

File No. 160361

Committee Item No. 2

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

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date May 19, 2016

Board of Supervisors Meeting

Date \_\_\_\_\_

Cmte Board

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

### OTHER

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI 04/18/2016</u>              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI Substitute - 05/02/2016</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                                       |
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Completed by: Erica Major

Date May 13, 2016

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

Date \_\_\_\_\_

1 [Administrative Code - Appraisals for the Acquisition, Conveyance, and Lease of Real  
2 Property]

3 **Ordinance amending the Administrative Code to require appraisals and appraisal  
4 reviews for certain City acquisitions, conveyances, and leases of real property;  
5 requiring that appraisals conform to the Uniform Standards of Professional Appraisal  
6 Practice and be prepared by qualified appraisers; and increasing the rent limits for the  
7 Director of Property's existing authority to enter into leases for the City.**

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 ~~*italics Times New Roman font*~~.  
11 **Board amendment additions** are in Arial font.  
12 **Board amendment deletions** are in ~~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. The Administrative Code is hereby amended by revising Chapter 23, Article  
17 I, Sections 23.2-23.3, Article III, Sections 23.26-23.27, and Article IV, Sections 23.30-23.31,  
18 to read as follows:

19 **SEC. 23.2. CHAPTER DEFINITIONS.**

20 Chapter Definitions. As used in this Chapter 23, the following initially capitalized terms  
21 shall have the meanings ascribed to them in this Section:

22 "Acquire" shall mean to acquire, accept, purchase, or exchange an easement or fee  
23 title in Real Property. "Acquisition" shall have a correlative meaning.  
24  
25

1           "Appraisal" shall mean a written opinion of value, as defined by the most recent version of  
2 USPAP, that is prepared for or received by the City, is prepared by a Qualified Appraiser, and  
3 conforms with USPAP appraisal guidelines.

4           "Appraisal Review" shall mean a written opinion about the quality of a Qualified Appraiser's  
5 work performed as part of an Appraisal that conforms with applicable USPAP appraisal review  
6 guidelines. An Appraisal Review shall be conducted by a Reviewer and include a summary of the  
7 reasons and findings for recommending or not recommending the subject Appraisal for approval.

8           "City" shall mean the City and County of San Francisco.

9           "Charter" shall mean the Charter of the City and County of San Francisco.

10          "Code" shall mean the Administrative Code of the City and County of San Francisco.

11          "Competitive Bidding Process" or "Competitive Bidding Procedures" shall mean a  
12 request for proposals, request for qualifications, or other publicly noticed competitive  
13 solicitation with specified criteria for selection.

14          "Convey" shall mean to convey, sell, transfer, grant, or relinquish an easement or fee  
15 title in Real Property. "Conveyance" shall have a correlative meaning.

16          "Lease" shall mean a lease, sublease, or other means of granting a right to occupy or  
17 use Real Property, and shall also include a license, permit to enter, use permit, or other  
18 similar instrument.

19          "Market Rent" shall mean the most probable rent that a Real Property should bring in a  
20 competitive and open market reflecting all conditions and restrictions of the lease agreement.

21          "Qualified Appraiser" shall mean a person who is expected to perform valuation services  
22 competently and in a manner that is independent, impartial, and objective, holds a certified general  
23 license issued by the California Bureau of Real Estate Appraisers and the designation of MAI from the  
24 Appraisal Institute, and has five or more years of recent experience appraising real estate of the same  
25 type and in the same city, county, or wider area, as applicable, as the subject Real Property.

1 "Real Estate Department" shall mean the Real Estate Division of the Department of  
2 Administrative Services.

3 "Real Property" shall mean any real property interest in land or improvements, including  
4 an easement, Lease, or fee interest.

5 "Reviewer" shall mean a Qualified Appraiser who performs Appraisal Reviews.

6 "USPAP" shall mean the current edition of the Uniform Standards of Professional Appraisal  
7 Practice in effect on the date of an Appraisal or Appraisal Review.

