

File No. 250436

Committee Item No. _____

Board Item No. 51

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____

Date: _____

Board of Supervisors Meeting

Date: April 29, 2025

Cmte Board

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| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input 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 type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input 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 |
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OTHER

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|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Board of Supervisors Motion No. M19-180 12/10/19</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Board of Supervisors Ordinance No. 294-19 12/17/19</u> |
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Prepared by: Lisa Lew

Date: April 25, 2025

Prepared by: _____

Date: _____

1 [Board of Supervisors Budget Process - FYs 2025-2026 and 2026-2027]

2
3 **Motion establishing priorities for the Board of Supervisors' Budget and Appropriations**
4 **Committee, and the process to guide the Board's deliberations on the City budget, for**
5 **Fiscal Years (FYs) 2025-2026 and 2026-2027.**
6

7 WHEREAS, Each year, the Board of Supervisors strives for a budget process that
8 includes broad involvement from all members of the Board, the Mayor's Office, labor partners,
9 service provide networks, nonprofit partners, and members of the public; and

10 WHEREAS, In 2019, the Board of Supervisors passed Motion M19-180 and Ordinance
11 No. 294-19, on file with the Clerk of the Board of Supervisors in File No. 250436, which is
12 hereby declared to be a part of this Motion as if set forth fully herein, to require greater
13 accountability, transparency, accessibility, and engagement between these stakeholders and
14 accomplishes the above goals, including requirements for public hearings, centralized
15 information, and clear guidelines for public input; and

16 WHEREAS, Each year, it is up to the Chair of the Budget and Appropriations
17 Committee to develop a budget process that accomplishes these goals; and

18 WHEREAS, The City's balanced budget for FY2024-2025 totaled \$15.9 billion,
19 however, looking ahead to FY2025-2026 and FY2026-2027, the City is facing a more than
20 \$800 million budget deficit; and

21 WHEREAS, During our pandemic response and subsequent economic recovery, the
22 City relied on culturally and linguistically appropriate community-based infrastructure to
23 stabilize the City's most vulnerable and provide critical access to and engagement in life-
24 saving services; and

25 WHEREAS, While the City is continuing its economic recovery from pandemic impacts,

1 it is also facing unprecedented threats from pending federal and state funding cuts that
2 threaten the most vulnerable and historically under-resource communities; and

3 WHEREAS, To address these potential and likely cuts, City departments and policy
4 makers must make some difficult funding decisions; and

5 WHEREAS, The City budget is the most important policy document deliberated by the
6 Board of Supervisors, and therefore should be reflective of the values of this body, as well as
7 the Mayor of San Francisco; now, therefore, be it

8 MOVED, That the Board of Supervisors, through the Budget and Appropriations
9 Committee, shall seek to place appropriate funds on reserve in order to defend against federal
10 cuts; and, be it

11 FURTHER MOVED, That the following priorities are established for the Board of
12 Supervisors' Budget and Appropriations Committee's budget process to ensure that the basic
13 needs of San Franciscans are met, to support our youth, seniors, working families, and
14 immigrant communities and to stabilize small businesses, towards a more equitable and just
15 economic recovery that supports strong neighborhoods, thriving communities, and a robust
16 city workforce, by prioritizing:

- 17 a. Housing affordability and stability programs that keep people housed; and
18 b. Food security programs and services that address food insecurity for our most
19 vulnerable; and
20 c. Healthcare programs and support services and community-based resources that
21 provide direct care to our most vulnerable communities; and, be it

22 FURTHER MOVED, That Board of Supervisors, through the work Budget and
23 Appropriations Committee, shall prioritize a budget that supports equitable services and
24 resources citywide.

1 [Amending Board Rules of Order - Budget Process]

2
3 **Motion amending the Board of Supervisors Rules of Order to rename the five-member**
4 **Budget and Finance Committee as the Budget and Appropriations Committee, and to**
5 **require that Committee to hold special hearings regarding the Mayor's budget**
6 **instructions and budget priorities.**

7
8 MOVED, That the Board of Supervisors hereby amends Rules 2.17, 3.25, 3.25.1, and
9 3.26, to read as follows:

10
11 **2.17. Rate, Fee, Charge Review.** When a proposed rate, fee, or charge is received
12 from the Mayor, the Clerk of the Board shall promptly refer the matter to the Budget and
13 Finance Committee or the Budget and Appropriations Committee so that the Board may act
14 within 30 days as required by Section 2.109 of the Charter.

15
16 **3.25. Fiscal Committees.** In accordance with Administrative Code Section 2.6-3
17 concerning fiscal impact, the Government Audits and Oversight Committee, ~~and~~ the Budget
18 and Finance Committee, and the Budget and Appropriations Committee shall each be a "fiscal
19 committee" of the Board and the other committees of the Board, solely for the purpose of
20 considering grants to the City within their subject areas, shall also be considered "fiscal
21 committees.":-

22
23 **3.25.1. Budget and Finance Committee; Budget and Appropriations Committee.** The
24 Budget and Finance Committee or the Budget and Appropriations Committee shall be referred
25 appropriation ordinances, and measures concerning bond issues, taxes, fees and other

1 revenue measures, redevelopment, and real estate. The Budget and Appropriations Finance
2 Committee shall also be referred the annual appropriation and annual salary ordinances. ~~The~~
3 ~~Budget and Finance Committee shall hold a public hearing on the Mayor's budget instructions to City~~
4 ~~Departments for each annual City budget after the instructions are released.~~

5 The Budget and Finance Committee shall be comprised of three full-time members, and
6 shall convene year-round, except during Board recesses, according to a schedule determined by the
7 chair of the Committee. ~~except that beginning on March 1 of each year the committee shall be~~
8 ~~comprised of five members and shall remain a committee of five members until the Board adopts the~~
9 ~~annual appropriation and salary ordinances. Following the adoption of the annual appropriation and~~
10 ~~salary ordinances by the Board, the committee will be reduced to the three full time members.~~

11 ~~Beginning on March 1 February 1 of each year, and until the Board adopts the annual salary~~
12 ~~and appropriation ordinances, there shall be a subcommittee of the Budget and Finance Committee~~
13 ~~consisting of three members. The Budget and Appropriations Committee shall be comprised of five~~
14 ~~full-time members, and shall convene between February 1 and August 1 of each year, and at any other~~
15 ~~time during the year that the President of the Board determines in writing.~~ Unless otherwise
16 designated by the President, the members of the ~~subcommittee~~ Budget and Appropriations
17 Committee ~~shall be the full-time~~ include the three members of the Budget and Finance
18 Committee. ~~The subcommittee may consider any matters assigned to the Budget and Finance~~
19 ~~Committee except the annual appropriation and salary ordinances or the Mayor's budget instructions.~~

20 By March 1 each year, the chair of the Budget and Appropriations Committee shall introduce a
21 motion for consideration by the Board, delineating the budget process for the coming months,
22 including but not limited to: the Committee's anticipated hearing topics from March through June; the
23 process for the Board to identify and publicly communicate its policy priorities for the budget;
24 whether the Board will schedule Committees of the Whole to hold hearings on the Mayor's budget
25 instructions, the Mayor's budget priorities, the Mayor's proposed budget, the Board's proposed

1 spending plan, or other topics; and the Committee's guidelines regarding public transparency and
2 decision-making.

3 Upon receiving the Mayor's budget priorities as required by Chapter 3 of the Administrative
4 Code each fiscal year, the Committee shall hold a public hearing regarding those priorities. After
5 holding that hearing, the Committee shall prepare a proposed motion for the Board's consideration
6 responding to the Mayor's budget priorities.

7 As it considers the Mayor's proposed budget, the Committee should invite robust public
8 participation, including public comment on the entire budget at each Committee meeting, and the chair
9 of the Committee should make available on the Board's website at least one proposed spending plan
10 describing proposed allocations of available funds in the budget at least 72 hours before the Committee
11 votes to forward the annual appropriations ordinance to the Board for its consideration.

12
13 **3.26. Rules Committee.** The Rules Committee shall be referred matters concerning
14 appointments, ballot measures; (except revenue measures which will be heard in the Budget
15 and Finance Committee or the Budget and Appropriations Committee), Charter amendments,
16 amendments to the Administrative Code (except fiscal matters which will be heard in a fiscal
17 committee; and land use matters which will be heard in the Land Use and Transportation
18 Committee), amendments to the Campaign and Governmental Conduct Code, and Board
19 Rules of Order.
20
21
22
23
24
25



City and County of San Francisco

Tails

Motion: M19-180

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

File Number: 191088

Date Passed: December 10, 2019

Motion amending the Board of Supervisors Rules of Order to rename the five-member Budget and Finance Committee as the Budget and Appropriations Committee, and to require that Committee to hold special hearings regarding the Mayor's budget instructions and budget priorities.

December 09, 2019 Rules Committee - RECOMMENDED AS COMMITTEE REPORT

December 10, 2019 Board of Supervisors - APPROVED

Ayes: 11 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee

File No. 191088

I hereby certify that the foregoing Motion was APPROVED on 12/10/2019 by the Board of Supervisors of the City and County of San Francisco.

A handwritten signature in cursive script, appearing to read "Angela Calvillo", written over a horizontal line.

