

File No. 170764

Committee Item No. 3

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date October 19, 2017

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" 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                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <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)

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Completed by: Linda Wong Date \_\_\_\_\_

Completed by: Linda Wong Date \_\_\_\_\_

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

2  
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.**

8 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.

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

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

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

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

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

24 Such summaries shall include the General Fund and selected funds and accounts of the City  
25 and shall include assets, liabilities, income, expenditures, appropriations and funds, in such  
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.

8  
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.

13  
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.

20  
21 APPROVED AS TO FORM:  
22 DENNIS J. HERRERA, City Attorney

23 By:

  
24 JON GIVNER  
Deputy City Attorney

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**LEGISLATIVE DIGEST**

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

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

Existing Law

Under existing law, the Controller must report to the Board of Supervisors and the Mayor regarding City departments' revenues and expenditures at the end of the first six months of each fiscal year and at the end of the first nine months of each fiscal year.

The City's annual budget includes a separate appropriation for employee overtime expenses within operating funds for certain departments—the Airport, Department of Emergency Management, Fire Department, Police Department, Department of Public Health, Public Utilities Commission, Department of Public Works, Recreation and Park Department, and Sheriff. Those departments may not spend more on overtime than the budgeted amount unless the Board of Supervisors adopts a supplemental appropriation authorizing the extra overtime spending.

Amendments to Current Law

In the Controller's six-month and nine-month reports, the Controller would be required to provide an update on the amount that each of the departments listed above has spent on overtime during the portion of the fiscal year covered by the report

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BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Ben Rosenfield, City Controller, Office of the Controller

FROM: Linda Wong, Assistant Clerk, Budget and Finance Committee

DATE: August 2, 2017

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Budget and Finance Committee has received the following proposed legislation:

**File No. 170764**

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

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: Todd Rydstrom, Office of the Controller  
Michelle Allersma, Office of the Controller

Print Form

# Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2017 JUN 20 PM 3:47

#7 04 Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 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 hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [ ] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

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

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Supervisor Yee

Subject:

Administrative Code - Mid-Year Reports on Department Overtime Expenditures

The text is listed:

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

Signature of Sponsoring Supervisor:

*Norman Yee*

For Clerk's Use Only

