ERRATA

Correct lines 3, 10, and 11 on page 1 to renumber Rule 5.40 to read: 5.39 and to correct line 22 on page 1 to renumber Rule 5.41 to read: 5.40.

Gloria L. Young
Clerk of the Board
September 17, 2003
Motion amending Rule 5.40 5.39 of the Rules of Order of the Board of Supervisors of the City and County of San Francisco to provide additional guidelines for scheduling items on consent agendas in Board Committee meetings.

MOVED, That the Board of Supervisors of the City and County of San Francisco hereby amends Rule 5.40 5.39 of the Rules of Order of the Board, to read as follows:

Rule 5.40 5.39. Committee Consent Agenda. Any committee chair, in reviewing matters to be included in a committee agenda, will determine whether there are routine, non-controversial items which would be appropriate for inclusion in a consent agenda section. When a consent agenda is utilized, it shall be shown as a single-numbered item.

a. The Budget Analyst shall not be required to submit reports on consent agenda items.

b. Whereas clauses of resolutions and findings clauses of ordinances should explain why the legislation needs expedited review by the Board of Supervisors, and why the resolutions should be considered as routine items and placed on a consent agenda.

c. The following items, and similar items, may be placed automatically on consent agendas in committee:

1. amendments to the City Code that have no fiscal impact and have not been subjected to the 30-day rule provided in Rule 5.44 5.40 (which governs amendments to the City Code that have been determined by the President to create or revise major City policy);

2. specific authorizations to sell bonds;

3. the refunding of bonds when done only to achieve lower interest rates and cost
savings for the City;

4. authorizations for the acceptance of gifts;

5. authorizations for the acceptance and expenditure of grant funds;

6. authorizations for renewing property leases, with no significant changes in the terms of the lease (the implementation of COLAs is not considered a significant change in the terms of a lease);

7. supplemental appropriations that only refund involve non-General Fund monies or re-appropriate funds that have previously been appropriated by the Board of Supervisors.

8. releases of reserve under $500,000.

9. Other items that the Committee Chair and the Budget Analyst agree do not require a Budget Analyst's review and report.

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

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

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

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

h. The Budget Analyst shall prepare written reports for items on a committee’s regular agenda having fiscal impact. For each item on a committee’s consent agenda, the Budget Analyst shall submit a checklist certifying the basis for placing the item on a consent agenda.
i. Departmental representatives shall attend Committee meetings when they have items pending before a committee, including consent items.

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

A Committee member may pull any item off a consent agenda, and may question departmental representatives. A Committee member may continue a consent agenda item and refer the item back to the Budget Analyst's office for the preparation of a report to be prepared for a subsequent Committee meeting. If the Chair of the Committee, or a majority of the Committee members, determine that the continued consent agenda item requires expedited consideration by the Board of Supervisors, then the Committee may decide to report the item, without Committee recommendation, to the Board of Supervisors and request that the Budget Analyst's report on the item be delivered to the Board of Supervisors prior to the Board's consideration of the item.
Motion amending Rule 5.40 of the Rules of Order of the Board of Supervisors of the City and County of San Francisco to provide additional guidelines for scheduling items on consent agendas in Board Committee meetings.

March 18, 2003 Board of Supervisors — AMENDED
  Ayes: 10 - Ammiano, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick, Newsom, Peskin, Sandoval
  Excused: 1 - Daly

March 18, 2003 Board of Supervisors — APPROVED AS AMENDED
  Ayes: 10 - Ammiano, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick, Newsom, Peskin, Sandoval
  Excused: 1 - Daly
I hereby certify that the foregoing Motion was APPROVED AS AMENDED on March 18, 2003 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young
Clerk of the Board