Angela Calvillo
Clerk of the Board

[Administrative Code - Budget Approval Process]

Ordinance amending the Administrative Code to modify the process for the City's adoption of the annual budget by requiring City agencies to hold public hearings prior to submission of their proposed budgets to the Controller and the Mayor; requiring the Mayor to submit to the Board of Supervisors a description of the Mayor's budget priorities after holding a public hearing regarding those priorities; and requiring the Controller to maintain a public website with information about the City's budget process.

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 ~~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. Chapter 3 of the Administrative Code is hereby amended by revising Sections 3.2, 3.3, 3.4, 3.5, 3.7, 3.10, 3.11, 3.14, 3.15, and 3.16, and deleting Section 3.8, to read as follows:

SEC. 3.2. DEFINITIONS.

As used in this Chapter 3, names and titles shall have the following meaning:

~~AGENCY~~Agency. A City department, office, or other unit of government subject to the appropriation powers of the Board ~~of Supervisors such as the Parking Authority and the Redevelopment Agency. Also, a grouping of employees with a similar purpose or function or a portion~~

1 ~~of a department. For example, a subdivision of the Administrative Services Department could be~~
2 ~~designated as an agency for budget or fiscal control purposes.~~

3 Annual Salary Ordinance. *An ordinance showing the number and rates of compensation for all*
4 *positions continued or created in each annual budget and each annual and supplemental appropriation*
5 *ordinance for all agencies. The Annual Salary Ordinance shall constitute the legal basis for check by*
6 *the Department of Human Resources or Controller as to legality of the creation of any position in the*
7 *City service and the rate of compensation fixed therefor in an approved Memorandum of*
8 *Understanding with a recognized employee group.*

9 ~~APPOINTING OFFICER~~Appointing Officer. The ~~executive or elected~~ head of an department
10 ~~or~~ agency with the power to appoint, discipline or terminate employees under ~~his or her~~ the
11 supervision or control of that agency head.

12 ~~APPROPRIATION~~Appropriation. Resources or expenditure authority made available by
13 the Mayor and the Board ~~of Supervisors~~ by ordinance to an department, agency, board or
14 ~~commission~~ in furtherance of a public or statutory purpose.

15 ~~BOARD.~~ *Public body created by Charter or ordinance of the Board of Supervisors with the*
16 *ability to recommend the appointment of a chief executive for the function over which it exerts*
17 *guidance. (See also, "Commission.")*

18 Board. *The Board of Supervisors.*

19 ~~BUDGET~~Budget. The City's ~~and County's~~ plan of financial operation for a given period of
20 time embodying an estimate of all proposed expenditures and the proposed means of
21 financing them.

22 ~~COMMISSION~~Commission. Public body created by Charter or ordinance ~~of the Board of~~
23 ~~Supervisors~~ with the ~~ability~~ legal authority to appoint or recommend the appointment of a chief
24 executive of the function over which it exerts guidance. ~~(See also "Board.")~~

1 Designated Agency. Each of the following agencies: Assessor/Recorder's Office; City
2 Attorney's Office; District Attorney's Office; Mayor's Office; Public Defender's Office; Sheriff's
3 Office; Treasurer-Tax Collector's Office; City Administrator's Office, including Department of Public
4 Works, Department of Technology, and other agencies under the City Administrator's control; Adult
5 Probation Department; Controller's Office; Department of Child Support Services; Department of
6 Emergency Management; and Department of Human Resources.

7 ~~SALARY ORDINANCE. An ordinance showing the number and rates of compensation for all~~
8 ~~positions continued or created by the Supervisors in adopting each annual budget and each annual and~~
9 ~~supplemental appropriation ordinance for all departments, agencies, boards and commissions of the~~
10 ~~City and County. The Salary Ordinance shall constitute the legal basis for check by the Human~~
11 ~~Resources Department or Controller as to legality of the creation of any position in the City and~~
12 ~~County service and the rate of compensation fixed therefor in an approved Memorandum of~~
13 ~~Understanding with a recognized employee group.~~

14 15 **SEC. 3.3. BUDGET TIMETABLE.**

16 (a) Each year, the Mayor shall provide instructions to all City agencies regarding the
17 Mayor's requests for the contents of all agencies' proposed budget submissions for the subsequent
18 fiscal year(s) ("Budget Instructions"). On the same date the Mayor transmits the Budget Instructions
19 to all other agencies, the Mayor shall transmit those instructions to the Clerk of the Board.

20 (b) Each year beginning on December 1, 2020, a~~After the agencies receive Budget~~
21 Instructions from the Mayor, there shall be a public meeting, as specified in subsections (b)(1) and (2),
22 concerning each agency's budget priorities, excluding Designated Agencies, at which members of the
23 public may provide input regarding the budget priorities. The purpose of the meeting shall be to allow
24 for public input into the agency's budget for the upcoming fiscal year(s) prior to the agency's
25 preparing and finalizing a proposed budget. Designated Agencies are not required to hold a public

1 meeting under this subsection (b), but each such agency shall provide an alternative method for the
2 public to provide input on its proposed budget priorities, and shall provide a written description of the
3 agency's proposed budget priorities and a format for public input on the agency's website.

4 (1) For agencies subject to the oversight of a commission under the Charter or the
5 Municipal Code, the commission may satisfy this subsection (b) by holding a hearing regarding budget
6 priorities at a regular or special meeting of the commission at least 15 days prior to the commission's
7 final approval of the agency's proposed budget. Meetings held under this subsection (b)(1) are subject
8 to the Brown Act and the Sunshine Ordinance.

9 (2) Agencies that are not subject to the oversight of a commission under the Charter
10 or the Municipal Code shall provide notice of the meeting on the agency's website, and on the
11 Controller's budget web page required by Section 3.4, at least 72 hours in advance. The meeting shall
12 be open to the public. All members of the public attending the meeting shall have the opportunity to
13 provide at least two minutes of oral public comments during the meeting and to provide written
14 comments before, during, or after the meeting. Meetings held under this subsection (b)(2) are not
15 subject to the Brown Act or the Sunshine Ordinance.

16 (3) If the Board or any of its committees holds a hearing regarding an agency's
17 budget priorities during the period set forth in this subsection (b) and presenting the content required
18 by this subsection, the agency shall be deemed to have satisfied the meeting requirement in this
19 subsection.

20 (c) By no later than February 14 each year, there shall be a public meeting, as specified in
21 subsections (c)(1) and (2), concerning each agency's proposed budget. The proposed budget that the
22 agency presents at this meeting shall provide the following information, if applicable to the agency: all
23 agency divisions; budget totals and major changes including new or reduced initiatives and staffing
24 changes; changes in service levels; projected salary savings; and how the agency is meeting budget
25 instruction targets. The purpose of this meeting shall be to allow for public input into the agency's

1 budget for the upcoming fiscal year(s) prior to the agency's submission of a proposed budget to the
2 Controller. For agencies required to hold a public meeting under subsection (b), the meeting required
3 under this subsection (c) shall occur at least 15 days after the public meeting required under subsection
4 (b).

5 (1) For agencies subject to the oversight of a commission under the Charter or the
6 Municipal Code, the commission may satisfy this subsection (c) at a regular or special meeting at
7 which it considers final approval of the agency's proposed budget. Meetings held under this subsection
8 (c)(1) are subject to the Brown Act and Sunshine Ordinance.

9 (2) Agencies that are not subject to the oversight of a commission under the Charter
10 or the Municipal Code shall provide notice of the meeting and a draft of the agency's proposed budget
11 on the agency's website, and on the Controller's budget web page required by Section 3.4, at least 72
12 hours in advance. The meeting shall be open to the public. All members of the public attending the
13 meeting shall have the opportunity to provide at least two minutes of oral public comments during the
14 meeting and to provide written comments before, during, or after the meeting. Meetings held under this
15 subsection (c)(2) are not subject to the Brown Act or the Sunshine Ordinance.

16 (3) The City Administrator shall hold a separate public meeting under subsection
17 (c)(2) regarding the budget of the Department of Public Works and a separate public meeting under
18 subsection (c)(2) regarding the budget of the Department of Technology. For all other agencies under
19 the direction of the City Administrator, the City Administrator may hold a single public meeting under
20 subsection (c)(2) to receive input on all such agencies or, in the City Administrator's discretion, may
21 hold separate public meetings to receive input on one or more specific agencies.

22 (4) If the Board of Supervisors or any of its committees holds a hearing regarding
23 an agency's proposed budget during the period set forth in this subsection (c) and presenting the
24 content required by this subsection, the agency shall be deemed to have satisfied the meeting
25 requirement in this subsection.

1 (d) After the issuance of Budget Instructions, but no later than April 1 each year, the Office
2 of the Mayor shall hold at least one meeting open to the public, at which members of the public may
3 provide input on the Mayor's budget priorities. The Mayor shall provide notice of the meeting and a
4 copy of the Budget Instructions on the Mayor's website at least 72 hours in advance. Members of the
5 public attending the meeting shall have the opportunity to provide public comment during the meeting
6 and to provide written comments before, during, or after the meeting. Meetings held under this
7 subsection (d) are not subject to the Brown Act or the Sunshine Ordinance.

8 ~~(ae)~~ No later than February 21 each year, ~~E~~each elected and appointing officer, agency,
9 board or commission, shall, not later than the twenty-first day of February of each year, file with the
10 Controller, for check as to form and completeness, copies of his, her or its budget estimate
11 approved in accordance with the provisions of the Charter. The Mayor's Budget Office shall
12 prescribe a format for all agency budget submissions under this subsection (e).

13 ~~(bf)~~ No later than March 1 each year, ~~t~~The Controller shall, not later than the first working
14 day of March of each year, consolidate such budget estimates and transmit the same to the
15 Mayor and the Clerk of the Board, together with such other material as the Controller determines
16 is appropriate is required.

17 (g) No later than April 30 each year, the Mayor shall prepare and transmit to the Clerk of
18 the Board a detailed description of the Mayor's budget priorities that the Mayor intends will guide the
19 content of the proposed budgets for the next two fiscal years.

20 ~~(eh)~~ No later than May 1 each year, the ~~The~~ Mayor shall, not later than the first working day
21 of May of each year, transmit to the Board of Supervisors proposed budgets for selected
22 departments, as determined by the Controller, in consultation with the President of the Board,
23 the chair of the committee having jurisdiction over the budget under the Board's Rules of Order, of
24 Supervisors and the Mayor's Budget Director. The criteria used by the Controller to determine
25 which budgets will be submitted to the Board of Supervisors by the first working day of May 1

1 should include: ~~departments~~ agencies that are not supported by the City's general fund or
2 departments that do not rely on the State's budget submission in May for their revenue
3 sources. The Mayor shall, not later than ~~the first working day of~~ June ~~1~~ of each year, transmit to
4 the Board ~~of Supervisors~~ the complete City budget, ~~including~~. The complete City budget shall
5 include the proposed Annual Appropriations Ordinance, including the remaining departments'
6 budgets of agencies whose budgets the Mayor did not submit on May 1, and estimates of amounts
7 required to meet bond interest and fixed charges, the proposed Annual Salary Ordinance, together
8 ~~with his or her~~ and the Mayor's budget message ~~and a draft of the annual appropriation ordinance,~~
9 ~~prepared by the Controller.~~

10 (d~~i~~) The Controller shall, as provided in Section 9.102 of the Charter, review the
11 estimated revenues and assumptions contained in the Mayor's submission of the budget and
12 provide an opinion regarding the accuracy and reasonableness of the economic assumptions
13 and revenue estimates on or before the tenth working day following submission of the Mayor's
14 budget to the Board. In addition, the Controller may also recommend to the Board such
15 reserves as ~~he or she~~ the Controller considers prudent given the proposed resources and
16 expenditures contained in the Mayor's budget.

17 (e~~j~~) The ~~C~~committee of the Board ~~of Supervisors~~ then having jurisdiction over the
18 budget according to the Board's Rules of Order ~~the Board~~ shall review the Mayor's proposed
19 budget and recommend to the Board an Interim Appropriation and Salary Ordinance which
20 shall reflect the budget transmitted by the Mayor; provided, however, that any funds for
21 equipment, capital improvements, new positions of employment, or any other proposed
22 expenditures may be placed in reserve until released by the Board ~~of Supervisors~~; and
23 provided, further, that said ordinances shall reflect the rates of compensation established
24 pursuant to Charter Sections A8.403, A8.404, A8.409 and A8.590-1 through A8.590-5.
25

1 (~~fk~~) The Board ~~of Supervisors~~ shall not later than ~~the thirtieth day of~~ June 30 each year,
2 finally pass the interim appropriation and salary ordinances.

3 (~~gl~~) The Board ~~of Supervisors~~ shall not later than ~~the last working day of~~ July 31 each
4 year, adopt the Annual Appropriations Ordinance and Annual Salary Ordinance ~~budget as proposed~~
5 ~~by the Mayor, or as amended by the Board of Supervisors.~~

6 (~~hm~~) Not later than ~~the last working day of~~ September 30 each year, the Board ~~of~~
7 ~~Supervisors~~ shall adopt by ~~ordinance~~ resolution the property tax rate for the City, ~~and County~~
8 including amounts required for debt service.

9 (~~in~~) This Section 3.3 shall not apply to departments entering the second year of a fixed
10 two-year budgetary cycle as provided in Charter Section 9.101(g).

11 (~~j~~o) If any date shown in this Section 3.3 falls on a nonbusiness day, the due date shall
12 be the next succeeding business day.

