

File No. 220200

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: March 17, 2022

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
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER

- Presidential Action 30-day Hold Waiver - March 3, 2022
- Committee Report Request Memo – March 10, 2022
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Prepared by: John Carroll

Date: March 10, 2022

Prepared by: John Carroll

Date: \_\_\_\_\_

Prepared by: John Carroll

Date: \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - California Department of Public Health Substance  
2 and Addiction Prevention Branch - Overdose Prevention Initiative - \$312,966]

3 **Ordinance retroactively authorizing the Office of the Chief Medical Examiner to accept  
4 and expend a grant in the amount of \$312,966 from the California Department of Public  
5 Health, Substance and Addiction Prevention Branch; and authorizing the addition of  
6 one grant-funded temporary Class 2456 Forensic Toxicologist, for the period beginning  
7 February 1, 2022, through August 31, 2023.**

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) The California Department of Public Health (CDPH) has a mission to protect the  
18 health of all Californians, which includes reducing rates of drug misuse and overdose.

19 (b) CDPH's Overdose Prevention Initiative, under CDPH's Substance and Addiction  
20 Prevention Branch, receives federal funding from the Centers for Disease Control and  
21 Prevention to address the significant public health issue of overdose deaths related to heroin,  
22 fentanyl, and amphetamines.

23 (c) San Francisco's Office of the Chief Medical Examiner has applied to CDPH for, and  
24 expects to receive, a grant to improve detection of potent synthetic novel opioid use and  
25 opioid-stimulant polysubstance use in drug overdose deaths.

(d) The grant award period is from February 1, 2022 to August 31, 2023.

1           **Section 2. Authorization to accept and expend grant funds.**

2           (a) The Board of Supervisors hereby authorizes the Office of the Chief Medical  
3 Examiner to accept and expend, on behalf of the City and County of San Francisco, grant  
4 funds from the CDPH Substance and Addiction Prevention Branch in the amount of \$312,966,  
5 to improve detection of potent synthetic novel opioid use and opioid-stimulant polysubstance  
6 use by funding development and validation of an enhanced forensic toxicology testing  
7 protocol for fatal drug overdose surveillance in death investigation casework.

8           (b) The Board of Supervisors hereby authorizes the Office of the Chief Medical  
9 Examiner to maximize use of available grant funds on program expenditures by not including  
10 indirect costs in the grant budget, and by waiving indirect costs.

11           (c) The Board of Supervisors hereby authorizes the Chief Medical Examiner, or the  
12 Chief Medical Examiner’s designee, to furnish whatever additional information or assurances  
13 CDPH may request in connection with the Substance and Addiction Prevention Branch grant,  
14 to execute any and all agreements or other documents, and to take any other steps necessary  
15 to accept, distribute and expend the grant funds.

16  
17           **Section 3. Grant-funded temporary position for Fiscal Years 2021-2022, 2022-**  
18 **2023, and 2023-2024.**

19           (a) The Office of the Chief Medical Examiner is hereby authorized to add one  
20 temporary position as follows:

- 21           Division:       284641 ADM Medical Examiner
- 22           Fund:            12550
- 23           Fund Name: SR Grants; GSF Continuing

Fiscal Years	No. of Positions	Class	Compensation Schedule	Department
21-22, 22-23, 23-24	1.00 TEX	2456 Forensic Toxicologist	\$ 5,313 Biweekly	ADM

APPROVED AS TO FORM:  
DAVID CHIU, City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

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

By: /s/  
CAROL ISEN  
Human Resources Director

APPROVED: /s/  
CARMEN CHU  
City Administrator

APPROVED: /s/  
BEN ROSENFELD  
Controller

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## **LEGISLATIVE DIGEST**

[Accept and Expend Grant - Retroactive - California Department of Public Health Substance and Addiction Prevention Branch - Overdose Prevention Initiative - \$312,966]

