (BOS) <jennifer.ferrigno@sfgov.org>; Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>; Geithman, Kyra (MYR) <kyra.geithman@sfgov.org>; BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Subject: RE: Mayor -- Ordinance -- MOHCD Reporting Requirements

Hello,

We are seeking the approval from Deputy City Attorney Keith Nagayama for use of his electronic signature and approval as to form for the attached proposed Ordinance, by reply to this email. Thank you.

Lisa Lew

San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102

T 415-554-7718 | F 415-554-5163

lisa.lew@sfgov.org | www.sfbos.org

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Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco

1 [Administrative Code - Reports on 100% Affordable Housing by Mayor's Office of Housing and
2 Community Development]

3 **Ordinance amending the Administrative Code to end certain quarterly reporting**
4 **requirements by the Mayor's Office of Housing and Community Development**
5 **(~~"MOHCD"~~) to the Board of Supervisors and Mayor regarding the development of 100%**
6 **Affordable Housing, and to establish new semi-annual reporting requirements**
7 **beginning on July 31, 2025.**

8 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
9 **Additions to Codes** are in *single-underline italics Times New Roman font*.
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13 **Asterisks (* * * *)** indicate the omission of unchanged Code
14 subsections or parts of tables.

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

16 Section 1. Findings.

17 (a) When Administrative Code Chapter 109 was enacted, certain approvals and
18 permits by City departments and agencies were required for affordable housing projects.
19 Administrative Code Chapter 109 was enacted to prioritize the approvals and permits for
20 affordable housing, and for the Mayor's Office of Housing and Community Development
21 ("MOHCD") to submit quarterly reports on the status of such approvals and permits.
22 MOHCD's quarterly reports assisted with identifying City departments and agencies that were
23 reviewing affordable housing projects and had pending approvals.

24 (b) Since the enactment of Administrative Code Chapter 109, state law has been
25 changed to require a streamlined permit process for affordable housing through ministerial
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1 available to the public to track the status of permits online, and a Director of Housing Delivery
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5
6 Section 2. Chapter 109 of the Administrative Code is hereby amended by revising
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13 Department of Building Inspection, Public Works, Fire Department, Mayor's Office on
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24 each 100% Affordable Housing Project;

1 (3e) any approval, permit, or other City authorization each 100% Affordable
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3 (4d) the date of any application and current status of each pending approval,
4 permit, or other City authorization for each 100% Affordable Housing Project.

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13 Department, and/or Planning Department; and

14 (2) information regarding the financing and financing-related deadlines for each 100%
15 Affordable Housing Project.

16
17 Section 3. Effective Date; Retroactivity.

18 (a) This ordinance shall become effective 30 days after enactment. Enactment occurs
19 when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not
20 sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the
21 Mayor's veto of the ordinance.

22 (b) In the event the effective date of this ordinance is later than March 14, 2025, then,
23 upon its effective date, the ordinance shall be retroactive to March 14, 2025.

1 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
2 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
3 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
4 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
5 additions, and Board amendment deletions in accordance with the “Note” that appears under
6 the official title of the ordinance.

7

8 APPROVED AS TO FORM:
9 DAVID CHIU, City Attorney

10 By: /s/ _____
11 KEITH NAGAYAMA
12 Deputy City Attorney

13 n:\legana\as2024\2500020\01796066.docx

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