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.

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 Sections 2A.19 and 3.17, to read as follows:

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

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

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

Such summaries shall include the General Fund and selected funds and accounts of the City 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,
office, bureau or division thereof, for the period covered, and with comparative figures for the
similar period in the preceding fiscal year. The Controller shall at the same time prepare reports
shall include statements showing the cash position of the City and County (and the
uncumbered balance in each fund). For each department with separate overtime appropriations
in its annual operating fund under Administrative Code Section 3.17, the report shall include a
statement showing the amount the department has expended to pay for overtime during the portion of
the fiscal year covered by the report. The Controller shall periodically make such reports as may be
necessary to show the actual or projected financial conditions of the City and County and of each
department, office, bureau or division thereof. Further provided that the Controller shall prepare such
reports for at least the first six- and nine-month periods of each fiscal year.

(c) The Controller shall also prepare monthly and transmit to all department heads
concerned, reports showing the allowances, expenditures, encumbrances and unencumbered
balances of each revenue and expenditure appropriation.

(d) The Controller shall transmit a copy of each such report prepared under this Section
2A.19 and special fiscal reports as requested, shall be transmitted to the Mayor and the Board of
Supervisors, and kept on file in the Controller's office.

SEC. 3.17. SEPARATE OVERTIME APPROPRIATIONS.

(a) The Annual Appropriations Ordinance shall contain a separate appropriation within
annual operating funds for overtime for each of the following departments: 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.
(b) Any department identified in subsection (a) that proposes to spend more on overtime than the amount so appropriated must first obtain a supplemental appropriation ordinance for that purpose.

(c) Notwithstanding Section 3.18, the Controller shall not transfer any funds previously appropriated to a department identified in subsection (a) for other uses, including salaries, to the department's overtime appropriation except pursuant to a supplemental appropriation ordinance.

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.

Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal Code that are explicitly shown in this ordinance as additions, deletions, Board amendment additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

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

By: JON GIVNER
Deputy City Attorney
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.

October 05, 2017 Budget and Finance Committee - CONTINUED

October 19, 2017 Budget and Finance Committee - RECOMMENDED

October 31, 2017 Board of Supervisors - PASSED ON FIRST READING
Ayes: 11 - Breed, Cohen, Farrell, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Tang and Yee

November 14, 2017 Board of Supervisors - FINALLY PASSED
Ayes: 9 - Breed, Cohen, Farrell, Fewer, Peskin, Ronen, Safai, Sheehy and Yee
Absent: 2 - Kim and Tang

File No. 170764

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 11/14/2017 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor

Date Approved

11/22/2017