File No. 240227 **Committee Item No.** 3
Board Item No. 20

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee **Date** April 15, 2024

Board of Supervisors Meeting **Date** April 23, 2024

Cmte Board

Cmte	Board	
☐	☐	**Motion**
☐	☐	**Resolution**
☒	☐	**Ordinance**
☐	☐	**Legislative Digest**
☐	☐	**Budget and Legislative Analyst Report**
☐	☐	**Youth Commission Report**
☐	☐	**Introduction Form**
☒	☐	**Department/Agency Cover Letter and/or Report**
☐	☐	**Memorandum of Understanding (MOU)**
☐	☐	**Grant Information Form**
☐	☐	**Grant Budget**
☐	☐	**Subcontract Budget**
☐	☐	**Contract/Agreement**
☐	☐	**Form 126 - Ethics Commission**
☐	☐	**Award Letter**
☐	☐	**Application**
☐	☐	**Form 700**
☐	☐	**Information/Vacancies (Boards/Commissions)**
☐	☐	**Public Correspondence**

OTHER **(Use back side if additional space is needed)**

☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	

Completed by: Victor Young **Date** April 11, 2024
Completed by: _____ **Date** _____

[Administrative Code - Emergency Contracts for Repairs]

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.

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

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

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

SEC. 6.60. EMERGENCY REPAIRS, WORK AND CONTRACTS.

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

* * * *

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

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

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

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

APPROVED AS TO FORM:
DAVID CHIU, City Attorney

By: _____/s/_____
ANNE PEARSON
Deputy City Attorney

n:\legana\as2024\2400328\01741284.docx

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

M E M O R A N D U M

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

FROM: Victor Young, Assistant Clerk

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.

c: Andres Power, Mayor's Office