8  
9 **SEC. 23.3. CONVEYANCE AND ACQUISITION OF REAL PROPERTY.**

10 The Director of Property may Convey any Real Property owned by the City upon  
11 recommendation of the department responsible for the administration of such Real Property,  
12 excepting park lands pursuant to Charter Section 4.113(2) or where a Conveyance of such  
13 Real Property would violate the terms of any gift, trust, deed restriction, bond covenant, or  
14 other covenant or restriction under which the City holds the Real Property. Such Conveyance  
15 may be made after the Board of Supervisors, by resolution, determines that the public interest  
16 or necessity demands, or will not be inconvenienced by, such Conveyance, and approves the  
17 Conveyance. ~~If the Conveyance is a Competitive Bidding Process or a public auction, the Board shall~~  
18 ~~approve and confirm by resolution any such Conveyance after such Competitive Bidding Process or~~  
19 ~~auction process is complete. The Board's resolution authorizing a Conveyance shall set forth the means~~  
20 ~~of Conveyance, whether by public auction, Competitive Bidding Process or such other means of~~  
21 ~~disposition as the Board may authorize by resolution.~~ The Board of Supervisors may authorize  
22 such Conveyance by resolution without advertisement, public auction, or Competitive Bidding  
23 Process if it determines that an advertisement, public auction, or Competitive Bidding Process is  
24 impractical, ~~or impossible, or is otherwise not in the public interest~~, including, for example only  
25 and not by way of limitation, when the Real Property is not capable of independent

1 development, will be exchanged for other Real Property, or when the Board determines that a  
2 negotiated direct Conveyance of the Real Property will further a proper public purpose.

3 Before the Board of Supervisors approves a Conveyance, the Director of Property shall  
4 determine the fair market value of such Real Property based on a review of available and relevant  
5 data and give the notices required by California Government Code Section 54220 et seq.,  
6 Administrative Code Chapter 23A, or any other applicable provision of state law. Before the Board  
7 of Supervisors approves any Acquisition of Real Property that is not a donation of Real Property, the  
8 Director of Property shall determine the fair market value of such Real Property based on a review of  
9 available and relevant data.

10 If the Director of Property determines the fair market value of Real Property that the City  
11 intends to Acquire or Convey exceeds \$10,000 and the proposed Acquisition is not a donation, the  
12 Director of Property shall obtain an Appraisal for the Real Property. If the Appraisal determines the  
13 fair market value of the Real Property exceeds \$200,000, the Director of Property shall obtain an  
14 Appraisal Review for such Appraisal. Any Appraisal and Appraisal Review shall have an effective date  
15 of value that is not earlier than nine months before the date legislation for the proposed Acquisition or  
16 Conveyance is submitted to the Board of Supervisors.

17 The Director of Property shall also advertise by publication the proposed Conveyance if  
18 the Conveyance will be by public auction or Competitive Bidding Process, for no less than 30  
19 days an appropriate period as determined by the Director of Property. Every Conveyance other  
20 than a sale at public auction or through a Competitive Bidding Process shall be for a sales  
21 price of at least 100% ~~percent~~ of the appraised value ~~Director of Property's appraisal~~ of such Real  
22 Property, except where the Board determines either that (a) a lesser sum will further a proper  
23 public purpose, or (b) based on substantial evidence in the record, the terms and conditions  
24 of such Conveyance are reflective of the fair market value of the Real Property  
25 notwithstanding the appraised value ~~appraisal~~.

1           **SEC. 23.26. YEAR-TO-YEAR AND SHORTER LEASES.**

2           The Director of Property shall have the authority to enter into the following Leases on  
3 behalf of the City as tenant: *(a)* on a year-to-year or shorter tenancy where the ~~rental or other~~  
4 consideration to be paid for the ~~Lease City occupancy or use of Real Property within the City and~~  
5 ~~County of San Francisco~~ is ~~\$15,000~~~~\$5,000~~ or less per month, and *(b)* where the term of a Lease  
6 will not exceed 31 days, including without limitation month-to-month Leases.

7           The Director of Property may include in any Lease authorized by this Section 23.26 an  
8 appropriate indemnity agreement for the purpose of providing for the City's occupancy or  
9 other use of such Real Property (including, without limitation, conducting environmental  
10 investigations and assessments), subject, however, to written approval as to form by the City  
11 Attorney and written recommendation by the head of the department concerned.

12           The Director of Property shall determine the rental or other consideration to be paid for  
13 all such Real Property and shall obtain from the Controller written certification that funds are  
14 available for such Lease. The department concerned shall give written notice to the Director of  
15 Property when such Lease is terminated by the City.

16  
17           **SEC. 23.27. EXECUTION OF LEASES; APPRAISALS AND APPRAISAL REVIEWS;**  
18 **RESOLUTION AUTHORIZING LEASE.**

19           Except as otherwise provided by the Charter, Section 23.26 above, or other provision  
20 of this Code, the Board of Supervisors shall approve all Leases on behalf of the City as tenant  
21 by resolution. Before adoption, the head of the department concerned shall recommend any  
22 such resolution for approval by the Board of Supervisors and the Director of Property shall  
23 determine the Market Rent of such Lease based on a review of available and relevant data. If the  
24 consideration to be paid by the City for the Lease as base rent is more than \$45 per square foot per  
25 year, the Director of Property, on behalf of the department concerned, shall obtain an Appraisal for the

1 Market Rent of the Lease. If the consideration to be paid by the City for the Lease as base rent is more  
2 than \$60 per square foot per year, the Director of Property, on behalf of the department concerned,  
3 shall obtain an Appraisal Review for such Appraisal. Any Appraisal or Appraisal Review shall have an  
4 effective date of value that is not earlier than nine months before the date legislation for the proposed  
5 Lease is submitted to the Board of Supervisors. All such Leases shall be executed by the Director  
6 of Property or as otherwise directed by resolution of the Board of Supervisors.

7  
8 **SEC. 23.30. LEASE OF REAL PROPERTY.**

9 Except as provided by Sections 4.112, 4.113, 4.114, 4.115, and B3.581 of the Charter  
10 and by Sections 2A.173 and 23.36 ~~and~~ of this Code, or as otherwise provided by the Charter  
11 or this Code, the Director of Property shall have the charge of the Lease of Real Property  
12 owned by the City. When the head of any department in charge of Real Property reports to  
13 the Director of Property that certain land is not required for the purposes of the department,  
14 the Board of Supervisors, by resolution, may authorize the Lease of such Real Property. The  
15 Director of Property shall determine the Market Rent of such Lease based on a review of available and  
16 relevant data. If the Market Rent of the Lease is more than \$45 per square foot per year as base rent,  
17 the Director of Property shall obtain an Appraisal for such Lease. If an Appraisal determines the  
18 Market Rent of the Lease exceeds \$60 per square foot per year as base rent, the Director of Property  
19 shall obtain an Appraisal Review for such Appraisal. Any Appraisal or Appraisal Review shall have an  
20 effective date of value that is not earlier than nine months before the date legislation for the proposed  
21 Lease is submitted to the Board of Supervisors. The Director of Property shall arrange for such  
22 Lease to the highest responsible bidder in accordance with Competitive Bidding Procedures  
23 and for no less than the Director of Property's opinion of Market Rent if there is no Appraisal, or for  
24 no less than the Market Rent stated in the Appraisal if there is an Appraisal, unless the Board of  
25 Supervisors has by resolution found that such Competitive Bidding Procedures are impractical

1 or impossible or has authorized other means of award in furtherance of a proper public  
2 purpose. The Director of Property shall collect rents due under such Lease.

3 When the Public Utilities Commission, the Recreation and Park Commission, the Port  
4 Commission, the Airport Commission, or the Municipal Transportation Agency require approval of the  
5 Board of Supervisors to a proposed Lease of Real Property owned by the City, the applicable  
6 Commission or Agency shall determine the Market Rent of such Lease based on a review of available  
7 and relevant data. If the Market Rent of the Lease is more than \$45 per square foot per year as base  
8 rent, the applicable Commission or Agency shall, through the Director of Property, obtain an  
9 Appraisal of the Market Rent for the Lease, and such Lease shall be for no less than the Market Rent  
10 established in the Appraisal unless the Commission or Agency determines that applying the Market  
11 Rent requirement would interfere with its capacity in discharging one of its core functions under the  
12 City Charter. If an Appraisal determines the Market Rent of the Lease exceeds \$60 per square foot per  
13 year as base rent, the applicable Commission or Agency shall, through the Director of Property, obtain  
14 an Appraisal Review for the Appraisal. Any Appraisal or Appraisal Review shall have an effective date  
15 of valuation that is not earlier than nine months before the date legislation for the proposed Lease is  
16 submitted to the Board of Supervisors.

17  
18 **SEC. 23.31. YEAR-TO-YEAR OR SHORTER LEASES.**

19 If any department in charge of City-owned Real Property requests the Director of  
20 Property to Lease; City-owned Real Property, the Director of Property shall have the authority  
21 to enter into the following Leases on behalf of the City as Landlord: (a~~†~~) on a year-to-year or  
22 shorter tenancy, where such Real Property has a fair market rental value of ~~\$15,000~~\$5,000 or  
23 less per month, and (b~~††~~) where the term of a Lease will not exceed 31 days, including without  
24 limitation month-to-month Leases. In addition, where, in the opinion of the Director of  
25 Property, the Leasing of such Real Property for landscaping or gardening serves a public



1 purpose, the Director of Property may Lease such Real Property at a nominal rental, on a  
2 year-to-year or shorter tenancy, and on such other terms and conditions as the Director of  
3 Property may require.

4         Within 10 days after entering into any Lease under this Section 23.31, the *Budget and*  
5 Finance Committee of the Board of Supervisors shall be notified by the Director of Property as  
6 to the terms and conditions of such Leases.

7  
8         Section 2. Effective Date. This ordinance shall become effective 30 days after  
9 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
10 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
11 of Supervisors overrides the Mayor's veto of the ordinance.

12  
13         Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
14 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
15 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
16 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
17 additions, and Board amendment deletions in accordance with the "Note" that  
18  
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25

1 appears under the official title of the ordinance.

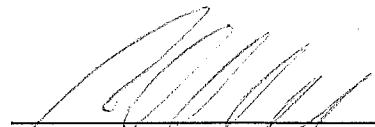
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3 APPROVED AS TO FORM:  
4 DENNIS J. HERRERA, City Attorney

5

6

By:

  
CAROL WONG  
Deputy City Attorney  
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**REVISED LEGISLATIVE DIGEST**

(Substituted, 4/26/2016)

[Administrative Code - Appraisals for the Acquisition, Conveyance, and Lease of Real Property]

**Ordinance amending the Administrative Code to require appraisals and appraisal reviews for certain City acquisitions, conveyances and leases of real property; requiring that appraisals conform to the Uniform Standards of Professional Appraisal Practice and be prepared by qualified appraisers; and increasing the rent limits for the Director of Property's existing authority to enter into leases for the City.**

Existing Law

Administrative Code Chapter 23 governs certain City real property acquisitions, conveyances and leases. Under Chapter 23, the Director of Property must appraise the fair market value of any City real property in which the City will convey a fee or easement interest.

In addition, except for leases under the exclusive jurisdiction of the City's Public Utilities Commission, the Recreation and Park Commission, Port Commission, Airport Commission, and the Municipal Transportation Agency (the "Exclusive Jurisdiction Departments"), the Director of Property must arrange for the lease of City property to the highest responsible bidder through a competitive bidding process unless the Board of Supervisors authorizes an alternative process. Chapter 23 further authorizes the Director of Property to (i) lease City property for a year-to-year or shorter term if the City property has a fair market monthly rental value of \$5,000 or less, or if the lease term will not exceed 31 days, and to (ii) lease property for the City for a year-to-year or shorter term if the monthly rent to be paid by City is \$5,000 or less, or if the lease term will not exceed 31 days. Any other lease by the Director of Property must be authorized by the Board of Supervisors.

Current City policies require that all leases of City property, including those by the Exclusive Jurisdiction Departments, be awarded through competitive bidding procedures unless the proposed lease is expected to produce revenue of less than \$2,500 per month or the competitive bidding procedures are impractical or impossible. They also require that leases of City property be for no less than fair market value if the lease is expected to produce revenue of less than \$2,500 per month or if the lease is not awarded through competitive bidding procedures, unless there is a public purpose finding for the lower value.

All conveyances of a fee or easement interest in City real property require the approval of the Board of Supervisors. Exclusive Jurisdiction Departments must also obtain the approval of the Board of Supervisors for any acquisitions or leases that exceed the limits of City Charter Section 9.118.

### Amendments to Current Law

This ordinance would require appraisals for most acquisitions, and all conveyances or leases, of real property by or for City if the transaction requires approval of the Board of Supervisors. The acquisition of real property that is either donated to the City or has a fair market value of \$10,000 or less would be exempt from the appraisal requirement. Appraisals would be required if the City's Director of Property determines the fair market value of the real property is more than \$10,000 for a covered acquisition or conveyance, or the fair market rent of a lease is determined to be more than \$45 per square foot per year as base rent. Appraisal reviews would also be required if the appraisal for a covered acquisition or conveyance determines that fair market value of the real property is more than \$200,000, or determines the market rent of the lease is more than \$60 per square foot per year as base rent.

Any conveyance of City property subject to the appraisal requirements must be for no less than the value established in the appraisal, and any lease of real property by or for City subject to the appraisal requirements shall be for no less than the market rent established in the appraisal.

This ordinance would also increase the Director of Property's authority to (i) lease City property for a year-to-year or shorter term if the City property has a fair market monthly rental value of \$15,000 or less, or if the lease term will not exceed 31 days, and to (ii) lease property for the City for a year-to-year or shorter term if the monthly rent to be paid by City is \$15,000 or less, or if the lease term will not exceed 31 days.

### Background Information

Chapter 23 requires the Director of Property to appraise the fair market value of any City property subject to a conveyance, but it does not specify standards for that appraisal. It is also silent about valuing real property proposed for City's acquisition or to be leased by or for City.

The Exclusive Jurisdiction Departments have exclusive jurisdiction over certain real property acquisitions and leases and will not be subject to the proposed appraisal requirements except to the extent the transactions require the approval of the Board of Supervisors and the proposed ordinance is a law of general application that does not interfere with their respective core functions.

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BOARD of SUPERVISORS



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

## MEMORANDUM

TO: John Updike, Director, Real Estate Division  
Ben Rosenfield, City Controller, Office of the Controller  
Mohammed Nuru, Director, Public Works  
Tom Hui, Director, Department of Building Inspection  
John Rahaim, Director, Planning Department  
Harlan Kelly, Jr., General Manager, Public Utilities Commission  
Margaret McArthur, Recreation and Parks Commission  
Amy Quesada, Port Commission  
Jean Caramatti, Airport Commission  
Ed Reiskin, Executive Director, Municipal Transportation Agency

FROM: Erica Major, Assistant Committee Clerk, Government Audit and Oversight  
Committee, Board of Supervisors

DATE: May 2, 2016

SUBJECT: SUBSTITUTE LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following substitute legislation, introduced by Supervisor Peskin on April 26, 2016:

**File No. 160361**

**Ordinance amending the Administrative Code to require appraisals and appraisal reviews for certain City acquisitions, conveyances, and leases of real property; requiring that appraisals conform to the Uniform Standards of Professional Appraisal Practice and be prepared by qualified appraisers; and increasing the rent limits for the Director of Property's existing authority to enter into leases for the City.**

If you have any additional 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.

Referral from the Office of the Clerk of the Board  
Government Audit and Oversight Committee  
May 2, 2016  
Page 2

C:

Todd Rydstrom, Office of the Controller  
Frank Lee, Public Works  
Scott Sanchez, Planning Department  
Sarah Jones, Planning Department  
AnMarie Rodgers, Planning Department  
Aaron Starr, Planning Department  
Joy Navarrete, Planning Department  
Jeanie Poling, Planning Department  
Juliet Ellis, Public Utilities Commission  
Donna Hood, Public Utilities Commission  
Janet Martinsen, Municipal Transportation Agency  
Kate Breen, Municipal Transportation Agency  
Dillon Auyoung, Municipal Transportation Agency

BOARD of SUPERVISORS



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

## MEMORANDUM

TO: John Updike, Director, Real Estate Division  
Ben Rosenfield, City Controller, Office of the Controller  
Mohammed Nuru, Director, Public Works  
Tom Hui, Director, Department of Building Inspection  
John Rahaim, Director, Planning Department  
Harlan Kelly, Jr., General Manager, Public Utilities Commission  
Margaret McArthur, Recreation and Parks Commission  
Amy Quesada, Port Commission  
Jean Caramatti, Airport Commission  
Ed Reiskin, Executive Director, Municipal Transportation Agency

FROM: Erica Major, Assistant Committee Clerk, Government Audit and Oversight  
Committee, Board of Supervisors

DATE: April 18, 2016

SUBJECT: LEGISLATION INTRODUCED

---

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Peskin on April 12, 2016:

**File No. 160361**

**Ordinance amending the Administrative Code to require appraisals and appraisal reviews for certain City acquisitions, conveyances, and leases of real property; requiring that appraisals conform to the Uniform Standards of Professional Appraisal Practice and be prepared by qualified appraisers; and increasing the rent limits for the Director of Property's existing authority to enter into leases for the City.**

If you have any additional 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.

Referral from the Office of the Clerk of the Board  
Government Audit and Oversight Committee  
April 18, 2016  
Page 2

C:

Todd Rydstrom, Office of the Controller  
Frank Lee, Public Works  
Scott Sanchez, Planning Department  
Sarah Jones, Planning Department  
AnMarie Rodgers, Planning Department  
Aaron Starr, Planning Department  
Joy Navarrete, Planning Department  
Jeanie Poling, Planning Department  
Juliet Ellis, Public Utilities Commission  
Donna Hood, Public Utilities Commission  
Janet Martinsen, Municipal Transportation Agency  
Kate Breen, Municipal Transportation Agency  
Dillon Auyoung, Municipal Transportation Agency



Print Form

Received in Board  
4/26 - BJ

# Introduction Form

By a Member of the Board of Supervisors or the 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 [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [160361]
- 9. Reactivate File No. [ ]
- 10. Question(s) 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 a Imperative Form.**

**Sponsor(s):**

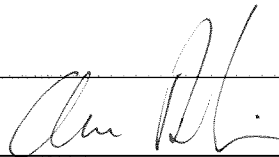
Peskin; Campos

**Subject:**

Ordinance amending the Administrative Code to require appraisals and appraisal reviews for certain City acquisitions, conveyances, and leases of real property

**The text is listed below or attached:**

(attached)

Signature of Sponsoring Supervisor: 

**For Clerk's Use Only:**

# Introduction Form

By a Member of the Board of Supervisors or the 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.
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- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) 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 a Imperative Form.**

**Sponsor(s):**

Peskin; Campos

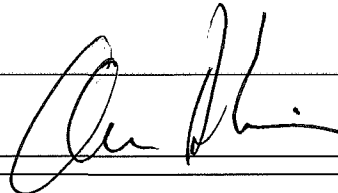
**Subject:**

Ordinance amending the Administrative Code to require appraisals and appraisal reviews for certain City acquisitions, conveyances, and leases of real property

**The text is listed below or attached:**

Attached.

Signature of Sponsoring Supervisor: \_\_\_\_\_



For Clerk's Use Only: