

File No. 151213

Committee Item No. 5
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 20, 2016

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
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| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
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| <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 |
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OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date January 15, 2016
Completed by: Linda Wong Date _____

1 [California Constitution Appropriations Limit - FY2015-2016 - \$2,991,417,308]

2
3 **Resolution establishing the appropriations limit for FY2015-2016 as \$2,991,417,308,**
4 **pursuant to California Constitution, Article XIII B.**

5
6 WHEREAS, Article XIII B of the California Constitution provides that the annual
7 appropriations of the City and County of San Francisco which are subject to said Article may
8 not exceed the Appropriations Limit for the prior year, with adjustments as provided in said
9 Article XIII B; and

10 WHEREAS, The California Government Code, Section 7901, defines the terms, and
11 Section 7902(b) sets forth the equations to be used to determine the City and County of San
12 Francisco's annual Appropriations Limit, according to the following formula:

13 (b) "...the appropriations limit of the state and each local jurisdiction shall equal the
14 appropriations limit for the prior fiscal year multiplied by the product of the change in
15 cost of living, as defined in paragraph (2) of subdivision (e) of Section 8 of Article XIII B
16 of the California Constitution, and the change in population of the local jurisdiction for
17 the calendar year preceding the beginning of the fiscal year for which the
18 appropriations limit is to be determined, and adjusted for other changes required or
19 permitted by Article XIII B of the California Constitution;" and

20 WHEREAS, Article XIII B, Section 8(e)(2) of the California Constitution authorizes
21 the calculation of the cost of living, either the use of the percentage change in California
22 per-capita personal income from the preceding year, or the use of the percentage change in
23 the local assessment roll from the preceding year for the jurisdiction due to the addition of
24 local non-residential new construction; and

1 WHEREAS, The change in California per-capita personal income in FY2014-2015 was
2 3.82%, while the percentage change in the local assessment roll from 2014 due to the
3 addition of local non-residential new construction was 0.33%; and

4 WHEREAS, The percentage change in population during calendar year 2014 for the
5 City and County of San Francisco according to the California Department of Finance was
6 1.22%; and

7 WHEREAS, In FY2001-2002 the percentage change in population used for the
8 calculation of the appropriations limit was 1.44%, while the appropriate percentage change in
9 population was 1.58% as provided by the California Department of Finance; and

10 WHEREAS, Given the adjusted percentage change in population for FY2001-2002, the
11 compounded increase in the appropriations limit results in an increase to the appropriations
12 limit for FY2014-2015 of \$3,985,370, from \$2,842,635,601 to \$2,846,620,971; and

13 WHEREAS, The resulting calculation establishing the City and County of San
14 Francisco's FY2015-2016 Appropriations Limit is:

15 $\$2,846,620,971 \times 1.0382 \times 1.0122 = \$2,991,417,308$; and

16 WHEREAS, This matter has been considered at a regularly scheduled meeting of the
17 Board of Supervisors for the City and County of San Francisco; and

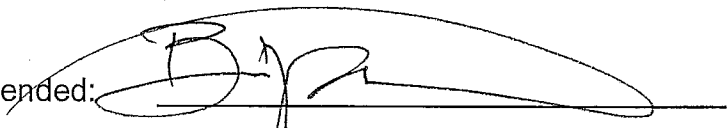
18 WHEREAS, The documentation used to determine the Appropriations Limit for the City
19 and County of San Francisco for FY2015-2016 was available for public inspection in the
20 Office of the Clerk of the Board of Supervisors for at least 15 days prior to said regularly
21 scheduled meeting; now, therefore, be it

22 RESOLVED, That the City and County of San Francisco elects to use the percentage
23 change in California per capita personal income and elects to use the percent change in
24
25

1 population within its jurisdiction from the previous year for the purpose of computation of its
2 Appropriations Limit pursuant to Article XIII B of the California Constitution for FY 2015-2016;
3 and, be it

4
5
6
7 FURTHER RESOLVED, That the net appropriations limit for FY 2015-2016 is
8 established at \$2,991,417,308.

9
10 Recommended:

A handwritten signature in black ink, appearing to read 'B. Rosenfield', is written over a horizontal line. The signature is stylized and cursive.

11 Ben Rosenfield,
12 Controller

Item 5 File 15-1213	Department: Controller's Office (Controller)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed resolution would establish the City's FY 2015-16 appropriations limit at \$2,991,417,308 as calculated by the Controller. 	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • Article XIII B of the California State Constitution places annual limits on the appropriations of tax proceeds made by the State, school districts, and local governments in California. The annual appropriations limit is based on the appropriations limit for the preceding fiscal year and adjusted for (1) the change in population, and (2) the change in the cost of living. • Local governments are allowed to calculate the change in the cost of living using (1) the percentage change in California per-capita personal income or (2) the percentage change for the local jurisdiction's assessment roll for non-residential new construction. In 2014, change in per-capita personal income was 3.82 percent and change in assessment roll was 0.33 percent. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • The Controller calculated the FY 2015-16 appropriations limit to be \$2,991,417,308, using the percentage change in California per-capita personal income. 	
<p style="text-align: center;">Policy Consideration</p>	
<ul style="list-style-type: none"> • The Controller has discretion to calculate the change in the cost of living using (1) the percentage change in California per-capita personal income or (2) the percentage change for the local jurisdiction's assessment roll for non-residential new construction. • The Controller calculated the appropriations limit of \$2,991,417,308 using the change to the per-capita income. Had the Controller elected to use the percentage change in the local assessment roll, the appropriations limit would have been calculated at \$2,890,858,201, which is \$100,559,107 less than the proposed appropriations limit of \$2,991,417,308. 	
<p style="text-align: center;">Recommendation</p>	
<ul style="list-style-type: none"> • Approve the proposed resolution. 	

MANDATE STATEMENT

California Constitution Article XIII B states that each local government must set an annual appropriations limit as calculated using the preceding year's appropriations limit adjusted for (1) the change in population and (2) the change in the cost of living.

BACKGROUND

On November 6, 1979, California voters approved Proposition 4, known as the Gann Initiative, which added Article XIII B to the California Constitution. Article XIII B (later amended by State Proposition 111, as approved by the voters in June of 1990) places annual limits on the appropriations of tax proceeds made by the State, school districts, and local governments in California. The annual appropriations limit is based on the appropriations limit for the preceding fiscal year and adjusted for (1) the change in population, and (2) the change in the cost of living.

Per Article XIII B Section 9 and California Government Code Section 7901, the appropriations limit does not apply to any tax proceeds appropriated for (a) debt service, (b) federally-mandated services, (c) qualified capital outlays, and (d) various hazardous waste programs administered by the Department of Public Health.

California Government Code Section 7901(b) defines the change in population as the population growth for the calendar year preceding the beginning of the fiscal year for which the appropriations limit is to be determined. According to the California Department of Finance, in calendar year 2014, San Francisco's population growth was 1.22 percent.

California Constitution Article XIII B Section 8(e)2 allows the local government to use one of the two following definitions to calculate the cost of living adjustment:

Definition 1: The percentage change in California per-capita personal income from the preceding year, estimated to be 3.82 percent in 2014, or

Definition 2: The percentage change for the local jurisdiction in the assessment roll from the preceding year due to non-residential new construction, estimated to be 0.33 percent in 2014.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would establish the City's FY 2015-16 appropriations limit at \$2,991,417,308 as calculated by the Controller. The appropriations limit for FY 2015-16 is based on the amount of the FY 2014-15 appropriations limit and adjusted to reflect increases in (1) the population and (2) cost of living (calculated using the increase in per-capita personal income).

FISCAL IMPACT

Per California Constitution Article XIII B, the appropriations limit does not apply to tax proceeds appropriated for: (a) debt service, (b) federally-mandated services, (c) qualified capital outlays, and (d) various hazardous waste programs administered by the Department of Public Health. Consequently, the Controller excluded \$528,378,219 from the City’s total FY 2015-16 tax proceeds of \$3,457,779,027 as shown in Table 1 below, resulting in net tax proceeds subject to the appropriations limit of \$2,929,400,807.

Table 1: Estimated Tax Proceeds Subject to the Proposed Appropriations Limit

FY 2015-16 Estimated Total Tax Proceeds*	\$3,457,779,026
Exclusions	
(a) Debt Service	(220,490,340)
(b) Federally-Mandated Services	(140,872,542)
(c) Qualified Capital Outlays	(167,015,337)
(d) Hazardous Waste Program	(0)
Subtotal Exclusions	(528,378,219)
FY 2015-16 Net Tax Proceeds Subject to Appropriations Limit	\$2,929,400,807

*Includes property taxes, business taxes, other local taxes, rents & concessions, interest, and state grants.

The City’s FY 2015-16 net proceeds of taxes, as determined by the Controller, are \$2,929,400,807, as shown in Table 1 above, which is \$62,016,501 less than the City’s appropriations limit in FY 2015-16 of \$2,991,417,308, as calculated by the Controller, and as shown in Table 2 below.

Table 2: Proposed FY 2015-16 Appropriations Limit

FY 2014-15 Appropriations Limit^a	\$2,846,620,971
Adjustment Factors	
Increase in Population	1.22%
Increase in Per-Capita Personal Income	3.82%
FY 2015-16 Appropriations Limit^a	\$2,991,417,308
Source: Controller’s Office	

^a The annual appropriations limit is a formula set by the California Constitution. The Controller calculated the FY 2015-16 appropriations limit based on the increase in the City’s population and the increase in per-capita personal income as follows: \$2,846,620,971 x 1.0122 x 1.0382 equals \$2,991,417,308 (actual total may vary due to rounding).

POLICY CONSIDERATION

As noted in the background section, the Controller has discretion to calculate the cost of living adjustment factor using one of two following definitions:

Definition 1: The percentage change in California per-capita personal income from the preceding year, estimated to be 3.82 percent in 2014, or

Definition 2: The percentage change for the local jurisdiction in the assessment roll from the preceding year due to local non-residential new construction, estimated to be 0.33 percent in 2014.

Table 3 below shows the FY 2015-16 appropriations limit using both definitions.

Table 3: The FY 2015-16 Appropriations Limit Can Vary Depending on Definition

	<u>Definition 1</u>	<u>Definition 2</u>
	Per-Capita Personal Income	Local Assessment Roll from Non- Residential New Construction ^a
FY 2014-15 Appropriations Limit	\$2,846,620,971	\$2,846,620,971
Adjustment Factors		
Increase in Population	1.22%	1.22%
Increase in Per-Capita Personal Income	3.82%	-
Increase in Local Assessment Roll	-	0.33%
FY 2015-16 Appropriations Limit	\$2,991,417,308	\$2,890,858,201

^a Difference due to rounding

For the FY 2015-16 appropriations limit, the Controller elected to use the percentage change in per-capita personal income from the preceding year to calculate the cost of living adjustment, consequently calculating the appropriations limit at \$2,991,417,308, as shown in Table 3 above. Had the Controller elected to use the percentage change in the local assessment roll from the preceding year, the appropriations limit, as shown in Table 3 above, would have been calculated at \$2,890,858,201, which is (a) \$100,559,107 less than the proposed appropriations limit of \$2,991,417,308 and (b) \$38,542,606 less than the Controller’s estimate of net tax proceeds subject to the appropriations limit of \$2,929,400,807, as shown in Table 1 above.

RECOMMENDATION

Approve the proposed resolution.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

OCTOBER 10 AM 11:43

AK

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

October 27, 2015

Angela Calvillo
Clerk of the Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Legislation to Establish the Appropriation Limit for Fiscal Year 2015-16,
Pursuant to California Constitution Article XIII B.

Dear Ms. Calvillo:

Enclosed is the above referenced resolution to set the City and County's appropriation limit for Fiscal Year 2015-16, as required by Government Code Section 7910. The necessary supporting documentation prepared by the Controller's Office is also enclosed.

This information must be posted and available for public inspection for fifteen days prior to a public hearing. Our working papers are available upon request at Controller's Office, Room 316.

Please contact Michelle Allersma at (415) 554-4792 if you have any further questions regarding this matter.

Sincerely,

Ben Rosenfield
Controller

Enclosures 1) California Spending Limit Resolution
 2) Transmittal to Mayor and Board of Supervisors
 3) Supporting Documents - Exhibits



Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

October 27, 2015

Mayor Edwin M. Lee
City and County of San Francisco
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Appropriations Limit for Fiscal Year 2015-16

Dear Mayor Lee and Board Members:

In accordance with Article XIII B of the State Constitution, attached is the resolution establishing the City and County's annual appropriation limit for fiscal year 2015-16. We estimate City and County appropriations are approximately \$62 million below the state-mandated appropriation limit.

Background

Article XIII B of the State Constitution provides that annual appropriations of the City and County of San Francisco, which are funded from "Proceeds of Taxes," may not exceed the City and County's appropriation limit. This limit is equal to the prior year's limit adjusted for changes in population and inflation.

Our computation of proceeds of taxes is in accordance with California Government Code Section 7900, and conforms to the "Proposition 4, Article XIII B, California Constitution, Procedural Guidelines" prepared by the County Accounting Standards and Procedures Committee of the State Controller's Office (See Exhibit A).

Annual Appropriations Limit Adjustments

Each year the City and County of San Francisco adjusts its appropriation limit based upon two factors: population growth and inflation as determined by the California Government Code. Population growth is determined by using the change in San Francisco City and County population. According to the California Department of Finance, between January 1, 2014 and January 1, 2015, San Francisco City and County population growth was 1.22%. This growth factor is being used in the calculation. Inflation is determined by using either the change in California per capita personal income or the increase in the local assessment roll due to the addition of non-residential new construction. The fiscal year 2014-15 change in per capita

income was 3.82%, while the local assessment growth due to non-residential new construction was 0.33%. The fiscal year 2014-15 increase in California per capita personal income is used in the calculation (See Exhibit B).

Adjustments to Proceeds of Taxes

There are a series of downward adjustments to proceeds of taxes allowed by Article XIII B. The following exclusions are factored into our calculation of Net Proceeds of Taxes:

- (1) \$220.5 million is excluded as bonded indebtedness (Article XIII B, Section 9(a));
- (2) \$140.9 million is excluded as the federal mandate for Social Security and Medicare payroll taxes (Article XIII B, Section 9(b)); and,
- (3) \$167.0 million is excluded under the determination of "qualified capital outlay" (Article XIII B Section 9(e))

City and County Appropriations are well under the Limit

Our appropriation limit for FY 2015-16 is \$2,991,417,308. We estimate that our appropriations subject to limitation will be \$2,929,400,807. Thus, the Controller projects that the City and County will be \$62,016,501 below its limit in the current fiscal year.

It is the Controller's responsibility to monitor this appropriation limit each year for compliance. If the total adjusted appropriations funded from proceeds of taxes exceed the statutory limit, such excess must be returned to the taxpayers within two years.

Sincerely,

Ben Rosenfield
Controller

Attachments

- cc: Kate Howard, Mayor's Budget Office
Dennis Herrera, City Attorney
Buck Deventhal, Deputy City Attorney
Angela Calvillo, Clerk of the Board
Harvey Rose, Budget Analyst

**California Constitution Article XIII B Appropriation Limit
Fiscal Year 2015-16 Final Budget
Exhibit A - Appropriations Funded by Proceeds of Taxes Subject to Limit**

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	MUNICIPAL TRANSPORTATION FUND	TOTAL
Property Taxes	1,291,000,000	338,818,469	-	1,629,818,469
Business Taxes	634,460,000	1,900,000	-	636,360,000
Other Local Taxes	1,062,535,000	-	-	1,062,535,000
Interest (1)	7,881,768	635,735	-	8,517,503
Rents & Concessions (1)	219,805	612	17,240,637	17,461,054
Grants - State (2) (3) (4)	101,747,000	1,340,000	-	103,087,000
TOTAL PROCEEDS OF TAXES	3,097,843,573	\$342,694,816	\$17,240,637	3,457,779,026
LESS:				
Indebtedness funded from proceeds of tax (Article XIII B Section 9(a) exclusion)				(220,490,340)
Federal Mandate for Social Security/Medicare (Article XIII B Section 9(b) exclusion)				(140,872,542)
Qualified Capital Outlay (Article XIII B Section 9(d) exclusion)				(167,015,337)
Hazardous Waste (Government Code Section 7901(i)(2) exclusion)				0
NET PROCEEDS OF TAXES				2,929,400,807
Adjusted Appropriations Limit 2015-16 - Exhibit B				2,991,417,308
Less: Estimated Appropriations from Proceeds of Taxes				(2,929,400,807)
FY 2015-16 Appropriations Under (Over) Statutory Limit				\$62,016,501

- (1) Prorated allocation based upon breakdown of proceeds of tax to non-proceeds of tax.
- (2) Excludes motor vehicle fuel and weight fees (Article XIII B Section 9(e)).
- (3) Excludes funds from California Children and Families First Act of 1998 (Article XIII B Sections 13).
- (4) Excludes federal and state tobacco taxes (Article XIII B Sections 12).

**California Constitution Article XIII B Appropriation Limit
 Fiscal Year 2015-16 Final Budget
 Exhibit B - Calculation**

Fiscal Year 2015-16:

CA Per-Capita Personal Income change (1) 3.82%

Percentage change in the local assessment roll from the preceding year
 for the jurisdiction due to the addition of local nonresidential new construction. (2) 0.33%

Cost of Living Change 3.82%

Population percentage change -
 County of San Francisco (1) 1.22%

Cost of Living Change converted to ratio $\frac{3.82 + 100}{100} = 1.0382$

Population Change converted to ratio $\frac{1.22 + 100}{100} = 1.0122$

Calculation of Appropriations Limit:

Ratio Change $1.0382 \times 1.0122 = 1.0509$

Appropriations Limit FY 2014-15 2,846,620,971
 X Ratio Change 1.0509

Appropriations Limit FY 2015-16 \$2,991,417,308

(1) Per Capita Personal Income and Population Percentage Changes provided by the California Department of Finance.

(2) Assessment data provided by SF Assessor's Office

**California Constitution Article XIII B Appropriation Limit
Fiscal Year 2015-16 Final Budget
Exhibit C - Annual Changes FY 1980-81 to FY 2015-16**

Base Year Limit	421,812,990
Less: Base Year Voter-Approved Indebtedness funded from Proceeds of Taxes	(11,347,967)
Franchise Fees in Base Year	<u>(1,405,000)</u>
Revised Base Year Limit	409,060,023

Schedule of Annual Changes:

1980-81:	Base Year	x	1.261700	=	\$516,111,031
1981-82	516,111,031	x	1.103200	=	569,373,689
1982-83	569,373,689	x	1.080800	=	615,379,083
1983-84	615,379,083	x	1.040300	=	640,178,860
1984-85	640,178,860	x	1.061900	=	679,805,931
1985-86	679,805,931	x	1.055300	=	717,399,199
1986-87	717,399,199	x	1.058500	=	759,367,052
1987-88	759,367,052	x	1.047430	=	795,383,831
1988-89	795,383,831	x	1.062090	=	844,769,213
1989-90	844,769,213	x	1.068520	=	902,652,799
1990-91	902,652,799	x	1.060650	=	957,398,691
1991-92	957,398,691	x	1.060350	=	1,015,177,702
1992-93	1,015,177,702	x	1.010590	=	1,025,928,434
1993-94	1,025,928,434	x	1.044560	=	1,071,643,477
1994-95	1,071,643,477	x	1.018782	=	1,091,771,470
1995-96	1,091,771,470	x	1.061651	=	1,159,080,666
1996-97	1,159,080,666	x	1.051410	=	1,218,669,177
1997-98	1,218,669,177	x	1.076426	=	1,311,807,188
1998-99	1,311,807,188	x	1.062538	=	1,393,845,379
1999-2000	1,393,845,379	x	1.060248	=	1,477,821,483
2000-01	1,477,821,483	x	1.062319	=	1,569,917,337
2001-02	1,569,917,337	x	1.095236	=	1,719,429,294
2002-03	1,719,429,294	x	1.020090	=	1,753,972,216
2003-04	1,753,972,216	x	1.031899	=	1,809,921,579
2004-05	1,809,921,579	x	1.041062	=	1,884,241,303
2005-06	1,884,241,303	x	1.061968	=	2,001,004,232
2006-07	2,001,004,232	x	1.048541	=	2,098,134,098
2007-08	2,098,134,098	x	1.056313	=	2,216,285,736
2008-09	2,216,285,736	x	1.058648	=	2,346,265,997
2009-10	2,346,265,997	x	1.022929	=	2,400,062,943
2010-11	2,400,062,943	x	1.018682	=	2,444,901,111
2011-12	2,444,901,111	x	1.035043	=	2,530,578,930
2012-13	2,530,578,930	x	1.042577	=	2,638,323,870
2013-14	2,638,323,870	x	1.062553	=	2,803,358,837
2014-15	2,803,358,837	x	1.015432	=	2,846,620,971
2015-16	2,846,620,971	x	1.050866	=	2,991,417,308

Wong, Linda (BOS)

From: Allersma, Michelle (CON)
Sent: Wednesday, December 16, 2015 3:09 PM
To: Wong, Linda (BOS)
Cc: Koskinen, Alex (CON)
Subject: RE: BOS File No. 151213 - Appropriations Limit

Hi Linda,

Yes, we provided copies of documents labeled Exhibits A, B and C with the legislation. These are the documents we have provided in past years to meet the inspection requirement. Government Code Sec. 7910 requires that documentation used in the determination of the limit be available 15 days prior to the hearing at which the governing body adopts the resolution establishing the limit.

Based on this, the City is in compliance with Government Code noticing requirements.

Michelle

Michelle Allersma
Controller's Office
Budget & Analysis Division
415.554.4792

From: Wong, Linda (BOS)
Sent: Wednesday, December 16, 2015 10:52 AM
To: Allersma, Michelle (CON)
Subject: BOS File No. 151213 - Appropriations Limit

Hi Michelle,

This is regarding the attached proposed resolution on establishing the appropriations limit for FY 2015-2016.

The legislation states that documentation used to determine the appropriation limit for FY2015-2016 was available for public inspection in the Clerk's Office for at least 15 days prior to regularly scheduled meeting. Could you please confirm that our office has the documentation mentioned in the legislation and are there any special noticing requirements we have to do to comply with the Government Code?

Please advise.

Linda Wong
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: 415.554.7719 | Fax: (415) 554-5163
Linda.Wong@sfgov.org | www.sfbos.org

Please complete a Board of Supervisors Customer Service Satisfaction form by clicking [here](#).

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

LEGISLATION RECEIVED CHECKLIST

Date 11-10-15

File Number (if applicable) _____

- Legislation for Introduction (NEW) ▶▶▶ Legislative Clerk
- Legislation Pending in Committee (AMENDED) ▶▶▶ Committee Clerk
- Legislation for Board Agenda (AMENDED) ▶▶▶ Deputy Clerk

Supervisor, Mayor, and Departmental Submittals

Grant Ordinance

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Grant budget/application
 - Grant information form, including signed disability checklist
 - Letter of Intent or grant award letter from funding agency
 - Contract, Leases/Agreements (if applicable)
 - Ethics Form 126 (if applicable) in **Word** format
 - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Ordinance

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Settlement Report/Agreement (for settlements)
 - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Grant Resolution

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Grant budget/application
 - Grant information form, including signed disability checklist
 - Letter of Intent or grant award letter from funding agency
 - Contract, Leases/Agreements (if applicable)
 - Ethics Form 126 (if applicable) in **Word** format
 - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Resolution

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - Cover letter (original)
 - Settlement Report/Agreement (for settlements)
 - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Alex Koskinen 554-7663

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Name and Telephone Number

Department

