

File No. 201262

Committee Item No. 12

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date November 18, 2020

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 (Use back side if additional space is needed)

- Public Hearing Notice _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Completed by: Linda Wong Date November 13, 2020

Completed by: Linda Wong Date _____

1 [Administrative Code - Housing Inventory]

2

3 **Ordinance amending the Administrative Code to require owners of residential dwelling**
 4 **units to report certain information to the Rent Board; to authorize the Rent Board to**
 5 **issue a license to owners who report the information; to require that an owner have a**
 6 **license to impose certain types of rent increases; and to impose a surcharge on top of**
 7 **the existing Rent Board fee to cover the Rent Board's associated costs.**

8

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. Purpose and Findings.

17 The City adopted the Rent Ordinance in 1979 to safeguard tenants from excessive rent
 18 increases that landlords were able to impose due to the critically low vacancy rates in San
 19 Francisco. The Rent Ordinance helps to address those concerns, but there is a compelling
 20 need to maintain an accurate inventory of the City's residential housing stock, in order to
 21 enable the Rent Board to track landlord-tenant relationships, inspect and investigate housing
 22 services and rents, and better administer the Rent Ordinance. The City's existing records do
 23 not accurately list all the units that are subject to the Rent Ordinance. However, in directing
 24 the Rent Board to create a housing inventory, the Board of Supervisors does not intend that
 25 the Rent Board should set rents through a rent registry; San Francisco has regulated landlord-

1 tenant relationships without a rent registry and the Board of Supervisors intends that the Rent
2 Board should continue with this approach.

3
4 Section 2. The Administrative Code is hereby amended by revising Section 37.3;
5 adding new Section 37.15; and renumbering existing Section 37.15 as Section 37.16 and
6 revising that Section, to read as follows:

7 **SEC. 37.3. RENT LIMITATIONS.**

8 (a) Rent Increase Limitations for Tenants in Occupancy. Landlords may impose rent
9 increases upon tenants in occupancy only as provided below and as provided by subsections
10 37.3(d) and 37.3(g):

11 (1) Annual Rent Increase. On March 1~~st~~ of each year, the Board shall publish the
12 increase in the CPI for the preceding 12 months, as made available by the U.S. Department of
13 Labor. A landlord who has reported the required information about their rental unit to the Rent Board
14 as set forth in Section 37.15 shall have a license to ~~may~~ impose annually a rent increase which
15 does not exceed a tenant's base rent by more than 60% ~~percent~~ of said published increase. In
16 no event, however, shall the allowable annual increase be greater than 7% ~~seven percent~~.

17 (2) Banking. A landlord who refrains from imposing an annual rent increase or any
18 portion thereof may accumulate said increase and, subject to Section 37.15, impose that amount
19 on the tenant's subsequent rent increase anniversary dates. A landlord who, between April 1,
20 1982, and February 29, 1984, has banked an annual 7% ~~seven percent~~ rent increase (or rent
21 increases) or any portion thereof may impose the accumulated increase on the tenant's
22 subsequent rent increase anniversary dates.

23 * * * *

1 **SEC. 37.15. REPORTING OBLIGATIONS; LICENSING.**

2 (a) Starting July 1, 2022, owners of residential dwelling units subject to this Chapter 37
3 shall be required to report certain information about their units to the Rent Board, as set forth in
4 subsection (b). Owners shall report the information using a form prepared by the Rent Board. The
5 Rent Board may, in addition to or in lieu of a paper form, develop an electronic form or a secure
6 internet website with an interface for owners to submit the required information. The Rent Board may
7 develop procedures for tenants to also report information about their units, but in that event reporting
8 by tenants shall be optional rather than required.

9 (b) Owners shall report the following information under penalty of perjury for each unit: (1)
10 the mailing address of the unit; (2) the name and business contact information (address, phone number,
11 email address) of the owner, or of the property manager designated by the owner to address
12 habitability issues; (3) the business registration number for the unit, if any; (4) the approximate square
13 footage, and number of bedrooms and bathrooms in the unit; (5) whether the unit is vacant or
14 occupied; (6) for vacant units, the last date of occupancy; (7) for occupied units, the date the
15 occupancy commenced; (8) for tenant-occupied units, the base rent reported in \$250 increments and
16 whether the base rent includes specified utilities (water/sewer, refuse/recycle, natural gas, electricity,
17 etc.); (9) if during the previous 12 months an occupied unit became vacant or a vacant unit became
18 occupied, the report shall include the date(s) the unit became vacant or occupied; and (10) any other
19 information that the Rent Board deems appropriate in order to effectuate the purposes of this Chapter
20 37.

21 (c) Owners shall submit the information described in subsection (b) to the Rent Board by July
22 1, 2022. Updated information shall be due on or before July 1 of each successive year. Owners shall
23 also be required to update the information described in subsection (b) within 30 days of any change in
24 the name or business contact information of the owner or designated property manager.

1 (d) The Rent Board shall use the information it receives under this Section 37.15 to create a
2 housing inventory that may be used for purposes of inspecting and investigating the level of housing
3 services being provided to tenants, investigating and analyzing rents and vacancies, monitoring
4 compliance with this Chapter 37, generating reports and surveys, and providing assistance to landlords
5 and tenants and other City departments as needed. The Rent Board shall not use the information to
6 operate a rental registry within the meaning of California Civil Code Sections 1947.7 – 1947.8.

7 (e) If a landlord has substantially complied with the obligation to report information about a
8 rental unit as required under this Section 37.15, the landlord shall receive a license to impose rent
9 increases on tenants in that unit under Sections 37.3(a)(1)-(2). If the landlord has not substantially
10 complied with the reporting obligation, then the license to impose rent increases shall be temporarily
11 suspended during the period of the landlord’s noncompliance. Upon receipt of the required
12 information from the landlord, the suspension shall be terminated, and the license to impose rent
13 increases shall be restored prospectively, but a tenant shall not be obligated to pay the increased rent
14 for months during the period of suspension.

15
16 **SEC. ~~37.15~~ 37.16. SEVERABILITY.**

17 If any provision or clause of this Chapter 37 or the application thereof to any person
18 or circumstance is held to be unconstitutional or to be otherwise invalid by any court of
19 competent jurisdiction, such invalidity shall not affect other Chapter provisions, and clauses of
20 this Chapter are declared to be severable.

21
22 Section 3. The Administrative Code is hereby amended by revising Section 37A.2, and
23 adding Section 37A.4.5, to read as follows:

24 **SEC. 37A.2. FINDINGS.**

25 The Board of Supervisors hereby finds:

1 * * * *

2 (d) The fee for each residential unit shall equal the projected annual cost of funding
3 the Rent Board, plus related administrative costs pursuant to Section 10.194 of this Code
4 (which includes without limitation the costs incurred by ~~including, but not limited to,~~ the Tax
5 Collector and Controller), divided by the total number of residential units estimated to pay the
6 fee minus any balance remaining in the fund set forth in Section 10.117-88 of this Code;
7 provided, however, that in calculating the fee, the Controller shall round up any fraction of a
8 dollar to the next whole dollar; and provided further, that the Controller shall disregard the costs
9 related to creating and maintaining the housing inventory as set forth in Section 37.15, which shall
10 instead be recovered through a separate surcharge under Section 37A.4.5. For the purposes of this
11 calculation, a guest room shall be counted as one-half of a residential unit and shall be
12 charged half the fee. The Assessor and the Director of the Department of Building Inspection
13 shall release to the Department of Technology Information Services Division (ISD) of the Department
14 of Telecommunications and Information Services (DTIS) by June 1~~st~~ information necessary for
15 compilation of the billing list. The Controller shall compile the list, determine the total number
16 of residential units and calculate the fee by July 31~~st~~. The fee shall be recalculated ~~on~~ by July
17 31 each year.

18 * * * *

19
20 **SEC. 37A.4.5. IMPOSITION OF SURCHARGE FOR HOUSING INVENTORY.**

21 There shall be an additional surcharge on residential units subject to the Residential Rent
22 Stabilization and Arbitration fee, to pay for the Rent Board's administrative costs to create and
23 maintain the housing inventory as required by Administrative Code Section 37.15. The Controller shall
24 calculate the surcharge in the same manner as the fee in section 37A.2(d). The Controller shall publish
25 the initial amount of the surcharge no later than 30 days after the effective date of the ordinance in

1 Board File No. 201262, enacting Section 37.15, and the surcharge shall become effective 60 days
2 thereafter unless modified by a subsequent ordinance. The surcharge shall be collected in the same
3 manner as the fee, and landlords may seek recovery of 50% of the surcharge from tenants in occupancy
4 in the same manner as they may seek recovery from tenants in occupancy with respect to the fee. The
5 surcharge is levied for regulatory purposes only, and is not designed or intended for revenue purposes,
6 and any surplus collected in a given year will reduce the surcharge in the next fiscal year.

7
8 Section 4. Effective and Operative Dates.

9 (a) This ordinance shall become effective 30 days after enactment. Enactment occurs
10 when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not
11 sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the
12 Mayor’s veto of the ordinance.

13 (b) This ordinance shall become operative on July 1, 2022.

14
15 Section 5. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
16 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
17 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
18 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
19 additions, and Board amendment deletions in accordance with the “Note” that appears under
20 the official title of the ordinance.

21
22 Section 6. Undertaking for the General Welfare. In enacting and implementing this
23 ordinance, the City is assuming an undertaking only to promote the general welfare. It is not
24 assuming, nor is it imposing on its officers and employees, an obligation for breach of which it
25

1 is liable in money damages to any person who claims that such breach proximately caused
2 injury.

3

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

6 By: /s/
7 MANU PRADHAN
8 Deputy City Attorney
n:\legana\as2020\1800261\01489081.docx

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

LEGISLATIVE DIGEST

[Administrative Code - Housing Inventory]

Ordinance amending the Administrative Code to require owners of residential dwelling units to report certain information to the Rent Board; to authorize the Rent Board to issue a license to owners who report the information; to require that an owner have a license to impose certain types of rent increases; and to impose a surcharge on top of the existing Rent Board fee to cover the Rent Board's associated costs.

Existing Law

The Rent Board administers the City's Rent Ordinance, which appears at Chapter 37 of the Administrative Code. Its duties related to administering Chapter 37 are paid for through the Rent Board fee. The City collects the fee from landlords but landlords have the option to pass on a portion of the fee to their tenants. The Rent Board does not have an inventory of all the units that are subject to Chapter 37.

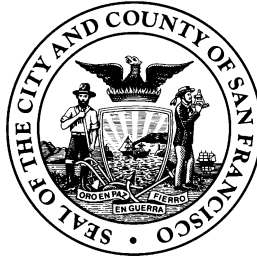
Chapter 37 allows landlords to impose annual rent increases based on inflation, and to bank annual increases not imposed in prior years. A landlord does not need permission from the Rent Board to impose an annual or banked rent increase.

Amendments to Current Law

The ordinance would require the Rent Board to maintain an inventory of all housing units subject to Chapter 37. Each owner of a housing unit would be required to provide the Rent Board certain information about each of their units (e.g., business contact information of owner or property manager, unit address, approximate size, approximate rent, housing services included in the rent, whether unit occupied or vacant, date occupancy/vacancy commenced). Owners would need to report this information to the Rent Board by July 1 of each year, starting July 1, 2022. In addition, the ordinance would require landlords to have a license to impose the annual or banked rent increase. If a landlord reported the required information to the Rent Board, they would receive the license to impose the annual or banked increase. But if a landlord did not meet their reporting obligation, the license would be suspended until the landlord updated their information with the Rent Board. The Rent Board's costs to create and maintain the inventory would be passed on to landlords and tenants via a surcharge on top of the existing Rent Board fee.

n:\legana\as2020\1800261\01491256.docx

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

NOTICE OF PUBLIC HEARING

BOARD OF SUPERVISORS OF THE CITY AND COUNTY OF SAN FRANCISCO BUDGET AND FINANCE COMMITTEE

NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard:

Date: November 18, 2020

Time: 10:00 a.m.

Location: REMOTE MEETING VIA VIDEOCONFERENCE

Watch: www.sfgovtv.org

Watch: SF Cable Channel 26, 78 or 99 (*depending on your provider*) once the meeting starts, the telephone number and Meeting ID will be displayed on the screen.

Public Comment Call-In: <https://sfbos.org/remote-meeting-call>

Subject: **File No. 201262.** Ordinance amending the Administrative Code to require owners of residential dwelling units to report certain information to the Rent Board; to authorize the Rent Board to issue a license to owners who report the information; to require that an owner have a license to impose certain types of rent increases; and to impose a surcharge on top of the existing Rent Board fee to cover the Rent Board's associated costs.

If the legislation passes, there shall be an additional surcharge on residential units subject to the Residential Rent Stabilization and Arbitration fee, to pay for the Rent Board's administrative costs to create and maintain the housing inventory as required by Administrative Code, Section 37.15. The Controller shall calculate the surcharge in the same manner as the fee in Administrative Code, Section 37A.2(d). The Controller shall publish the initial amount of the surcharge no later than 30 days after the effective date of the proposed legislation and the surcharge shall become effective 60 days thereafter. The surcharge shall be collected in the same manner as the fee, and landlords may seek recovery of 50% of the surcharge from tenants in occupancy in the same manner as they may seek recovery from tenants in occupancy with respect to the fee.

On March 17, 2020, the Board of Supervisors authorized their Board and Committee meetings to convene remotely and allow for remote public comment due to the Coronavirus -19 pandemic. Therefore, Board of Supervisors meetings that are held through videoconferencing will allow remote public comment. Visit the SFGovTV website (www.sfgovtv.org) to stream the live meetings or watch them on demand.

PUBLIC COMMENT CALL-IN

WATCH: SF Cable Channel 26, 78 or 99 (*depending on your provider*), once the meeting starts, and the telephone number and access code will be displayed on the screen; or

VISIT: <https://sfbos.org/remote-meeting-call>

Please visit the Board's website (<https://sfbos.org/city-board-response-covid-19>) regularly to be updated on the City's response to COVID-19 and how the legislative process may be impacted.

In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, November 13, 2020.

For any questions about this hearing, please contact Linda Wong, the Clerk of the Budget and Finance Committee:

Linda Wong (Linda.Wong@sfgov.org) ~ (415) 554-7719)

Please Note: *The Department is open for business, but employees are working from home. Please allow 48 hours for us to return your call or email.*



Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco

lw:ams

CALIFORNIA NEWSPAPER SERVICE BUREAU

DAILY JOURNAL CORPORATION

Mailing Address : 915 E FIRST ST, LOS ANGELES, CA 90012
Telephone (800) 788-7840 / Fax (800) 464-2839
Visit us @ www.LegalAdstore.com

LINDA WONG
CCSF BD OF SUPERVISORS (OFFICIAL NOTICES)
1 DR CARLTON B GOODLETT PL #244
SAN FRANCISCO, CA 94102

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE

Ad Description

LW - File No. 201262 - Housing Inventory Fee Ad

To the right is a copy of the notice you sent to us for publication in the SAN FRANCISCO EXAMINER. Thank you for using our newspaper. Please read this notice carefully and call us with ny corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

11/08/2020 , 11/13/2020

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$1073.25
Total	\$1073.25

EXM# 3414922

NOTICE OF PUBLIC HEARING BUDGET AND FINANCE COMMITTEE SAN FRANCISCO BOARD OF SUPERVISORS, NOVEMBER 13, 2020 - 10:00 AM REMOTE MEETING VIA VIDEOCONFERENCE WATCH:

www.sfgovtv.org WATCH: SF Cable Channel 26, 78 or 99 (depending on your provider) once the meeting starts, the telephone number and Meeting ID will be displayed on the screen. PUBLIC COMMENT CALL-IN: <https://sfbos.org/remotemeeting-call>

NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee will hold a public hearing and consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard: File No. 201262. Ordinance, amending the Administrative Code to require owners of residential dwelling units to report certain information to the Rent Board; to authorize the Rent Board to issue a license to owners who report the information; to require that an owner have a license to impose certain types of rent increases; and to impose a surcharge on top of the existing Rent Board fee to cover the Rent Board's associated costs. If the legislation passes, there shall be an additional surcharge on residential units subject to the Residential Rent Stabilization and Arbitration fee, to pay for the Rent Board's administrative costs to create and maintain the housing inventory as required by Administrative Code, Section 37.15. The Controller shall calculate the surcharge in the same manner as the fee in Administrative Code, Section 37A.2(d). The Controller shall publish the initial amount of the surcharge no later than 30 days after the effective date of the proposed legislation and the surcharge shall become effective 60 days thereafter. The surcharge shall be collected in the same manner as the fee and landlords may seek recovery of 50% of the surcharge from tenants in occupancy in the same manner as they may seek recovery from tenants in occupancy with respect to the fee. On March 17, 2020, the Board of Supervisors authorized their Board and Committee meetings to

convene remotely and allow for remote public comment due to the Coronavirus -19 pandemic. Therefore, Board of Supervisors meetings that are held through videoconferencing will allow remote public comment. Visit the SFGovTV website (www.sfgovtv.org) to stream the live meetings or watch them on demand. Public Comment Call-In WATCH: SF Cable Channel 26, 78 or 99 (depending on your provider), once the meeting starts, and the telephone number and access code will be displayed on the screen; or VISIT: <https://sfbos.org/remotemeeting-call> Please visit the Board's website (<https://sfbos.org/city-board-response-covid-19>) regularly to be updated on the City's response to COVID-19 and how the legislative process may be impacted. In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments prior to the time the hearing begins. These comments will be made as part of the official public record in this matter and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA, 94102 or sent via email (board.of.supervisors@sfgov.org). Information relating to this matter is available in the Office of the Clerk of the Board or the Board of Supervisors' Legislative Research Center (<https://sfbos.org/legislative-research-center-lrc>). Agenda information relating to this matter will be available for public review on Friday, November 13, 2020. For any questions about this hearing, please contact Linda Wong, the Clerk of the Budget and Finance Committee: Linda Wong (Linda.Wong@sfgov.org) (415) 554-7719. Please Note: The Department is open for business, but employees are working from home. Please allow 48 hours for us to return your call or email. Angela Calvillo Clerk of the Board of Supervisors City and County of San Francisco



* A 0 0 0 0 0 5 5 5 9 9 6 6 *

From: [BOS Legislation, \(BOS\)](#)
To: [Smeallie, Kyle \(BOS\)](#); [BOS Legislation, \(BOS\)](#); [Wong, Linda \(BOS\)](#)
Cc: [Preston, Dean \(BOS\)](#); [Fregosi, Ian \(BOS\)](#)
Subject: RE: Please add Supervisor Preston as co-sponsor to File No. 201262
Date: Monday, November 9, 2020 10:59:25 AM
Attachments: [image001.png](#)

Thank you Kyle. Looping in Budget and Finance clerk, Linda Wong, for processing, as this is currently in committee now.

