

1 [Amending and repealing provisions providing for reimbursement to officers and employees  
2 using private vehicles for City business]

3 **Ordinance amending Part I, Chapter 10, Article IV, of the San Francisco Municipal Code**  
4 **(Administrative Code), by amending and re-numbering Section 10.31, dealing with**  
5 **authorization for City officers and employees to receive compensation for use of**  
6 **privately-owned automobiles for official routine duty or service, and repealing Sections**  
7 **10.32 through 10.36, providing procedures for such compensation.**

8 Note: Additions are *italic; Times New Roman*; deletions  
9 are ~~*strikethrough italic; Times New Roman*~~.  
10 Board amendment additions are double underlined.  
11 Board amendment deletions are ~~strikethrough normal~~.

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

13 Section 1. Chapter 10 of the San Francisco Administrative Code is hereby amended  
14 by amending Section 10.31 and re-numbering it as Section 10.28-1, to read as follows:

15 ***SEC. 10.28-1 ~~10.31~~. AUTHORIZATION AND AUTHORITY FOR USE OF PRIVATE***  
16 ***AUTOMOBILES AUTHORIZED.***

17 Subject to the fiscal and accounting procedures of the Charter, officers and employees  
18 shall be allowed traveling and incidental expenses and compensation for the use of privately  
19 owned automobiles in connection with official routine duty or service for or on account of the  
20 City and County as provided by this Article.

21 *When funds have been appropriated for such purpose, each elective officer in charge of an*  
22 *administrative office, the Controller, the Mayor or the Mayor's designee and each board or*  
23 *commission may authorize officers and employees within their respective jurisdictions to use privately*  
24 *owned automobiles in connection with any official routine duty or service and to be compensated for*  
25

1 such use, on the basis of the actual number of miles traveled, at rates to be established by the  
2 Controller.

3  
4 Section 2. Chapter 10 of the San Francisco Administrative Code is hereby amended  
5 by repealing Sections 10.32 through 10.36.

6 ~~SEC. 10.32. ACTUAL OFFICIAL EXPENSES TO BE PAID.~~

7 ~~— Any officer or employee of the City and County who, in the discharge of official routine duties  
8 or in the rendering of official routine service, incurs travel and other expenses incidental thereto shall  
9 be allowed and paid such actual and necessary travel and other expenses as may be incurred.~~

10  
11 ~~SEC. 10.33. EFFECT OF TRAVEL EXPENSE REGULATIONS.~~

12 ~~— In the event that any routine trip is of such character as is contemplated by the current annual  
13 travel expense ordinance, but which does not require specific authorization by the Board of  
14 Supervisors, each elective officer in charge of an administrative office, the Controller, the Mayor or the  
15 Mayor's designee and each board or commission, with the concurrence of the Controller, may provide  
16 for allowances and payments to officers and employees within their respective jurisdictions for the  
17 related trip in accordance with the provisions of the annual travel expense ordinance in effect at the  
18 commencement of the trip.~~

19  
20 ~~SEC. 10.34. GRANT OF AUTHORITY TO USE AUTOMOBILES; ESTABLISHMENT OF MILEAGE  
21 RATES.~~

22 ~~— When funds have been appropriated for such purpose, each elective officer in charge of an  
23 administrative office, the Controller, the Mayor or the Mayor's designee and each board or commission  
24 may authorize officers and employees within their respective jurisdictions to use privately owned~~

1 ~~automobiles in connection with any official routine duty or service and to be compensated for such use,~~  
2 ~~on the basis of the actual number of miles traveled, at rates to be established by the Controller.~~

3 ~~—— The Controller is hereby authorized and directed to establish said mileage rates and annually to~~  
4 ~~examine into and revise said rates in accordance with such examination. The Controller shall submit to~~  
5 ~~the Board of Supervisors for ratification all rates established pursuant to the provisions hereof, and~~  
6 ~~such rates shall not become effective until appropriations for payment on the basis thereof shall have~~  
7 ~~been duly enacted by the Board of Supervisors and have become available for the purpose.~~

8  
9 ~~SEC. 10.35. CLAIMS FOR REIMBURSEMENT.~~

10 ~~—— Claim for the reimbursement of expenses or for automobile allowances in connection with~~  
11 ~~official routine duties or services shall be delivered into the Controller's office not later than the 10th~~  
12 ~~day after the close of the month in which such expenses were incurred. In the event that the Controller~~  
13 ~~shall have advanced sums to cover any expenses for routine duties or services, such advances shall be~~  
14 ~~accounted for and returned to the Controller not later than the 10th day after the return from each~~  
15 ~~related trip to duty in or at the normal headquarters of the officers or employees.~~

16  
17 ~~SEC. 10.36. RULES FOR PRESENTATION OF VOUCHERS.~~

18 ~~—— The Controller shall establish rules for the presentation of such vouchers as he or she shall~~  
19 ~~deem proper in connection with expenditures and for the payment of all amounts payable pursuant to~~  
20 ~~this Article.~~

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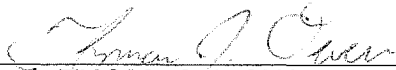
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APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By:

  
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THOMAS J. OWEN  
Deputy City Attorney



# City and County of San Francisco

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

## Tails Ordinance

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**File Number:** 001802

**Date Passed:**

Ordinance amending Part I, Chapter 10, Article IV, of the San Francisco Municipal Code (Administrative Code), by amending and re-numbering Section 10.31, dealing with authorization for City officers and employees to receive compensation for use of privately-owned automobiles for official routine duty or service, and repealing Sections 10.32 through 10.36, providing procedures for such compensation.

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December 4, 2000 Board of Supervisors — PASSED, ON FIRST READING

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

December 11, 2000 Board of Supervisors — FINALLY PASSED

Ayes: 10 - Ammiano, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee  
Absent: 1 - Becerril

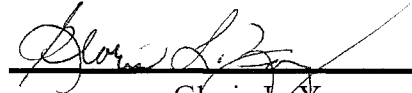
File No. 001802

I hereby certify that the foregoing Ordinance was FINALLY PASSED on December 11, 2000 by the Board of Supervisors of the City and County of San Francisco.

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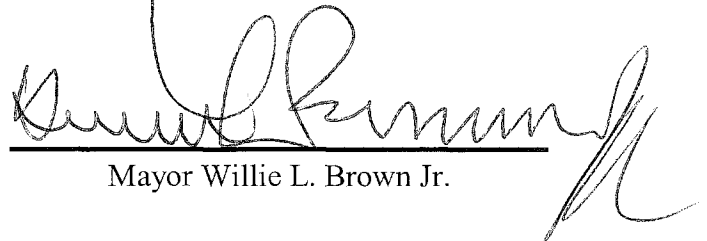
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Date Approved

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Gloria L. Young  
Clerk of the Board

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Mayor Willie L. Brown Jr.