

File No. 240380

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date May 1, 2024

Board of Supervisors Meeting Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Pre-Trial Release Unit Crankstart Funding Plan Narrative
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Notice of Funding Availability 3/19/2024
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Completed by: Brent Jalipa Date April 25, 2024

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - Crankstart Foundation - San Francisco Public
2 Defender's Pretrial Release Unit - \$150,000]

3 **Resolution retroactively authorizing the San Francisco Public Defender's Office to**
4 **accept and expend a grant in the amount of \$150,000 from the Crankstart Foundation to**
5 **provide representation in Pretrial Release and Pre-Arraignment proceedings ensuring**
6 **the rights of vulnerable detained people accused of crimes through Public Defender**
7 **Pretrial Legal Representation for the period of January 1, 2024, through September 30,**
8 **2024.**

9
10 WHEREAS, The Administrative Code requires City departments to obtain Board of
11 Supervisors' approval to accept or expend any grant funds (Section 10.170 et seq.); and

12 WHEREAS, The San Francisco Public Defender's Office has been awarded
13 unrestricted funding by the Crankstart Foundation in the amount of \$150,000 and would like to
14 use this grant towards strengthening its Pretrial Release Unit (PRU); and

15 WHEREAS, The San Francisco Public Defender's Office is steadfastly committed to its
16 mission of fiercely defending its indigent clients at the highest level, confronting state-
17 sponsored violence, and advocating for community power, providing zealous, compassionate,
18 and family-centered legal representation to indigent adults and youth charged with crimes,
19 who are disproportionately Black, Indigenous, and People of Color (BIPOC); and

20 WHEREAS, Indigent people who have been arrested and booked into jail are often in
21 crisis and need immediate assistance in connecting to services in the community to initiate or
22 maintain substance use or mental health treatment and often need assistance for their
23 children who may be impacted by parents who are incarcerated; and

24 WHEREAS, The Public Defender's Pretrial Release Unit provides this assistance,
25 which includes holistic, trauma-informed services, which is critical to ensure that they are

1 released with the information and resources they need to return to court if charged, obtain
2 critical services, and/or stay out of the justice system; and

3 WHEREAS, In addition to meeting The Public Defender's Office's constitutional
4 mandate, The Public Defender's PRU is uniquely positioned to partner with communities to
5 end the cycle of criminalization, particularly during the critical pre-arraignment period, so that
6 specialized legal advocates can provide the necessary holistic, trauma-informed
7 programmatic response to indigent clients; and

8 WHEREAS, Pre-arraignment representation increases the likelihood of release at
9 arraignment by providing attorneys the time needed to compile a robust case for release,
10 which includes contacting family and community members and keeping them informed of case
11 developments, verifying housing, employment, and community ties, and even ensuring clients
12 have uninterrupted access to their medications; and

13 WHEREAS, Beyond avoiding the harmful collateral consequences mentioned above,
14 the downstream impacts of pretrial detention cannot be overestimated, as individuals who are
15 incarcerated pre-trial plead guilty at higher rates, are more likely to be convicted, face longer
16 sentences, and are more likely to be re-arrested than similarly situated individuals who litigate
17 their cases out of custody; and

18 WHEREAS, Pre-arraignment representation is one important tool to minimize these
19 inequities, and a 2018 study by the University of California, Berkeley's Goldman School of
20 Public Policy revealed the PRU's profound human and cost-savings impact, and that
21 arrestees seen by a member of the PRU were twice as likely - from 14% to 28% - to be
22 released at arraignment, and that pre-arraignment representation may have positive long-term
23 impacts on criminal case outcomes and help to maintain stability during incarceration; and

24 WHEREAS, The grant allocation will help provide adequate staffing to the unit by
25 shifting one existing part-time attorney into a full-time attorney role; and

1 WHEREAS, Any interest earned on the grant funds must go to the funded activities;
2 and

3 WHEREAS, The San Francisco Public Defender’s Office proposes to maximize use of
4 available grant funds on program expenditures by not including indirect costs in the grant
5 budget; and