13
14 **SEC. 3.4. ~~INTRODUCTION AND~~ PUBLICATION OF BUDGET AND RELATED**
15 **DOCUMENTS.**

16 (a) Beginning March 1, 2020, the Controller shall maintain a website to facilitate public
17 access to documents and schedules related to the budget. The Controller shall provide a mechanism
18 for agencies to post documents and information on the website, including the Mayor's Budget
19 Instructions; all agencies' budget submissions; the Mayor's proposed budget and all accompanying
20 documents; schedules of agency or commission meetings required under Section 3.3; and all
21 documents submitted to the Board by the Mayor, Controller, Budget and Legislative Analyst, or any
22 agency in connection with the Board's consideration of the budget under Section 3.3 or in connection
23 with the Board's consideration of supplemental appropriation ordinances. The website shall also
24 include a calendar of deadlines, scheduled public meetings related to the budget, and other important
25 dates related to the consideration and adoption of the budget.

1 (b) The Controller shall make available the proposed budget ~~and appropriation~~
2 ~~ordinance for all departments and offices for each ensuing fiscal year, upon transmission to the Board~~
3 ~~of Supervisors transmitted~~ by the Mayor under Section 3.3(g) in ~~by the first working day in June of~~
4 ~~each year, shall be deemed to have been regularly introduced and shall be published in a format~~
5 which allows for the widest possible public understanding of the ~~resources~~, uses and
6 proposed programs.

7 (c) Each agency shall include on the home page of the agency's website a link to the page
8 on the Controller's website that contains budget documents related to that agency.
9

10 **SEC. 3.5. LONG-TERM DEPARTMENTAL AND AGENCY BUDGET PLANNING –**
11 **SETTING GOALS AND STRATEGIES, DEVELOPING STRATEGIC PLANS.**

12 The policies resulting from this Section 3.5 are intended to help the Mayor, the Board ~~of~~
13 ~~Supervisors~~, the City's ~~boards, agencies and~~ commissions, ~~and departments~~, the ~~Redevelopment~~
14 ~~Agency Office of Community Investment and Infrastructure~~, and the courts, to develop and effect
15 clear policies that will promote the City's long-term prosperity. So intended, these policies and
16 documents shall not legally bind the Mayor, the Board ~~of Supervisors~~, or any board,
17 commission, or department to any specific action or course of action beyond their complying
18 with this Section's requirements.

19 (a) **Mission and Goals Statements.**

20 (1) Each ~~department, board, commission and~~ agency shall submit a budget
21 containing documentation which provides the following information:

22 (A) The overall mission and goals of the ~~department agency~~;

23 (B) Strategic plans that provide direction towards achieving the
24 ~~department's agency's~~ mission and goals;
25

1 (Ciii) Identification of policy outcome measures that reflect the mission
2 and goals of the ~~department~~agency and which can be used to gauge progress towards
3 attaining these goals;

4 (Div) The specific programs and activities conducted by the ~~department~~
5 agency to accomplish its mission and goals and the customers or clients served;

6 (Ev) The total cost of carrying out each program or activity; and

7 (viF) The ~~department head~~ appointing officer shall certify the extent to
8 which the ~~department~~agency achieved, exceeded, or failed to meet its missions, goals,
9 productivity and service objectives, during the prior fiscal year.

10 (b) **Development of Strategic Plan.** ~~Commencing with fiscal year 1998-99, e~~Each
11 ~~department, board, commission and~~ agency shall develop and review a strategic plan which
12 contains at least a three-year forward plan to reflect policy outcomes from the operations of
13 the ~~respective department, board, commission or~~ agency, consistent with the then-approved
14 budget. ~~An City department, board, commission or~~ agency ("department") shall be deemed to
15 have satisfied the requirements of this subsection (b) if it has cooperated with the preparation
16 of the City's most recent Five-Year Financial Plan under Charter Section 9.119 and
17 specifically the preparation of the summary of the ~~department's~~agency's strategic goals,
18 resources allocated in the Plan to meet those goals, and changes in service levels expected
19 given investment levels proposed in the Plan.

20 ~~The committee of the Board of Supervisors having jurisdiction over the budget may waive any~~
21 ~~particular requirement of this Section upon the request of the Mayor.~~

22
23 **SEC. 3.7. BUDGET TO BE ACCOMPANIED BY LEGISLATION CONTAINING ALL**
24 **PROPOSED FEE AND REVENUE INCREASES ANTICIPATED IN THE PROPOSED**
25 **BUDGET; COMPLETE SCHEDULE OF EXISTING FEES.**

1 (a) ~~No later than June 1 each year, the Mayor shall transmit to the Board any L~~egislation
2 which, if approved, would enact or submit to the voters, ~~if necessary, all of the~~ fee or revenue
3 increases anticipated in the proposed budget ~~shall also be transmitted to the Board of Supervisors~~
4 ~~by the Office of the Mayor by June 1st of each year.~~ When a proposed fee or revenue increase
5 requires, by law or ~~by~~ agreement, hearings, review or approval by other agencies or parties,
6 and this supplemental review and approval process will not allow the submission of the
7 required legislation in final form by June 1~~st~~, then the Mayor shall submit the proposed fee or
8 revenue increase ~~shall be submitted~~ to the Board ~~of Supervisors~~ in draft form by June 1~~st~~, ~~and~~
9 ~~shall be~~ subject to possible modification after June 1~~st~~ and after the completion of the
10 supplemental review and approval process.

11 (b) ~~_____~~ In addition to any other information required by the Mayor or the Board of
12 ~~Supervisors, departments~~ agencies shall submit with their proposed agency budget a schedule
13 showing each fee charged by said ~~department~~agency, the revenues received from each such
14 fee, except fees regulated by State or federal law, and the costs incurred in providing the
15 services for which the fee is assessed.

16
17 **~~SEC. 3.8. PUBLIC HEARINGS.~~**

18 ~~Agencies, boards and commissions shall make adequate provision for public participation in the~~
19 ~~budget process. Such public participation must include, at a minimum, a public hearing on the~~
20 ~~proposed budget before submission to the Controller for consolidation. The Mayor shall provide for~~
21 ~~public input on the budget before his or her submission to the Board of Supervisors. The Board shall~~
22 ~~hold at least one public hearing on the budget before adoption; however, said hearing may be held by~~
23 ~~the Board Committee then having jurisdiction over the budget.~~

1 **SEC. 3.10. PREPARATION AND SUBMISSION OF ADMINISTRATIVE**
2 **PROVISIONS OF ANNUAL SALARY ORDINANCE.**

3 (a) The administrative provisions of the Annual Salary Ordinance for each ensuing
4 fiscal year shall be prepared and submitted to the Board ~~of Supervisors~~ not later than ~~the first~~
5 ~~working day in June~~ 1 each year by the ~~Department of~~ Human Resources ~~Department~~. Upon
6 submission thereof these provisions shall be automatically referred to the committee of the
7 Board ~~of Supervisors~~ then having jurisdiction over review of the annual budget, pursuant to the
8 ~~Board's Rules of~~ Order of said Board.

9 Said committee shall recommend an Annual Salary Ordinance ~~which ordinance shall that~~
10 reflect the rates of compensation established pursuant to Charter Sections A8.403, A8.404,
11 A8.409, A8.590-1 through A8.590-5, and rates of compensation for court personnel, except
12 judges, and shall follow the organizational format of the ~~Budget and~~ Annual Appropriation
13 Ordinance.

14
15 **SEC. 3.11. ANNUAL APPROPRIATION ORDINANCE, PREPARATION AND**
16 **FORMAT.**

17 The Controller shall prepare the Annual Appropriation Ordinance in a format which, to
18 the extent possible, provides adequate controls over the various revenue and expenditure
19 items by programs, departments, and priorities as set forth in the annual budget approved by
20 the Mayor, and is consistent with generally accepted accounting principles and standards as
21 well as the provisions of Charter Section 3.105. The Controller shall revise the Annual
22 Appropriation Ordinance as required to reflect any changes to the budget ~~initiated~~ adopted by
23 the Board ~~of Supervisors~~ or its committees.

24
25 **SEC. 3.14. DEPARTMENTS TO OPERATE WITHIN AMOUNTS BUDGETED.**

1 It shall be the policy of the Board ~~of Supervisors~~ that all departments and agencies of the
2 City ~~and County~~ be required to conduct their departmental operations with such moneys as are
3 provided in the various departmental and agency budgets. In conformance with Charter
4 Section 9.115, the ~~head~~ appointing officer of each agency shall, within 30 days of the ~~adoption~~
5 enactment of the annual budget ~~by the Board of Supervisors~~, by letter addressed to the Mayor, ~~the~~
6 Board, ~~of Supervisors~~ and the Controller, agree that the funding provided is adequate for ~~his or~~
7 ~~her department, board, commission or that~~ agency unless otherwise specifically noted by the
8 appointing officer ~~and acknowledged in writing by the Board~~.

