

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

TO: All City Department Heads via Tom Paulino, Mayor's Office

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: April 3, 2024

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Rules Committee received the following proposed Ordinance:

File No. 240227

Ordinance amending the Administrative Code to require Departments seeking Board of Supervisors approval to enter into a contract for emergency repairs to provide an estimated cost of the proposed emergency work, and upon completion of the repairs, a summary of the actual cost.

If you have comments or reports to be included with the file, please forward them to Victor Young at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

c: Andres Power, Mayor's Office



# City and County of San Francisco

## Master Report

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 240227      **File Type:** Ordinance      **Status:** 30 Day Rule

**Enacted:** \_\_\_\_\_ **Effective:** \_\_\_\_\_

**Version:** 1      **In Control:** Rules Committee

**File Name:** Administrative Code - Emergency Contracts for Repairs      **Date Introduced:** 03/12/2024

**Requester:** \_\_\_\_\_ **Cost:** \_\_\_\_\_ **Final Action:** \_\_\_\_\_

**Comment:** \_\_\_\_\_ **Title:** Ordinance amending the Administrative Code to require Departments seeking Board of Supervisors approval to enter into a contract for emergency repairs to provide an estimated cost of the proposed emergency work, and upon completion of the repairs, a summary of the actual cost.

**Sponsor:** Chan

### History of Legislative File 240227

Ver	Acting Body	Date	Action	Sent To	Due Date	Result
1	President	03/12/2024	ASSIGNED UNDER 30 DAY RULE	Rules Committee	04/11/2024	

1 [Administrative Code - Emergency Contracts for Repairs]

2

3 **Ordinance amending the Administrative Code to require Departments seeking Board of**  
4 **Supervisors approval to enter into a contract for emergency repairs to provide an**  
5 **estimated cost of the proposed emergency work, and upon completion of the repairs, a**  
6 **summary of the actual cost.**

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

11

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

13

14 Section 1. The Administrative Code is hereby amended by revising Section 6.60, to  
15 read as follows:

16

17 **SEC. 6.60. EMERGENCY REPAIRS, WORK AND CONTRACTS.**

18 (a) Declaration of Emergency. The Board of Supervisors may declare an emergency  
19 and may direct any Department Head to perform any repair or other emergency work in any  
20 manner the Board determines to be in the best interests of the City.

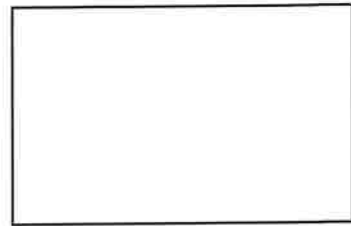
21 \* \* \* \*

22 (d) Approvals Required for Determination of Emergency. If the estimated cost of the  
23 emergency work is less than or equal to \$250,000 the Department Head may proceed with  
24 the work without additional approvals. If the estimated cost of the emergency work exceeds  
25 \$250,000, the Department Head prior to authorizing the commencement of the work, must



**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):

Chan

Subject:

Administrative Code - Emergency Contracts for Repairs

Long Title or text listed:

Ordinance amending the Administrative Code to require Departments seeking Board of Supervisors approval to enter into a contract for emergency repairs to provide an estimated cost of the proposed emergency work, and upon completion of the repairs, a summary of the actual cost.

Signature of Sponsoring Supervisor:

**From:** [Hsieh, Frances \(BOS\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Chan, Connie \(BOS\)](#)  
**Subject:** Chan - Ordinance - Administrative Code - Emergency Contracts for Repairs  
**Date:** Tuesday, March 12, 2024 1:49:45 PM  
**Attachments:** [01741284.DOCX](#)  
[Chan - Intro Form - 6.60.pdf](#)

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Dear Clerk staff,

Attached, please find an intro form and ordinance for introduction by Supervisor Chan today. Please see below for the City Attorney's office approval as to form.

Please let me know if you have any questions or need anything further.

Thanks,  
Frances

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Frances Hsieh | 謝令宜  
Office of Supervisor Connie Chan  
San Francisco Board of Supervisors, District 1  
(415) 554-7410

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**From:** Pearson, Anne (CAT) <Anne.Pearson@sfcityatty.org>  
**Sent:** Tuesday, March 12, 2024 1:42 PM  
**To:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Cc:** TAYLOR, YADIRA (CAT) <Yadira.Taylor@sfcityatty.org>  
**Subject:** 6.60 ordinance

Hi Frances,

Attached please find an ordinance amending Section 6.60 of the Administrative Code. It is approved as to form. Because it is only two pages, it does not require a legislative digest.

Thanks,  
Anne

1 [Administrative Code - Emergency Contracts for Repairs]

2

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21

\* \* \* \*

22 (d) Approvals Required for Determination of Emergency. If the estimated cost of the  
23 emergency work is less than or equal to \$250,000 the Department Head may proceed with  
24 the work without additional approvals. If the estimated cost of the emergency work exceeds  
25 \$250,000, the Department Head prior to authorizing the commencement of the work, must

1 first secure the approval in writing of the Mayor or the president of the board or commission  
2 concerned as appropriate to the department. For all cases where the cost of the emergency  
3 work exceeds \$250,000, the Department Head shall also obtain the approval of the Board of  
4 Supervisors by resolution. Such resolution shall set forth the estimated cost of the proposed  
5 emergency work. In the event that the actual cost of the emergency work exceeds the estimated cost,  
6 the Department Head shall prepare a closeout report describing the actual costs, and shall submit a  
7 copy of the closeout report to the Clerk of the Board of Supervisors for inclusion in the Board File  
8 containing the resolution approving the declaration of emergency under this Section 6.60.

9 If the emergency does not permit the required approvals of the emergency  
10 determination to be obtained before work is commenced or the Contract(s) entered into, such  
11 approvals shall be obtained as soon thereafter as it is possible to do so. In such event, the  
12 Department Head concerned shall notify the Controller immediately of the work involved or  
13 the Contract(s) entered into and the estimated cost thereof. The proposed resolution  
14 approving the emergency determination shall be submitted to the Board of Supervisors within  
15 60 days of the Department Head's emergency declaration.

16  
17 Section 2. Effective Date. This ordinance shall become effective 30 days after  
18 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
19 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
20 of Supervisors overrides the Mayor's veto of the ordinance.

21  
22 APPROVED AS TO FORM:  
23 DAVID CHIU, City Attorney

24 By: \_\_\_\_\_/s/\_\_\_\_\_  
25 ANNE PEARSON  
Deputy City Attorney

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