

File No. 110766

Committee Item No. 2

Board Item No. 21

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: September 8, 2011

Board of Supervisors Meeting

Date: September 20, 2011

### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input checked="" 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"/>            | 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 (Approved as to Form)     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Andrea S. Ausberry

Date August 30, 2011

Completed by: A. Ausberry

Date Sept. 12, 2011

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

[Administrative Code – Overtime Appropriations]

Ordinance amending the San Francisco Administrative Code by adding Section 3.17 to:

1) require separate overtime items in the budget for the Airport, Emergency Management, Fire, Police, Public Health, Public Utilities, Public Works, Recreation and Park, and Sheriff; and 2) require those departments to obtain a separate supplemental appropriation to exceed those amounts.

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 Section 3.17, to read as follows:

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

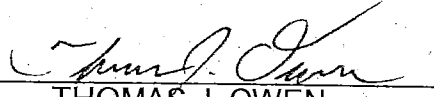
(a) The Annual Appropriations Ordinance shall contain a separate appropriation within annual operating funds for overtime for each of the following departments: Airport; Emergency Management; Fire; Police; Public Health; Public Utilities; Public Works; Recreation and Park; and Sheriff.

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

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

1           Section 2 . **Effective Date.** This ordinance shall become effective 30 days from the  
2 date of passage.

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

6  
7 By:   
8           THOMAS J. OWEN  
9           Deputy City Attorney

LEGISLATIVE DIGEST

[Administrative Code - Overtime Appropriations]

**Ordinance amending the San Francisco Administrative Code by adding Section 3.17 to:**  
1) require separate overtime items in the budget for the Airport, Emergency Management, Fire, Police, Public Health, Public Utilities, Public Works, Recreation and Park, and Sheriff; and 2) require those departments to obtain a separate supplemental appropriation to exceed those amounts.

Existing Law

Under current law, money for overtime expenditures is not separately appropriated in a department's budget. Money for overtime is included in the department's overall appropriations for salaries and mandatory fringe benefits (collectively, its "salaries appropriation"). The department may use any of the money in its salaries appropriation for overtime—even if the amount exceeds the budget estimates for overtime in the department—without further action by the Board of Supervisors, so long as the department does not exceed its total salaries appropriation.

Amendments to Current Law

Under the proposal, money for overtime expenditures for specified departments would be appropriated as a separate line item in the department's budget. A department that wished to spend more money on overtime than the amount contained in its budget would have to come back to the Board of Supervisors for a separate supplemental appropriation.

The proposal would apply to departments that spend the most on overtime: Airport; Emergency Management; Fire; Police; Public Health; Public Utilities; Public Works; Recreation and Park; and Sheriff. (The MTA is not included in the list because it is subject to its own budget procedures under the Charter.)

## INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or  
Meeting Date

I hereby submit the following item for introduction:

- 1. For reference to Committee:  
    An Ordinance, Resolution, Motion, or Charter Amendment
- 2. Request for next printed agenda Without Reference to Committee
- 3. Request for Committee Hearing on a subject matter
- 4. Request for letter beginning "Supervisor \_\_\_\_\_ inquires..."
- 5. City Attorney request
- 6. Call matter from Committee (File Number: \_\_\_\_\_)
- 7. Budget Analyst request (attach written Motion)
- 8. Substitute Legislation (File Number: \_\_\_\_\_)
- 9. Request for Closed Session
- 10. Board to Sit as a Committee of the Whole
- 11. Question(s) submitted for Mayoral Appearance before the BOS on \_\_\_\_\_

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Small Business Commission      | <input type="checkbox"/> Youth Commission    |
| <input type="checkbox"/> Ethics Commission              | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission |  |

**Note:** For the Imperative Agenda (a Resolution not on the printed agenda), use a different form.

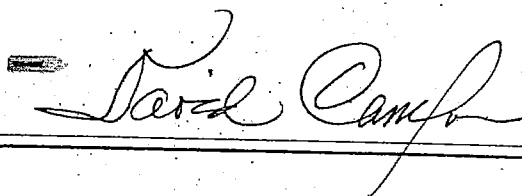
**Sponsor(s):** Campos

**Subject:** Ordinance - Administrative Code - Overtime Appropriations

The text is listed below or attached:

I kindly request that this item be referred to the Government Audit and Oversight Committee.

Signature of Sponsoring Supervisor: \_\_\_\_\_



**For Clerk's Use Only:**

Common/Supervisors Form

Revised 05/19/11