6 WHEREAS, The grant does not require an amendment to the Annual Salary
7 Ordinance; now, therefore, be it

8 RESOLVED, That the San Francisco Board of Supervisors hereby authorizes the San
9 Francisco Public Defender’s Office to retroactively accept and expend \$150,000 in grant funds
10 from the Crankstart Foundation; and, be it

11 FURTHER RESOLVED, That the San Francisco Board of Supervisors hereby waives
12 inclusion of indirect costs in the grant budget; and, be it

13 FURTHER RESOLVED, That the San Francisco Public Defender’s Office is authorized
14 on behalf of the Board of Supervisors to sign the Grant Agreement with Crankstart
15 Foundation, including any extensions or amendments thereof; and, be it

16 FURTHER RESOLVED, That the San Francisco Public Defender’s Office agrees to
17 abide by the terms and conditions of the Grant Agreement as set forth by Crankstart
18 Foundation.

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1 Recommended:
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4 _____ /s/ _____

5 Manohar Raju
6 Public Defender

Approved: _____ /s/ _____
London N. Breed
Mayor

Approved: _____ /s/ _____
Greg Wagner
Controller

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File Number: 240380
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Crankstart Healing Justice Initiative**
2. Department: **Public Defender's Office**
3. Contact Person: **Janica Li** Telephone: **(415) 553-1677**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$150,000**
6. a. Matching Funds Required: \$ **n/a**
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: **Crankstart Foundation**
b. Grant Pass-Through Agency (if applicable): **n/a**
8. Proposed Grant Project Summary:
Grant will be used to provide representation in Pretrial Release and Pre-Arrest proceedings.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **01/01/2024** End-Date: **09/30/2024**
10. a. Amount budgeted for contractual services: **n/a**
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$
b. 2. How was the amount calculated?
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs?
Indirect cost may be calculated at 10% of direct cost, however it's not included in the budget plan.
12. Any other significant grant requirements or comments: **n/a**

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Arlene Laxamana
(Name)

Human Resources Manager
(Title)

Date Reviewed: 03/20/2024


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Manohar Raju
(Name)

Public Defender
(Title)

Date Reviewed: 3/20/24


(Signature Required)

CRANKSTART

March 05, 2024

Dear Manohar:

Crankstart Foundation (“Crankstart”) has approved an unconditional grant to San Francisco Public Defender's Office for \$150,000. This grant is restricted to the healing justice initiative.

By accepting this grant from Crankstart, San Francisco Public Defender's Office agrees to the following:

REPORTING

No reporting is required for this grant.

TERMS

- Only use the grant funds for purposes that are consistent with the federal and state rules for organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (“Code”).
- Should the grantee no longer qualify as a “public charity” described under Code Section 509(a), the grantee agrees to return any unexpended funds of the grant to Crankstart.
- Grantee retains full discretion and control over the selection of any sub-grantees or individuals to carry out its charitable work.
- This grant is not in any way earmarked specifically for lobbying or voter registration activity.
- The grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Crankstart, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys’ fees) directly arising from the performance of this Agreement but only in proportion to and to the extent such claims, liabilities, losses and expenses are caused by or result from the negligent or intentional acts or omissions of the grantee, its officers, agents or employees.

MEDIA AND PUBLICITY

Please refer to the foundation as “Crankstart” in all written materials including annual reports and donor lists on your website. We kindly request that if you plan to announce the grant on social media or issue a press release, that Crankstart is mentioned minimally. We ask that you share any materials for our review in advance of publication.

Crankstart relies on the strong reputation and relationships of our grantees. We ask that you share relevant publicity with your program officer in a timely fashion.

GIFTS POLICY

Crankstart desires that all resources of the grantee be dedicated to accomplishing its charitable purposes. Accordingly, the grantee agrees not to recognize Crankstart, its board members or staff with plaques or any other gifts.

AGREEMENT AND ACKNOWLEDGEMENT

Electronically sign this grant agreement via DocuSign acknowledging and affirming your understanding and acceptance of the grant terms. Please also upload a copy to [our online grant portal](#) by logging in and selecting the "Upload Signed Agreement" button.


Upon receiving any payment of the grant, please send an electronic acknowledgment letter directly to grants@crankstart.org. We prefer to receive all communication via email.

Crankstart is honored to support your work.

Sincerely,

DocuSigned by:

E023927B038A40C...
Missy Narula
Chief Executive Officer
Crankstart Foundation

DocuSigned by:

Signed, Authorized Signatory of San Francisco Public Defender's
Office Angela Chan
3/7/2024
Print Name Date

Crankstart HJI Spending:

<Personnel Only>

Project ID: 10041321	Award \$\$	Original Period	Job code	Title	FTE	Scope of work	Total Budget
Healing Justice Initiative (HJI)	150,000.00	01/01/2024-09/30/2024	8177	Attorney (Civil/Criminal)	1.0	Refer to HJI Funding Plan Narrative	150,000
							150,000

Pre-Trial Release Unit Crankstart Funding Plan Narrative

The San Francisco Public Defender's Office is steadfastly committed to our mission of fiercely defending our indigent clients at the highest level, confronting state-sponsored violence, and advocating for community power. To that end, the Office provides zealous, compassionate, and family-centered legal representation to indigent adults and youth charged with crimes, who are disproportionately Black, Indigenous, and People of Color (BIPOC). In addition to defending individual clients and meeting our constitutional mandate, the Office continues to be uniquely positioned to partner with the communities we serve to advocate for systemic changes that benefit the City's most disenfranchised and disempowered while removing barriers and connecting our clients to critical life-affirming resources and opportunities to end the cycle of criminalization.

Connecting Indigent Community Members to Services and Providing Guidance on Navigating the Criminal Legal System (\$150,000 FY24-25)

Indigent people who have been arrested and booked into jail are often in crisis. They need immediate assistance in connecting to services in the community to initiate or maintain substance use or mental health treatment. Public Defender clients need prompt referrals for short and long-term housing and educational, vocational, and employment opportunities. The indigent clients served through the Pretrial Release Unit (PRU) also need assistance for their children who may be impacted by parents who are incarcerated. A holistic, trauma-informed programmatic response is critical to ensuring that they are released with the information and resources they need to return to court (if charged), obtain critical services, and/or stay out of the justice system. **The San Francisco Public Defender's Office has been awarded \$150,000 in unrestricted funding by the Crankstart Foundation to currently spend within this fiscal year 2024-2025. The San Francisco Public Defender's Office would like to allocate this funding to support and transition one existing .5FTE PRU attorney position to 1.0 FTE.**

The pre-arraignment period – after a person is booked into jail, but before they are charged in court – is critical in the criminal legal process for a host of reasons. The District Attorney's Office decides whether and what charges to file. Bail is set. Learning what led to the client's arrest from their perspective, and following up by locating and interviewing key witnesses and securing surveillance video – increasingly ubiquitous in criminal cases – requires urgent attention and action. Having a legal advocate and access to immediate investigation can mean the difference between being charged or not, facing felony or misdemeanor charges, and locating or losing exculpatory evidence.

Individuals with money to hire private counsel immediately upon (and sometimes even

before) being booked into jail are more likely to be released at or before arraignment, and they can await the District Attorney's charging decision from the comfort of their homes and communities. In contrast, people who are indigent are typically not assigned a public defender until arraignment, days after being booked. The collateral consequences are as obvious as they are predictable: being held in jail can cause a person to lose their housing and/or their job, and consequently their financial stability, access to mental health and/or substance use treatment, or worst of all, custody of a child.

Pre-arraignment representation increases the likelihood of release at arraignment by providing attorneys the time needed to compile a robust case for release, which includes contacting family and community members and keeping them informed of case developments, verifying housing, employment, and community ties, and even ensuring clients have uninterrupted access to their medications. Such information is extremely helpful to judges when they make their assessment of whether to release a person into the community at arraignment.

Beyond avoiding the harmful collateral consequences mentioned above, the downstream impacts of pretrial detention cannot be overestimated. Individuals who are incarcerated pre-trial plead guilty at higher rates, are more likely to be convicted, face longer sentences, and are more likely to recidivate than similarly situated individuals who litigate their cases out of custody.

Pre-arraignment representation is one important tool to minimize these inequities. In keeping with our mission to ensure access to justice for all, beginning in October 2017, the Public Defender's Office piloted the Pretrial Release Unit – consisting of two attorneys and one investigator – to enhance access to pre-arraignment legal representation for indigent arrestees. A 2018 study by the University of California, Berkeley's Goldman School of Public Policy revealed the PRU's profound human – and cost-savings – impact.² Arrestees seen by a member of the PRU were twice as likely – from 14% to 28% – to be released at arraignment. The PRU's efforts to advocate for the dismissal of parole holds resulted in the reduction of pretrial incarceration by 44%, or an average of 9.5 days, among eligible parolees who were held in custody for alleged violation of their parole orders. As a result, the PRU was projected to save approximately 11,200 jail bed-days per year at an annual cost of approximately \$1,926,400. The study also found that pre-arraignment representation may have positive long-term impacts on criminal case outcomes and help to maintain stability during incarceration.

The SF Public Defender's Office seeks to continue to provide and expand crucial PRU

services to indigent community members through using Crankstart funding to support one of our existing PRU attorneys.

From: [Kim, Jinkyung \(PDR\)](#)
To: [Li, Janica \(PDR\)](#)
Subject: RE: Fw: Congratulations, SF Public Defender's Office!
Date: Tuesday, March 19, 2024 3:56:08 PM

Hi Janica

Project was created below; award letter was attached to the award profile, project owning department was updated.

Let me know if there are any edits needed to the description. Thank you!

Customer Contract ID# CTR00004209

Project-Activity: 10041321-0001

Organization

Project 10041321 Description PDR Crankstart Foundation FY24

Organization | | |

Effective Date

GL Business Unit SAN FRANCISCO CITY COUNTY

Department PDR Public Defender

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

Award ID: CTR00004209
 Reference Award Number: Federal Award Identification Number:

Title:
 Long Description:
254 characters remaining

Award PI: Reporting Role:

Sponsor: Crankstart Foundation
 Post Award Administrator:

Purpose:

Status:
 Award Type:

Assistance Listing (AL) Number:

Proposal ID: [View Proposal](#)

Version ID:

Start Date:
 End Date:

Hold Billing on Unpaid Cost
 Hold Revenue on Unpaid Cost

[View Contract](#) | [Contract Rates](#) | [Additional Information](#) | [Grant Administrator](#)

Primary Project PI:

Associated Project				Personal
PC Business Unit	Project	Description	Project Start Date	Project End Date
SFGOV	10041321	PDR Crankstart Foundation FY24	01/01/2024	09/30/2024

Go To: [Sponsor](#) | [Protocols](#) | [Attributes](#) | [Department Credit](#) | [Notepad](#)

Jin (Jinkyung) Kim

Grants and Contracts Analyst

City and County of San Francisco

Office of the Public Defender

555 7th Street, San Francisco, CA 94103

From: Li, Janica (PDR) <janica.li@sfgov.org>

Sent: Tuesday, March 19, 2024 2:41 PM

To: Kim, Jinkyung (PDR) <jinkyung.kim@sfgov.org>

Subject: FW: Fw: Congratulations, SF Public Defender's Office!

Hi Jin,

Please setup a project ID for this grant=\$150K, minor correction on the grant period= 1/1/2024 not 1/1/2023, thanks!

Janica Li | Finance Manager

Office of the Public Defender | City & County of San Francisco

555 7th Street | San Francisco, CA 94103

Phone: (415) 553-1677 | Fax: (415) 553-9810 | Email: janica.li@sfgov.org



From: Chan, Angela (PDR) <angela.chan2@sfgov.org>

Sent: Thursday, March 7, 2024 4:41 PM

To: Li, Janica (PDR) <janica.li@sfgov.org>; Lacoste, Lyslynn (PDR) <lyslynn.lacoste@sfgov.org>; Goossen, Carolyn (PDR) <carolyn.goossen@sfgov.org>

Cc: Razzaq, Hadi (PDR) <hadi.razzaq@sfgov.org>; Shamji, Simin (PDR) <simin.shamji@sfgov.org>

Subject: Fw: Fw: Congratulations, SF Public Defender's Office!

Hi Janica and All,

Below is Crankstart's yes response to all the questions that Janica relayed. And attached is the grant agreement I just received and signed.

[@Goossen, Carolyn \(PDR\)](#), Lyslynn said she will share the grant agreement and resolution with the Controller's office when it's ready to share and also will give the Mayor's Office a heads up next time she talks with them. She also agrees with your proposal to ask Sup. Chan to introduce this resolution. Timeline-wise, Janica asks that we get a resolution passed by May so we can put some of the funding toward this fiscal cycle.

Best wishes,

Angela

From: Crankstart Grants <grants@crankstart.org>

Sent: Thursday, March 7, 2024 3:08 PM

To: Chan, Angela (PDR) <angela.chan2@sfgov.org>

Subject: Re: Fw: Congratulations, SF Public Defender's Office!



This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Angela,

I just sent over the grant agreement to you, please let me know if you don't receive it!

Here are the answers to your questions below, let us know if you have any additional questions:

1. Is the grant unrestricted? If not, can we get approval to put the funding towards our Pretrial Release Unit, which meets with clients soon after booking to inform them about their rights, develop proposed release plans, and connect them with needed services? Specifically, we'd like to use the funding towards one of our attorneys in this unit.

grant can be used for the requested purpose, supporting the pretrial release unit.

2. Can the grant period be from 1/1/23 to 9/30/24 and allow our office to retroactively apply the eligible personnel costs from our Pretrial Release Unit to the grant?

Yes

3. Can you please confirm that interest accrued, if any, should be used on funded activities?

Yes

On Mon, Mar 4, 2024 at 2:52 PM Chan, Angela (PDR) <angela.chan2@sfgov.org> wrote:

Hi Sahar,

I hope this message finds you well. Jesse let us know that Crankstart approved a grant of \$150,000 for the Healing Justice Initiative and mentioned that we'll be sent a grant agreement via Docusign. To my knowledge, we haven't received the Docusign yet. Can you please check on this and who it will be sent to in our office? Previously, it was sent to my colleague Hadi Razzaq (hadi.razzaq@sfgov.org) who can sign it again. Or it can be sent to me.

Also, a couple questions:

1. Is the grant unrestricted? If not, can we get approval to put the funding towards our Pretrial Release Unit, which meets with clients soon after booking to inform them about their rights, develop proposed release plans, and connect them with needed

services? Specifically, we'd like to use the funding towards one of our attorneys in this unit.

2. Can the grant period be from 1/1/23 to 9/30/24 and allow our office to retroactively apply the eligible personnel costs from our Pretrial Release Unit to the grant?

3. Can you please confirm that interest accrued, if any, should be used on funded activities?

Thanks so much for your help.

Best wishes,
Angela

----- Forwarded message -----

From: **Grants Mailbox** <grants@crankstart.org>
Date: Tue, Feb 20, 2024 at 7:57 AM
Subject: Congratulations, SF Public Defender's Office!
To: Manohar Raju <manohar.raju@sfgov.org>
Cc: jesse@crankstart.org <jesse@crankstart.org>

Hello Manohar Raju,

Great news! Recognizing the extremely important role that your organization plays in the community, Crankstart is pleased and honored to award a grant to SF Public Defender's Office as a part of our Criminal Justice Reform Portfolio. Crankstart approved a grant for \$150,000.00 for the healing justice initiative.

Your Grant Agreement will be sent via DocuSign. Please see our [Grant Agreement Template](#) detailing common grant terms.

Warmly,

Crankstart Grants Team

NEXT STEPS

- **Signed Grant Agreement:** Please review the grant agreement sent via DocuSign. If you do not receive the grant agreement in the next week, please let us know.
- **Payment:** Please consider your preferred payment method - either paper check or electronic wire

transfer.

- For a wire, schedule a time on Calendly [here](#). *Please do not send us any bank information over email.*

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Janica Li

DATE: March 20, 2024

SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: Crankstart Healing Justice Initiative

Attached please find the original* and 1 copy of each of the following:

Proposed grant resolution; original* signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Janica Li

Phone: (415) 553-1677

Interoffice Mail Address: 555 7th Street, San Francisco, CA 94103

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

Updated August 7, 2014

Introduction Form

(by a Member of the Board of Supervisors or the Mayor)



I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor inquires..."
- 5. City Attorney Request
- 6. Call File No. from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: