

File No. 101191

Committee Item No. 14

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date November 4, 2010

Board of Supervisors Meeting

Date _____

Cmte Board

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| <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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <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"/> | Award Letter |
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OTHER

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Completed by: Linda Wong

Date November 1, 2010

Completed by: _____

Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

[San Francisco Administrative Code - Publication Requirements]

Ordinance amending Chapter 2 of the San Francisco Administrative Code by adding Article XII, Sections 2.96 through 2.100, to define "published" as required by San Francisco Charter Article XVII to: (1) establish requirements for publishing notices; (2) establish standards for and define the "City's Official Website Homepage;" (3) establish procedures for standardizing and defining notice and publication requirements for future proposed ordinances; and (4) authorize the Clerk of the Board of Supervisors to adopt regulations to implement this Article.

NOTE: Additions are single-underline italics Times New Roman;
deletions are ~~strike-through italics Times New Roman~~.
Board amendment additions are double-underlined;
Board amendment deletions are ~~strikethrough-normal~~.

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

Section 1. The San Francisco Administrative Code is hereby amended by adding Article XII, to Chapter 2, to read as follows:

ARTICLE XII. PUBLICATION OF NOTICES.

SEC. 2.96. FINDINGS.

(a) San Francisco Charter Article XVII defines "Notice" to mean publication (as defined by ordinance), and a contemporaneous filing with the Clerk of the Board of Supervisors or other appropriate office. Charter Article XVII further empowers the Board of Supervisors by ordinance to define the term "Published" and requires the Board of Supervisors to seek a recommendation from the Clerk of the Board of Supervisors before adopting such an ordinance. The Clerk of the Board of Supervisors participated in the drafting of this ordinance.

(b) The City has greatly expanded its use of electronic media to provide information to the public, and individuals' access to those media has also expanded greatly. In adopting this Article XII

1 the Board of Supervisors intends to: (1) maximize use of electronic media as a cost effective means of
2 publishing notices; (2) provide uniform implementation of Charter Article XVII's "publication"
3 requirement to the extent that implementation of this Article XII does not conflict with notice or
4 publication requirements specifically imposed by federal or State law or by the San Francisco Charter
5 or applicable City ordinances; (3) provide City agencies with a standard notice and publication
6 procedure that future City legislation can incorporate; and (4) establish a mechanism to ensure that
7 drafters of all future legislation that addresses publication and notice consider the use of this standard
8 notice and publication procedure.

9 **SEC. 2.97. DEFINITIONS.**

10 (a) "City's Official Website Homepage" shall mean the first screen that opens at sfgov.org or
11 any successor City official internet address.

12 (b) "Department's Website Homepage" shall mean the first screen that opens at the
13 Department's website address.

14 (c) "Notices" shall mean all notices to the public required under the Charter.

15 (d) "Published" shall mean posted on the City's Official Website Homepage, on the applicable
16 Department's Website Homepage, and at the Main Branch of the San Francisco Public Library, as
17 more fully described in Section 2.98.

18 **SEC. 2.98. PUBLICATION REQUIREMENTS.**

19 (a) The City Librarian shall designate a place in the Main Branch of the Public Library,
20 accessible to the public, for the posting of Notices in hard copy. The City Librarian shall cause such
21 Notices to be posted promptly upon receipt. For purposes of this subsection (a), "posting" may include
22 placing a notice in a file that is readily identifiable and available to the public.

23 (b) The Department of Technology shall place on the City's Official Website Homepage a
24 "Notices" section which shall include links to Notices of all City departments. The Department of
25 Technology shall cause such Notices to be posted promptly.

1 (c) City departments shall (1) transmit Notices to the Department of Technology for posting on
2 the City's Official Website Homepage; and (2) post Notices on the Department's Website Homepage,
3 either directly or through the Department of Technology, as applicable. The Department of
4 Technology shall cause such Notices to be posted promptly upon receipt.

5 (d) This Article is not intended to change (1) the duration of, or time during which City, State
6 or federal law requires an official or agency to publish or post a Notice; (2) the identity of the official
7 or agency responsible for publishing or posting a Notice; or (3) publication or posting requirements
8 that City, State or federal law otherwise impose on City officials or agencies.

9 (e) The publication requirements established in subsections (a), (b), and (c) above shall be
10 deemed satisfied if the City has substantially complied with the requirements, meaning the Notice has
11 been posted at the Main Branch of the Public Library, and on either the City's Official Website
12 Homepage or the Department's Website Homepage.

13 **SEC. 2.99. REVIEW OF PROPOSED ORDINANCES.**

14 The Clerk of the Board of Supervisors shall review all future proposed ordinances that have
15 been introduced that contain notice and publication requirements, and may recommend to the sponsor
16 of the legislation that the proposed ordinance incorporate the notice and publication requirements as
17 set forth in this Article XII, to the maximum extent consistent with federal and State law. The Clerk's
18 failure to perform this review on any ordinance shall not invalidate the ordinance, or form the basis for
19 any legal challenge to the ordinance.

20 **SEC. 2.100. REGULATIONS.**

21 The Clerk of the Board of Supervisors, in consultation with the City Librarian and/or the
22 Director of the Department of Technology, to the extent the Clerk deems appropriate, may adopt
23 regulations, consistent with this Article XII and Charter Section 16.112, governing the operational
24 procedures for implementing the provisions set forth in this Article XII.

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2 APPROVED AS TO FORM:
3 DENNIS J. HERRERA, City Attorney

4 By: 
5 VIRGINIA DARIO ELIZONDO
6 Deputy City Attorney
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LEGISLATIVE DIGEST

[Publication Requirements]

Ordinance amending Chapter 2 of the San Francisco Administrative Code by adding Article XII, Sections 2.96 through 2.100, to define "published" as required by San Francisco Charter Article XVII to: (1) establish requirements for publishing notices; (2) establish standards for and define the "City's Official Website Homepage"; (3) establish procedures for standardizing and defining notice and publication requirements for future proposed ordinances; and (4) authorize the Clerk of the Board of Supervisors to adopt regulations to implement this Article.

Existing Law

In 2009, San Francisco Charter Article XVII, was amended to authorize the Board of Supervisors to define the terms "Notice" and "Published" by ordinance, with a recommendation from the Clerk of the Board of Supervisors.

San Francisco Charter Section 16.112 requires the City to publish notices and hold public hearings for certain actions. These requirements are in addition to those of the Brown Act and Sunshine Ordinance. Additionally, there are certain City actions that require notice under Section 16.112, but that do not require a public hearing; therefore notice of these actions do not appear on the City's or the department's website as part of a meeting agenda.

Amendments to Current Law

- 1) Defines "published" to mean posted on the City's website homepage, on the applicable department's website homepage, and at the Main Branch of the San Francisco Public Library.
- 2) Requires the Department of Technology to place on the City's Official Website Home Page an "Official Notices Link" which shall include links to official notices of all departments.
- 3) Requires City departments to post Notices required by the Charter on the department's homepage and to transmit notices to the Department of Technology for posting on the City's homepage.

This ordinance does not change existing notice requirements or create new ones, rather it authorizes "publication" by "posting" on the City's website, if no procedure is specified. It also establishes a mechanism to incorporate publication by posting on the website into new ordinances.

Background Information

FILE NO.

The City has greatly expanded its use of electronic media to provide information to its citizens and individuals' access to those media, has also expanded greatly. The intent of the legislation is to:

- Maximize use of electronic media as a cost effective means of publishing notices.
- Provide uniform implementation of Charter Article XVII's "notice" and "publication" requirements to the extent that implementation of this ordinance does not conflict with notice or publication requirements specifically imposed by federal or State law or by the San Francisco City Charter or City ordinance.
- Provide City agencies with a standard notice and publication procedure that future City legislation can incorporate.
- Establish a procedure to ensure that drafters of all future legislation that addresses publication and notice consider the use of this standard publication and notice procedure.

The Clerk of the Board of Supervisors participated in the drafting of this legislation.