

File No. 220427

Committee Item No. 3

Board Item No. 13

# COMMITTEE/BOARD OF SUPERVISORS

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Committee: Rules Committee

Date Sept. 12, 2022

Board of Supervisors Meeting

Date Sept 20, 2022

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- Department/Agency Cover Letter and/or Report
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Completed by: Victor Young

Date Sept 8, 2022

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

1 [Administrative Code - County Veterans Service Officer Role and Duties]

2

3 **Ordinance amending the Administrative Code to place the County Veterans Service**  
4 **Officer (“Officer”) under the Department of Disability and Aging Services (DAS) rather**  
5 **than the Department of Administrative Services; give the Director of the DAS authority**  
6 **to nominate the Officer; update annual reporting requirements of the Officer to the**  
7 **Board of Supervisors and Mayor; and provide administrative support to the Veterans’**  
8 **Affairs Commission.**

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

13

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

15

16 Section 1. Findings.

17 (a) California Military and Veterans Code Section 970 authorizes counties to establish  
18 an appointment process for a “county veterans service officer” to administer local aid and  
19 other services to veterans.

20 (b) In 1993, the City enacted Ordinance No. 26-93, which established a County  
21 Veterans Service Officer for San Francisco, and placed the Officer under the Director of  
22 Administrative Services.

23 (c) The Department of Disability and Aging Services coordinates services for veterans  
24 in San Francisco, including aiding veterans to access benefits, and the County Veterans  
25

1 Service Officer often receives referrals and accesses veterans' benefits through programs of  
2 the Department of Disability and Aging Services.

3 (d) San Francisco's County Veterans Service Officer is best situated to coordinate aid  
4 to veterans with other aid available to older residents from a position within the Department of  
5 Disability and Aging Services, and the Executive Director of the Department of Disability and  
6 Aging Services is most qualified to identify candidates to serve as County Veterans Service  
7 Officer and, with the Mayor's concurrence, to recommend one or more candidates to the  
8 Board of Supervisors for appointment.

9 (e) The Veterans' Affairs Commission advises the Mayor and the Board of Supervisors  
10 on the needs of veterans residing in San Francisco, but currently local law does not provide  
11 for the advisory body to receive administrative support from a City department.

12 (f) The City and County of San Francisco remains committed to providing outreach  
13 and services to resident veterans, assisting local veterans in obtaining federal and state aid,  
14 ensuring that all veterans who die in San Francisco are properly and respectfully interred, and  
15 maintaining records and reports of services and aid provided to veterans in San Francisco.

16  
17 Section 2. The Administrative Code is hereby amended by adding Article VIII of  
18 Chapter 20, consisting of Sections 20.8-1 through 20.8-4, as follows:

19 **ARTICLE VIII: COUNTY VETERANS SERVICE OFFICER**

20 **SEC. 20.8-1. DECLARATION OF PURPOSE OF OFFICER.**

21 The County Veterans Service Officer is created, pursuant to Section 970 of the California  
22 Military and Veterans Code, for the purposes of assisting veterans in obtaining their federal  
23 entitlements, implementing a proactive outreach program, and implementing a Veterans Benefits  
24 Referral Program. The County Veteran Service Officer shall provide "full service" counseling and  
25 referral services to the entire community of veterans and veterans' dependents in the City.

1  
2           **SEC. 20.8-2. ESTABLISHMENT OF THE COUNTY VETERANS SERVICE OFFICER.**

3           *The County Veterans Service Officer is hereby created and is placed under the Department of*  
4 *Disability and Aging Services (the “Department”). The Executive Director of the Department shall*  
5 *recommend for Board of Supervisors approval the qualifications for serving as the County Veterans*  
6 *Service Officer, including that such Officer shall be a veteran, and the compensation for the position.*  
7 *The Executive Director shall provide said Officer with such assistance and facilities as are necessary to*  
8 *carry out the Officer’s duties. The Executive Director shall present one or more candidates who are*  
9 *qualified to serve as the County Veterans Service Officer pursuant to California Military and Veterans*  
10 *Code, Section 970, to the Mayor. The Executive Director and the Mayor shall concur in the*  
11 *nomination of a qualified candidate for appointment by the Board of Supervisors.*

12  
13           **SEC. 20.8-3. POWERS AND DUTIES OF OFFICER.**

14           *The County Veterans Service Officer shall have the following powers and duties:*

15           *(a) Administer aid to indigent veterans, pursuant to Sections 920 through 931 of the California*  
16 *Military and Veterans Code, and investigate all claims, applications, or requests for aid made pursuant*  
17 *to those provisions. The main priority of the County Veterans Service Officer shall be to provide*  
18 *outreach and services to homeless veterans.*

19           *(b) Assist every veteran in San Francisco of any war of the United States and the dependents of*  
20 *every such deceased veteran in presenting and pursuing such claim as the veteran or the veterans’*  
21 *dependents may have against the United States, arising out of war service, and in establishing the*  
22 *veteran’s or the dependents’ right to any privilege, preference, care, or compensation provided for by*  
23 *the laws of the United States or of California.*

24           *(c) Maintain annual records for audit, submit reports in accordance with procedures*  
25 *established by the California Department of Veteran Affairs, and permit the Department of Veteran*

1 Affairs' representatives to inspect all facilities and records and to examine the performance of services  
2 rendered by the County Veterans Service Officer.

3 (d) In the administration of these powers and duties, the County Veterans Service Officer may  
4 seek to purchase or lease real property through the Director of Property.

5  
6 **SEC. 20.8-4. ANNUAL REPORT TO MAYOR AND BOARD.**

7 No later than March 1 of each year, the County Veterans Service Officer shall provide an  
8 annual report to the Mayor and Board of Supervisors on the operations of the Officer's programs, the  
9 number of veterans and veterans' dependents receiving services, and results of performance measures  
10 as established by the Controller. Prior to submitting the annual report to the Mayor and the Board of  
11 Supervisors, the County Veterans Service Officer shall present the report in a public hearing convened  
12 by the Veterans Affairs Commission, established pursuant to California Military and Veterans Code  
13 Section 975 and Article XI of Chapter 5 of the Administrative Code.

14  
15 Section 3. The Administrative Code is hereby amended by deleting Article XIA of  
16 Chapter 5, consisting of Sections 5.108.A through 5.108.A-3, as follows:

17 **~~SEC. 5.108.A. DECLARATION OF PURPOSE OF OFFICER.~~**

18 ~~The County Veterans Service Officer is created for the purposes of assisting veterans in~~  
19 ~~obtaining their federal entitlements, implementing a proactive outreach program and a Veterans~~  
20 ~~Benefits Referral Program. The County Veterans Affairs Officer shall provide "full service" counseling~~  
21 ~~and referral services to the entire community of veterans and the dependents or survivors of veterans of~~  
22 ~~the City and County of San Francisco.~~

23 **~~SEC. 5.108.A-1. ESTABLISHMENT OF THE COUNTY VETERANS SERVICE~~**  
24 **~~OFFICER.~~**

1            ~~The County Veterans Service Officer is hereby created on the recommendation of the Mayor~~  
2 ~~and the Director of Administrative Services, and is placed under the Director of Administrative~~  
3 ~~Services. The Director of Administrative Services shall recommend for Board of Supervisors approval~~  
4 ~~the qualifications for serving as the County Veterans Service Officer and the compensation for the~~  
5 ~~position. The Director of Administrative Services shall provide said Officer with such assistance and~~  
6 ~~facilities as are necessary to carry out his or her duties. The Director of Administrative Services shall~~  
7 ~~nominate for appointment by the Board of Supervisors candidates who are qualified to serve as the~~  
8 ~~County Veterans Service Officer. Pursuant to California Military and Veterans Code, Section 970, such~~  
9 ~~Officer shall be a veteran.~~

10            ~~**SEC. 5.108.A-2. POWERS AND DUTIES.**~~

11            ~~The County Veterans Service Officer shall have the following powers and duties:~~

12            ~~(a) Administer aid to indigent veterans, pursuant to Section 921 of the California Military and~~  
13 ~~Veterans Code, and investigate all claims, applications, or requests for aid made pursuant to these~~  
14 ~~provisions. The County Veterans Affairs Officer shall provide outreach and services to homeless~~  
15 ~~veterans as its main priority.~~

16            ~~(b) Assist every veteran of any war of the United States and the dependents of every such~~  
17 ~~deceased veteran in presenting and pursuing such claim as the veteran may have against the United~~  
18 ~~States, arising out of war service, and in establishing the veteran's right to any privilege, preference,~~  
19 ~~care, or compensation provided for by the laws of the United States or of this State.~~

20            ~~(c) Maintain annual records for audit, and shall submit reports in accordance with procedures~~  
21 ~~established by the California Department of Veteran Affairs, and shall permit the Department's~~  
22 ~~representatives to inspect all facilities and records and to examine the performance of services~~  
23 ~~rendered by the County Veterans Service Officer.~~

24            ~~(d) Provide to the Board of Supervisors a semiannual report which shall consist of, but not be~~  
25 ~~limited to, the following information: (1) number of indigent veterans served; (2) number of homeless~~

1 ~~veterans served; (3) amount of federal entitlements obtained; (4) actual savings to the City and County~~  
2 ~~of San Francisco as a result of reductions in General Assistance payments, and any other City and~~  
3 ~~County benefit programs to veterans who qualify for veteran's benefits.~~

4 ~~**SEC. 5.108.A.3. APPROPRIATION.**~~

5 ~~The Director of Administrative Services shall request the appropriation of funds to compensate~~  
6 ~~the County Veterans Service Officer and to fund other necessary personnel, services, and facilities as~~  
7 ~~may be reasonably necessary to enable the Officer to exercise his or her power and perform duties~~  
8 ~~under this Section.~~

9  
10 Section 4. The Administrative Code is hereby amended by revising Section 2A.212 of  
11 Article XIII, Chapter 2A, to read as follows:

12 **SEC. 2A.212. ADMINISTRATIVE OFFICER FOR VETERANS' INTERMENT**  
13 **DESIGNATED.**

14 The ~~Coroner~~County Veterans Service Officer is hereby designated as Administrative  
15 Officer to arrange, in consultation with the Chief Medical Examiner, for the decent interment of  
16 veterans and veterans' widows pursuant to the provisions of Division 4, Chapter 5, Article 2  
17 (beginning with Section 940) of the Military and Veterans Code of the State of California.

18  
19 Section 5. The Administrative Code is hereby amended by adding Section 5.108 to  
20 Article XI of Chapter 5, to read as follows:

21 **SEC. 5.108. ADMINISTRATIVE SUPPORT.**

22 The Human Services Agency shall provide administrative and clerical support to the  
23 Commission.

1 Section 6. Effective Date. This ordinance shall become effective 30 days after  
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
4 of Supervisors overrides the Mayor's veto of the ordinance.

5  
6 Section 7. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
7 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
8 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
9 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
10 additions, and Board amendment deletions in accordance with the "Note" that appears under  
11 the official title of the ordinance.

12  
13  
14 APPROVED AS TO FORM:  
15 DAVID CHIU, City Attorney

16 By: /s/  
17 DAVID K. RIES  
Deputy City Attorney

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**LEGISLATIVE DIGEST**

*(09/12/2022)*

[Administrative Code - County Veterans Service Officer Role and Duties]

**Ordinance amending the Administrative Code to place the County Veterans Service Officer (“Officer”) under the Department of Disability and Aging Services (DAS) rather than the Department of Administrative Services; give the Director of the DAS authority to nominate the Officer; update annual reporting requirements of the Officer to the Board of Supervisors and Mayor; and provide administrative support to the Veterans’ Affairs Commission.**

Existing Law

Consistent with California Military and Veterans Code Section 970, the Administrative Code establishes a County Veterans Service Officer to administer local aid and other services to veterans in San Francisco. The County Veterans Service Officer is “under the Director of Administrative Services” and the Director of Administrative Services nominates qualified candidates for appointment by the Board of Supervisors. The County Veterans Service Officer provides a semiannual report to the Board of Supervisors, containing information specified in the Administrative Code. Separate from the County Veterans Service Officer, the Veterans’ Affairs Commission advises the Mayor and the Board of Supervisors on the needs of veterans residing in San Francisco. Currently, the Administrative Code does not provide for the Veterans’ Affairs Commission to receive administrative support from a City department.

Amendments to Current Law

The ordinance would place the County Veterans Service Officer under the Department of Disability and Aging Services, rather than the Department of Administrative Services. Rather than the Director of Administrative Services nominating candidates to the Board of Supervisors, the Director of the Department of Disability and Aging Services, with the concurrence of the Mayor, would nominate qualified candidates for appointment by the Board of Supervisors. The ordinance would update the information required to be included in the County Veterans Service Officer’s reports to the Board of Supervisors. The ordinance would provide for the Veterans’ Affairs Commission to receive administrative support from the Human Services Agency.

Background Information

The Department of Disability and Aging Services coordinates services for veterans in San Francisco, including aiding veterans to access benefits. The County Veterans Service Officer could better coordinate aid to veterans with other aid available to older San Francisco residents from a position within the Department of Disability and Aging Services. The Director of the Department of Disability and Aging Services is most qualified to identify candidates to

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serve as County Veterans Service Officer. The County Veterans Service Officer is required to report information to the California Department of Veterans Affairs, and that information differs from the information required to be included in the County Veterans Service Officer's reports to the Board of Supervisors. The Human Services Agency provides support to the Veterans' Affairs Commission.

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BOARD of SUPERVISORS



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## MEMORANDUM

TO: Mary Murphy, Veterans Affairs Commission  
Stephen Noetzel, Veterans Affairs  
Kelly Dearman, Executive Officer, Dept. of Disability and Aging Services

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: April 26, 2022

SUBJECT: LEGISLATION INTRODUCED

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

**File No. 220427**

**Ordinance amending the Administrative Code to place the County Veterans Service Officer ("Officer") under the Department of Disability and Aging Services (DAS) rather than the Department of Administrative Services; give the Director of the DAS authority to nominate the Officer; update annual reporting requirements of the Officer to the Board of Supervisors and Mayor; and provide administrative support to the Veterans' Affairs Commission.**

If you have 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 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).