

1 [Scheduling items on Committee consent agendas.]

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3 **Motion amending Rule ~~5.40~~ 5.39 of the Rules of Order of the Board of Supervisors of**
4 **the City and County of San Francisco to provide additional guidelines for scheduling**
5 **items on consent agendas in Board Committee meetings.**

6 Note: Additions are single-underline italics Times New Roman;
7 deletions are ~~strikethrough italics Times New Roman~~.
8 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

9 MOVED, That the Board of Supervisors of the City and County of San Francisco
10 hereby amends Rule ~~5.40~~ 5.39 of the Rules of Order of the Board, to read as follows:

11 Rule ~~5.40~~ 5.39. Committee Consent Agenda. Any committee chair, in reviewing
12 matters to be included in a committee agenda, will determine whether there are routine, non-
13 controversial items which would be appropriate for inclusion in a consent agenda section.
14 When a consent agenda is utilized, it shall be shown as a single-numbered item.

15 a. The Budget Analyst shall not be required to submit reports on consent agenda items.

16 b. Whereas clauses of resolutions and findings clauses of ordinances should explain why the
17 legislation needs expedited review by the Board of Supervisors, and why the resolutions should be
18 considered as routine items and placed on a consent agenda.

19 c. The following items, and similar items, may be placed automatically on consent agendas in
20 committee:

21 1. amendments to the City Code that have no fiscal impact and have not been subjected
22 to the 30-day rule provided in Rule ~~5.41~~ 5.40 (which governs amendments to the City Code that
23 have been determined by the President to create or revise major City policy);

24 2. specific authorizations to sell bonds;

25 3. the refunding of bonds when done only to achieve lower interest rates and cost

1 savings for the City;

2 4. authorizations for the acceptance of gifts;

3 5. authorizations for the acceptance and expenditure of grant funds;

4 6. authorizations for renewing property leases, with no significant changes in the terms
5 of the lease (the implementation of COLAs is not considered a significant change in the terms of
6 a lease);

7 7. supplemental appropriations that only ~~refund~~ involve non-General Fund monies or
8 re-appropriate funds that have previously been appropriated by the Board of Supervisors.

9 8. releases of reserve under \$500,000.

10 9. Other items that the Committee Chair and the Budget Analyst agree do not require a
11 Budget Analyst's review and report.

12 d. The Budget Analyst shall provide a Reference Manual to each Department identifying the list
13 of required information to be provided by each Department (for example, budget information, number
14 of positions, annual salary range per position, consultants, hourly rates, total hours and changes) for
15 each type of item (for example, grants, gifts and leases) that would be placed on consent, as well as
16 non-consent items.

17 e. The Budget Analyst shall prepare a checklist of the type of information to be provided for
18 each type of item on a committee consent agenda.

19 f. Departments shall submit the required information to the Board of Supervisors and the
20 Budget Analyst for each item.

21 g. Each Committee Chair shall work with the Budget Analyst and the Clerk of the Board to
22 determine specific items to be placed on committee consent and regular agendas.

23 h. The Budget Analyst shall prepare written reports for items on a committee's regular agenda
24 having fiscal impact. For each item on a committee's consent agenda, the Budget Analyst shall submit
25 a checklist certifying the basis for placing the item on a consent agenda.

1 i. Departmental representatives shall attend Committee meetings when they have items pending
2 before a committee, including consent items.

3 j. Committee members would review information contained in their Committee agenda packets.

4 A Committee member may pull any item off a consent agenda, and may question departmental
5 representatives. A Committee member may continue a consent agenda item and refer the item back to
6 the Budget Analyst's office for the preparation of a report to be prepared for a subsequent Committee
7 meeting. If the Chair of the Committee, or a majority of the Committee members, determine that the
8 continued consent agenda item requires expedited consideration by the Board of Supervisors, then the
9 Committee may decide to report the item, without Committee recommendation, to the Board of
10 Supervisors and request that the Budget Analyst's report on the item be delivered to the Board of
11 Supervisors prior to the Board's consideration of the item.