

1 [Administrative Code - Mid-Year Reports on Department Overtime Expenditures]

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3 **Ordinance amending the Administrative Code to require the Controller to include in**
 4 **mid-year financial reports to the Board of Supervisors and Mayor information regarding**
 5 **the overtime expenditures of the Airport, Department of Emergency Management, Fire**
 6 **Department, Police Department, Department of Public Health, Public Utilities**
 7 **Commission, Public Works, Recreation and Park Department, and Sheriff's Department.**

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

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

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15 Section 1. The Administrative Code is hereby amended by revising Sections 2A.19
 16 and 3.17, to read as follows:

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SEC. 2A.19. CONTROLLER'S REPORTS.

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(a) The Controller shall annually make a complete financial report which shall be
 19 audited and distributed as provided in Charter Section 2.115.

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(b) The Controller shall also ~~periodically during a fiscal year~~ produce reports that
 21 summarize City revenues and expenditures during the first six- and nine-month periods of each
 22 fiscal year, and during any other portion of the fiscal year that the Controller deems appropriate.

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Such summaries shall include the General Fund and selected funds and accounts of the City
 24 and shall include assets, liabilities, income, expenditures, appropriations and funds, in such
 25 manner as to show the financial condition of the City and County and of each department,

1 office, bureau or division thereof, for the period covered, and with comparative figures for the
2 similar period in the preceding fiscal year. The ~~Controller shall at the same time prepare reports~~
3 ~~shall include~~ statements showing the cash position of the City and County (and the
4 unencumbered balance in each fund), For each department with separate overtime appropriations
5 in its annual operating fund under Administrative Code Section 3.17, the report shall include a
6 statement showing the amount the department has expended to pay for overtime during the portion of
7 the fiscal year covered by the report. The Controller shall periodically make such reports as may be
8 necessary to show the actual or projected financial conditions of the City and County and of each
9 department, office, bureau or division thereof. Further provided that the Controller shall prepare such
10 reports for at least the first six and nine month periods of each fiscal year.

11 (c) The Controller shall also prepare monthly and transmit to all department heads
12 concerned, reports showing the allowances, expenditures, encumbrances and unencumbered
13 balances of each revenue and expenditure appropriation.

14 (d) The Controller shall transmit a copy of each ~~such~~ report prepared under this Section
15 2A.19 and special fiscal reports as requested, shall be transmitted to the Mayor and the Board of
16 Supervisors, ~~and kept on file in the Controller's office.~~

18 **SEC. 3.17. SEPARATE OVERTIME APPROPRIATIONS.**

19 (a) The Annual Appropriations Ordinance shall contain a separate appropriation within
20 annual operating funds for overtime for each of the following departments: Airport; Department
21 of Emergency Management; Fire Department; Police Department; Department of Public Health;
22 Public Utilities Commission; Department of Public Works; Recreation and Park Department; and
23 Sheriff.

1 (b) Any department identified in subsection (a) that proposes to spend more on
2 overtime than the amount so appropriated must first obtain a supplemental appropriation
3 ordinance for that purpose.

4 (c) Notwithstanding Section 3.18, the Controller shall not transfer any funds previously
5 appropriated to a department identified in subsection (a) for other uses, including salaries, to
6 the department's overtime appropriation except pursuant to a supplemental appropriation
7 ordinance.

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

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14 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
15 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
16 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
17 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
18 additions, and Board amendment deletions in accordance with the "Note" that appears under
19 the official title of the ordinance.

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21 APPROVED AS TO FORM:
22 DENNIS J. HERRERA, City Attorney

23 By: _____
24 JON GIVNER
25 Deputy City Attorney

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