**Ordinance retroactively authorizing the Office of the Chief Medical Examiner to accept and expend a grant in the amount of \$312,966 from the California Department of Public Health, Substance and Addiction Prevention Branch; and authorizing the addition of one grant-funded temporary Class 2456 Forensic Toxicologist, for the period beginning February 1, 2022, through August 31, 2023.**

### **Background Information**

The Office of the Chief Medical Examiner has applied to the California Department of Public Health's Substance and Addiction Prevention Branch for a grant to improve detection of synthetic opioid use and opioid-stimulant polysubstance use in drug overdose deaths. The California Department of Public Health's Substance and Addiction Prevention Branch supports counties and cities to address the significant public health issue of overdose deaths related to heroin, fentanyl, and amphetamines.

### **Proposed Ordinance**

The proposed ordinance authorizes the Office of the Chief Medical Examiner to accept and expend a grant of \$312,966 from the California Department of Public Health's Substance and Addiction Prevention Branch to fund the Office of the Chief Medical Examiner's development and validation of an enhanced forensic toxicology testing protocol to improve detection of synthetic opioid use and opioid-stimulant polysubstance use in cases of fatal drug overdose. The grant term is February 1, 2022 to August 31, 2023. The grant will fund the Office of the Chief Medical Examiner's addition of a temporary Forensic Toxicologist to develop and validate this new protocol.

Pursuant to Administrative Code §10.170-1(d), the proposed ordinance authorizes the Office of the Chief Medical Examiner's addition of a temporary Forensic Toxicologist position. Amendment of the Annual Salary Ordinance is not necessary for this temporary position.

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- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A
- d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13. a. Does the budget include indirect costs?

Yes       No

b. 1. If yes, how much? N/A

b. 2. How was the amount calculated? N/A

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?  
Minimal administrative time of City staffing for grant submission and expenditure.

14. Any other significant grant requirements or comments: N/A

**\*\*Disability Access Checklist\*\***

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

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

16. 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 access laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

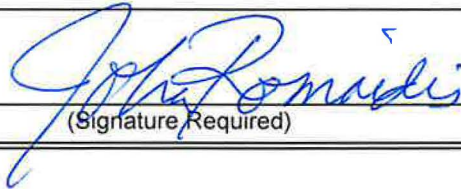
1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access.

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

John Romaidis  
(Name)

Acting Director, Mayor's Office on Disability  
(Title)

Date Reviewed: December 9, 2021

  
(Signature Required)

Overall Department Head or Designee Approval:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_  
(Signature Required)





TOMÁS J. ARAGÓN, M.D., Dr.P.H  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

December 6, 2021

Luke Rodda, PhD,  
Office of the Chief Medical Examiner, City and County of San Francisco  
1 Newhall Street  
San Francisco, CA 94124

RE: Intent to Fund San Francisco Office of the Chief Medical Examiner  
for the Enhanced Forensic Toxicology Program

The Substance and Addiction Prevention Branch (SAPB) of the California Department of Public Health (CDPH) is writing to confirm that SAPB intends to provide contract funds to the San Francisco Office of the Chief Medical Examiner to improve detection of potent synthetic novel opioid use (e.g., novel opioids and fentanyl analogs), and opioid-stimulant polysubstance use as part of the Overdose Prevention Initiative. This funding is to cover costs for reducing rates of drug misuse and overdose within San Francisco and in other California counties. Contingent upon federal funding and final approval, the contract is anticipated to be for the amount of \$312,966.00 for the period 2/1/2022-8/31/2023. The contract is contingent upon receipt of funding from the CDC along with CDPH approval and work may not begin until the contract has been fully executed.

SAPB staff appreciates SFOCME's ongoing commitment to collaborating on the Enhanced Forensic Toxicology program. San Francisco County will become the primary model for demonstrating the feasibility and value-added of collecting detailed forensic toxicology data from multiple sources. This data will be shared with CDPH/SAPB to inform actions and interventions.

SAPB looks forward to continuing this very productive partnership.

Sincerely,

Shanna Schneider, Chief  
Program and Support Unit  
Substance and Addiction Prevention Branch  
Center for Healthy Communities

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CDPH Substance and Addiction Prevention Branch  
1616 Capitol Ave, MS 8701  
Sacramento, CA 95814  
(916) 449-5211  
Internet Address: [www.cdph.ca.gov](http://www.cdph.ca.gov)



**1. Service Overview**

Contractor agrees to provide to the California Department of Public Health Substance and Addiction Prevention Branch (CDPH/SAPB) the services described herein.

In accordance with its mission to protect the health of all Californians and pursuant to Health and Safety Code Sections 131085 and 10435-104330 and terms of the Department Federal Grant number 1NU17CE925000; CFDA 93.136 from the Centers for Disease Control and Prevention, funds were awarded to CDPH/SAPB as part of the Overdose Prevention Initiative aimed at reducing rates of drug misuse and overdose -- a significant public health issue in California. This contract will be executed with the [Office of the Chief Medical Examiner, City and County of San Francisco](#) to improve detection of potent synthetic novel opioid use (e.g., novel opioids and fentanyl analogs), and opioid-stimulant polysubstance use. The data will be shared with CDPH/SAPB to inform actions and interventions.

**2. Service Location**

The services shall be performed at applicable facilities within California's geographic region.

**3. Service Hours**

The services shall be provided during normal contractor working hours.

**4. Project Representatives**

A. The project representatives during the term of this agreement will be:

<b>California Department of Public Health</b>  <a href="#">Erika Pinsker, M.P.H, Ph.D.</a>  Telephone: <a href="#">(916) 440-7293</a> E-mail: <a href="mailto:Erika.Pinsker@cdph.ca.gov">Erika.Pinsker@cdph.ca.gov</a>	<b>Office of the Chief Medical Examiner City and County of San Francisco</b>  <a href="#">David Serrano Sewell</a> Chief Operating Officer  Telephone: <a href="#">(415) 641-3699</a> E-mail: <a href="mailto:David.Serranosewell@sfgov.org">David.Serranosewell@sfgov.org</a>
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B. Direct all inquiries to:

<b>California Department of Public Health Substance and Addiction Prevention Branch</b>  Attention: <a href="#">Shanna Schneider</a> Chief, Program Support Unit 1616 Capitol Avenue, MS 8701 Sacramento, CA 95814  Telephone: <a href="#">(916) 440-7391</a> E-mail: <a href="mailto:Shanna.Schneider@cdph.ca.gov">Shanna.Schneider@cdph.ca.gov</a>	<b>Office of the Chief Medical Examiner City and County of San Francisco</b>  Attention: <a href="#">Luke N. Rodda, PhD</a> Chief Forensic Toxicologist, and Director, Forensic Laboratory Division  <a href="#">Office of the Chief Medical Examiner</a> 1 Newhall Street San Francisco, California 94124  Telephone: <a href="#">(415) 641-3688</a> E-mail: <a href="mailto:Luke.Rodda@sfgov.org">Luke.Rodda@sfgov.org</a>
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- C. All payments from CDPH/SAPB to the Contractor; shall be sent to the following address:

Remittance Address
Office of the City Administrator
Attention: Kenneth Bukowski Deputy City Administrator
1 Dr. Carlton B. Goodlett Place San Francisco, CA, 94102
(415) 554-6172
Kenneth.Bukowski@sfgov.org

- D. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

## 5. Progress Reports or Meetings

- A. Contractor shall submit progress reports or attend meetings with state personnel at intervals determined by CDPH/SAPB to determine if the Contractor is on the right track, whether the project is on schedule, provide communication of interim findings, and afford occasions for airing difficulties or special problems encountered so that remedies can be developed quickly.
- B. At the conclusion of this agreement and if applicable, Contractor shall hold a final meeting at which Contractor shall present any findings, conclusions, and recommendations.

