

File No. 181210

Committee Item No. 1

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: February 7, 2019

Board of Supervisors Meeting:

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

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <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

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>COB Memo - January 18, 2019</u>              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referrals FYI - December 27 and 21, 2018</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Transfer Memo - January 18, 2019</u>         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>D11 Supervisor Letter - January 14, 2019</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____   |

Prepared by: John Carroll

Date: February 1, 2019

Prepared by: \_\_\_\_\_

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

1 [Administrative Code - Our City, Our Home Oversight Committee]

2  
3 **Ordinance amending the Administrative Code to establish the Our City, Our Home**  
4 **Oversight Committee as an advisory committee to monitor the City's use of tax**  
5 **revenue received under the Homelessness Gross Receipts Tax established by**  
6 **Proposition C (November 2018), advise the Board of Supervisors and the Mayor**  
7 **regarding administration of the Our City, Our Home Fund, and recommend ways to**  
8 **reduce barriers that prevent people from exiting homelessness.**

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 ~~*italics Times New Roman font*~~.  
12 **Board amendment additions** are in double-underlined Arial font.  
13 **Board amendment deletions** are in ~~Arial font~~.  
14 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
15 subsections or parts of tables.

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

17 Section 1. Chapter 5 of the Administrative Code is hereby amended by adding Article  
18 XLI, consisting of Sections 5.41-1 through 5.41-4, to read as follows:

19 **ARTICLE XLI: OUR CITY, OUR HOME OVERSIGHT COMMITTEE**

20 **SEC. 5.41-1. ESTABLISHMENT OF OUR CITY, OUR HOME OVERSIGHT**  
21 **COMMITTEE.**

22 *(a) In approving Proposition C in the November 6, 2018 general municipal election, the*  
23 *voters of the City and County of San Francisco adopted the Homelessness Gross Receipts Tax*  
24 *Ordinance, codified in Business and Tax Regulations Code Article 28. One section of that measure,*  
25 *Business and Tax Regulations Code Section 2810, sets forth the required and permissible expenditures*  
*of monies collected under the Homelessness Gross Receipts Tax Ordinance and deposited to the credit*

1 of the Our City, Our Home Fund (the "Fund") established in Administrative Code Section 10.100-164.  
2 Section 2810 envisions the establishment of the Our City, Our Home Oversight Committee to monitor  
3 and provide advice regarding the administration of the Fund.

4 (b) Consistent with the intent of the voters in adopting Proposition C, the Board of  
5 Supervisors hereby establishes the Our City, Our Home Oversight Committee (the "Committee").

6  
7 **SEC. 5.41-2. PURPOSES AND DUTIES.**

8 The Committee shall have the following purposes and duties:

9 (a) All the purposes and duties as set forth in Business and Tax Regulations Code Section  
10 2810(e)(1) and (2).

11 (b) Identify barriers to safe and successful exits out of homelessness, and propose to the  
12 Board of Supervisors and the Mayor ways to reduce those barriers or the impact of those barriers.

13 (c) Solicit substantive input from people who are Homeless regarding spending priorities.  
14 The Committee may seek this input through all appropriate means, including but not limited to  
15 conducting surveys and focus groups, and coordinating with community organizations that conduct  
16 outreach and/or provide services to Homeless people.

17 (d) Each needs assessment conducted in accordance with Business and Tax Regulations  
18 Code Section 2810(e)(2)(B) shall be provided in the form of a written report within the time frames  
19 there specified. The needs assessment specified in Section 2810(e)(2)(B) shall include an assessment of  
20 the needs of Homeless people with disabilities, and the report shall include an assessment of available  
21 data regarding the disability status of Homeless people served by the programs and expenditures  
22 described in Business and Tax Regulations Code Section 2810(b)(3).

23 (e) In conjunction with each needs assessment report, at least 60 days before issuing the  
24 report, the Committee shall provide a draft of the report to each City department discussed in the

1 report, and allow the department 30 days to provide a written response to the Committee. The  
2 Committee shall include any such responses that it timely receives from departments in the report.

3 (f) For purposes of this Section 5.41-2, the term "Homeless" has the same meaning as in  
4 Business and Tax Regulations Code Section 2810(h)(1).

5  
6 **SEC. 5.41-3. MEMBERSHIP AND TERMS OF OFFICE.**

7 (a) The Committee shall have nine voting members, with qualifications and appointing  
8 authorities as set forth in Business and Tax Regulations Code Section 2810(e)(3)(A) and (B). An  
9 appointment to a seat on the Committee may not become effective before the effective date of this  
10 Article XLI.

11 (b) The terms of each seat on the Committee shall commence on the effective date of this  
12 Article XLI. Terms of seats shall be for two years, except that the initial terms for odd-numbered seats  
13 shall be for three years.

14 (c) Service on the Committee shall be voluntary and members shall receive no  
15 compensation from the City.

16 (d) Members may be removed by their appointing authorities at any time. Additionally, any  
17 member who misses three regular meetings of the Committee within a six-month period without the  
18 express approval of the Committee at or before each missed meeting shall be deemed to have resigned  
19 from the Committee ten days after the third unapproved absence. The Committee shall inform the  
20 member's appointing authority of any such resignation.

21  
22 **SEC. 5.41-4. ORGANIZATION AND SUPPORT.**

23 (a) The Committee shall hold its inaugural meeting not more than 30 days after at least six  
24 members have been appointed to the Committee. There shall be at least ten days' notice of the  
25 inaugural meeting. Following the inaugural meeting, the Committee shall hold at least one additional

1 meeting before June 30, 2019. Thereafter, the Committee shall hold a regular meeting not less than six  
2 times per fiscal year.

3 (b) The Committee shall elect a Chair and officers for such other positions, if any, it  
4 chooses to create. The Committee may establish bylaws and rules for its organization and procedures.

5 (c) All City departments, commissions, boards, and agencies shall cooperate with the  
6 Committee in the performance of its functions. At least one representative from each of the Department  
7 of Homelessness and Supportive Housing, the Mayor's Office of Housing and Community  
8 Development, the Office of the Controller, and the Department of Public Health shall attend all regular  
9 meetings of the Committee to be available to provide policy support to the Committee.

10 (d) The Controller shall provide administrative and clerical support for the Committee.

11 (e) Notwithstanding Rule 2.21 of the Board of Supervisors Rules of Order, which provides  
12 that advisory bodies created by the Board of Supervisors should sunset within three years, the  
13 Committee shall not expire unless the Board enacts an ordinance terminating the Committee.

14  
15 Section 2. Effective Date. This ordinance shall become effective 30 days after  
16 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
17 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
18 of Supervisors overrides the Mayor's veto of the ordinance.

19  
20 APPROVED AS TO FORM:  
21 DENNIS J. HERRERA, City Attorney

22 By: 

23 JON GIVNER  
24 Deputy City Attorney

25 n:\legana\as2018\1900301\01323450.docx

## LEGISLATIVE DIGEST

[Administrative Code - Our City, Our Home Oversight Committee]

**Ordinance amending the Administrative Code to establish the Our City, Our Home Oversight Committee as an advisory committee to monitor the City's use of tax revenue received under the Homelessness Gross Receipts Tax established by Proposition C (November 2018), advise the Board of Supervisors and the Mayor regarding administration of the Our City, Our Home Fund, and recommend ways to reduce barriers that prevent people from exiting homelessness.**

### Existing Law

At the November 6, 2018 general municipal election, the voters approved Proposition C, which imposed additional business taxes to create a dedicated fund (the Our City, Our Home Fund) to support services for homeless people and prevent homelessness. Proposition C anticipated the establishment of an advisory committee to make recommendations to the Mayor and the Board of Supervisors to ensure that the City uses the tax revenue in a manner consistent with the intent of the ballot measure.

### Amendments to Current Law

The proposed ordinance would establish the Our City, Our Home Oversight Committee (the "Committee") to monitor the City's use of the Our City, Our Home Fund (the "Fund") and to advise the Board and the Mayor regarding the administration of the Fund. The Committee would have nine voting members: four appointed by the Board of Supervisors, four appointed by the Mayor subject to rejection by a 2/3 vote of the Board of Supervisors, and one appointed by the Controller. The term of office for each seat would be two years, but to ensure that the members' terms are staggered, the first term for five of the members would be three years.

The Committee would conduct a needs assessment every three years with respect to homelessness and homeless populations served by the Fund, and would make annual recommendations to the Board of Supervisors about appropriations from the Fund. The Committee would also promote transparency and cultural sensitivity in the City's implementation of Proposition C, solicit input from impacted communities, identify barriers to safe and successful exits out of homelessness, and propose ways to eliminate or reduce the impact of those barriers.

The Controller would provide administrative support for the Committee. The following City agencies would be required to have staff members attend the Committee's meetings: Department of Homelessness and Supportive Housing, the Mayor's Office of Housing and Community Development, the Office of the Controller, and the Department of Public Health.

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BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place  
Room 244  
San Francisco, CA 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

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## MEMORANDUM

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Date: January 18, 2019  
To: The Honorable Members, Board of Supervisors  
From: *AC* Angela Calvillo, Clerk of the Board  
Subject: Administrative Code – Our City, Our Home Oversight Committee  
(File No. 181210)

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Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following information is provided.

*File No. 181210 Administrative Code – Our City, Our Home Oversight Committee*

The Ordinance would establish the Our City, Our Home Oversight Committee (Committee).

- Does a current body address the same or similar subject matter?

*No, there is no active body with similar powers or duties. The Committee shall identify barriers to safe and successful exits out of homelessness, and propose to the Board of Supervisors and the Mayor ways to reduce those barriers or the impact of those barriers. The Committee shall also solicit substantive input from people who are Homeless regarding spending priorities.*

- Language requiring the body to meet at least once every four months

*Page 4, Line 1, Section 5.41-4 (a) entitled "Organization and Support" states "Following the inaugural meeting, the Committee shall hold at least one additional meeting before June 30, 2019. Thereafter, the Committee shall hold a regular meeting not less than six times per fiscal year."*



- Language indicating members serve at the pleasure of the appointing authority

*Page 3, Line 16, Section 5.41-3(d), entitled “Membership and Terms of Office” states “Members may be removed by their appointing authorities at any time.”*

- Language establishing attendance requirements

*Page 3, Line 16, Section 5.41-3(d), entitled “Membership and Terms of Office” states “Additionally, any member who misses three regular meetings of the Committee within a six-month period without the express approval of the Committee at or before each missed meeting shall be deemed to have resigned from the Committee ten days after the third unapproved absence.*

- Number of seats and qualifications

*Page 3, Line 16, Section 5.41-3(d), entitled “Membership and Terms of Office” states that the Committee shall be comprised of nine members, with qualifications and appointing authorities as set forth in Business and Tax Regulations Code, Sections 2810(e)(3)(A) and (B), as follows:*

*- Seats one, three, five, and seven shall be appointed by the Mayor under Charter, Section 3.100(18);*

*- Seats two, four, six, and eight shall be appointed by the Board of Supervisors;  
and*

*- Seat nine shall be appointed by the Controller.*

- Term limits (i.e., commencement date? staggered terms?)

*Page 3, Line 16, Section 5.41-3(b), entitled “Membership and Terms of Office” states “Terms of the seats shall be for two years, except that the initial terms for odd-numbered seats shall be for three years.”*

- Administering department

*The Controller shall provide administrative and clerical support to the Committee.*





- Reporting requirements

*Reports shall be conducted in accordance with Business and Tax Regulations Code, Section 2810(e)(2)(B), as follows:*

*By December 31, 2019, and every three years thereafter, the Committee shall conduct a needs assessment with respect to homelessness and homeless populations, including but not limited to an assessment of available data on subpopulations with regard to race, family composition, sexual orientation, age, and gender served by the programs and expenditures described in Section 2810(b)(3), and make annual recommendations about appropriations from the Our City, Our Home Fund to the Board of Supervisors consistent with that needs assessment.*

- Sunset date

*The Committee shall not expire unless the Board of Supervisors enacts an Ordinance terminating the Committee.*

BOARD of SUPERVISORS



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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: Jeff Kositsky, Director, Department of Homelessness and Supportive Housing  
Ben Rosenfield, City Controller  
Theo Miller, Director, HOPE SF  
Greg Wagner, Acting Director, Department of Public Health

FROM: Victor Young, Assistant Clerk  
Rules Committee

DATE: December 21, 2018

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Mayor Breed on December 11, 2018:

**File No. 181210**

**Ordinance amending the Administrative Code to establish the Our City, Our Home Oversight Committee as an advisory committee to monitor the City's use of tax revenue received under the Homelessness Gross Receipts Tax established by Proposition C (November 2018), advise the Board of Supervisors and the Mayor regarding administration of the Our City, Our Home Fund, and recommend ways to reduce barriers that prevent people from exiting homelessness.**

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).

c: Emily Cohen, Department of Homelessness and Supportive Housing  
Todd Rydstrom, Office of the Controller  
Peg Stevenson, Office of the Controller  
Michelle Allersma, Office of the Controller  
Carol Lu, Office of the Controller  
Natasha Mihal, Office of the Controller  
Barbara Amaro, HOPE SF  
Dr. Naveena Bobba, Department of Public Health  
Sneha Patil, Department of Public Health

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TDD/TTY No. 554-5227

# MEMORANDUM

TO: Kiely Hosmon, Director  
Youth Commission

FROM: Angela Calvillo, Clerk of the Board

DATE: December 27, 2018

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following proposed legislation which is being referred to the Youth Commission as per Charter, Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

**File No. 181210**

**Ordinance amending the Administrative Code to establish the Our City, Our Home Oversight Committee as an advisory committee to monitor the City's use of tax revenue received under the Homelessness Gross Receipts Tax established by Proposition C (November 2018), advise the Board of Supervisors and the Mayor regarding administration of the Our City, Our Home Fund, and recommend ways to reduce barriers that prevent people from exiting homelessness.**

Please return this cover sheet with the Commission's response to **Victor Young, Assistant Clerk, Rules Committee.**

\*\*\*\*\*

**RESPONSE FROM YOUTH COMMISSION**      Date: \_\_\_\_\_

\_\_\_\_ No Comment

\_\_\_\_ Recommendation Attached

\_\_\_\_\_  
Chairperson, Youth Commission

## **Carroll, John (BOS)**

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**From:** Khoo, Arthur (BOS)  
**Sent:** Friday, January 18, 2019 4:43 PM  
**To:** BOS-Supervisors; BOS-Legislative Aides; Calvillo, Angela (BOS); Somera, Alisa (BOS); Nevin, Peggy (BOS); BOS-Operations; BOS-IT; GIVNER, JON (CAT); Power, Andres (MYR); Karunaratne, Kanishka (MYR); Peacock, Rebecca (MYR); Young, Victor (BOS); Carroll, John (BOS)  
**Subject:** Presidential Action Memo - Transferring File No. 181210  
**Attachments:** PA Memo - Transferring File No. 181210.pdf  
**Categories:** 181210

Dear Supervisors:

The following Presidential Action memo was received:

Transferring File No. 181210 – **Rules Committee to Government Audit & Oversight Committee:**

File 181210 - Ordinance amending the Administrative Code to establish the Our City, Our Home Oversight Committee as an advisory committee to monitor the City's use of tax revenue received under the Homelessness Gross Receipts Tax established by Proposition C (November 2018), advise the Board of Supervisors and the Mayor regarding administration of the Our City, Our Home Fund, and recommend ways to reduce barriers that prevent people from exiting homelessness.

Regards,

### **Arthur Khoo**

Board of Supervisors - Clerk's Office  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102  
(415) 554-7708 | (415) 554-5163  
[arthur.khoo@sfgov.org](mailto:arthur.khoo@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

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

President, District 7  
BOARD of SUPERVISORS



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San Francisco, CA 94102-4689

Tel. No. 554-6516  
Fax No. 554-7674  
TDD/TTY No. 544-6546

Norman Yee

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**PRESIDENTIAL ACTION**

Date: 1/18/2019

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. \_\_\_\_\_  
(Primary Sponsor)  
Title. \_\_\_\_\_

---

Transferring (Board Rule No 3.3)

File No. 181210 Mayor  
(Primary Sponsor)  
Title. Administrative Code - Our City, Our Home Oversight Committee

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From: Rules \_\_\_\_\_ Committee

To: Government Audit & Oversight \_\_\_\_\_ Committee

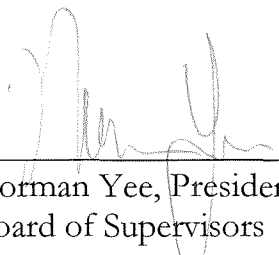
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Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor \_\_\_\_\_

Replacing Supervisor \_\_\_\_\_

For: \_\_\_\_\_ Meeting  
(Date) (Committee)

  
\_\_\_\_\_  
Norman Yee, President  
Board of Supervisors

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 256  
San Francisco 94102-4689  
Tel. No. (415) 554-6975  
Fax No. (415) 554-6979  
TDD/TTY No. (415) 554-5227

AHSHA SAFAÍ

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DATE: January 14, 2019

TO: President Norman Yee  
Board of Supervisors

FROM: Supervisor Ahsha Safaí, Rules Committee Chair

RE: Transfer File 181210 from the Rules Committee to Government Audit &  
Oversight Committee

Mister President,

I am kindly requesting **File 181210, Our City, Our Home Oversight Committee**, be moved from the Rules Committee to the Government Audit and Oversight Committee (GAO) as requested by Supervisor Vallie Brown's office on January 3, 2019. As Chair, I am waiving the Rules Committee's authority of this matter given that it is an Administrative Code amendment and establishes the creation of a body.

Thank you for your time and assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Ahsha Safaí".

Ahsha Safaí

AS/thh

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Kanishka Karunaratne Cheng *KKC*  
RE: Administrative Code - Our City, Our Home Oversight Committee  
DATE: December 11, 2018

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**Ordinance amending the Administrative Code to establish the Our City, Our Home Oversight Committee as an advisory committee to monitor the City's use of tax revenue received under the Homelessness Gross Receipts Tax established by Proposition C (November 2018), advise the Board of Supervisors and the Mayor regarding administration of the Our City, Our Home Fund, and recommend ways to reduce barriers that prevent people from exiting homelessness.**

Please note that Supervisors Fewer and Brown are co-sponsors of this legislation.

Should you have any questions, please contact Kanishka Karunaratne Cheng at 415-554-6696.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 DEC 11 PM 4:18  
BY *[Signature]*