Best regards,

Jocelyn Wong

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
T: 415.554.7702 | F: 415.554.5163
jocelyn.wong@sfgov.org | www.sfbos.org

(VIRTUAL APPOINTMENTS) To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

Due to the current COVID-19 health emergency and the Shelter in Place Order, the Office of the Clerk of the Board is working remotely while providing complete access to the legislative process and our services



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

***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.*

From: Smeallie, Kyle (BOS) <kyle.smeallie@sfgov.org>
Sent: Monday, November 9, 2020 10:56 AM
To: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Cc: Preston, Dean (BOS) <dean.preston@sfgov.org>; Fregosi, Ian (BOS) <ian.fregosi@sfgov.org>
Subject: Please add Supervisor Preston as co-sponsor to File No. 201262

Good morning,

Please add Supervisor Preston as co-sponsor to File No 201262 [Administrative Code - Housing Inventory].

Copying Ian from Sup. Fewer's office so they're in the loop.

Thanks!

Kyle

Kyle Smeallie

Legislative Aide

District 5 Supervisor Dean Preston

From: [Gee, Natalie \(BOS\)](#)
To: [Wong, Linda \(BOS\)](#)
Cc: [Fregosi, Ian \(BOS\)](#)
Subject: Please add Sup. Walton to 201262
Date: Monday, November 9, 2020 8:01:23 AM

Good morning Linda,

Please add Supervisor Walton as a co-sponsor to File No. 201262 [Administrative Code – Housing Inventory].

Thank you,
Natalie

Natalie Gee 朱凱勤, Chief of Staff
Office of District 10 **Supervisor Shamann Walton**
1 Dr. Carlton B. Goodlett Pl, San Francisco | Room 282
Direct: 415.554.7672 | **Office:** 415.554.7670

*I am working from home due to the **COVID-19 Stay Safer At Home order** and will be most responsive by email.*

From: [Fregosi, Ian \(BOS\)](#)
To: [BOS Legislation, \(BOS\)](#); [Low, Jen \(BOS\)](#); [Wong, Linda \(BOS\)](#)
Cc: [Yee, Norman \(BOS\)](#)
Subject: Re: Co-Sponsorship of File No. 201262 - Administrative Code - Housing Inventory
Date: Wednesday, November 11, 2020 11:37:35 AM
Attachments: [image001.png](#)

Thank you Jen, President Yee and Clerk's office!!

Ian Fregosi 范義仁
Legislative Aide
Office of Supervisor Sandra Lee Fewer
San Francisco Board of Supervisors | District 1
P: 415-554-7412

From: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Sent: Tuesday, November 10, 2020 10:18:48 PM
To: Low, Jen (BOS) <jen.low@sfgov.org>; BOS Legislation, (BOS) <bos.legislation@sfgov.org>; Wong, Linda (BOS) <linda.wong@sfgov.org>
Cc: Yee, Norman (BOS) <norman.yee@sfgov.org>; Fregosi, Ian (BOS) <ian.fregosi@sfgov.org>
Subject: RE: Co-Sponsorship of File No. 201262 - Administrative Code - Housing Inventory

Looping in Budget and Finance clerk, Linda Wong for processing. Thank you.

Best regards,

Jocelyn Wong

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
T: 415.554.7702 | F: 415.554.5163
jocelyn.wong@sfgov.org | www.sfbos.org

(VIRTUAL APPOINTMENTS) To schedule a "virtual" meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

Due to the current COVID-19 health emergency and the Shelter in Place Order, the Office of the Clerk of the Board is working remotely while providing complete access to the legislative process and our services



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

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.

From: Low, Jen (BOS) <jen.low@sfgov.org>
Sent: Tuesday, November 10, 2020 10:15 PM
To: BOS Legislation, (BOS) <bos.legislation@sfgov.org>
Cc: Yee, Norman (BOS) <norman.yee@sfgov.org>; Fregosi, Ian (BOS) <ian.fregosi@sfgov.org>
Subject: Co-Sponsorship of File No. 201262 - Administrative Code - Housing Inventory

Dear Clerk Staff,

Please add Supervisor Yee as a co-sponsor for **File No. 201262 - Administrative Code - Housing Inventory**.

Thank you,

Jen

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