## 6. Services to be Performed

Contractor shall perform the following services:

### Goal 1: Enhance Forensic Toxicology

- A. Objective 1:** Improve detection of potent synthetic novel opioid use (e.g., novel opioids and fentanyl analogs), and opioid-stimulant polysubstance use
- 1) Major Task/Activities:
    - a. Develop a selective synthetic novel opioid LC-MS/MS method for routine analysis.
    - b. Order enhanced forensic toxicology testing for identified suspected drug overdose deaths.
    - c. Develop a protocol to answer the question "Was the suspected overdose death due to consumption of an opioid, stimulant, or combined administration of both?", consequently improving the accuracy of fatal drug overdose surveillance.
  - 2) Time Line:
    - a. The timeline of the primary service performed is subject to Contractor's discretion.
  - 3) Deliverables/Performance Measures:
    - a. Submit brief report detailing progress on the major tasks/activities, including the status of Objective 1. above, to CDPH/SAPB quarterly, with invoice. Due dates are as follows:
      - i. March 31, 2022
      - ii. June 30, 2022
      - iii. September 30, 2022
      - iv. December 31, 2022

- v. March 31, 2023
- vi. June 30, 2023
- vii. August 31, 2023

**B. Objective 2:** Be in consistent communication with CDPH/SAPB

- 1) Major Task/Activities:
  - a. Maintain consistent and effective communication with CDPH/SAPB, as necessary.

**Goal 2: Evaluate Success of Enhanced Forensic Toxicology Program**

**C. Objective 3:** Qualitative Description of Program Successes

- 1) Major Task/Activities:
  - a. In one to two pages, describe how the Enhanced Forensic Toxicology Program improved the City and County's medico-legal death investigative process and surveillance of suspected drug overdose deaths (i.e. introduced the ability to detect potent novel opioid and fentanyl analogs previously out of the scope of routine forensic toxicology testing in fatal overdose casework; correlate detections in casework with established opioid and stimulant protocols to better establish route of administration). Describe how the Enhanced Forensic Toxicology Program assisted the county in overcoming a previously identified barrier/challenge, if any.
- 2) Timeline: Once per grant year
- 3) Deliverables/Performance Measures:
  - b. Submit a qualitative description of program successes to CDPH/SAPB by:
    - i. August 15, 2022
    - ii. August 15, 2023

Exhibit B  
Budget Detail and Payment Provision

Personnel	SOW Reference	Year (1) Budget (February 1, 2022 to June 30, 2022)	Year (2) Budget (July 1, 2022 to June 30, 2023)	Year (3) Budget (July 1, 2023 to August 31, 2023)	Totals
<b>Salaries / Wages</b>					
2456 Forensic Toxicologist	Objectives 1, 2, 3	\$57,619	\$143,168	\$24,577	\$225,364
<b>Benefits</b>					
2456 Forensic Toxicologist	Objectives 1, 2, 3	\$22,863	\$55,255	\$9,485	\$87,603
<b>Total Personnel</b>		<b>\$80,482</b>	<b>\$198,422</b>	<b>\$34,062</b>	<b>\$312,966</b>

Exhibit B  
Budget Narrative

**Fiscal Year 2021 – 2022  
(5 months)**

Personnel

**2456 Forensic Toxicologist:** Under the supervision of the Forensic Toxicologist Supervisor and the direction of the Chief Forensic Toxicologist and Director of the Forensic Laboratory Division, the Forensic Toxicologist is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable and accurate manner.

The 2456 Forensic Toxicologist will develop a selective qualitative method for the separation and detection of over a hundred unique potent synthetic novel opioids by LC-MS/MS utilizing the 6500+ QTrap system that are used in the community. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory

methods as required. Finally, the Forensic Toxicologist will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$80,482

**Fiscal Year 2022 – 2023**  
**(12 months)**

Personnel

**2456 Forensic Toxicologist:** Under the supervision of the Forensic Toxicologist Supervisor and the direction of the Chief Forensic Toxicologist and Director of the Forensic Laboratory Division, the Forensic Toxicologist is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable and accurate manner.

The 2456 Forensic Toxicologist will develop a selective qualitative method for the separation and detection of over a hundred unique potent synthetic novel opioids by LC-MS/MS utilizing the 6500+ QTrap system that are used in the community. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory methods as required. Finally, the Forensic Toxicologist will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$198,422

**Fiscal Year 2023 – 2024**  
**(2 months)**

Personnel

**2456 Forensic Toxicologist:** Under the supervision of the Forensic Toxicologist Supervisor and the direction of the Chief Forensic Toxicologist and Director of the Forensic Laboratory Division, the Forensic Toxicologist is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable and accurate manner.

The 2456 Forensic Toxicologist will develop a selective qualitative method for the separation and detection of over a hundred unique potent synthetic novel opioids by LC-MS/MS utilizing the 6500+ QTrap system that are used in the community. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory

methods as required. Finally, the Forensic Toxicologist will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$34,062

DRAFT

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** David Serrano Sewell, Chief Operating Officer  
**DATE:** December 13, 2021  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant  
**GRANT TITLE:** CDPH Enhanced Forensic Toxicology Program

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

- Proposed grant ordinance; original\* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

**Special Timeline Requirements: N/A**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: David Serrano Sewell, Chief Operating Officer

Phone: 415-641-3699

Interoffice Mail Address: Office of the Chief Medical Examiner, City and County of San Francisco, 1 Newhall Street, San Francisco, California 94124

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).



President, District 10  
BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689  
Tel. No. 554-6516  
Fax No. 554-7674  
TDD/TTY No. 544-6546

**Shamann Walton**

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**PRESIDENTIAL ACTION**

Date: 3/3/2022

To: Angela Calvillo, Clerk of the Board of Supervisors

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Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No.

220200

Peskin

(Primary Sponsor)

Title. Accept and Expend Grant - Retroactive - California Department of Public Health Substance and Addiction Prevention Branch - Overdose Prevention Initiative - \$312,966

Transferring (Board Rule No 3.3)

File No.

(Primary Sponsor)

Title.

From:

Committee

To:

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor:

Replacing Supervisor:

For:

(Date)

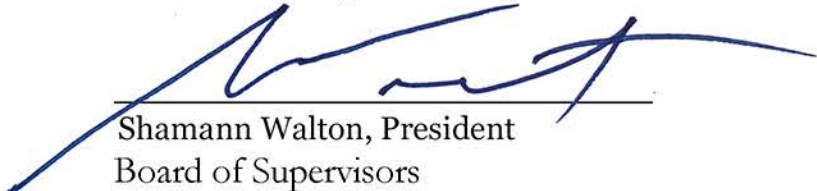
(Committee)

Meeting

Start Time:

End Time:

Temporary Assignment:  Partial  Full Meeting

  
Shamann Walton, President  
Board of Supervisors

Member, Board of Supervisors  
District 5



City and County of San Francisco

DEAN PRESTON

---

DATE: March 10, 2022

TO: Angela Calvillo  
Clerk of the Board of Supervisors

FROM: Supervisor Preston  
Chairperson

RE: Government Audit and Oversight Committee  
COMMITTEE REPORTS

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Pursuant to Board Rule 4.20, as Chair of the Government Audit and Oversight Committee I have deemed the following matters to be of an urgent nature and request each be considered by the full Board on Tuesday, March 22, 2022, as Committee Reports:

[220200 \[Accept and Expend Grant - Retroactive - California Department of Public Health Substance and Addiction Prevention Branch - Overdose Prevention Initiative - \\$312,966\]](#)

These matters will be heard at a regular Government Audit and Oversight Committee meeting on March 17, at 10am.

A handwritten signature in blue ink, appearing to read "Dean Preston".

# Introduction Form

By a Member of the Board of Supervisors or 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  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic 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 the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only