

File No. 150626 Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date July 9, 2015

Board of Supervisors Meeting Date _____
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 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 checked="" 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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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Email Correspondence - 06/11/2015</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI - 06/17/2015</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Presidential Action - Transfer/Waiving 30-Day - 06/26/2015</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Erica Major Date July 2, 2015
Completed by: _____ Date _____

1 [Administrative Code - Language Assistance and Services at Board of Supervisors Meetings]
 2
 3 **Ordinance amending the Administrative Code to require the Office of Civic**
 4 **Engagement and Immigrant Affairs to provide interpretation services upon request at**
 5 **every meeting of the Board of Supervisors between September 1, 2015, and July 31,**
 6 **2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate**
 7 **agendas of Board of Supervisors meetings and the public document listing all**
 8 **legislation introduced at each Board of Supervisors meeting during that period.**

9 NOTE: **Unchanged Code text and uncoded 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 ~~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: The Administrative Code is hereby amended by revising Section 2.6-2, to
 18 read as follows:

19 **SEC. 2.6-2. ~~PROVISION FOR INTERPRETING LANGUAGE ASSISTANCE AND~~**
 20 **SERVICES.**

21 (a) It is the policy of the Board of Supervisors that ~~interpreting language assistance and~~
 22 ~~services shall be provided as required by the Sunshine Ordinance (Administrative Code Chapter 67)~~
 23 ~~and the Language Access Ordinance (Administrative Code Chapter 91). at all meetings of the Board of~~
 24 ~~Supervisors and of its Committees as needed.~~ The Clerk of the Board ~~is hereby directed to include~~
 25 ~~funding shall take into account the need for interpreting language assistance and~~ services in
 developing the budget of the Board of Supervisors for future fiscal years.

1 **(b)** There is hereby established an 11-month pilot program under which the Office of Civic
2 Engagement and Immigrant Affairs ("OCEIA") shall provide interpretation and translation services to
3 the public as provided in this subsection 2.6-2(b). The pilot program shall begin September 1, 2015
4 and end July 31, 2016 (the "Pilot Period").

5 **(1)** By August 15, 2015, OCEIA shall transmit to the Clerk of the Board a proposed
6 protocol for providing the translation and interpretation services required under subsections (b)(2) and
7 (b)(3). The Clerk of the Board may amend the protocol in her discretion consistent with subsections
8 (b)(2) and (b)(3), and shall approve a final protocol by no later than September 1, 2015.

9 **(2)** During the Pilot Period, staff from OCEIA shall attend every regular and special
10 meeting of the Board of Supervisors, and shall provide upon request interpretation of the proceedings
11 in any language spoken by a Substantial Number of Limited English Speaking Persons, as defined in
12 Administrative Code Section 91.2. In its discretion, OCEIA also may assign staff to attend and provide
13 interpretation at meetings of any committees of the Board of Supervisors. In advance of any Board of
14 Supervisors or committee meeting attended by OCEIA staff to provide interpretation services, OCEIA
15 shall provide to the Clerk of the Board the names of the staff members and the anticipated times of their
16 attendance, and shall request that the Clerk of the Board assign space for those staff members in the
17 Board of Supervisors chamber or committee room. OCEIA may also provide transmitter and hearing
18 device headsets to members of the public to aid interpretation services when the Office of the Clerk of
19 the Board so requests.

20 **(3)** During the Pilot Period, whenever the Clerk of the Board prepares and posts on
21 its website either (A) the agenda for a regular or special meeting of the Board of Supervisors or (B) a
22 document listing titles of the legislation introduced at a meeting of the Board of Supervisors (commonly
23 known as the Legislation Introduced at Roll Call document), the Clerk of the Board shall transmit a
24 copy of the document to OCEIA. Within three business days of receiving the document, OCEIA shall,
25 to the extent practicable in light of staffing constraints, translate the document into each language

1 spoken by a Substantial Number of Limited English Speaking Persons, as defined in Administrative
2 Code Section 91.2, and shall transmit the document in each language to the Clerk of the Board. The
3 Clerk of the Board shall post the translated documents on its website within 24 hours of receipt. This
4 subsection (b)(3) requires translation of the Legislation Introduced at Roll Call document but does not
5 require translation of the contents of legislation the titles of which appear in that document.

6 (4) It shall be City policy to provide sufficient funding for OCEIA and the Clerk of
7 the Board to fulfill the duties imposed by this Section 2.6-2 during the Pilot Period.

8 (c) The failure of OCEIA or the Clerk of the Board to adhere to the requirements of this
9 Section 2.6-2 or to translate or interpret fully or accurately the contents of any document or meeting
10 shall not affect the validity of any legislation or other matter considered by the Board of Supervisors.
11 In adopting this Section 2.6-2, the City is assuming an undertaking only to promote the general welfare,
12 and this Section 2.6-2 does not impose on the City or any of its officers or employees an obligation for
13 breach of which the City may be liable in money damages to any person who claims that such breach
14 proximately caused injury.

15 (d) Unless the Board of Supervisors provides otherwise by ordinance, the City Attorney
16 shall cause subsections (b), (c), and (d) of this Section 2.6-2 to be removed from the Administrative
17 Code after August 1, 2016.

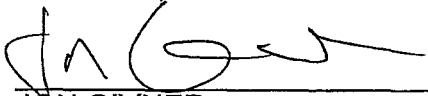
18
19 Section 2. No Conflict with Federal or State Law or Voter-Approved Measures.
20 Nothing in this ordinance shall be interpreted or applied so as to create any requirement,
21 power, or duty in conflict with any federal or state law, including the Ralph M. Brown Act,
22 California Government Code Section 54950 et seq., or any local law adopted by the voters,
23 including the San Francisco Sunshine Ordinance, Administrative Code Chapter 67.
24
25

1 Section 3. Effective Date. This ordinance shall become effective 30 days after
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
4 of Supervisors overrides the Mayor's veto of the ordinance.

5
6 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
7 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
8 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
9 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
10 additions, and Board amendment deletions in accordance with the "Note" that appears under
11 the official title of the ordinance.

12
13 APPROVED AS TO FORM:
14 DENNIS J. HERRERA, City Attorney

15 By:


16 JON GIVNER
17 Deputy City Attorney

18 n:\egana\as2015\1500577\01022327.docx

LEGISLATIVE DIGEST

[Administrative Code - Language Assistance and Services at Board of Supervisors Meetings]

Ordinance amending the Administrative Code to require the Office of Civic Engagement and Immigrant Affairs to provide interpretation services upon request at every meeting of the Board of Supervisors between September 1, 2015, and July 31, 2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate agendas of Board of Supervisors meetings and the public document listing all legislation introduced at each Board of Supervisors meeting during that period.

Existing Law

Under the San Francisco Sunshine Ordinance, the Board of Supervisors must provide translators at each of its regular meetings and all meetings of its committees when a member of the public submits a request to the Clerk of the Board at least 48 hours before the meeting. But the law does not require City staff to attend Board of Supervisors meetings to provide translation unless the Clerk receives a request.

The Language Access Ordinance requires City departments to provide language services in languages other than English that are spoken by 10,000 or more City residents. That ordinance requires boards and commissions to translate meeting notices, agendas, and minutes upon written request.

Amendments to Current Law

The proposed ordinance would create an 11-month pilot program from September 1, 2015 through July 31, 2016. During that period, staff from the Office of Civic Engagement and Immigrant Affairs ("OCEIA") would attend all regular and special meetings of the Board of Supervisors to provide live interpretation services to members of the public upon request in each of the languages spoken by 10,000 or more City residents. Additionally, staff from OCEIA would translate into those languages the following two documents each week during the pilot program period: (A) the agenda for a regular or special meeting of the Board of Supervisors, and (B) the Legislation Introduced at Roll Call document listing titles of the legislation introduced at a meeting of the Board of Supervisors. OCEIA would have three business days to translate each of those documents and provide it to the Clerk of the Board for posting on the Board's website. The ordinance would require OCEIA to translate only those two documents, not the content of any legislation.

The ordinance would require OCEIA to draft a proposed protocol to carry out the duties under the ordinance, and would authorize the Clerk of the Board to amend and approve that protocol. And during the pilot program period, OCEIA would coordinate with the Clerk of the Board in providing the services required by the ordinance.

FILE NO. 150626

The ordinance would also state that it will be City policy to provide sufficient funding for OCEIA and the Clerk of the Board to fulfill the duties imposed by the ordinance.

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Major, Erica (BOS)

(COMMITTEE REPORT REQUEST)

From: Scanlon, Olivia (BOS)
Sent: Thursday, July 02, 2015 9:07 AM
To: Major, Erica (BOS)
Subject: Re: GAO Agenda FINAL - July 9, 2015

That is fine

Sent from my iPhone

On Jul 2, 2015, at 8:50 AM, Major, Erica (BOS) <erica.major@sfgov.org> wrote:

Hi Olivia,

Here is the final agenda for the GAO special for July 9th at 10:30 a.m. Let me know if there are any further changes, otherwise I will be posting after your deadline time of 10 a.m.

Best,

Erica Major
Assistant Committee Clerk
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102
Phone: (415) 554-4441 | Fax: (415) 554-5163
Erica.Major@sfgov.org | www.sfbos.org

<image001.png> 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.

Hi Jen,

Attached is the updated GAO agenda with the updated committee report requests (150626, 150692, and 150613) and the memo consolidated into one memo per your request.

Let me know if I could be of further assistance.

Best,

Erica Major
Assistant Committee Clerk
Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102
Phone: (415) 554-4441 | Fax: (415) 554-5163
Erica.Major@sfgov.org | www.sfbos.org

<image001.png> Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

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President, District 5
BOARD of SUPERVISORS



London Breed

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7630
Fax No. 554-7634
TDD/TTY No. 544-5227

*Orig: Rules Clerk
CC: GAO Clerk, COB
Leg. Deputy,
BOS - 11, Aides*

PRESIDENTIAL ACTION

Date: 6/26/15

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 150626 Yee
(Primary Sponsor)

Title. Language Assistance and Services at Board of S

Transferring (Board Rule No. 3.3)

File No. 150626 Yee
(Primary Sponsor)

Title. Language Assistance and Services at Board of S

From: Rules Committee

To: Government Audit & Oversight Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor _____

Replacing Supervisor _____

For: _____ Meeting
(Date) (Committee)

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2015 JUN 26 PM 2:19

London Breed, President
Board of Supervisors

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: Adrienne Pon, Executive Director, Office of Civic Engagement & Immigrant Affairs

FROM: Alisa Somera, Clerk, Rules Committee
Board of Supervisors

DATE: June 17, 2015

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Supervisor Yee on June 9, 2015. This matter is being referred to you for informational purposes since it affects your department.

File No. 150626

Ordinance amending the Administrative Code to require the Office of Civic Engagement and Immigrant Affairs to provide interpretation services upon request at every meeting of the Board of Supervisors between September 1, 2015, and July 31, 2016; and to require the Office of Civic Engagement and Immigrant Affairs to translate agendas of Board of Supervisors meetings and the public document listing all legislation introduced at each Board of Supervisors meeting during that period.

If you wish to submit any reports or documentation to be considered with the legislation, please send those to me at the Board of Supervisors, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 or by email at alisa.somera@sfgov.org.

Caldeira, Rick (BOS)

From: Johnston, Conor (BOS)
Sent: Thursday, June 11, 2015 3:27 PM
To: Caldeira, Rick (BOS)
Cc: Breed, London (BOS)
Subject: FW: language access

Rick, could you please add LB as a cosponsor to the language assistance leg that Sup. Yee introduced on Tuesday (150626)?

From: Low, Jen (BOS)
Sent: Thursday, June 11, 2015 3:11 PM
To: Johnston, Conor (BOS)
Subject: FW: language access

Hi Conor,

Could you ask the Clerk's office to add Supervisor Breed as a co-sponsor to [Administrative Code - Language Assistance and Services at Board of Supervisors Meetings]? She spoke with Supervisor Yee yesterday.

Thank you!

Jen

From: Norman Yee [<mailto:norman@normanyee.com>]
Sent: Wednesday, June 10, 2015 8:25 PM
To: Low, Jen (BOS)
Subject: language access

Supervisor Breed agree to co-sponsor

--
Norman Yee
www.normanyee.com

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. []
- 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):

Supervisors Yee, Avalos, Campos, Mar

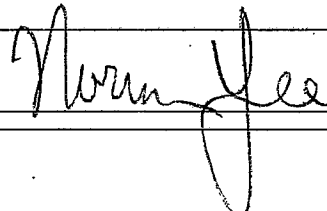
Subject:

Administrative Code - Language Assistance and Services at Board of Supervisors Meetings

The text is listed below or attached:

See attached.

Signature of Sponsoring Supervisor:



For Clerk's Use Only: