

File No. 231165

Committee Item No. 9

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Land Use and Transportation

Date: December 4, 2023

Board of Supervisors Meeting:

Date: _____

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Prepared by: John Carroll

Date: December 1, 2023

Prepared by: _____

Date: _____

Prepared by: _____

Date: _____

1 [Fire Code - Lithium-Ion Batteries in Powered Mobility Devices]

2

3 **Ordinance amending the Fire Code to provide fire protection standards for the**
 4 **charging and storage of lithium-ion batteries used in powered mobility devices (such**
 5 **as electric bikes, scooters, skateboards, and hoverboards), prohibit use of damaged**
 6 **lithium-ion batteries in such devices, prohibit use of lithium-ion batteries assembled or**
 7 **reconditioned using cells removed from used batteries in such devices, and require the**
 8 **Fire Department to conduct an informational campaign; affirming the Planning**
 9 **Department's determination under the California Environmental Quality Act; and**
 10 **directing the Clerk of the Board of Supervisors to forward this Ordinance to the**
 11 **California Building Standards Commission upon final passage.**

12 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
 13 **Additions to Codes** are in *single-underline italics Times New Roman font*.
 14 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
 15 **Board amendment additions** are in double-underlined Arial font.
 16 **Board amendment deletions** are in ~~strikethrough Arial font~~.
 17 **Asterisks (* * * *)** indicate the omission of unchanged Code
 18 subsections or parts of tables.

16

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

18

19 Section 1. Environmental Findings. The Planning Department has determined that the
 20 actions contemplated in this ordinance comply with the California Environmental Quality Act
 21 (California Public Resources Code Sections 21000 et seq.). Said determination is on file with
 22 the Clerk of the Board of Supervisors in File No. 231165 and is incorporated herein by
 23 reference. The Board affirms this determination.

24

25

1 Section 2. Findings under California Health and Safety Code. The Board of
2 Supervisors hereby finds that the following local conditions apply to the amendments to the
3 San Francisco Fire Code enacted by this ordinance:

4 (a) The City and County of San Francisco is unique among California communities with
5 respect to the possible causes and effects of fires, including fires in residential multi-unit
6 buildings. Among other things, San Francisco is located on an active seismic zone; certain
7 buildings in San Francisco are at an increased risk for earthquake-induced failure and
8 consequent fire because of local hazardous microzones, slide areas, and local liquefaction
9 hazards; and enhanced fire, structural, and other protections are required due to high building
10 density, the prevalence of wood structures, and high occupancy in many buildings.

11 (b) San Francisco has narrow and crowded sidewalks due to building and population
12 density and unusual topography; and San Francisco has numerous high-rise buildings,
13 including residential buildings with large numbers of people living therein. For these reasons,
14 fires in San Francisco can be especially devastating, and the need for extra measures to
15 prevent, prepare for, and cope with fires is especially pressing.

16 (c) The number of lithium-ion battery-based fires has increased dramatically with the
17 growing prevalence of such batteries in consumer products. Lithium-ion batteries contain
18 flammable materials and present a fire and explosion hazard, particularly when batteries are
19 damaged or improperly charged or stored. Fires caused by lithium-ion batteries can be
20 particularly devastating, due to the chemical hazards posed by such fires, their tendency to
21 flash and grow quickly in size, and the difficulty of extinguishing them.

22 (d) The fire risk posed by lithium-ion batteries used in powered mobility devices, such
23 as electric bikes, scooters, skateboards, and hoverboards, is particularly high due to the size
24 of batteries necessary to power such devices, the frequency of collisions and corresponding
25 damage to batteries, and the frequency of re-charging batteries for mobility devices that are

1 often used on a daily basis. In San Francisco, the fire risk is heightened by local conditions,
2 including narrow streets and traffic congestion, which increase the likelihood that batteries
3 used to power conveyances traveling on City streets are damaged by collision or impact.

4 (e) In San Francisco, numerous fire incidents have been attributed to rechargeable
5 batteries in recent years. In 2020, according to Fire Department records, 21 fire incidents
6 were attributed to rechargeable batteries. In 2021, 17 fire incidents were attributed to
7 rechargeable batteries. In 2022, 31 fire incidents were attributed to rechargeable batteries.
8 In 2023, as of early November, 21 fire incidents have been attributed to rechargeable
9 batteries, according to Fire Department records.

10 (f) California Health and Safety Code Sections 17958 and 17958.5 allow the City to
11 make changes or modifications in the requirements contained in the provisions published by
12 the California Building Standards Commission, including the California Fire Code, when those
13 changes or modifications are reasonably necessary because of local climatic, geological, or
14 topographical conditions. California Health and Safety Code Section 17958.7 provides that
15 before making any such changes or modifications, the governing body must make express
16 findings that such changes or modifications are reasonably necessary because of the
17 specified local conditions, and those findings shall be filed with the California Building
18 Standards Commission.

19 (g) Pursuant to the applicable California Health and Safety Code sections, the Board of
20 Supervisors finds and determines that the conditions described above constitute a general
21 summary of the most significant local conditions giving rise to the need for variance from the
22 California Fire Code and any other applicable provisions published by the California Building
23 Standards Commission through the proposed regulations to mitigate the significant fire risk
24 associated with use, charging, and storage of lithium-ion batteries used in powered mobility
25 devices. Further, the Board of Supervisors finds and determines that the fire safety

1 regulations in this ordinance are reasonably necessary based on these local conditions, in the
2 densest major city in the State of California, and that these conditions justify more restrictive
3 standards applicable to the use, charging, and storage of lithium-ion batteries used in
4 powered mobility devices, which are becoming ever more ubiquitous on City streets.

5
6 Section 3. Part II, Chapter 3 of the Fire Code is hereby amended by adding Section
7 325, consisting of Sections 325.1, 325.2, 325.3, 325.4, 325.5, 325.6, 325.7, 325.8, and 325.9,
8 to read as follows:

9 **SECTION 325. – LITHIUM-ION BATTERIES USED IN POWERED MOBILITY**
10 **DEVICES.**

11 **325.1. Definitions.** *For purposes of this Section 325, the following definition applies:*

12 **“Powered Mobility Device” means a conveyance with the primary purpose of carrying people**
13 **and is capable of transporting one or more persons powered by a lithium-ion battery; which includes,**
14 **but is not limited to, a motorized or powered scooter, an electric bicycle, an electric skateboard, an**
15 **electric hoverboard, or light electric vehicle (LEV). Notwithstanding the previous sentence, Powered**
16 **Mobility Device does not include wheelchairs or other mobility devices designed for use by persons**
17 **with disabilities, or any vehicle capable of being registered with the California Department of Motor**
18 **Vehicles.**

19 **325.2. General Requirement.** *The use, sale, transfer, charging, and storage of lithium-ion*
20 *batteries used in Powered Mobility Devices shall comply with Section 325.*

21 **325.3. Powered Mobility Devices.** *Powered Mobility Devices using a storage, charging, or*
22 *repair facility, including any storage or charging area in a Group B, R-1, R-2, F, S, or M occupancy,*
23 *that is designed, installed, operated, and maintained in accordance with the Building and Electrical*
24 *Codes, shall comply with Sections 325.4 through 325.7.*

25 **Exceptions:**

1 (a) Storage and charging in a Group R-3 occupancy, or within a dwelling unit in a Group R-2
2 occupancy, of not more than three Powered Mobility Devices, provided that such Powered Mobility
3 Devices are for personal use.

4 (b) Charging of a single Powered Mobility Device by and in the presence of its owner or user
5 in occupancies other than Group H or L.

6 **325.4. Battery Chargers.** Powered Mobility Devices shall be charged in accordance with the
7 manufacturer's instructions and the applicable listing standard using the original equipment,
8 manufacturer-supplied charging equipment, or other charging equipment suitable for the purpose, that
9 is designed in accordance with applicable federal, state, and any other applicable laws, rules, and
10 regulations, and listed:

11 (a) Pursuant to either UL 1564, UL1310, UL1012, or other approved listing from a Nationally-
12 Recognized Testing Laboratory; or

13 (b) For use with the Powered Mobility Device in accordance with UL 2272, UL 2849, or other
14 approved listing from a Nationally-Recognized Testing Laboratory.

15 **325.5. Battery Inspection; Damaged Batteries.** A lithium-ion battery used in a Powered
16 Mobility Device shall be inspected for cracks, punctures, leaking contents, or other damage prior to
17 charging or re-charging if the battery was dropped, involved in a collision, or otherwise subjected to a
18 potential mechanism of damage. Damaged lithium-ion batteries shall not be used in Powered Mobility
19 Devices. Damaged lithium-ion batteries and lithium-ion batteries at the end of their useable life shall
20 be promptly and lawfully disposed of.

21 **325.6. Battery Charging Areas.** Powered Mobility Devices shall be charged in a suitable
22 indoor room or area, or outdoor location, that, in either location:

23 (a) Has sufficient natural or mechanical ventilation in accordance with the Mechanical Code to
24 prevent the accumulation of any flammable or other gases that may be discharged during normal
25 charging operations;

1 (b) Has an adequate electrical supply and a sufficient number of electrical receptacles to allow
2 the charging equipment for each device or item of equipment to be directly connected to an electrical
3 receptacle. Extension cords and power strips shall not be used. A minimum of 3 feet (914 mm) shall be
4 maintained between each Powered Mobility Device during charging operations;

5 (c) Has an adequate electrical supply and a sufficient number of electrical receptacles to allow
6 the charging equipment for battery packs and other removable storage batteries to be directly
7 connected to an electrical receptacle. Extension cords and power strips shall not be used. Battery
8 packs and other removable storage batteries shall not be stacked or charged in an enclosed cabinet
9 unless the cabinet is designed for such purpose and approved by a Nationally Recognized Testing
10 Laboratory, or by the Fire Department. Except as otherwise approved by the Fire Department, a
11 minimum distance of 2 feet (610 mm) shall be maintained between each battery pack or other
12 removable storage battery during charging operations, provided that the aggregate energy capacity of
13 battery packs or other removable storage batteries that can be simultaneously charged in a single Fire
14 Area does not exceed 20 kWh. A minimum distance of 3 feet (914 mm) shall be maintained between
15 each battery pack or other removable storage battery during charging operations if the aggregate
16 energy capacity exceeds 20 kWh. The aggregate energy capacity of battery packs or other removable
17 batteries that can be simultaneously charged in a single fire area shall not exceed 50 kWh;

18 (d) Is not used for the storage of flammable or combustible liquids, combustible waste, or
19 hazardous materials;

20 (e) Is separated by a fire barrier with a minimum one-hour fire-resistance rating from areas in
21 which repairs or other servicing is conducted on the battery or other electrical components of the
22 Powered Mobility Device;

23 (f) Is dedicated for battery charging and secured from unauthorized entry; where six or more
24 Powered Mobility Devices are being charged at a single indoor location, separated by a fire barrier
25 which encloses the entire space with a minimum one-hour fire-resistance rating; and protected by a fire

1 sprinkler system complying with Section 903.3.1.1 of the Fire Code, and having one or more smoke
2 detectors. The building or occupancy shall be equipped with an automatic fire detection and alarm
3 system complying with Section 907 of the Fire Code. If the ambient temperature of the room during
4 battery charging operations exceeds the limitations set forth in the manufacturer's instructions or the
5 equipment listing, the room or area shall be temperature controlled to prevent over-heating or other
6 unsafe battery condition; and

7 (g) Is provided with a portable fire extinguisher complying with the requirements of Section 906
8 of the Fire Code and having a minimum 4-A:20-B:C rating.

9 **325.7. Storage Areas.** Indoor storage rooms and areas, or outdoor enclosures used for the
10 storage, but not for the charging or repair, of Powered Mobility Devices shall comply with the
11 requirements of Section 325.6(d), (e), and (g).

12 **325.8. Reassembled or Reconditioned Lithium-Ion Batteries.** It shall be unlawful to:

13 (a) Assemble or recondition a lithium-ion battery for use in a Powered Mobility Device using
14 cells removed from used lithium-ion batteries; or

15 (b) Sell, offer for sale, give, or transfer a lithium-ion battery for use in a Powered Mobility
16 Device that uses cells removed from used lithium-ion batteries.

17 **325.9. Informational Campaign.**

18 (a) The Fire Department shall develop an informational campaign to educate the public on the
19 fire risks posed by Powered Mobility Devices and lithium-ion batteries and safety measures that
20 mitigate such risks. Such campaign shall include, but not be limited to, the use of print, online, and
21 social media advertisements, public service announcements, and public forums. Such campaign shall
22 address both commercial and personal use of Powered Mobility Devices and lithium-ion batteries,
23 including, but not limited to, guidance on:

24 (1) Powered Mobility Devices and battery equipment that meet established fire safety
25 standards;

1 (2) Maintenance and care information for Powered Mobility Devices and lithium-ion
2 batteries;

3 (3) Storage and charging precautions for Powered Mobility Devices and lithium-ion
4 batteries; and

5 (4) Prohibitions on the assembly and sale of second-use lithium-ion batteries as
6 described in Fire Code Section 325.8.

7 (b) All forms of public notice provided pursuant to this Section 325.9 shall comply with the
8 requirements of the Language Access Ordinance, Chapter 91 of the Administrative Code, to provide
9 vital information about the Department's programs in the languages spoken by a Substantial Number
10 of Limited English Speaking Persons, as defined in Chapter 91.

11
12 Section 4. Chapter 1 of the Fire Code, Division II, Part I, Section 112, is hereby
13 amended by revising Section 112.1, to read as follows:

14 **112.1. [For SF] Unlawful Acts.**

15 (a) It shall be unlawful for a person to erect, construct, enlarge, alter, repair, move,
16 improve, remove, convert, demolish, equip, charge, store, use, occupy, or maintain a building,
17 occupancy, premises, system, conveyance, battery, or vehicle, or any portion thereof, or cause
18 the same to be done, in violation of any of the provisions of this code.

19 * * * *

20
21 Section 5. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
22 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
23 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
24 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
25

1 additions, and Board amendment deletions in accordance with the “Note” that appears under
2 the official title of the ordinance.

3
4 Section 6. No Conflict with Federal or State Law. Nothing in this ordinance shall be
5 interpreted or applied so as to create any requirement, power, or duty in conflict with any
6 federal or state law.

7
8 Section 7. Undertaking for the General Welfare. In enacting and implementing this
9 ordinance, the City is assuming an undertaking only to promote the general welfare. It is not
10 assuming, nor is it imposing on its officers and employees, an obligation for breach of which it
11 is liable in money damages to any person who claims that such breach proximately caused
12 injury.

13
14 Section 8. Severability. If any section, subsection, sentence, clause, phrase or word of
15 this ordinance, or any application thereof to any person or circumstance, is held to be invalid
16 or unconstitutional by a decision of court of competent jurisdiction, such decision shall not
17 affect the validity of the remaining portions or applications of this ordinance. The Board of
18 Supervisors hereby declares that it would have passed this ordinance and each and every
19 subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional
20 without regard to whether any portion of this ordinance or application thereof would be
21 subsequently declared invalid or unconstitutional.

22
23 Section 9. Effective Date. This ordinance shall become effective 30 days after
24 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
25

1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
2 of Supervisors overrides the Mayor's veto of the ordinance.

3
4 Section 10. Directions to the Clerk. The Clerk of the Board of Supervisors is hereby
5 directed to forward a copy of this ordinance to the California Building Standards Commission
6 upon final passage as required by state law.

7
8
9 APPROVED AS TO FORM:
10 DAVID CHIU, City Attorney

11 By: /s/ Jen Huber
12 JEN HUBER
13 Deputy City Attorney

14 n:\legana\as2023\2400110\01715955.docx

LEGISLATIVE DIGEST

[Fire Code - Lithium-Ion Batteries in Powered Mobility Devices]

Ordinance amending the Fire Code to provide fire protection standards for the charging and storage of lithium-ion batteries used in powered mobility devices (such as electric bikes, scooters, skateboards, and hoverboards), prohibit use of damaged lithium-ion batteries in such devices, prohibit use of lithium-ion batteries assembled or reconditioned using cells removed from used batteries in such devices, and require the Fire Department to conduct an informational campaign; affirming the Planning Department's determination under the California Environmental Quality Act; and directing the Clerk of the Board of Supervisors to forward this Ordinance to the California Building Standards Commission upon final passage.

Existing Law

The existing Fire Code does not address the charging and storage of lithium-ion batteries used in powered mobility devices, the use of damaged lithium-ion batteries in powered mobility devices, or the assembly, sale, or transfer of reassembled or reconditioned lithium-ion batteries for powered mobility devices.

Amendments to Current Law

The proposed legislation amends to the Fire Code to provide fire protection standards for the use, charging, and storage of lithium-ion batteries used in powered mobility devices, including requiring that such devices are charged in accordance with manufacturer's instructions and the applicable listing standard, requiring inspection of batteries subject to a potential mechanism of damage, and setting certain minimum safety standards for the charging and storage of such devices. The proposed legislation would also make it unlawful to assemble, recondition, sell, offer for sale, give, or transfer a reassembled or reconditioned lithium-ion battery for use in a powered mobility device. The proposed legislation also includes a requirement that the Fire Department develop an informational campaign to educate the public on the fire risks posed by powered mobility devices and lithium-ion batteries.

Background Information

The incidence of lithium-ion battery-based fires has increased with the growing prevalence of such batteries in consumer products. The fire risk posed by lithium-ion batteries used in powered mobility devices, such as electric bikes, scooters, skateboards and hoverboards, is particularly high due to the size of batteries necessary to power such devices, the frequency of collisions and corresponding damage to batteries, and frequency of re-charging batteries for such devices that are often used on a daily basis. These risks are heightened in San

FILE NO. 231165

Francisco due to local conditions, which include dense development, narrow streets, and traffic congestion. The proposed legislation seeks to mitigate the fire risk posed by powered mobility devices using lithium-ion batteries by providing for certain safety standards and a public informational campaign.

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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

MEMORANDUM

Date: November 15, 2023
To: Planning Department/Planning Commission
From: John Carroll, Assistant Clerk, Land Use and Transportation Committee
Subject: Board of Supervisors Legislation Referral - File No. 231165
Fire Code - Lithium-Ion Batteries in Powered Mobility Devices

California Environmental Quality Act (CEQA) Determination
(*California Public Resources Code, Sections 21000 et seq.*)

Ordinance / Resolution

Ballot Measure

Not defined as a project under CEQA Guidelines Sections 15378 and 15060(c)(2) because it would not result in a direct or indirect physical change in the environment.

12/1/2023

A handwritten signature in black ink, appearing to be "John Carroll".

Amendment to the Planning Code, including the following Findings:
(*Planning Code, Section 302(b): 90 days for Planning Commission review*)

General Plan Planning Code, Section 101.1 Planning Code, Section 302

Amendment to the Administrative Code, involving Land Use/Planning
(*Board Rule 3.23: 30 days for possible Planning Department review*)

General Plan Referral for Non-Planning Code Amendments
(*Charter, Section 4.105, and Administrative Code, Section 2A.53*)

(Required for legislation concerning the acquisition, vacation, sale, or change in use of City property; subdivision of land; construction, improvement, extension, widening, narrowing, removal, or relocation of public ways, transportation routes, ground, open space, buildings, or structures; plans for public housing and publicly-assisted private housing; redevelopment plans; development agreements; the annual capital expenditure plan and six-year capital improvement program; and any capital improvement project or long-term financing proposal such as general obligation or revenue bonds.)

Historic Preservation Commission

Landmark (*Planning Code, Section 1004.3*)

Cultural Districts (*Charter, Section 4.135 & Board Rule 3.23*)

Mills Act Contract (*Government Code, Section 50280*)

Designation for Significant/Contributory Buildings (*Planning Code, Article 11*)

Please send the Planning Department/Commission recommendation/determination to John Carroll at john.carroll@sfgov.org.

BOARD of SUPERVISORS



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

TO: Jeanine Nicholson, Chief, Fire Department
Patrick O'Riordan, Director, Department of Building Inspection

FROM: John Carroll, Assistant Clerk, Land Use and Transportation Committee

DATE: November 15, 2023

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Land Use and Transportation Committee has received the following proposed legislation, introduced by Supervisor Peskin on November 7, 2023.

File No. 231165

Ordinance amending the Fire Code to provide fire protection standards for the charging and storage of lithium-ion batteries used in powered mobility devices (such as electric bikes, scooters, skateboards, and hoverboards), prohibit use of damaged lithium-ion batteries in such devices, prohibit use of lithium-ion batteries assembled or reconditioned using cells removed from used batteries in such devices, and require the Fire Department to conduct an informational campaign; affirming the Planning Department's determination under the California Environmental Quality Act; and directing the Clerk of the Board of Supervisors to forward this Ordinance to the California Building Standards Commission upon final passage.

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: john.carroll@sfgov.org.

cc:
Theresa Ludwig, Fire Department
Patty Lee, Department of Building Inspection
Carl Nicita, Department of Building Inspection



MYRNA MELGAR

DATE: November 29, 2023

TO: Angela Calvillo
Clerk of the Board of Supervisors

FROM: Supervisor Myrna Melgar, Chair, Land Use and Transportation Committee

RE: Land Use and Transportation Committee
COMMITTEE REPORTS

A handwritten signature in blue ink, appearing to read "mm", located to the right of the "TO:" field.

Pursuant to Board Rule 4.20, as Chair of the Land Use and Transportation Committee, I have deemed the following matters are of an urgent nature and request them be considered by the full Board on Tuesday, December 5, 2023, as Committee Reports:

- File No. 230701** **Planning Code - Citywide Expansion of Allowable Commercial, Restaurant, and Retail Uses**
Sponsors: Mayor; Engardio, Dorsey, Melgar, Stefani and Mandelman
- File No. 230768** **Public Works Code - Authorizing and Permitting Neighborhood Amenities**
Sponsors: Melgar; Stefani, Mandelman, Ronen, Engardio and Chan
- File No. 231091** **Initiating Landmark Designation - Gregangelo & Velocity Art & Entertainment - 225 San Leandro Way**
Sponsor: Melgar
- File No. 230948** **Commemorative Street Name Designation - "Panos Place" - 100-200 Block of Corbett Avenue**
Sponsor: Mandelman
- File No. 231142** **Planning and Subdivision Codes, Zoning Map - Housing Production**
Sponsors: Mayor; Engardio
- File No. 231175** **Urging the City Attorney and the Mayor to Respond to HCD's "Policy and Practice Review" by Seeking Extensions of Deadlines for Required Actions, and Certain Revisions and Corrections; and Setting City Policy for Implementation of the Housing Element**
Sponsors: Peskin; Chan and Mandelman
- File No. 231165** **Fire Code - Lithium-Ion Batteries in Powered Mobility Devices]**
Sponsor: Peskin

These matters will be heard in the Land Use and Transportation Committee at a Regular Meeting on Monday, December 4, 2023, at 1:30 p.m.

Introduction Form

(by a Member of the Board of Supervisors or the Mayor)



I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor inquires..."
- 5. City Attorney Request
- 6. Call File No. from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: