

1 [Scheduling items on Committee consent agendas.]

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3 **Motion amending Rule 5.40 of the Rules of Order of the Board of Supervisors of the**  
4 **City and County of San Francisco to provide additional guidelines for scheduling items**  
5 **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 of the Rules of Order of the Board, to read as follows:

11 Rule 5.40. Committee Consent Agenda. Any committee chair, in reviewing matters to  
12 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 (which governs amendments to the City Code that have  
23 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 non-General Fund monies.

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

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

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

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

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

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

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

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

1 A Committee member may pull any item off a consent agenda, and may question departmental  
2 representatives. A Committee member may continue a consent agenda item and refer the item back to  
3 the Budget Analyst's office for the preparation of a report to be prepared for a subsequent Committee  
4 meeting.