

File No. 160631

Committee Item No. 14

Board Item No. 11

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance

Date June 16, 2016

Board of Supervisors Meeting

Date July 19, 2016

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input checked="" 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 checked="" 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 (Use back side if additional space is needed)

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Completed by: Victor Young Date June 10, 2016  
 Completed by: Lw. Date 7/6/16

1 [Administrative Code - City Membership in Certain Organizations]

2  
3 **Ordinance amending the Administrative Code to modify the requirements for City**  
4 **departments to acquire and maintain membership in professional, trade, and other**  
5 **organizations.**

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

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

14 Section 1. The Administrative Code is hereby amended by revising Section 16.6,  
15 deleting Section 16.6-1, and revising and renumbering Section 16.6-2, to read as follows:

16 **SEC. 16.6. REPRESENTATION OF CITY AND COUNTY IN CERTAIN ORGANIZATIONS –**  
17 **MEMBERSHIPS IN ORGANIZATIONS AUTHORIZED** ~~ANNUAL REPORT OF~~  
18 ~~MEMBERSHIPS TO THE MAYOR, CONTROLLER AND BOARD OF SUPERVISORS.~~

19 *Subject to the budgetary and fiscal requirements of the Charter,* City departments and their  
20 duly authorized officers and employees may acquire and maintain membership in  
21 professional, trade, and other organizations, where such membership is in the interest and for  
22 the benefit of the City and County, ~~as follows:~~

23 *By May 1st of each year, each board, commission and department head of the City and County*  
24 *shall submit to the Mayor, the Controller, and the Board of Supervisors a listing for the next fiscal year*  
25 *of each and every organization in which the board, commission or department is or will wishes to be a*  
*member, including a listing of the membership cost for each organization in which membership will be*

1 *sought. The listing shall also specify which organizations have been added to or deleted from the*  
2 *previous year's list. The proposed memberships shall be deemed approved unless specifically*  
3 *disapproved by resolution of the Board of Supervisors introduced within 60 days of submission of the*  
4 *department's list.*

5  
6 ~~**SEC. 16.6-1. REPRESENTATION OF CITY AND COUNTY IN CERTAIN ORGANIZATIONS—**~~  
7 ~~**ANNUAL DUES AND EXPENSES OF MEMBERSHIP; ATTENDING MEETINGS OR**~~  
8 ~~**CONVENTIONS.**~~

9 *The annual dues and expenses of said memberships, and the costs of attendance at meetings of*  
10 *said organizations, shall be allowed and paid only when funds have been specifically appropriated for*  
11 *such purposes; provided, that the Board of Supervisors, by resolution certified by the Controller as to*  
12 *funds available, may authorize such attendance together with allowance and payment of costs thereof;*  
13 *and, provided further that the Mayor or the Mayor's designee may authorize attendance at meetings in*  
14 *California when funds are certified by the Controller as being legally available for such purposes*  
15 *within the publicity and advertising fund.*

16  
17 **SEC. ~~16.6-1~~ 16.6-2. REPRESENTATION OF CITY AND COUNTY IN CERTAIN**  
18 **ORGANIZATIONS – REPRESENTATIVES AT MEETINGS – VOTING CONTRARY TO CITY**  
19 **POLICY.**

20 No officer or employee attending authorized to attend a meeting or convention of a  
21 professional, trade, or other organization by the Board of Supervisors shall cast a vote or make any  
22 representation at such meeting or convention, while acting or purporting to act as a  
23 representative of the City and County, which he or she knows to be contrary to or in conflict  
24 with any officially established policy of the City and County on the subject matter of the vote or  
25 representation.


1 "Officially established policy" shall mean a policy established by ordinance, resolution,  
2 or other written document constituting a public record, made, enacted, or adopted by the  
3 board or officer having legal jurisdiction to establish such policy for the City and County.

4 Violation of this Section shall be deemed an act of official misconduct or  
5 insubordination and shall subject the violator to the proceedings and the penalties therefor  
6 provided by the Charter or other applicable law.

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 appears under  
18 the official title of the ordinance.

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

22 By:   
23 THOMAS J. OWEN  
24 Deputy City Attorney

25 n:\legal\las2016\1600777\01108937.docx

**LEGISLATIVE DIGEST**

[Administrative Code - City Membership in Certain Organizations]

**Ordinance amending the Administrative Code to modify the requirements for City departments to acquire and maintain membership in professional, trade, and other organizations.**

Existing Law

Under the Administrative Code, City departments and their officers and employees may join professional, trade and other organizations to benefit the City and County, under the following rules:

Each year, the department must submit to the Mayor, the Controller, and the Board of Supervisors a list of all the organizations that the department wishes to be a member of for the next year, including cost of membership. The proposed memberships are deemed approved unless specifically disapproved by resolution of the Board within 60 days.

The department may only pay for dues or other membership expenses from funds have been specifically appropriated for that purpose.

Amendments to Current Law

The proposal is an ordinance that would amend the Administrative Code to eliminate the requirements that the Board of Supervisors approve memberships, and that the Board specifically appropriate funds for dues or other membership expenses.

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Mayor Edwin M. Lee *mw*  
RE: Administrative Code - City Membership in Certain Organizations  
DATE: May 31, 2016

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Attached for introduction to the Board of Supervisors is an ordinance amending the Administrative Code to modify the requirements for City departments to acquire and maintain membership in professional, trade, and other organizations.

I respectfully request a waiver of the 30-day hold and that this item be calendared in Budget & Finance Committee on June 16, 2016.

Should you have any questions, please contact Nicole Elliott (415) 554-7940.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2016 MAY 31 PM 1:34  
BY *[Signature]*