

**From:** [Menard, Nicolas \(BUD\)](#)  
**To:** [Young, Victor \(BOS\)](#); [Rose, Harvey \(BUD\)](#)  
**Cc:** [Jalipa, Brent \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Campbell, Severin \(BUD\)](#); [Goncher, Dan \(BUD\)](#)  
**Subject:** RE: REFERRAL for Fiscal Determination - BOS File No. 230868 (V3) Administrative, Campaign and Governmental Conduct Codes - Language Access Ordinance  
**Date:** Tuesday, May 14, 2024 9:49:30 AM  
**Attachments:** [image001.png](#)

---

Good morning, Victor

File 230868, as amended, has fiscal impact. We will plan to report on it.

Nicolas Menard  
Budget & Legislative Analyst's Office  
415-484-5485

---

**From:** Young, Victor (BOS) <[victor.young@sfgov.org](mailto:victor.young@sfgov.org)>  
**Sent:** Monday, May 13, 2024 5:19 PM  
**To:** Rose, Harvey (BUD) <[harvey.rose@sfgov.org](mailto:harvey.rose@sfgov.org)>  
**Cc:** Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Somera, Alisa (BOS) <[alisa.somera@sfgov.org](mailto:alisa.somera@sfgov.org)>; Campbell, Severin (BUD) <[severin.campbell@sfgov.org](mailto:severin.campbell@sfgov.org)>; Menard, Nicolas (BUD) <[nicolas.menard@sfgov.org](mailto:nicolas.menard@sfgov.org)>; Goncher, Dan (BUD) <[dan.goncher@sfgov.org](mailto:dan.goncher@sfgov.org)>  
**Subject:** REFERRAL for Fiscal Determination - BOS File No. 230868 (V3) Administrative, Campaign and Governmental Conduct Codes - Language Access Ordinance

Greetings:

The Board of Supervisors' Rules Committee (a nonfiscal committee) amended the following legislation on May 13, 2024. Pursuant to Administrative Code, Section 2.6-3, the new version is being forwarded to you since it was initially determined not to have fiscal impact, but the amendments made were substantive and another review for a fiscal impact determination is required.

File No. 230868 (Ver3)

Ordinance amending the Administrative Code to amend the Language Access Ordinance to clarify Departments' responsibilities to provide language access services to members of the public, and to clarify the role of the Office of Civic Engagement and Immigrant Affairs in administering the Language Access Ordinance; to require language access service be provided in Chinese, Spanish, Filipino, and any other language for which the requisite number of persons qualify as a Substantial Number of Limited English Proficient Persons; to lower the threshold amount for the requisite number of persons needed to meet the definition of Substantial Number of Limited English Proficient Persons; to amend the formula for determining when a language becomes eligible for language access services; to require Departments to translate signage; to require Departments to translate digital content provided on digital platforms; to clarify that crisis situations also includes but is not limited to

pandemics, refugee relief, and disaster-related activities; to require departments that provide emergency response services in the event of a crisis situation or disaster-related services, involving an immediate threat of serious harm, mass casualties, conditions of natural disaster, or conditions posing extreme peril to the safety of persons and property to provide language access services; to rename the Annual Compliance Plan to Annual Compliance Report; to impose requirements for the Language Access Ordinance Summary Report; to require Departments to inform members of the public of their right to file a complaint, and of a process for providing feedback on the Department's Language Access Services; to require Office of Civic Engagement and Immigrant Affairs to create a know-your-rights brochure; to require Departments' posting notice of the availability of Language Access Services and a know-your-rights brochure; to require Departments to budget and plan for delivery of Language Access Services; to require Office of Civic Engagement and Immigrant Affairs to prepare an investigation summary report of each investigation that will include findings and recommendation to address the issues raised, and to create and maintain a website for the posting of investigation summary reports; and to delete the financial disclosure requirement for Immigrant Rights Commission members.

If the new version is determined to have fiscal impact, the legislation will need to be referred to a fiscal committee before it can be referred to the full Board for approval. **(The matter has be referred to the Finance and Audits Committee).**

Please contact me at (415) 554-7723 or email: [victor.young@sfgov.org](mailto:victor.young@sfgov.org) if you have any questions. To submit documentation, please email or forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

### **Victor Young**

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall., Room 244

San Francisco CA 94102

phone 415-554-7723 | fax 415-554-5163

[victor.young@sfgov.org](mailto:victor.young@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



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.*

**BOARD of SUPERVISORS**



**City Hall**  
**1 Dr. Carlton B. Goodlett Place, Room 244**  
**San Francisco 94102-4689**  
**Tel. No. (415) 554-5184**  
**Fax No. (415) 554-5163**  
**TDD/TTY No. (415) 554-5227**

## **M E M O R A N D U M**

**TO:** Budget and Legislative Analyst

**FROM:** Victor Young, Assistant Clerk, Rules Committee  
Board of Supervisors

**DATE:** May 13, 2024

**SUBJECT:** LEGISLATION AMENDED - FISCAL IMPACT DETERMINATION

---

The Board of Supervisors' Rules Committee (a nonfiscal committee) amended the following legislation on May 13, 2024. Pursuant to Administrative Code, Section 2.6-3, the new version is being forwarded to you since it was initially determined not to have fiscal impact, but the amendments made were substantive and another review for a fiscal impact determination is required.

File No. 230868 (Ver3)

Ordinance amending the Administrative Code to amend the Language Access Ordinance to clarify Departments' responsibilities to provide language access services to members of the public, and to clarify the role of the Office of Civic Engagement and Immigrant Affairs in administering the Language Access Ordinance; to require language access service be provided in Chinese, Spanish, Filipino, and any other language for which the requisite number of persons qualify as a Substantial Number of Limited English Proficient Persons; to lower the threshold amount for the requisite number of persons needed to meet the definition of Substantial Number of Limited English Proficient Persons; to amend the formula for determining when a language becomes eligible for language access services; to require Departments to translate signage; to require Departments to translate digital content provided on digital platforms; to clarify that crisis situations also includes but is not limited to pandemics, refugee relief, and disaster-related activities; to require departments that provide emergency response services in the event of a crisis situation or disaster-related services, involving an immediate threat of serious harm, mass casualties, conditions of natural disaster, or conditions posing extreme peril to the safety of persons and property to provide language access services; to rename the Annual Compliance Plan to Annual Compliance Report; to impose requirements for the Language Access Ordinance Summary Report; to require Departments to inform members of the public of their right to file a complaint, and of a process for providing feedback on the Department's Language Access Services; to require Office of Civic Engagement and Immigrant Affairs to create a know-your-rights brochure;

to require Departments' posting notice of the availability of Language Access Services and a know-your-rights brochure; to require Departments to budget and plan for delivery of Language Access Services; to require Office of Civic Engagement and Immigrant Affairs to prepare an investigation summary report of each investigation that will include findings and recommendation to address the issues raised, and to create and maintain a website for the posting of investigation summary reports; and to delete the financial disclosure requirement for Immigrant Rights Commission members.

If the new version is determined to have fiscal impact, the legislation will need to be referred to a fiscal committee before it can be referred to the full Board for approval.

Please contact me at (415) 554-7723 or email: [victor.young@sfgov.org](mailto:victor.young@sfgov.org) if you have any questions. To submit documentation, please email or forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

---

**RESPONSE FROM THE BUDGET AND LEGISLATIVE ANALYST - Date:** \_\_\_\_\_

- This matter has fiscal impact.**  
 **This matter does not have fiscal impact.**  
 **Additional information attached.**

---

**Budget and Legislative Analyst**