9
10 **SEC. 3.15. SUPPLEMENTAL APPROPRIATION ORDINANCES BUDGET,**
11 **MODIFICATIONS.**

12 Supplemental budget requests from any ~~department, agency, board or commission~~
13 subsequent to adoption of the annual budget for the current fiscal year shall follow the same
14 process, except for time, as the annual budget process. The appointing authority ~~department,~~
15 ~~agency, board or commission head~~ shall submit the ~~original copy of the~~ supplemental
16 appropriation request in such detail as the Controller may prescribe for check as to
17 completeness and form and simultaneously deliver a copy to the Mayor's Budget Office. If any
18 supplemental appropriation ordinance, recommended by any ~~department, agency, board,~~
19 ~~commission or elective officer,~~ subsequent to the adoption of the budget for the current fiscal
20 year and prior to the close thereof, contains any item which has been rejected or reduced by
21 the Mayor in ~~his or her~~ the Mayor's review of departmental budget estimates for said current or
22 prior fiscal years or which had been rejected or reduced by the Board ~~of Supervisors~~ in its
23 consideration of the Mayor's proposed budget for said current or prior fiscal years, the fact of
24 such rejection shall be indicated on said supplemental appropriation ordinance, and the
25 ordinance shall ~~which will~~ require two-thirds vote of the Board ~~of Supervisors~~ for passage.

1
2 **SEC. 3.16. INTERIM POSITIONS, SALARY ADJUSTMENTS.**

3 (a) When, in the opinion of the Director of Human Resources, the duties and
4 responsibilities of a proposed new employment requested in any supplemental appropriation
5 or department budget are not appropriate to any existing City and County position
6 classification, the Director of Human Resources is authorized and directed to establish a new
7 interim classification with an appropriate rate of pay for the balance of the then-current fiscal
8 year. The Director and the Clerk of the Board ~~of Supervisors~~ shall take such actions as may be
9 necessary to amend the Annual Salary Ordinance accordingly.

10 (b) The Controller is hereby authorized and directed to amend the appropriation
11 ordinance by transferring from any legally available funds amounts required for approved
12 Memoranda of Understanding ~~(MOU's)~~, arbitration awards and/or judgments which adjust the
13 rate of pay or benefits for any employee or group of employees during any fiscal year. The
14 Controller and the Clerk of the Board ~~of Supervisors~~ shall take such actions as may be
15 necessary to amend the Annual Salary Ordinance accordingly to reflect the revised rates of
16 pay. ~~Provided further that t~~The Controller shall report the total dollar amount of any
17 amendments made in accordance with this subsection (b) annually to the Mayor, ~~the~~ Board ~~of~~
18 ~~Supervisors~~ and the Human Resources Director.

19
20 Section 2. Effective Date. This ordinance shall become effective 30 days after
21 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
22 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
23 of Supervisors overrides the Mayor's veto of the ordinance.

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

7
8 APPROVED AS TO FORM:
9 DENNIS J. HERRERA, City Attorney

10 By:


11 JON GIVNER
Deputy City Attorney

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City and County of San Francisco
Tails
Ordinance

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

File Number: 191072

Date Passed: December 17, 2019

Ordinance amending the Administrative Code to modify the process for the City's adoption of the annual budget by requiring City agencies to hold public hearings prior to submission of their proposed budgets to the Controller and the Mayor; requiring the Mayor to submit to the Board of Supervisors a description of the Mayor's budget priorities after holding a public hearing regarding those priorities; and requiring the Controller to maintain a public website with information about the City's budget process.

December 09, 2019 Rules Committee - RECOMMENDED AS COMMITTEE REPORT

December 10, 2019 Board of Supervisors - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 11 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee

December 10, 2019 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

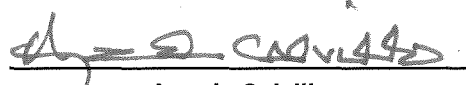
Ayes: 11 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee


December 17, 2019 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee

File No. 191072

I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
12/17/2019 by the Board of Supervisors of
the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


London N. Breed
Mayor


Date Approved

Introduction Form

(by a Member of the Board of Supervisors or the Mayor)

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BOARD OF SUPERVISORS
SAN FRANCISCO
2025 APR 22 PM02:04

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

- ☐ 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- ☒ 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- ☐ 3. Request for Hearing on a subject matter at Committee
- ☐ 4. Request for Letter beginning with "Supervisor _____ inquires..."
- ☐ 5. City Attorney Request
- ☐ 6. Call File No. _____ from Committee.
- ☐ 7. Budget and Legislative Analyst Request (attached written Motion)
- ☐ 8. Substitute Legislation File No. _____
- ☐ 9. Reactivate File No. _____
- ☐ 10. Topic submitted for Mayoral Appearance before the Board on _____

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- ☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission
- ☐ Planning Commission ☐ Building Inspection Commission ☐ Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- ☐ Yes ☐ No

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

Sponsor(s):

Chan

Subject:

Board of Supervisors Budget Process - FYs 2025-2026 and 2026-2027

Long Title or text listed:

Motion establishing priorities for the Board of Supervisors' Budget and Appropriations Committee, and the process to guide the Board's deliberations on the City budget, for Fiscal Years (FYs) 2025-2026 and 2026-2027.

Signature of Sponsoring Supervisor:

