

File No. 240623

Committee Item No. 10

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

## COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Appropriations Committee Date June 12, 2024

Board of Supervisors Meeting Date \_\_\_\_\_

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- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
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#### OTHER (Use back side if additional space is needed)

- AAO Admin Provisions FY25 & FY26 Tracked Changes
- \_\_\_\_\_
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Completed by: Brent Jalipa Date June 7, 2024

Completed by: Brent Jalipa Date \_\_\_\_\_

1           Note:           Additions are *single-underline italics Times New Roman*;  
2                           deletions are *strikethrough italics Times New Roman*.  
3                           Board amendment additions are double underlined.  
4                           Board amendment deletions are ~~strikethrough normal~~.

5  
6 BE IT ORDAINED BY THE PEOPLE OF THE CITY AND COUNTY OF SAN FRANCISCO.

7  
8 **SECTION 3. General Authority.**

9 The Controller is hereby authorized and directed to set up appropriate accounts for the items  
10 of receipts and expenditures appropriated herein.

11  
12 **SECTION 3.1 Two-Year Budget.**

13 For departments for which the Board of Supervisors has authorized, or the Charter requires,  
14 a fixed two-year budget, appropriations in this ordinance shall be available for allotment by  
15 the Controller on July 1st of the fiscal year in which appropriations have been approved. The  
16 Controller is authorized to adjust the two-year budget to reflect transfers and substitutions  
17 consistent with City's policies and restrictions for such transfers. The Controller is further  
18 authorized to make adjustments to the second year budgets consistent with Citywide  
19 estimates for salaries, fringe benefits, and work orders.

20 **SECTION 4. Interim Budget Provisions.**

21 All funds for equipment and new capital improvements shall be held in reserve until final ~~action~~  
22 ~~by the Board of Supervisors~~ enactment of the budget. No new equipment or capital  
23 improvements shall be authorized during the interim period other than equipment or capital  
24 improvements that, in the discretion of the Controller, is reasonably required for the continued  
25 operation of existing programs or projects previously approved by the Board of Supervisors.  
Authorization for the purchase of such equipment may be approved by the Board of  
Supervisors.

1  
2 During the period of the interim ~~A~~annual ~~a~~Appropriation ~~e~~Ordinance and interim ~~a~~Annual  
3 ~~s~~Salary ~~e~~Ordinance, no transfer of funds within a department shall be permitted without  
4 approval of the Controller, Mayor's Budget Director and the Chair of the Budget and Finance  
5 Committee.

6  
7 When the Budget and Finance Committee or Budget and Appropriations Committee reserves  
8 selected expenditure items pending receipt of additional information from departments, upon  
9 receipt of the required information to the satisfaction of that committee, the Controller may  
10 release the previously reserved funds with no further action required by the Board of  
11 Supervisors.

12  
13 If the Budget and Finance Committee or Budget and Appropriations Committee recommends  
14 a budget that increases funding that was deleted in the Mayor's Budget, the Controller shall  
15 have the authority to continue to pay these expenses until final ~~passage-enactment~~ of the  
16 budget ~~by the Board of Supervisors, and approval of the budget by the Mayor.~~

17  
18 **SECTION 4.1 Interim Budget – Positions.**

19 No new position may be filled in the interim period with the exception of those positions which  
20 in the discretion of the Controller are critical for the operation of existing programs or for  
21 projects previously approved by the Board of Supervisors or are required for emergency  
22 operations or where such positions would result in a net increase in revenues or where such  
23 positions are required to comply with law. New positions shall be defined as those positions  
24 that are enumerated in the Mayor's budget for the current fiscal year but were not enumerated  
25 in the appropriation and salary ordinances for the prior fiscal year, as amended, through June  
30 of the prior fiscal year. In the event the Mayor has approved the

1 reclassification of a position in the department's budget for the current fiscal year, the  
2 Controller shall process a temporary or "tx" requisition at the request of the department and  
3 subject to approval of the Human Resources Director. Such action will allow for the continued  
4 employment of the incumbent in ~~his or her~~their former position pending action ~~by the Board~~  
5 ~~of Supervisors~~ on the proposed reclassifications.

6  
7 If the Budget and Finance Committee or Budget and Appropriations Committee of the Board  
8 of Supervisors recommends a budget that reinstates positions that were deleted in the  
9 Mayor's Budget, the Controller and the Human Resources Director shall have the authority to  
10 continue to employ and pay the salaries of the reinstated positions until final ~~passage~~  
11 ~~enactment~~ of the budget ~~by the Board of Supervisors, and approval of the budget by the~~  
12 ~~Mayor.~~

### 13 **SECTION 5. Transfers of Functions and Duties.**

14 Where revenues for any fund or department are herein provided by transfer from any other  
15 fund or department, or where a duty or a performance has been transferred from one  
16 department to another, the Controller is authorized and directed to make the related transfer  
17 of funds, provided further, that where revenues for any fund or department are herein provided  
18 by transfer from any other fund or department in consideration of departmental services to be  
19 rendered, in no event shall such transfer of revenue be made in excess of the actual cost of  
20 such service.  
21

22  
23 Where a duty or performance has been transferred from one department to another or  
24 departmental reorganization is effected as provided in the Charter, in addition to any required  
25 transfer of funds, the Controller and Human Resources Director are authorized to make any  
personnel transfers or reassignments between the affected departments and

1 appointing officers at a mutually convenient time, not to exceed 100 days from the effective  
2 date of the ordinance or Mayoral memorandum transferring the duty or function. The  
3 Controller, the Human Resources Director and Clerk of the Board of Supervisors, with  
4 assistance of the City Attorney, are hereby authorized and directed to make such changes as  
5 may be necessary to conform all applicable ordinances to reflect said reorganization, transfer  
6 of duty or performance between departments.

### 7 8 **SECTION 5.1 Agencies Organized under One Department.**

9 Where one or more offices or agencies are organized under a single appointing officer or  
10 department head, the component units may continue to be shown as separate agencies for  
11 budgeting and accounting purposes to facilitate reporting. However, the entity shall be  
12 considered a single department for purposes of employee assignment and seniority, position  
13 transfers, and transfers of monies among funds within the department, and reappropriation of  
14 funds.

### 15 16 **SECTION 5.2 Continuing Funds Appropriated.**

17 In addition to the amount provided from taxes, the Controller shall make available for  
18 expenditure the amount of actual receipts from special funds whose receipts are continuously  
19 appropriated as provided in the Municipal Codes.

### 20 21 **SECTION 5.3 Multi-Year Revenues.**

22 In connection with money received in one fiscal year for departmental services to be  
23 performed in a subsequent year, the Controller is authorized to establish an account for  
24 depositing revenues ~~which~~ that are applicable to the ensuing fiscal year, said revenue shall  
25 be carried forward and become a part of the funds available for appropriation in said ensuing  
fiscal year.

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**SECTION 5.4 Contracting Funds.**

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6

All money received in connection with contracts under which a portion of the moneys received is to be paid to the contractors and the remainder of the moneys received inures to the City ~~and County~~ shall be deposited in the Treasury.

7

8

9

(a) That portion of the money received that under the terms of the contract inures to the City ~~and County~~ shall be deposited to the credit of the appropriate fund.

10

11

12

13

(b) That portion of the money received that under the terms of the contracts is to be paid to the contractor shall be deposited in special accounts and is hereby appropriated for said purposes.

14

15

**SECTION 5.5 Real Estate Services.**

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18

Rents received from properties acquired or held in trust for specific purposes are hereby appropriated to the extent necessary for maintenance of said properties, including services of the General Services Agency.

19

20

21

22

Moneys received from lessees, tenants or operators of City-owned property for the specific purpose of real estate services relative to such leases or operating agreements are hereby appropriated to the extent necessary to provide such services.

23

24

**SECTION 5.6 Collection Services.**

25

1 In any contracts for the collection of unpaid bills for services rendered to clients, patients or  
2 both by the Department of Public Health in which said unpaid bills have not become  
3 delinquent pursuant to Article V of Chapter 10 of the Administrative Code, the Controller is  
4 hereby authorized to adjust the estimated revenues and expenditures of the various divisions  
5 and institutions of the Department of Public Health to record such recoveries. Any percentage  
6 of the amounts, not to exceed 25 percent, recovered from such unpaid bills by a contractor is  
7 hereby appropriated to pay the costs of said contract. The Controller is authorized and is  
8 hereby directed to establish appropriate accounts to record total collections and contract  
9 payments relating to such unpaid bills.

#### 10 **SECTION 5.7 Contract Amounts Based on Savings.**

11 When the terms of a contract provide for payment amounts to be determined by a percentage  
12 of cost savings or previously unrecognized revenues, such amounts as are actually realized  
13 from either said cost savings or unrecognized revenues are hereby appropriated to the extent  
14 necessary to pay contract amounts due. The Controller is authorized and is hereby directed  
15 to establish appropriate accounts to record such transactions.  
16

#### 17 **SECTION 5.8 ~~Collection and Legal Services.~~**

18 ~~In any contracts between the City Attorney's Office and outside counsel for legal services in~~  
19 ~~connection with the prosecution of actions filed on behalf of the City or for assistance in the~~  
20 ~~prosecution of actions that the City Attorney files in the name of the People, where the fee to~~  
21 ~~outside counsel is contingent on the recovery of a judgment or other monies by the City~~  
22 ~~through such action, the Controller is hereby authorized to adjust the estimated revenues and~~  
23 ~~expenditures of the City Attorney's Office to record such recoveries. A percentage of such~~  
24 ~~recoveries, not to exceed 25 percent plus the amount of any out-of-pocket costs the Controller~~  
25 ~~determines were actually incurred to prosecute such action, is hereby appropriated from the~~

1 ~~amount of such recoveries to pay the contingent fee due to such outside counsel under said~~  
2 ~~contract and any costs incurred by the City or outside counsel in prosecuting the action. The~~  
3 ~~Controller is authorized and hereby directed to establish appropriate accounts to record total~~  
4 ~~collections and contingent fee and cost payments relating to such actions. The City Attorney~~  
5 ~~as verified by the Controller shall report to the Board of Supervisors annually on the collections~~  
6 ~~and costs incurred under this provision, including the case name, amount of judgment, the~~  
7 ~~fund which the judgment was deposited, and the total cost of and funding source for the legal~~  
8 ~~action.~~

#### 9

#### 10 **SECTION 6. Bond Interest and Redemption.**

11 In the event that estimated receipts from other than utility revenues, but including amounts  
12 from ad-valorem taxes, shall exceed the actual requirements for bond interest and  
13 redemption, said excess shall be transferred to a General Bond Interest and Redemption  
14 Reserve account. The Bond Interest and Redemption Reserve is hereby appropriated to meet  
15 debt service requirements including printing of bonds, cost of bond rating services, funds due  
16 to the Internal Revenue Service and the legal opinions approving the validity of bonds  
17 authorized to be sold not otherwise provided for herein.

18  
19  
20 Issuance, legal and financial advisory service costs, including the reimbursement of  
21 departmental services in connection therewith, for debt instruments issued by the City ~~and~~  
22 ~~County~~, to the

23  
24 extent approved by the Board of Supervisors in authorizing the debt, may be  
25 paid from the proceeds of such debt and are hereby appropriated for said purposes.



1 To the extent bond rating fees are incurred and payable prior to the issuance of Board of  
2 Supervisors authorized Certificates of Participation due to unexpected changes in market  
3 conditions causing a delay in issuance, such fees may be paid from funds appropriated for  
4 annual Certificates of Participation debt service that exceed the actual requirements for bond  
5 interest and redemption.

## 6

### 7 **SECTION 7. Allotment Controls.**

8 Since several items of expenditures herein appropriated are based on estimated receipts,  
9 income or revenues which may not be fully realized, it shall be incumbent upon the Controller  
10 to establish a schedule of allotments, of such duration as the Controller may determine, under  
11 which the sums appropriated to the several departments shall be expended. The Controller  
12 shall revise such revenue estimates periodically. If such revised estimates indicate a  
13 shortage, the Controller shall hold in reserve an equivalent amount of the corresponding  
14 expenditure appropriations set forth herein until the collection of the amounts as originally  
15 estimated is assured, and in all cases where it is provided by the Charter that a specified or  
16 minimum tax shall be levied for any department the amount of appropriation herein provided  
17 derived from taxes shall not exceed the amount actually produced by the levy made for such  
18 department.

19  
20 The Controller in issuing payments or in certifying contracts, purchase orders or other  
21 encumbrances pursuant to Section 3.105 of the Charter, shall consider only the allotted  
22 portions of appropriation items to be available for encumbrance or expenditure and shall not  
23 approve the incurring of liability under any allotment in excess of the amount of such allotment.  
24 In case of emergency or unusual circumstances which could not be anticipated at the time of  
25 allotment, an additional allotment for a period may be made on the recommendation of the  
department head and the approval of the Controller. After the allotment schedule has been

1 established or fixed, as heretofore provided, it shall be unlawful for any department or officer  
2 to expend or cause to be expended a sum greater than the amount set forth for the particular  
3 activity in the allotment schedule so established,  
4 unless an additional allotment is made, as herein provided.

5  
6 Allotments, liabilities incurred and expenditures made under expenditure appropriations  
7 herein enumerated shall in no case exceed the amount of each such appropriation, unless  
8 the same shall have been increased by transfers or supplemental appropriations made in the  
9 manner provided by Section 9.105 of the Charter.

#### 10 **SECTION 7.1 Prior Year Encumbrances.**

11 The Controller is hereby authorized to establish reserves for the purpose of providing funds  
12 for adjustments in connection with liquidation of encumbrances and other obligations of prior  
13 years.  
14

#### 15 **SECTION 7.2 Equipment Purchases.**

16 Funds for the purchase of items of equipment having a significant value of under \$20,000 and  
17 a useful life of three years and over shall only be purchased from appropriations specifically  
18 provided for equipment or lease-purchased equipment, including equipment from capital  
19 projects. Departments may purchase additional or replacement equipment from previous  
20 equipment or lease-purchase appropriations, or from citywide equipment and other non-  
21  
22 salary appropriations, with approval of the Mayor's Office and the Controller.  
23

24 Where appropriations are made herein for the purpose of replacing automotive and other  
25 equipment, the equipment replaced shall be surrendered to the General Services Agency and

1 shall be withdrawn from service on or before delivery to departments of the new automotive  
2 equipment. When the replaced equipment is sold, in lieu of being traded-in, the proceeds shall  
3 be deposited to a revenue account of the related fund. Provided, however,  
4 that so much of said proceeds as may be required to affect the purchase of the new equipment  
5 is hereby appropriated for the purpose. Funds herein appropriated for automotive equipment  
6 shall not be used to buy a replacement of any automobile superior in class to the one being  
7 replaced unless it has been specifically authorized by ~~the Board of Supervisors in the making~~  
8 ~~of the~~ original appropriation ordinance.

9  
10 Appropriations of equipment from current funds shall be construed to be annual  
11 appropriations and unencumbered balances shall lapse at the close of the fiscal year.

### 12 **SECTION 7.3 Enterprise Deficits.**

13 Funds appropriated herein to meet estimated enterprise deficits shall be made available to  
14 each such enterprise only to the extent that an actual deficit shall exist and not to exceed the  
15 amount herein provided. Any amount not required for the purpose of meeting an enterprise  
16 fund deficit shall be transferred back to the General Fund at the end of each fiscal year unless  
17 otherwise appropriated by ordinance.  
18

### 19 **SECTION 7.4 Public Utilities Commission Debt Service.**

20 The San Francisco Public Utilities Commission shall, in coordination with the Controller's  
21 Office, record and report the use of debt service appropriations in their respective debt  
22  
23 service funds consistent with the Schedule of Bond Redemption and Interest Statement  
24 included herein and as required pursuant to Governmental Accounting Standards Board  
25 (GASB) and Generally Accepted Accounting Principles (GAAP) accounting rules,

1 requirements and practices. The Controller is hereby authorized to make all associated net-  
2 zero appropriation transfers to ensure compliant financial reporting.

### 3 4 **SECTION 8. Expenditure Estimates.**

5 Where appropriations are made for specific projects or purposes which may involve the  
6 payment of salaries or wages, the head of the department to which such appropriations are  
7 made, or the head of the department authorized by contract or interdepartmental order to  
8 make expenditures from each such appropriation, shall file with the Controller, when  
9 requested, an estimate of the amount of any such expenditures to be made during the ensuing  
10 period.

#### 11 **SECTION 8.1 State and Federal Funds.**

12 The Controller is authorized to increase Federal and State funds that may be claimed due to  
13 new General Fund expenditures appropriated by the Board of Supervisors. The Human  
14 Resources Director is authorized to add civil service positions required to implement the  
15 programs authorized by these funds. The Controller and the Human Resources Director shall  
16 report to the Board of Supervisors any actions taken under this authorization before the Board  
17 acts on the Annual Appropriation and Annual Salary Ordinances.

#### 18 19 **SECTION 8.2 State and Federal Funding Restorations.**

20 If additional State or Federal funds are allocated to the City ~~and County of San Francisco~~ to  
21 backfill State reductions, the Controller shall backfill any funds appropriated to any program  
22 to the General Reserve.

#### 23 24 25 **SECTION 8.3 Process for Addressing General Fund Revenue Shortfalls**

1 Upon receiving Controller estimates of revenue shortfalls that exceed the value of the General  
2 Reserve and any other allowances for revenue shortfalls in the adopted City budget, the  
3 Mayor shall inform the Board of Supervisors of actions to address this shortfall. The Board of  
4 Supervisors may adopt an ordinance to reflect the Mayor's proposal or alternative proposals  
5 in order to balance the budget.

### 6 7 **SECTION 9. Interdepartmental Services.**

8 The Controller is hereby authorized and directed to prescribe the method to be used in making  
9 payments for interdepartmental services in accordance with the provisions of Section 3.105  
10 of the Charter, and to provide for the establishment of interdepartmental reserves which may  
11 be required to pay for future obligations which result from current  
12 performances. Whenever in the judgment of the Controller, the amounts which have been set  
13 aside for such purposes are no longer required or are in excess of the amount which is then  
14 currently estimated to be required, the Controller shall transfer the amount no longer required  
15 to the fund balance of the particular fund of which the reserve is a part. Provided further that  
16 no expenditure shall be made for personnel services, rent, equipment and capital outlay  
17 purposes from any interdepartmental reserve or work order fund without specific appropriation  
18 by the Board of Supervisors.

19  
20 The amount detailed in departmental budgets for services of other City departments cannot  
21 be transferred to other spending categories without prior agreement from both the requesting  
22 and performing departments.

23  
24 The Controller, pursuant to the provisions of Charter Section 3.105, shall review and may  
25

1 adjust charges or fees for services that may be authorized by the Board of Supervisors for  
2 the administration of the Technology Marketplace. Such fees are hereby appropriated for that  
3 purpose.

#### 4 **SECTION 10. Positions in the City Service.**

5 Department heads shall not make appointments to any office or position until the Controller  
6 shall certify that funds are available.  
7

8  
9 Funds provided herein for salaries or wages may, with the approval of the Controller, be used  
10 to provide for temporary employment when it becomes necessary to replace the occupant of  
11 a position while on extended leave without pay, or for the temporary filling of a vacancy in a  
12 budgeted position. The Controller is authorized to approve the use of existing  
13 salary appropriations within departments to fund permanent appointments of up to six months  
14 to backfill anticipated vacancies to ensure implementation of successful succession plans and  
15 to facilitate the transfer of mission critical knowledge. The Controller shall provide a report to  
16 the Board of Supervisors every six months enumerating permanent positions created under  
17 this authority.

18  
19 Appointments to seasonal or temporary positions shall not exceed the term for which the  
20 Controller has certified the availability of funds.

21  
22 The Controller shall be immediately notified of a vacancy occurring in any position.

#### 23 **SECTION 10.1 Positions, Funds, and Transfers for Specific Purposes.**

24  
25 Funds for personnel services may be transferred from any legally available source on the

1 recommendation of the department head and approval by the City Administrator, Board or  
2 Commission, for departments under their respective jurisdiction, and on authorization of the  
3 Controller with the prior approval of the Human Resources Director for:

4  
5 (a) Lump sum payments to officers, employees, police officers and fire fighters other than  
6 elective officers and members of boards and commissions upon death or retirement or  
7 separation caused by industrial accident for accumulated sick leave benefits in accordance  
8 with Civil Service Commission rules.

9  
10 (b) Payment of the supervisory differential adjustment, out of class pay or other negotiated  
11 premium to employees who qualify for such adjustment provided that the transfer of funds  
12 must be made from funds currently available in departmental personnel service  
13 appropriations.

14 (c) Payment of any legal salary or fringe benefit obligations of the City ~~and County~~  
15 including amounts required to fund arbitration awards.

16  
17 (d) The Controller is hereby authorized to adjust salary appropriations for positions  
18 administratively reclassified or temporarily exchanged by the Human Resources Director  
19 provided that the reclassified position and the former position are in the same functional area.

20  
21 (e) Positions may be substituted or exchanged between the various salary appropriations  
22 or position classifications when approved by the Human Resources Director as long as said  
23 transfers do not increase total departmental personnel service appropriations.

24  
25 (f) The Controller is hereby authorized and directed upon the request of a department

1 head and the approval by the Mayor's Office to transfer from any legally available funds  
2 amounts needed to fund legally mandated salaries, fringe benefits and other costs of City  
3 employees. Such funds are hereby appropriated for the purpose set forth herein.

4  
5 (g) The Controller is hereby authorized to transfer any legally available funds to adjust  
6 salary and fringe benefit appropriations as required under reclassifications recommended by  
7 the Human Resources Director and approved by the Board of Supervisors in implementing  
8 the Management Compensation and Classification Plan.

9  
10 Amounts transferred shall not exceed the actual amount required including the cost to the  
11 City ~~and County~~ of mandatory fringe benefits.

12  
13 (h) Pursuant to California Labor Code Section 4850.4, the Controller is authorized to make  
14 advance payments from departments' salary accounts to employees participating in CalPERS  
15 who apply for disability retirement. Repayment of these advanced disability retirement  
16 payments from CalPERS and from employees are hereby appropriated to the departments'  
17 salary account.

18  
19 (i) For purposes of defining terms in Administrative Code Section 3.18, the Controller is  
20 authorized to process transfers where such transfers are required to administer the budget  
21 through the following certification process: In cases where expenditures are reduced at the  
22 level of appropriation control during the Board of Supervisors phase of the budget process,  
23 the Chair of the Budget and Finance Committee, on recommendation of the Controller, may  
24 certify that such a reduction does not reflect a deliberate policy reduction adopted by the  
25 Board. The Mayor's Budget Director may similarly provide such a certification regarding  
reductions during the Mayor's phase of the budget process.



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**SECTION 10.2 Professional Services Contracts.**

Funds appropriated for professional service contracts may be transferred to the account for salaries on the recommendation of the department head for the specific purpose of using City personnel in lieu of private contractors with the approval of the Human Resources Director and the Mayor and the certification by the Controller that such transfer of funds would not increase the cost of government.

**SECTION 10.3 Surety Bond Fund Administration.**

The Controller is hereby authorized to allocate funds from capital project appropriations to the San Francisco Self-Insurance Surety Bond Fund, as governed by Administrative Code Section 10.100-317 and in accordance with amounts determined pursuant to Administrative Code Section 14B.16.

**SECTION 10.4 Salary Adjustments, Memoranda of Understanding (MOUs).**

The Controller is authorized and directed to transfer from the Salary and Benefits Reserve, or any legally available funds, amounts necessary to adjust appropriations for salaries and related mandatory fringe benefits of employees whose compensation is pursuant to Charter Sections A8.403 (Registered Nurses), A8.404 (Transit Operators), A8.409 (Miscellaneous Employees), A8.405 and A8.590-1 through A8.590-5 (Police and Firefighters), revisions to State Law, and/or collective bargaining agreements adopted pursuant to the Charter or arbitration award. The Controller and Human Resources Director are further authorized and directed to adjust the rates of compensation to reflect current pay rates for any positions affected by the foregoing provisions.

1  
2 Adjustments made pursuant to this section shall reflect only the percentage increase required  
3 to adjust appropriations to reflect revised salary and other pay requirements above the funding  
4 level established in the base and adopted budget of the  
5 respective departments.

6  
7 The Controller is authorized and directed to transfer from reserves or any legally available  
8 funds amounts necessary to provide costs of non-salary benefits in ratified Memoranda of  
9 Understanding or arbitration awards or Board of Supervisors approved employee and retiree  
10 health and dental rates. The Controller's Office shall report to the Budget and Finance  
11 Committee or Budget and Appropriations Committee on the status of the Salary and Benefits  
12 Reserve, including amounts transferred to individual City departments and remaining Reserve  
13 balances, as part of the Controller's Six and Nine Month Budget Status Reports.

14  
15 **SECTION 10.5 MOUs to be Reflected in Department Budgets.**

16 Should the City ~~and County~~ adopt an MOU with a recognized employee bargaining  
17 organization during the fiscal year which has fiscal effects, the Controller is authorized and  
18 directed to reflect the budgetary impact of said MOU in departmental appropriations by  
19 transferring amounts to or from the Salary and Benefits Reserve, or, for self-supporting or  
20 restricted funds, to or from the respective unappropriated fund balance account. All amounts  
21 transferred pursuant to this section are hereby appropriated for the purpose.

22  
23 **SECTION 10.6 Funding Memoranda of Understanding (MOUs).**

24 Whenever the Board of Supervisors has ratified by ordinance or resolution Memoranda of  
25 Understanding with recognized employee organizations or an arbitration award has become  
effective, and said memoranda or award contains provisions requiring the expenditure of

1 funds, the Controller, on the recommendation of the Human Resources Director, shall reserve  
2 sufficient funds to comply with such provisions and such funds are hereby appropriated for  
3 such purposes. The Controller is hereby authorized to make such transfers from funds hereby  
4 reserved or legally available as may be required to make funds available to departments to  
5 carry out the purposes required by the Memoranda of Understanding or  
6 arbitration award.

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9  
10 **SECTION 10.7 Fringe Benefit Rate Adjustments.**

11 Appropriations herein made for fringe benefits may be adjusted by the Controller to reflect  
12 revised amounts required to support adopted or required contribution rates. The Controller is  
13 authorized and is hereby directed to transfer between departmental appropriations and the  
14 General Reserve or other unappropriated balance of funds any amounts resulting from  
15 adopted or required contribution rates and such amounts are hereby appropriated to said  
16 accounts.

17  
18 When the Controller determines that prepayment of the employer share of pension  
19 contributions is likely to be fiscally advantageous, the Controller is authorized to adjust  
20 appropriations and transfers in order to make and reconcile such prepayments.

21  
22 **SECTION 10.8 Police Department Uniformed Positions.**

23 Positions in the Police Department for each of the various ranks that are filled based on the  
24 educational attainment of individual officers may be filled interchangeably at any level within  
25 the rank (e.g., Patrol Officer Q2, Q3 or Q4, Sergeant Q50, Q51, Q52). The Controller and  
Human Resources Director are hereby authorized to adjust payrolls, salary ordinances and

1 other documents, where necessary, to reflect the current status of individual employees;  
2 provided however, that nothing in this section shall authorize an increase in the total number  
3 of positions allocated to any one rank or to the Police Department.

#### 4 **SECTION 10.9 Holidays, Special Provisions.**

5 Whenever the Mayor formally declares that any day is ~~declared to be~~ a holiday for City  
6 employees under the terms of a Memorandum of Understanding~~by proclamation of the Mayor~~  
7 ~~after such day has heretofore been declared a holiday by the Governor of the State of~~  
8 ~~California or the President of the United States~~, the Controller, with the approval of the Mayor's  
9 Office, is hereby authorized to make such transfer of funds not to exceed the actual cost of  
10 said holiday from any legally available funds.  
11

#### 12 **SECTION 10.10 Litigation Reserve, Payments.**

13 The Controller is authorized and directed to transfer from the Reserve for Litigation Account  
14 for General Fund supported departments or from any other legally available funds for other  
15 funds, amounts required to make payments required to settle litigation against the City ~~and~~  
16 ~~County of San Francisco~~ that has been recommended by the City Attorney and approved by  
17 the Board of Supervisors in the manner provided in the Charter. Such funds are hereby  
18 appropriated for the purposes set forth herein.  
19

20 Amounts required to pay settlements of claims or litigation involving the Public Utilities  
21 Commission are hereby appropriated from the Public Utilities Commission Wastewater  
22 Enterprise fund balance or the Public Utilities Commission Water Enterprise fund balance, as  
23 appropriate, for the purpose of paying such settlements following final approval of those  
24 settlements by resolution or ordinance.  
25

**SECTION 10.11 Changes in Health Services Eligibility.**

1  
2 Should the Board of Supervisors amend Administrative Code Section 16.700 to change the  
3 eligibility in the City's Health Service System, the Controller is authorized and directed to  
4 transfer from any legally available funds or the Salary and Fringe Reserve for the amount  
5 necessary to provide health benefit coverage not already reflected in the departmental  
6 budgets.

**Section 10.12 Workers' Compensation Alternative Dispute Resolution Program**

7  
8  
9  
10  
11 Resolutions 85-19 and 86-19 authorized the Department of Human Resources to enter  
12 Workers' Compensation Alternative Dispute Resolution (ADR) Labor-Management  
13 Agreements with the San Francisco Firefighters' Association, Local 798, and San Francisco  
14 Police Officers Association, respectively. These Agreements require the City to allocate an  
15 amount equal to 50% of the ADR program estimated net savings, as determined by actuarial  
16 report, for the benefit of active employees. The Controller is authorized and directed to  
17 transfer from any legally available funds the amount necessary to make the required  
18 allocations. This provision will terminate if the parties agree to terminate the Agreements.  
19

**SECTION 11. Funds Received for Special Purposes, Trust Funds.**

20  
21 The Controller is hereby authorized and directed to continue the existing special and trust  
22 funds, revolving funds, and reserves and the receipts in and expenditures from each such  
23 fund are hereby appropriated in accordance with law and the conditions under which each  
24 such fund was established.  
25

1 The Controller is hereby authorized and directed to set up additional special and trust funds  
2 and reserves as may be created either by additional grants and bequests or under other  
3 conditions, and the receipts in each fund are hereby appropriated in accordance with law for  
4 the purposes and subject to the conditions under which each such fund was established.

5  
6 **SECTION 11.1 Special and Trust Funds Appropriated.; Approval of Certain Grant**  
7 **Agreements under Charter Section 9.118**

8 Whenever the City and County of San Francisco shall receive for a special purpose from the  
9 United States of America, the State of California, or from any public or semi-public agency,  
10 or from any private person, firm or corporation, any moneys, or property to be converted into  
11 money, the Controller shall establish a special fund or account evidencing the said moneys  
12 so received and specifying the special purposes for which they have been received and for  
13 which they are held, which said account or fund shall be maintained by the Controller as long  
14 as any portion of said moneys or property remains.

15  
16 Recurring grant funds which are detailed in departmental budget submissions and approved  
17 by the Mayor and Board of Supervisors in the annual budget shall be deemed to have met  
18 the requirements of Administrative Code Section 10.170 for the approval to apply for, receive  
19 and expend said funds and shall be construed to be funds received for a specific purpose as  
20 set forth in this section. Where the amount of a recurring grant that is detailed in a department  
21 budget submission exceeds \$1 million or the duration exceeds ten years, the grant agreement  
22 shall be deemed approved by the Board of Supervisors under Charter Section 9.118.

23 Positions specifically approved by granting agencies in said grant awards may be filled as  
24 though said positions were included in the annual budget and Annual Salary Ordinance,  
25 provided however that the tenure of such positions shall be contingent on the continued  
receipt of said grant funds. Individual grants may be adjusted by the Controller to reflect actual

1 awards made if granting agencies increase or decrease the grant award amounts estimated  
2 in budget submissions.

3  
4 The expenditures necessary from said funds or said accounts as created herein, in order to  
5 carry out the purpose for which said moneys or orders have been received or for which said  
6 accounts are being maintained, shall be approved by the Controller and said expenditures  
7 are hereby appropriated in accordance with the terms and conditions under which said  
8 moneys or orders have been received by the City ~~and County of San Francisco~~, and in  
9 accordance with the conditions under which said funds are maintained.

10  
11 The Controller is authorized to adjust transfers to the San Francisco Capital Planning Fund,  
12 established by Administrative Code Section 10.100-286, to account for final capital project  
13 planning expenditures reimbursed from approved sale of bonds and other long term financing  
14 instruments.

15  
16 **SECTION 11.2 Insurance Recoveries.**

17 Any moneys received by the City ~~and County of San Francisco~~ pursuant to the terms and  
18 conditions of any insurance policy are hereby appropriated and made available to the general  
19 city or specific departments for associated costs or claims.

20  
21 **SECTION 11.3 Bond Premiums.**

22 Premiums received from the sale of bonds are hereby appropriated for bond interest and  
23 redemption purposes of the issue upon which it was received.

24  
25 **SECTION 11.4 Ballot Arguments.**

1 Receipts in and expenditures for payment for the printing of ballot arguments, are hereby  
2 appropriated ~~in accordance with law and the conditions under which this appropriation is~~  
3 ~~established.~~

4  
5  
6  
7 **SECTION 11.5 Tenant Overtime.**

8 Whenever employees of departments are required to work overtime on account of services  
9 required by renters, lessees or tenants of City-owned or occupied properties, or recipients of  
10 services from City departments, the cost of such overtime employment shall be collected by  
11 the departments from the requesters of said services and shall be deposited with the  
12 Treasurer to the credit of departmental appropriations. All moneys deposited therein are  
13 hereby appropriated for such purpose.

14  
15 **SECTION 11.6 Refunds.**

16 The Controller is hereby authorized and directed to set up appropriations for refunding  
17 amounts deposited in the Treasury in excess of amounts due, and the receipts and  
18 expenditures from each are hereby appropriated in accordance with law. Whereby State  
19 statute, local ordinance or court order, interest is payable on amounts to be refunded, in the  
20 absence of appropriation therefore, such interest is herewith appropriated from the  
21 unappropriated interest fund or interest earnings of the fund involved. The Controller is  
22 authorized, and funds are hereby appropriated, to refund overpayments and any mandated  
23 interest or penalties from State, Federal and local agencies when audits or other financial  
24 analyses determine that the City has received payments in excess of amounts due.

25 **SECTION 11.7 Arbitrage.**



1 The Controller is hereby authorized and directed to refund excess interest earnings on bond  
2 proceeds (arbitrage) when such amounts have been determined to be due and payable under  
3 applicable Internal Revenue Service regulations. Such arbitrage refunds shall be charged in  
4 the various bond funds in which the arbitrage earnings were recorded and such funds are  
5 hereby appropriated for the purpose.

6  
7 If bond indentures or fiscal agent agreements require interest earnings to be used to offset  
8 annual lease financing payments, the Controller is authorized to make payments to the IRS  
9 from annual budget appropriations for lease payments based on expected savings amounts.

10  
11 **SECTION 11.8 Damage Recoveries and Restitution.**

12 Moneys received as payment for damage to City-owned property and equipment are hereby  
13 appropriated to the department concerned to pay the cost of repairing such equipment or  
14 property. Moneys received as payment for liquidated damages in a City-funded project are  
15 appropriated to the department incurring costs of repairing or abating the damages. Any  
16 excess funds, and any amount received for damaged property or equipment which is not to  
17 be repaired shall be credited to a related fund.

18  
19 Moneys received as restitution in a criminal proceeding to reimburse the City for losses  
20 caused by an employee or third party are appropriated to the departments that incurred the  
21 losses.

22  
23 **SECTION 11.9 Purchasing Damage Recoveries.**

24 That portion of funds received pursuant to the provisions of Administrative Code Section  
25 21.33 - failure to deliver article contracted for - as may be needed to affect the required

1 procurement are hereby appropriated for that purpose and the balance, if any, shall be  
2 credited the related fund.

3  
4 **SECTION 11.10 Off-Street Parking Guarantees.**

5 Whenever the Board of Supervisors has authorized the execution of agreements with  
6 corporations for the construction of off-street parking and other facilities under which the City  
7 ~~and County of San Francisco~~ guarantees the payment of the corporations' debt service or  
8 other payments for operation of the facility, it shall be incumbent upon the Controller to reserve  
9 from parking meter or other designated revenues sufficient funds to provide for such  
10 guarantees. The Controller is hereby authorized to make payments as previously guaranteed  
11 to the extent necessary and the reserves approved in each Annual Appropriation Ordinance  
12 are hereby appropriated for the purpose. The Controller shall notify the Board of Supervisors  
13 annually of any payments made pursuant to this Section.

14  
15 **SECTION 11.11 Hotel Tax – Special Situations.**

16 The Controller is hereby authorized and directed to make such interfund transfers or other  
17 adjustments as may be necessary to conform budget allocations to the requirements of the  
18 agreements and indentures of the 1994 Lease Revenue and/or San Francisco  
19 Redevelopment Agency Hotel Tax Revenue Bond issues.

20  
21 **SECTION 11.12 Local Transportation Agency Fund.**

22 Local transportation funds are hereby appropriated pursuant to the Government Code.

23  
24 **SECTION 11.13 Insurance.**

25

1 The Controller is hereby authorized to transfer to the Risk Manager any amounts indicated in  
2 the budget estimate and appropriated hereby for the purchase of insurance or the payment  
3 of insurance premiums.

4  
5 **SECTION 11.14 Grants to Departments of Disability and Aging Services, Child Support**  
6 **Services, Homelessness and Supportive Housing, and Children, Youth and their**  
7 **Families**

8 The Department of Disability and Aging Services and the Department of Child Support  
9 Services are authorized to receive and expend available federal and state contributions and  
10 grant awards for their target populations. The Controller is hereby authorized and directed to  
11 make the appropriate entries to reflect the receipt and expenditure of said grant award funds  
12 and contributions. The Department of Homelessness and Supportive Housing is authorized  
13 to apply surpluses among subgrants within master HUD grants to shortfalls in other subgrants.  
14 The Department of Children, Youth and Their Families is authorized to receive and expend  
15 funds in instances where funds from grants appropriated herein are not fixed and exceed the  
16 estimates contained in the budget.

17  
18 **SECTION 11.15 FEMA, OES, Other Reimbursements.**

19 Whenever the City ~~and County~~ recovers funds from any federal or state agency as  
20 reimbursement for the cost of damages resulting from earthquakes and other disasters for  
21 which the Mayor has declared a state of emergency, such funds are hereby appropriated for  
22 the purpose. The Controller is authorized to transfer such funds to the credit of the  
23 departmental appropriation which initially incurred the cost, or, if the fiscal year in which the  
24 expenses were charged has ended, to the credit of the fund which incurred the expenses.  
25 Revenues received from other governments as reimbursement for mutual aid provided by  
City departments are hereby appropriated for services provided.

1  
2 Whenever the City ~~and County~~ is required to designate agents authorized to obtain state  
3 and federal disaster and emergency assistance funding, the Mayor and Board of  
4 Supervisors designate the Executive Director of the Department of Emergency  
5 Management, the Controller, and the Deputy Controller to be the agents authorized to  
6 execute agreements for and on behalf of the City ~~and County of San Francisco~~, for disaster  
7  
8 and emergency assistance funding from State and Federal agencies, for all open and future  
9 disasters.

10  
11 Any remaining balances in the Give2SF-COVID-19 Fund, including amounts from previously  
12 identified and unidentifiable donors, are hereby appropriated for COVID-19 related costs and  
13 programs. Give2SF-COVID-19 donation balances and uses of funds shall be included in the  
14  
15 San Francisco Disaster and Emergency Response and Recovery Fund annual report to the  
16 Board of Supervisors, pursuant to Administrative Code Sec. 10-100-100(d).

17  
18 **SECTION 11.16 Interest on Grant Funds.**

19 Whenever the City ~~and County~~ earns interest on funds received from the State of California  
20 or the federal government and said interest is specifically required to be expended for the  
21 purpose for which the funds have been received, said interest is hereby appropriated in  
22 accordance with the terms under which the principal is received and appropriated.

23  
24 **SECTION 11.17 Treasurer – Banking Agreements.**

25 Whenever the Treasurer finds that it is in the best interest of the City ~~and County~~ to use either  
a compensating balance or fee for service agreement to secure banking services that benefit

1 all participants of the pool, any funds necessary to be paid for such agreement are to be  
2 charged against interest earnings and such funds are hereby appropriated for the purpose.

3  
4 The Treasurer may offset banking charges that benefit all participants of the investment pool  
5 against interest earned by the pool. The Treasurer shall allocate other bank charges and  
6 credit card processing to departments or pool participants that benefit from those services.  
7 The Controller may transfer funds appropriated in the budget to General Fund departments  
8 as necessary to support allocated charges.

9  
10 **SECTION 11.18 City Buildings—Acquisition with Certificates of Participation (COPs).**

11 Receipts in and expenditures from accounts set up for the acquisition and operation of City-  
12 owned buildings including, but not limited to 25 Van Ness Avenue and 1660 Mission Street,  
13 are hereby appropriated for the purposes set forth in the various bond indentures through  
14 which said properties were acquired.

15  
16 **SECTION 11.19 Generally Accepted Principles of Financial Statement Presentation.**

17 The Controller is hereby authorized to make adjustments to departmental budgets as part of  
18 the year-end closing process to conform amounts to the Charter provisions and generally  
19 accepted principles of financial statement presentation, and to implement new accounting  
20 standards issued by the Governmental Accounting Standards Board and other changes in  
21 generally accepted accounting principles.

22  
23 **SECTION 11.20 Fund Balance Reporting and Government Fund Type Definitions.**

24 The Controller is authorized to establish or adjust fund type definitions for restricted,  
25 committed or assigned revenues and expenditures, in accordance with the requirements of  
Governmental Accounting Standards Board Statement 54. These changes will be designed

1 to enhance the usefulness of fund balance information by providing clearer fund balance  
2 classifications that can be more consistently applied and by clarifying the existing  
3 governmental fund type definitions. Reclassification of funds shall be reviewed by the City's  
4 outside auditors during their audit of the City's financial statements.

5  
6  
7 **SECTION 11.21 State Local Public Safety Fund.**

8 Amounts received from the State Local Public Safety Fund (Sales Taxes) for deposit to the  
9 Public Safety Augmentation Fund shall be transferred to the General Fund for use in meeting  
10 eligible costs of public safety as provided by State law and said funds are appropriated for  
11 said purposes.

12 Said funds shall be allocated to support public safety department budgets, but not specific  
13 appropriation accounts, and shall be deemed to be expended at a rate of 75% of eligible  
14 departmental expenditures up to the full amount received. The Controller is hereby directed  
15 to establish procedures to comply with state reporting requirements.

16  
17 **SECTION 11.22 Health Care Security Ordinance Agency Fund.**

18 Irrevocable health care expenditures made to the City by employers on behalf of their  
19 employees pursuant to the provisions of ~~Administrative Code Chapter 14~~Labor & Employment  
20 Code Articles 21 and 121, the ~~San Francisco~~ Health Care Security Ordinance and the Health  
21 Care Accountability Ordinance are maintained in the Health Care Security Ordinance Fund,  
22 an agency fund maintained by the City for the benefit of City Option account holders. Interest  
23 earnings in the fund are hereby appropriated for the administrative costs incurred to manage  
24 participant accounts.  
25

1 **SECTION 11.23 Affordable Housing Loan Repayments and Interest Earnings.**

2 Loan repayments, proceeds of property sales in cases of defaulted loans, and interest  
3 earnings in special revenue funds designated for affordable housing are hereby appropriated  
4 for affordable housing program expenditures, including payments from loans made by the  
5 former San Francisco Redevelopment Agency and transferred to the Mayor's Office of  
6 Housing and Community Development, the designated the housing successor agency.

7  
8 Expenditures shall be subject to the conditions under which each such fund was established.

9  
10 **SECTION 11.24 Development Agreement Implementation Costs.**

11 The Controller is hereby authorized to appropriate reimbursements of City costs incurred to  
12 implement development agreements approved by the Board of Supervisors, including but not  
13 limited to City staff time, consultant services and associated overhead costs to conduct plan  
14 review, inspection, and contract monitoring, and to draft, negotiate, and administer such  
15 agreements. This provision does not apply to development impact fees or other payments  
16 approved in a development agreement, which shall be appropriated by the Board of  
17 Supervisors.

18  
19 **SECTION 11.25 Housing Trust Fund.**

20 The Controller is hereby authorized to adjust appropriations as necessary to implement the  
21 movement of Housing Trust Fund revenues and expenditures from the General Fund to a  
22 special revenue fund.

23  
24 The Controller shall account for appropriation of \$17,600,000 for eligible affordable housing  
25 projects in fiscal year 2021-22 as an advance of future year Housing Trust Fund allocations,

1 and shall credit such advance against required appropriations to that fund for a period of five  
2 years, beginning in fiscal year 2023-24, in an annual amount of \$3,520,000.

3  
4 **SECTION 11.26 Refuse Rate Order Changes.**

5 The Controller is authorized to adjust appropriations from the Solid Waste Impound Account  
6 to reconcile with the final adopted refuse rate order established by the Refuse Rate Board,  
7 provided that such adjustments shall not result in a total increase in appropriations from the  
8 fund.

9  
10  
11 **SECTION 12. Special Situations.**

12 **SECTION 12.1 Revolving Funds.**

13  
14 Surplus funds remaining in departmental appropriations may be transferred to fund increases  
15 in revolving funds up to the amount authorized by the Board of Supervisors ~~if said Board,~~ by  
16 ordinance, ~~has authorized an increase in said revolving fund amounts.~~

17  
18 **SECTION 12.2 Interest Allocations.**

19 Interest shall not be allocated to any special, enterprise, or trust fund or account unless said  
20 allocation is required by Charter, state law or specific provision in the legislation that created  
21 said fund. Any interest earnings not allocated to special, enterprise or trust funds or accounts  
22 shall be credited, by the Controller, to General Fund Unallocated Revenues.

23  
24 **SECTION 12.3 Property Tax.**



1 Consistent with the State Teeter Plan requirements, the Board of Supervisors elects to  
2 continue the alternative method of distribution of tax levies and collections in accordance with  
3 Revenue and Taxation Code Section 4701. The Board of Supervisors directs the Controller  
4 to maintain the Teeter Tax Losses Reserve Fund at an amount not less than 1% of the total  
5 of all taxes and assessments levied on the secured roll for that year for participating entities  
6 in the county as provided by Revenue and Taxation Code Section  
7 4703. The Board of Supervisors authorizes the Controller to make timely property tax  
8 distributions to the Office of Community Investment and Infrastructure, the Treasure Island  
9 Development Authority, and City ~~and County of San Francisco~~ Infrastructure Financing  
10 Districts as approved by the Board of Supervisors through the budget, through development  
11 pass-through contracts, through tax  
12  
13 increment allocation pledge agreements and ordinances, and as mandated by State law.

14  
15 The Controller is authorized to adjust the budget to conform to assumptions in final approved  
16 property tax rates and to make debt service payments for approved general obligation bonds  
17 accordingly.

18  
19 The Controller is authorized and directed to recover costs from the levy, collection and  
20 administration of property taxes. The tax rate for the City's General Obligation Bond Fund,  
21 approved annually by resolution of the Board of Supervisors, includes a collection fee of  
22 0.25% of the fund collected for the purpose of the General Obligation Bond debt service. An  
23 amount sufficient to pay this fee is hereby appropriated within the General Obligation Bond  
24 Fund and the Controller is hereby authorized to pay this fee into the General Fund from the  
25 General Obligation Bond Fund.

1 **SECTION 12.4 New Project Reserves.**

2 Where this Board has set aside a portion of the General Reserve for a new project or program  
3 approved by a supplemental appropriation, any funds not required for the approved  
4 supplemental appropriation shall be returned to the General Fund General Reserve by the  
5 Controller. The Controller is authorized to allocate project budgets appropriated in citywide  
6 accounts to the department where the expense will be incurred.

7  
8 **SECTION 12.5 Aid Payments.**

9 Aid paid from funds herein provided and refunded during the fiscal year hereof shall be  
10 credited to, and made available in, the appropriation from which said aid was provided.

11  
12 **SECTION 12.6 Department of Public Health Transfer Payments, Indigent Health**  
13 **Revenues, and Realignment Funding to Offset for Low Income Health Programs.**

14 To more accurately reflect the total net budget of the Department of Public Health, this  
15 ordinance shows net revenues received from certain State and Federal health programs.  
16 Funds necessary to participate in such programs that require transfer payments are hereby  
17 appropriated. The Controller is authorized to defer surplus transfer payments, indigent health  
18 revenues, and Realignment funding to offset future reductions or audit adjustments  
19 associated with funding allocations for health services for low income individuals.

20  
21 **SECTION 12.7 Municipal Transportation Agency.**

22 Consistent with the provisions of ~~Proposition E and Proposition A creating the Municipal~~  
23 ~~Transportation Agency and including the Parking and Traffic function as a part of the~~  
24 ~~Municipal Transportation Agency~~Article VIII A of the Charter, the Controller is authorized to  
25 make such transfers and reclassification of accounts necessary to properly reflect the  
provision of central services to the Municipal Transportation Agency in the books and

1 accounts of the City. No change can increase or decrease the overall level of the City's  
2 budget.

3  
4 **SECTION 12.8 Treasure Island Authority.**

5 Should the Treasure Island property be conveyed and deed transferred from the Federal  
6 Government, the Controller is hereby authorized to make budgetary adjustments necessary  
7 to ensure that there is no General Fund impact from this conveyance, and that expenditures  
8 of special assessment revenues conform to governmental accounting standards and  
9 requirements of the special assessment as adopted by voters and approved by the Board of  
10 Supervisors.

11  
12  
13 **SECTION 12.9 Hetch Hetchy Power Stabilization Fund.**

14 Hetch Hetchy has entered into a long-term agreement to purchase a fixed amount of power.  
15 Any excess power from this contract will be sold back to the power market.  
16

17  
18 To limit Hetch Hetchy's risk from adverse market conditions in the future years of the contract,  
19 the Controller is authorized to establish a power stabilization account that reserves any  
20 excess revenues from power sales in the early years of the contract. These funds may be  
21 used to offset potential losses in the later years of the contract. The balance in this fund may  
22 be reviewed and adjusted annually.

23  
24 The power purchase amount reflected in the Public Utility Commission's expenditure budget  
25 is the net amount of the cost of power purchased for Hetch Hetchy use. Power purchase  
appropriations may be increased by the Controller to reflect the pass through costs of power

1 purchased for resale under long-term fixed contracts previously approved by the Board of  
2 Supervisors.

### 3 4 **SECTION 12.10 Closure of Special Funds, Projects, and Accounts**

5 In accordance with Administrative Code Section 10.100-1(d), if there has been no expenditure  
6 activity for the past two fiscal years, a special fund or project can be closed and repealed. The  
7 Controller is hereby authorized and directed to reconcile and balance funds, projects and  
8 accounts, and to close completed projects. The Controller is directed to create a clearing  
9 account for the purpose of balancing surpluses and deficits in such funds, projects and  
10 accounts, and funding administrative costs incurred to perform such reconciliations.

11  
12 This budget ordinance appropriates fund balance from active project closeouts in continuing  
13 funds as follows: \$99.6 million in the General Fund, \$77.4 million in the Homelessness  
14 Gross Receipts Tax Fund, \$6.6 million in the Our City, Our Home Prop C Advance Fund,  
15 \$10.7 million in the Building Inspection Fund, \$3.5 million in the Building  
16 Inspection Repair and Demolition Fund, \$4.2 million in the Zuckerberg San Francisco  
17 General hospital enterprise fund, \$2.6 million in the Cable TV Access Fund, and \$2.4 million  
18 in the Assessor's State Authorized Special Revenue Fund. The Controller is directed to  
19 deappropriate projects up to this amount to realize the fund balance.  
20

### 21 22 **SECTION 12.11 Charter-Mandated Baseline Appropriations.**

23 The Controller is authorized to increase or reduce budgetary appropriations as required by  
24 the Charter for baseline allocations to align allocations to the amounts required by formula  
25 based on actual revenues received during the fiscal year. Departments must obtain Board of

1 Supervisors' approval prior to any expenditure supported by increasing baseline allocations  
2 as required under the Charter and the Municipal Code.

3  
4 **SECTION 12.12 Parking Tax Allocation.**

5 The Controller is authorized to increase or decrease final budgetary allocation of parking tax  
6 in-lieu transfers to reflect actual collections to the Municipal Transportation Agency. The  
7 Municipal Transportation Agency must obtain Board of Supervisors' approval prior to any  
8 expenditure supported by allocations that accrue to the Agency that are greater than those  
9 already appropriated in the Annual Appropriation Ordinance.

10  
11 **SECTION 12.13 Former Redevelopment Agency Funds.**

12 Pursuant to Board of Supervisors Ordinance 215-12, the Successor Agency to the San  
13 Francisco Redevelopment Agency (also known as the Office of Community Investment and  
14 Infrastructure, or OCII) is a separate legal entity from the City and its budget is subject to  
15 separate approval by resolution of the Board of Supervisors. The Controller is authorized to  
16 transfer funds and appropriation authority between and within accounts related to former San  
17 Francisco Redevelopment Agency (SFRA) fund balances to serve the accounting  
18 requirements of the OCII, the Port, the Mayor's Office of Housing and the City Administrator's  
19 office and to comply with State requirements and applicable bond covenants.

20  
21 The Purchaser is authorized to allow the OCII and departments to follow applicable  
22 contracting and purchasing procedures of the former SFRA and waive inconsistent provisions  
23 of the San Francisco Administrative Code when managing contracts and purchasing  
24 transactions related to programs formerly administered by the SFRA.

1 If during the course of the budget period, the OCII requests departments to provide additional  
2 services beyond budgeted amounts and the Controller determines that the Successor Agency  
3 has sufficient additional funds available to reimburse departments for such additional  
4 services, the departmental expenditure authority to provide such services is hereby  
5 appropriated.

6  
7 When 100% of property tax increment revenues for a redevelopment project area are pledged  
8 based on an agreement that constitutes an enforceable obligation, the Controller will increase  
9 or decrease appropriations to match actual revenues realized for the project area.

10  
11 The Mayor's Office of Housing and Community Development is authorized to act as the fiscal  
12 agent for the Public Initiatives Development Corporation (PIDC) and receive and disburse  
13 PIDC funds as authorized by the PIDC bylaws and the PIDC Board of Directors.

14  
15 **SECTION 12.14 CleanPowerSF.**

16 CleanPowerSF customer payments and all other associated revenues deposited in the  
17 CleanPowerSF special revenue fund are hereby appropriated in the amounts actually  
18 received by the City ~~and County~~ in each fiscal year. The Controller is authorized to disburse  
19 the revenues appropriated by this section as well as those appropriated yet unspent from prior  
20 fiscal years to pay power purchase obligations and other operating costs as provided in the  
21 program plans and annual budgets, as approved by the Board of Supervisors for the purposes  
22 authorized therein.

23  
24 **SECTION 12.15 Unclaimed Funds Escheatment Noticing & Accounting Procedures**

25 Pursuant to Government Code Sections 50055 and 50057, the Board of Supervisors  
authorizes the Treasurer to transfer to the General Fund without publication of a notice in a

1 newspaper the following amounts that remain unclaimed in the treasury of the City ~~and County~~  
2 ~~of San Francisco~~ or in the official custody of an officer of the City ~~and County of San Francisco~~  
3 for a period of at least one year: (1) any individual items of less than \$15; and (2) any  
4 individual items of \$5,000 or less if the depositor's name is unknown. The Treasurer shall  
5 notify the Controller of transfers performed using this authorization.

#### 6 7 **SECTION 14. Departments.**

8 The term department as used in this ordinance shall mean department, bureau, office, utility,  
9 agency, board or commission, as the case may be. The term department head as used herein  
10 shall be the chief executive duly appointed and acting as provided in the Charter. When one  
11 or more departments are reorganized or consolidated, the former entities may be displayed  
12 as separate units, if, in the opinion of the Controller, this will facilitate accounting or reporting.

13  
14  
15 (a) The Public Utilities Commission shall be considered one entity for budget purposes  
16 and for disbursement of funds within each of the enterprises. The entity shall retain its  
17 enterprises, including Water, Hetch Hetchy, Wastewater, and the Public Utilities Commission,  
18 as separate utility fund enterprises under the jurisdiction of the Public Utilities Commission  
19 and with the authority provided by the Charter. This section shall not be construed as a merger  
20 or completion of the Hetch Hetchy Project, which shall not be deemed completed until a  
21 specific finding of completion has been made by the Public Utilities Commission. The  
22 consolidated agency will be recognized for purposes of determining employee seniority,  
23 position transfers, budgetary authority and transfers or reappropriation of funds.

24  
25 (b) There shall be a General Services Agency, headed by the City Administrator, including  
the Department of Public Works, the Department of Telecommunication and Information

1 Services, and the Department of Administrative Services. The City Administrator shall be  
2 considered one entity for budget purposes and for disbursement of funds.

3  
4 (c) There shall be a Human Services Agency, which shall be considered one entity for  
5 budget purposes and for disbursement of funds. Within the Human Services Agency shall be  
6 two departments: (1) the Department of Human Services, under the Human Services  
7 Commission, and (2) the Department of Disability and Aging Services ("DAAS"), under the  
8 Disability and Aging Services Commission, includes Adult Protective Services, the Public  
9 Administrator/Public Guardian, the Mental Health Conservator, the Department of Disability  
10 and Aging Services, the County Veterans' Service Officer, and the In-Home Supportive  
11 Services Program. This budgetary structure does not affect the legal status or structure of the  
12 two departments. The Human Resources Director and the Controller are authorized to  
13 transfer employees, positions, and funding in order to effectuate the transfer of the program  
14 from one department to the other. The consolidated agency will be recognized for purposes  
15 of determining employee seniority, position transfers, budgetary authority and transfers or  
16 reappropriation of funds.

17  
18 The departments within the Human Services Agency shall coordinate with each other and  
19 with the Disability and Aging Services Commission to improve delivery of services, increase  
20 administrative efficiencies and eliminate duplication of efforts. To this end, they may share  
21 staff and facilities. This coordination is not intended to diminish the authority of the Disability  
22 and Aging Services Commission over matters under the jurisdiction of the Commission.

23  
24 The Director of the Aging and Adult Services Commission also may serve as the department  
25 head for DAAS, and/or as a deputy director for the Department of Human Services, but shall  
receive no additional compensation by virtue of an additional appointment. If an additional



1 appointment is made, it shall not diminish the authority of the Aging and Adult Services  
2 Commission over matters under the jurisdiction of the  
3 Commission.

4  
5 (d) The Local Agency Formation Commission (LAFCo) is a separate legal entity established  
6 under State law and is not a department or agency of the City. Because the City has a legal  
7 obligation to provide funds to LAFCo, this ordinance includes an appropriation for that  
8 purpose. Although LAFCo is not part of the Board of Supervisors or subject to the Board's  
9 oversight and direction, this ordinance includes appropriations to LAFCo in the Board of  
10 Supervisors budget for administrative reasons related to the format of this ordinance. Any  
11 transfers of funds to LAFCo from other appropriations in the budget are prohibited without  
12 approval by a subsequent ordinance. City staff, including but not limited to the Clerk of the  
13 Board of Supervisors, may not perform work for LAFCo, ~~under except as authorized by~~ a  
14 memorandum of understanding between the City and LAFCo, subject to any required  
15 approvals.

16  
17 **SECTION 15. Travel Reimbursement and Cell Phone Stipends.**

18 The Controller shall establish rules for the payment of all amounts payable for travel for  
19 officers and employees, and for the presentation of such vouchers as the Controller shall  
20 deem proper in connection with expenditures made pursuant to said Section. No allowance  
21 shall be made for traveling expenses provided for in this ordinance unless funds have been  
22 appropriated or set aside for such expenses in accordance with the provisions of the Charter.

23  
24 The Controller may advance the sums necessary for traveling expenses, but proper account  
25 and return must be made of said sums so advanced by the person receiving the same within  
ten days after said person returns to duty in the City ~~and County of San Francisco~~, and failure

1 on the part of the person involved to make such accounting shall be sufficient cause for the  
2 Controller to withhold from such persons pay check or checks in a sum equivalent to the  
3 amount to be accounted.

4  
5 In consultation with the Human Resources Director, the Controller shall establish rules and  
6 parameters for the payment of monthly stipends to officers and employees who use their own  
7 cell phones to maintain continuous communication with their workplace, and who participate  
8 in a Citywide program that reduces costs of City-owned cell phones.

9  
10 **SECTION 15.1 State of California Travel Program.**

11 To ensure cost effective rates and charges and reduce administrative burdens and costs  
12 associated with expense reimbursement for City business-related travel and field expenses,  
13 the Controller's Office is authorized to implement rules and regulations required of  
14 departments that participate in the State of California's Statewide Travel Program,  
15 administered by the California Department of General Services, which provides access to  
16 State-negotiated rates with hotel, airline, and car rental providers in adherence with the  
17 State's competitive procurement solicitation and contract award rules and regulations. In  
18 compliance with rules and regulations established by the Controller, which may be updated  
19 from time to time, departments are permitted to participate in the State of California Travel  
20 Program as per the preestablished terms and conditions required by the State for local  
21 governments. The Controller's Accounting Policies and Procedures manual shall include the  
22 State of California Travel Program rules and regulations. This provision shall satisfy San  
23 Francisco Administrative Code approval, including Section 21.16 Use of Purchasing  
24 Agreements and Reciprocal Agreements with Other Public and Non-Profit Agencies, for travel  
25 and related services procured through the State of California Travel Program.

1 **SECTION 16. Contributed Revenue Reserve and Audit and Adjustment Reserve.**

2 The Controller is hereby authorized to establish a Contributed Revenue and Adjustment  
3 Reserve to accumulate receipts in excess of those estimated revenues or unexpended  
4 appropriations stated herein. Said reserve is established for the purpose of funding the budget  
5 of the subsequent year, and the receipts in this reserve are hereby appropriated for  
6 said purpose. The Controller is authorized to maintain an Audit and Adjustment Reserve to  
7 offset audit adjustments, and to balance expenditure accounts to conform to year-end  
8 balancing and year-end close requirements.

9  
10 **SECTION 17. Airport Service Payment.**

11 The moneys received from the Airport's revenue fund as the Annual Service Payment  
12 provided in the Airline-Airport Lease and Use Agreement are in satisfaction of all obligations  
13 of the Airport Commission for indirect services provided by the City ~~and County of San~~  
14 ~~Francisco~~ to the Commission and San Francisco International Airport and constitute the total  
15 transfer to the City's General Fund.

16  
17 The Controller is hereby authorized and directed to transfer to the City's General Fund from  
18 the Airport revenue fund with the approval of the Airport Commission funds that constitute the  
19 annual service payment provided in the Airline - Airport Lease and Use Agreement in addition  
20 to the amount stated in the Annual Appropriation Ordinance.

21  
22 On the last business day of the fiscal year, unless otherwise directed by the Airport  
23 Commission, the Controller is hereby authorized and directed to transfer all moneys remaining  
24 in the Airport's Contingency Account to the Airport's Revenue Fund. The Controller is further  
25 authorized and directed to return such amounts as were transferred from the Contingency  
Account, back to the Contingency Account from the Revenue Fund Unappropriated Surplus

1 on the first business day of the succeeding fiscal year, unless otherwise directed by the Airport  
2 Commission.

3  
4 **SECTION 18. Pooled Cash, Investments.**

5 The Treasurer and Controller are hereby authorized to transfer available fund balances within  
6 pooled cash accounts to meet the cash management of the City, provided that special and  
7 non-subsidized enterprise funds shall be credited interest earnings on any funds temporarily  
8 borrowed therefrom at the rate of interest earned on the City Pooled Cash Fund. No such  
9 cash transfers shall be allowed where the investment of said funds in investments such as  
10 the pooled funds of the City ~~and County~~ is restricted by law.

11  
12  
13 **SECTION 19. Matching Funds for Federal or State Programs.**

14 Funds contributed to meet operating deficits and/or to provide matching funds for federal or  
15 State aid (e.g. Medicaid under SB 855 or similar legislation for Zuckerberg San Francisco  
16 General Hospital) are specifically deemed to be made exclusively from local property and  
17 business tax sources.

18  
19 **SECTION 20. Advance Funding of Bond Projects – City Departments.**

20 Whenever the City ~~and County~~ has authorized appropriations for the advance funding of  
21 projects which may at a future time be funded from the proceeds of general obligation,  
22 revenue, or lease revenue bond issues or other legal obligations of the City ~~and County~~, the  
23 Controller shall recover from bond proceeds or other available sources, when they become  
24 available, the amount of any interest earnings foregone by the General Fund as a result of  
25 such cash advance to disbursements made pursuant to said appropriations. The Controller  
shall use the monthly rate of return earned by the Treasurer on City Pooled Cash Fund during

1 the period or periods covered by the advance as the basis for computing the amount of  
2 interest foregone which is to be credited to the General Fund.

3  
4 **SECTION 21. Advance Funding of Projects – Transportation Authority.**

5 Whenever the San Francisco County Transportation Authority requests advance funding of  
6 the costs of administration or the costs of projects specified in the City and County of San  
7 Francisco Transportation Expenditure Plan which will be funded from proceeds of the  
8 transactions and use tax as set forth in Article 14 of the Business and Tax Regulations Code  
9 of the City ~~and County of San Francisco~~, the Controller is hereby authorized to make such  
10 advance. The Controller shall recover from the proceeds of the transactions and use tax when  
11 they become available, the amount of the advance and any interest earnings foregone by the  
12 City ~~and County~~ General Fund as a  
13 result of such cash advance funding. The Controller shall use the monthly rate of return  
14 earned by the Treasurer on General City Pooled Cash funds during the period or periods  
15 covered by the advance as the basis for computing the amount of interest foregone which is  
16 to be credited to the General Fund.

17  
18 **SECTION 22. Controller to Make Adjustments, Correct Clerical Errors.**

19 The Controller is hereby authorized and directed to adjust interdepartmental appropriations,  
20 make transfers to correct objects of expenditures classifications and to correct clerical or  
21 computational errors as may be ascertained by the Controller to exist in this ordinance. The  
22 Controller shall file with the Clerk of the Board a list of such adjustments, transfers and  
23 corrections made pursuant to this Section.

1 The Controller is hereby authorized to make the necessary transfers to correct objects of  
2 expenditure classifications, and corrections in classifications made necessary by changes in  
3 the proposed method of expenditure.

4  
5 **SECTION 22.1 Controller to Implement New Financial and Interfacing Subsystems.**

6 In order to further the implementation and adoption of the Financial and Procurement  
7 System's modules, the Controller shall have the authority to reclassify departments'  
8 appropriations to conform to the accounting and project costing structures established in the  
9 new system, as well as reclassify contract authority utilized (expended) balances and  
10 unutilized (available) balances to reflect actual spending.

11  
12 **SECTION 23. Transfer of State Revenues.**

13 The Controller is authorized to transfer revenues among City departments to comply with  
14 provisions in the State budget.  
15

16  
17 **SECTION 24. Use of Permit Revenues from the Department of Building Inspection.**

18 Permit revenue funds from the Department of Building Inspection that are transferred to other  
19 departments as shown in this budget shall be used only to fund the planning, regulatory,  
20 enforcement and building design activities that have a demonstrated nexus with the projects  
21 that produce the fee revenues.

22  
23 **SECTION 25. Board of Supervisors Official Advertising Charges.**

24 The Board of Supervisors is authorized to collect funds from enterprise departments to place  
25 official advertising. The funds collected are automatically appropriated in the budget of the  
Board of Supervisors as they are received.

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## **SECTION 26. Work Order Appropriations.**

The Board of Supervisors directs the Controller to establish work orders pursuant to Board-approved appropriations, including positions needed to perform work order services, and corresponding recoveries for services that are fully cost covered, including but not limited to services provided by one City department to another City department, as well as services provided by City departments to external agencies, including but not limited to the Office of Community Investment and Infrastructure, the Treasure Island Development Authority, the School District, and the Community College District. Revenues for services from external agencies shall be appropriated by the Controller in accordance with the terms and conditions established to perform the service.

### **SECTION 26.1 Property Tax System**

In order to minimize new appropriations to the property tax system replacement project, the Controller is authorized and directed to apply operational savings from the offices of the Tax Collector, Assessor, and Controller to the project. No later than June 1, 2018 the Controller shall report to the Budget and Legislative Analyst's Office and Budget and Finance Committee on the specific amount of operational savings, including details on the source of such savings, in the budgets of Tax Collector, Assessor, and Controller that are re-allocated to the Property Tax System Replacement Project

## **SECTION 27. Revenue Reserves and Deferrals.**

The Controller is authorized to establish fee reserve allocations for a given program to the extent that the cost of service exceeds the revenue received in a given fiscal year, including

1 establishment of deferred revenue or reserve accounts. In order to maintain balance between  
2 budgeted revenues and expenditures, revenues realized in the fiscal year preceding the year  
3 in which they are appropriated shall be considered reserved for the purposes for which they  
4 are appropriated.

#### 5 **SECTION 28. Close-Out of Reserved Appropriations.**

6 On an annual basis, the Controller shall report the status of all reserves, their remaining  
7 balances, and departments' explanations of why funding has not been requested for release.  
8 Continuation of reserves will be subject to consideration and action by the Budget and  
9 Finance Committee or Budget and Appropriations Committee. The Controller shall close out  
10 reserved appropriations that are no longer required by the department for the purposes for  
11 which they were appropriated.  
12

#### 13 **SECTION 28.1. Reserves Placed on Expenditures by Controller.**

14 Consistent with Charter Section 3.105(d), the Controller is authorized to reserve expenditures  
15 in the City's budget equal to uncertain revenues, as deemed appropriate by the Controller.  
16 The Controller is authorized to remove, transfer, and update reserves to expenditures in the  
17 budget as revenue estimates are updated and received in order to maintain City operations.  
18  
19

#### 20 **SECTION 29. Appropriation Control of Capital Improvement Projects and Equipment.**

21 Unless otherwise exempted in another section of the Administrative Code or Annual  
22 Appropriation Ordinance, and in accordance with Administrative Code Section 3.18,  
23 departments may transfer funds from one Board-approved capital project to another Board-  
24 approved capital project. The Controller shall approve transfers only if they do not materially  
25 change the size or scope of the original project. Annually, the Controller shall report to the



1 Board of Supervisors on transfers of funds that exceed 10% of the original appropriation to  
2 which the transfer is made.

3  
4 The Controller is authorized to approve substitutions within equipment items purchased to  
5 equip capital facilities providing that the total cost is within the Board-approved capital project  
6 appropriation.

7  
8 The Controller is authorized to transfer approved appropriations between departments to  
9 correctly account for capitalization of fixed assets.

10  
11 The Controller is authorized to shift sources among cash and COP-funded capital projects  
12 across General Fund departments to ensure the most efficient and cost-effective  
13 administration of COP funds, provided there is no net increase or decrease in project budgets.

14  
15 The Controller is hereby authorized to revise COP debt service appropriations within General  
16 Fund supported COP debt service funds for authorized but unissued debt, in order to make  
17 final debt service payments due upon issuance of authorized debt. Such revisions shall not  
18 increase or decrease approved expenditure authority and shall only be done for the purpose  
19 of reducing interest costs in future years. Such revisions shall only be made if the Controller  
20 determines it is financially advantageous to do so.

21  
22 **SECTION 30. Business Improvement Districts.**

23 Proceeds from all special assessments levied on real property included in the property-based  
24 business improvement districts in the City ~~and County of San Francisco~~ are hereby  
25 appropriated in the respective amounts actually received by the City ~~and County~~ in such fiscal  
year for each such district.

1  
2 The Controller is authorized to disburse the assessment revenues appropriated by this section  
3 to the respective Owners' Associations (as defined in Section 36614.5 of the Streets and  
4 Highways Code) for such districts as provided in the management district plans, resolutions  
5 establishing the districts, annual budgets and management agreements, as approved by the  
6 Board of Supervisors for each such district, for the purposes authorized  
7 therein. The Tourism Improvement District and Moscone Expansion Business Improvement  
8 District assessments are levied on gross hotel room revenue and are collected and distributed  
9 by the Tax Collector's Office.

10  
11 **SECTION 31. Infrastructure Financing ~~and~~, Infrastructure Revitalization and Financing,**  
12 **and Enhanced Infrastructure Financing Districts.**

13 Within the City, the Board of Supervisors has formed certain voluntary tax increment financing  
14 districts under State legislation:

- 15 • Pursuant to California Government Code Section 53395 et seq. (IFD Law), the Board of  
16 Supervisors ~~has~~ formed Infrastructure Financing Districts (IFD) ~~and~~
- 17 • Pursuant to California Government Code Section 53369 et seq. (IRFD Law), the Board of  
18 Supervisors formed Infrastructure and Revitalization Financing ~~(IRFD)~~ Districts (IRFD) within  
19 the City ~~and County of San Francisco~~.
- 20 • Pursuant to California Government Code Section 55398.50 et seq. (EIFD), the Board of  
21 Supervisors and Enhanced Infrastructure Financing District Public Financing Authority No. 1  
22 formed an Enhanced Infrastructure Financing District (EIFD).

23 The Board of Supervisors hereby authorizes the Controller to transfer funds and appropriation  
24 authority between and within accounts related to City ~~and County of San Francisco~~ IFDs ~~and~~,  
25 IRFDs, and EIFDs to serve accounting and State requirements, the latest approved  
Infrastructure Financing Plan for a District, and applicable bond covenants.

1  
 2 When 100% of the portion of property tax increment normally appropriated to the City ~~and~~  
 3 ~~County of San Francisco~~'s General Fund or Special Revenue Fund or to the County's  
 4 Educational Revenue Augmentation Fund (ERAF) is instead pledged, based on Board of  
 5 Supervisors Ordinance or Resolution approving the Infrastructure Financing Plan, the  
 6 Controller may increase or decrease appropriations to match actual revenues realized for the  
 7 IFD, ~~or~~ IRFD, or EIFD. Any increases to appropriations would be consistent with the Financing  
 8 Plan previously approved by the Board of Supervisors.

IFD/IRFD No / Title	Ordinance	Estimated Tax Increment *	
		FY 2023-24	FY 2024-25
IFD 2 Port Infrastructure Financing District Subproject Area Pier 70 G-1 Historic Core	27-16	\$ 779,000	\$ 794,000
IFD 2 Port Infrastructure Financing District Subproject Areas Pier 70 G-2, G-3, and G-4	220-18	\$ 2,283,000	\$ 4,323,000
IFD 2 Port Infrastructure Financing District Subproject Area I (Mission Rock)	34-18	\$ 5,103,000	\$ 5,305,000
IRFD 1 Treasure Island Infrastructure and Revitalization Financing District	21-17	\$ 8,897,000	\$ 11,612,000
IRFD 2 Hoedown Yard Infrastructure and Revitalization Financing District	348-18	\$ -	\$ 1,830,000

17 \*Estimated tax increment per approved Infrastructure Financing Plans.

18 **SECTION 32. Community Facilities and Special Tax Districts.**

19 Pursuant to California Government Code 53311 et seq. (~~the~~ Mello-Roos Community Facilities  
 20 Act of 1982) and Chapter 43, Article X of the San Francisco Administrative Code, which  
 21 incorporates the Mello-Roos Community Facilities Act of 1982, the Board of Supervisors ~~has~~  
 22 formed Community Facilities Districts (CFDs) and Special Tax Districts (STDs) within the City.  
 23 Proceeds from special taxes levied on property in the CFDs/STDs are hereby appropriated in  
 24 the respective amounts actually received by the City in such fiscal year for each such district.

1 The Controller is authorized to disburse the special tax revenues appropriated by this section  
2 as provided in the Joint Community Facilities Agreements, Development Agreements,  
3 Disposition and Development Agreements, Resolutions of Formation, and Ordinances levying  
4 special taxes, as approved by the Board of Supervisors for each such district for the purposes  
5 authorized therein.

6  
7 The Controller may transfer funds and appropriation authority between and within accounts  
8 related to CFDs and STDs to serve accounting requirements, pay authorized expenditures  
9 describieddescribed in the Board of Supervisors approved ~~CFD/STD Report~~Resolution of  
10 Formation for each district (as  
11  
12  
13 approved in the referenced Ordinances), and comply with applicable bond covenants.

14  
15 The table below provides estimated special tax revenues for informational purposes; only  
16 amounts actually received by the City and County of San Francisco for each district in any  
17 given fiscal year are authorized to be expended.

CFD/STD No / Title	Ordinance	Estimated Special Tax Revenues	
		(FY 2023-24)	(FY 2024-25)
CFD No. 2014-1 (Transbay) (1)	001-15	\$ 32,711,674	\$ 33,365,908
CFD No. 2016-1 (T.I.) - IA No. 1 (2)(3)	022-17	\$ 2,890,444	\$ 2,948,253
CFD No. 2016-1 (T.I.) - IA No. 2 (2)(3)	022-17	\$ 2,330,136	\$ 2,376,739
CFD No. 2016-1 (T.I.) - IA No. 3 (4)	022-17	\$ -	\$ 1,293,535
STD No. 2018-1 (Central SoMa)	021-19	\$ -	\$ -
STD No. 2019-1 (P70 Condos) (5)	027-20	\$ 1,180,912	\$ 1,204,530
STD No. 2019-2 (P70 Leased) (6)	028-20	\$ 562,094	\$ 573,336
STD No. 2020-1 (Mission Rock) (7)	079-20	\$ 8,843,065	\$ 9,019,927
STD No. 2022-1 (Power Station)	061-22	\$ -	\$ -

\*Preliminary, subject to change

Notes:

- (1) Special tax projection are subject to change if additional properties issue a COO as of the fiscal year cut-off date.
- (2) Based on building permits issued as of April 10, 2023.
- (3) Special tax projections are subject to change if additional parcels issue building permits prior to the June 30th cut-off of the RMA.
- (4) Assumes the building permit for Sub-Block C3.5 is issued by September 2023. Special tax estimates based on Attachment 3 of the RMA.
- (5) "Based on VDDA Execution Dates and COOs as of "&SAS1&". PKN is the only property that has had a VDDA Execution Date, no property has issued a COO. Special tax estimates based on Attachment 3 of the RMA.
- (6) "Based on VDDA Execution Dates and COOs as of "&SAS1&". Building 12 is the only property that has had a VDDA Execution Date and issued a COO.
- (7) "Based on Parcel Lease Execution Dates as of "&A1&". Parcel G was Developed as of FY 2022-23 and the remaining T Zone 1 parcels are Developed as of FY 2023-24.

**SECTION 32.1. Exclusion of Projected Unassigned Fund Balance from Budget**

**Stabilization Reserve.**

~~Seventy-nine million, five hundred and five thousand (\$79,505,000) One hundred fifty-four million, eight hundred sixty thousand and nine hundred forty-three three dollars (\$154,860,943)~~ of projected but unbudgeted, unassigned fund balance from fiscal year 202~~23~~-2~~34~~ is designated for balancing future budget shortfalls in FY 2024~~5~~-2~~56~~ and after. This amount shall not be included in the calculations of deposits to the Budget Stabilization Reserve described in Administrative Code Section 10.60 (c).

**SECTION 32.2. Federal and State Emergency Revenue Revisions.**

1 The Controller is authorized to revise approved revenue budgets for federal and state  
2 emergency-related revenues to manage timing differences and cash flow needs driven by  
3 changing granting agencies' guidance and approvals, provided that such adjustments shall  
4 not change cumulative total revenue budgets in a given fund for the period from fiscal years  
5 2020-21 through 2024~~5~~-25~~6~~. Such revisions shall not change approved expenditure authority.  
6 The Controller shall report any such revisions to the Mayor and Board within 30 days of their  
7 enactment.

### 8 **SECTION 32.3 Fiscal Cliff Reserve.**

9 Administrative Provision 32.1 of the fiscal year 2021-22 budget designated fund balance from  
10 fiscal year 2020-21 to the Fiscal Cliff Reserve for the purpose of maintaining projected budget  
11 shortfalls following the spend down of federal and state stimulus funds and other one-time  
12 sources used to balance the fiscal year 2021-22 and fiscal year 2022-23 budget. In addition  
13 to that purpose, the Fiscal Cliff Reserve is hereby amended to include that it also serves the  
14 purpose of managing business tax revenue shortfalls. This assignment shall not be included  
15 in the calculations of deposits to the Budget Stabilization Reserve described in Administrative  
16 Code Section 10.60 (c).

### 18 **SECTION 33. Federal, State and Local Match Sources & Uses Accounting for COVID-** 19 **19 Emergency.**

20 The Controller is authorized to adjust federal and state sources appropriations to reflect  
21 eligible costs by authorized spending category, to ensure cost reimbursement recovery  
22 revenues are maximized, and to align eligible costs to the appropriate federal or state fund,  
23 provided there is no net increase or decrease to COVID-19 emergency response revenues  
24 or expenditures. Adjustments may be made across fiscal years.  
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**SECTION 34. Transbay Joint Powers Authority Financing.**

Sources received for purposes of payment of debt service for the approved and issued Transbay Community Facilities District special tax bonds and the approved and drawn City bridge loan to the Transbay Joint Powers Authority are hereby appropriated.

APPROVED AS TO FORM:  
DAVID CHIU, City Attorney

By: \_\_\_\_\_/s/\_\_\_\_\_  
ANNE PEARSON  
Deputy City Attorney

<p><b>Items 10 and 11</b> <b>Files 24-0623 &amp; 24-0624</b></p>	<p><b>Department:</b> Controller</p>
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**MANDATE STATEMENT/DETAILS OF PROPOSED LEGISLATION**

**File 24-0623: Administrative Provisions of the Annual Appropriation Ordinance**

The proposed FY 2024-25 and FY 2025-26 Annual Appropriation Ordinance (AAO) contains the administrative provisions governing the appropriation ordinance. The proposed AAO for FY 2024-25 and FY 2025-26 contain the following significant changes to the administrative provisions:

Section 5.8- Collection and Legal Services

The proposed ordinance deletes Section 5.8, which authorizes the Controller to adjust estimated revenues and expenditures to pay the fee to outside counsel when such payment is contingent upon the recovery of a judgment or other monies by the City through the prosecution of actions filed on behalf of the City or for assistance in the prosecution of actions that the City Attorney files in the name of the People.

According to Michelle Allersma, Director of the Controller’s Office Budget and Analysis Division (BAD), this section is being deleted to reflect current practice. Director Allersma stated that according to the City Attorney’s Office (CAT), payments to outside counsel are made according to the same process as for regular legal expenditures, so the appropriation authority is not needed.

Section 6- Bond Interest and Redemption

The proposed ordinance adds language to Section 6 to authorize the payment of bond rating fees that are incurred and payable prior to the issuance of Board of Supervisors-authorized Certificates of Participation (COPs) when unexpected changes in market conditions cause a delay in issuance. The language authorizes payment of such fees from funds appropriated for annual COPs debt service that exceed the actual requirements for bond interest and redemption.

According to Director Allersma, the City recently experienced a delay in the sale of refunding COPs due to increases in interest rates, which impacted the City’s ability to realize its savings threshold and this provision would help the City ensure timely payment to its credit rating providers in times of unexpected changes in market conditions.

Section 10.9- Holidays, Special Provisions

The proposed ordinance revises language in Section 10.9 regarding the Controller’s authorization to make transfers of funds to cover the actual costs of holidays. According to Director Allersma, this revision is simply being made to update outdated language regarding the definition of a holiday. The section currently defines a holiday as being proclaimed by the Mayor after such day has been declared a holiday by the Governor of California or the President of the United States. The revised language defines a holiday as being formally declared by the Mayor as a holiday for City employees under the terms of a Memorandum of Understanding.



Section 11.1- Special and Trust Funds Appropriated; Approval of Certain Grant Agreements under Charter Section 9.118

The proposed ordinance adds language to Section 11.1, which would deem all recurring grants exceeding \$1 million or with duration exceeding 10 years to be approved by the Board of Supervisors under Charter Section 9.118. According to Director Allersma, this language is being added to reflect current practice. Existing language in the AAO states that, "recurring grant funds which are detailed in departmental budget submissions and approved by the Mayor and Board of Supervisors in the annual budget shall be deemed to have met the requirements of Administrative Code Section 10.170 for the approval to apply for, receive and expend said funds and shall be construed to be funds received for a specific purpose as set forth in this section."

Section 11.7- Arbitrage

The proposed ordinance adds language to Section 11.7, which would authorize the Controller to make payments to the IRS from annual budget appropriations for lease payments based on expected savings amounts when bond indentures or fiscal agent agreements require interest earnings to be used to offset annual lease financing payments.

According to Director Allersma, annual lease payments for debt service are budgeted in the AAO in the full amounts due. To the extent that there are offsetting interest earnings that may be used to partially offset any budgeted lease payment, those savings are then realized by the City at the end of the fiscal year. The proposed language will allow for the use of such savings from budgeted debt service to make timely payments as needed to the IRS for any required rebate payments (i.e., arbitrage), and would clarify that separate Board action to appropriate those rebate payments would not be necessary. Rebate payments are typically due to the IRS within 60 days after a required reporting period, after which they may incur additional penalties. According to Director Allersma, that is not sufficient time for enactment of a supplemental appropriation. Due to the current higher interest rate environment, the City has begun accruing arbitrage rebate liabilities on certain outstanding debt issues, so these rebate payments will become necessary on a more frequent basis.

Section 11.8- Damage Recoveries and Restitution

The proposed ordinance adds language to Section 11.8 to clarify that moneys received as restitution in a criminal proceeding to reimburse the City for losses caused by an employee or third party are appropriated to the departments that incurred the losses.

Section 11.15- FEMA, OES, Other Reimbursements

The proposed ordinance adds language to Section 11.15 that would appropriate any remaining balances in the Give2SF-COVID-19 Fund, including amounts from previously identified and unidentifiable donors, for COVID-19 related costs and programs. The language also specifies that donation balances and uses of funds shall be included in the San Francisco Disaster and Emergency Response and Recovery Fund annual report to the Board of Supervisors, pursuant to Administrative Code Section 10.100-100(d).

### Section 11.26- Refuse Rate Order Changes

The proposed ordinance adds Section 11.26 to authorize the Controller to adjust appropriations from the Solid Waste Impound Account to reconcile with the final adopted refuse rate order established by the Refuse Rate Board, provided that such adjustments shall not result in a total increase in appropriations from the fund.

According to Director Allersma, this Section is being added to address timing differences between when the budget is approved and when the final refuse rate order is adopted. Prop F (November 2021) allows two-to-five-year rate cycles, as determined by the Refuse Rate Board, and rate years begin October 1<sup>st</sup>. The most recent order was adopted in August 2023, just after the final adoption of the budget, and had a slightly different spending allocation than the budget, and the Board stipulated a two-year cycle.

### Section 12.4- New Project Reserves

The proposed ordinance adds language to Section 12.4 to authorize the Controller to allocate project budgets appropriated in citywide accounts to the department where the expense will be incurred.

According to Director Allersma, this language is being added to codify the assumption that the Controller has authority to move expenditure budgets from General City Responsibility to operating departments where the actual expenditures will occur. This became an issue in the current year when the Controller's Office had to move funds from the APEC project in General City Responsibility to departments. The Controller's Office has explicit authority to move budgets for MOU, litigation, and audit reserves (and had temporary authority to move budgets for the COVID emergency) and would like to make explicit the generally held assumption that they can do this for other appropriations like APEC and the Cost of Doing Business for non-profit City partners. This change would not affect the Controller's authority to move monies put on reserve by the Board of Supervisors.

### Section 14(d)- Local Agency Formation Commission (LAFCo)

The proposed ordinance adds language to Section 14(d) to clarify that City staff, including but not limited to the Clerk of the Board of Supervisors, may not perform work for LAFCo, except as authorized by a memorandum of understanding between the City and LAFCo, subject to required approvals. According to Director Allersma, this language was added to reflect current law.

### Section 15.1- State of California Travel Program

The proposed ordinance adds Section 15.1 to authorize the Controller's Office to implement rules and regulations required of departments to participate in the State of California's Statewide Travel Program, which provides access to State-negotiated rates with hotel, airline, and car rental providers in adherence with the State's competitive procurement solicitation and contract award rules and regulations.

### Section 29- Appropriation Control of Capital Improvement Projects and Equipment

The proposed ordinance adds language to Section 29 to authorize the Controller to revise COP debt service appropriations within General Fund supported COP debt service funds for authorized but unissued debt, in order to make final debt service payments due upon issuance of authorized debt. Such revisions are only permitted if the Controller determines it is financially advantageous to do so and if such revisions do not increase or decrease approved expenditure authority, and can only be done for the purpose of reducing interest costs in future years.

According to Director Allersma, COP issuance can be delayed by a number of factors, including design, technical, and administrative issues related to projects. Director Allersma has asserted that this change is being proposed to allow the Controller's Office to avoid the added expense of capitalized interest (i.e., increasing the amount borrowed to finance the first interest payment on the debt) by moving budgeted debt service funds from a project experiencing delays to a project for which the City is able to spend proceeds right away.

### Section 31- Infrastructure Financing, Infrastructure Revitalization and Financing, and Enhanced Infrastructure Financing Districts

The proposed ordinance adds language to Section 31 to add Enhanced Infrastructure Financing Districts (EIFDs) to the types of voluntary tax increment financing districts that the Board of Supervisors has formed. According to Director Allersma, this section is being revised to include EIFDs now that the City has created the Power Station EIFD in the current fiscal year.

### Section 32.3- Fiscal Cliff Reserve

The proposed ordinance adds Section 32.3 to amend the uses for the Fiscal Cliff Reserve (Administrative Provision 32.1 from FY 2021-22) to include managing shortfalls of business tax revenues. The Fiscal Cliff Reserve can be used to manage projected budget shortfalls following the spenddown of federal and state stimulus funds and other one-time sources used to balance the budget. The proposed section also stipulates that this new assignment of the Fiscal Cliff Reserve shall not be included in the calculations of deposits to the Budget Stabilization Reserve described in Administrative Code Section 10.60(c).

### **File 24-0624: Administrative Provisions of the Annual Salary Ordinance**

The proposed FY 2024-25 and FY 2025-26 Annual Salary Ordinance (ASO) contains the administrative provisions governing the salary ordinance. The changes to the proposed ASO for FY 2024-25 and FY 2025-26 are related to updating compensation provisions to account for changes in inflation, specifically for stipends to employees permanently assigned to Hetch Hetchy and Camp Mather and for moving expenses for new employees in the Manager IV classification or higher.

## RECOMMENDATIONS

1. Approve the administrative provisions of the Annual Appropriation Ordinance and Annual Salary Ordinance when considering approval of the Mayor's proposed FY 2024-25 and FY 2025-26 budget.



Handwritten signature and date stamp: "2024 MAY 31 PM 3:32" and "MAYOR".

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Anna Duning, Mayor's Budget Director  
Date: May 31, 2024  
Re: Mayor's June 1 FY 2024-25 and FY 2025-26 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Administrative Code, Section 3.3, the Mayor's Office hereby submits the Mayor's proposed June 1 budget, corresponding legislation, and related materials for Fiscal Year (FY) 2024-25 and FY 2025-26.

In addition to the Mayor's Proposed FY 2024-25 and FY 2025-26 June 1 Budget Book, the following items are included in the Mayor's submission:

- The June 1 Proposed Interim Annual Appropriation Ordinance (AAO) and Proposed Interim Annual Salary Ordinance (ASO)
- The June 1 Proposed Annual Appropriation Ordinance (AAO) and Proposed Annual Salary Ordinance (ASO), along with Administrative Provisions
- The Proposed Interim Budget and the Proposed Budget for the Office of Community Investment and Infrastructure (OCII)
- 30 separate pieces of trailing legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- An Interim Exception letter to the ASO
- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years
- A letter and supporting documentation detailing technical adjustments to the Mayor's Proposed May 1 Budget for FY 2024-25 and FY 2025-26, per Charter Section 9.101
- Memo to the Board President requesting for 30-day rule waivers on ordinances

Please note the following:

- Technical adjustments to the June 1 budget are being prepared, but are not submitted with this set of materials.

Sincerely,

Handwritten signature of Anna Duning in blue ink.

Anna Duning  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Budget & Legislative Analyst's Office  
Controller

DEPT	Item	Description	Type of Legislation	File #
ADM	New Prop J	Office of the Medical Examiner security services	Resolution	240613
ADM	Continuing Prop J	City Administrator's Office fleet security services, Real Estate Division custodial services and security services, and convention facilities management for FY 2024-25	Resolution	240612
BOS	Continuing Prop J	Board of Supervisors Budget and Legislative Analyst Services for FY 2024-25	Resolution	240612
DPH	Continuing Prop J	Department of Public Health security services for FY 2024-25	Resolution	240612
DPW	Continuing Prop J	Department of Public Works security services for FY 2024-25	Resolution	240612
HOM	Continuing Prop J	Homelessness and Supportive Housing security services for FY 2024-25	Resolution	240612
HSA	Continuing Prop J	Human Services Agency Security Services for FY 2024-25	Resolution	240612
MOHCD	Continuing Prop J	Mayor's Office of Housing and Community Development security services for FY 2024-25	Resolution	240612
REG	Continuing Prop J	Department of Elections Assembly of Vote by Mail Services for FY 2024-25	Resolution	240612
SHF	Continuing Prop J	Sheriff's Department County Jails Food Services for FY 2024-25	Resolution	240612
ADM	Code Amendment	Amending the Police Code to adjust to current amounts the license fees for Billiard Parlor, Dance Hall Keeper, Extended Hours Premises, Fixed Place Outdoor Amplified Sound, Limited Live Performance, Mechanical Amusement Device, and Place of Entertainment permits	Ordinance	240598
ADM	Code Amendment	Amending the Administrative Code to adjust the fees imposed by the County Clerk, and authorizing the Controller to make future adjustments to the fees	Ordinance	240597
DPH	Patient Rates	Amending the Health Code to set patient rates and rates for other healthcare services provided by the Department of Public Health, for Fiscal Years 2024-2025 and 2025-2026	Ordinance	240600
DPW	Code Amendment	Amending the Public Works Code to modify certain permit fees and other charges and affirming the Planning	Ordinance	240601

		Department's determination under the California Environmental Quality Act		
REC	Code Amendment	Amending the Park Code to authorize the Recreation and Park Department to charge a fee for reserving tennis and pickleball courts at locations other than the Golden Gate Park Tennis Center	Ordinance	240603
REC	Code Amendment	Amending the Park Code to impose an additional \$5 charge for recreation programs	Ordinance	240602
DAT	Joint Powers Grant	Authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$2,530,992 from the California Victim Compensation Board	Resolution	240617
REC	Habitat Conservation Fund Grants	Retroactively authorizing the Recreation and Park Department to accept and expend grant funding in the amount of \$400,000 from the Habitat Conservation Fund	Resolution	240615
REC	BAAQMD Grant	Authorizing the Recreation and Park Department to accept and expend a grant in the amount of \$619,085 from the Bay Area Air Quality Management District to install level-2 electric vehicle chargers at six park sites	Resolution	240614
REC	USDA Urban Forest Grant	Authorizing the Recreation and Park Department to accept and expend a grant in the amount of \$2,000,000 from the USDA Forest Service to develop a Workforce Development Program and implement Reforestation Projects	Resolution	240616
DPH	Recurring State Grants	Authorizing the acceptance and expenditure of Recurring State grant funds by the San Francisco Department of Public Health for Fiscal Year (FY) 2024-2025	Resolution	240618
HOM/HSH	CAAP Client Housing Legislation	Approving the FYs 2024-2025 and 2025-2026 Expenditure Plan for the Department of Homelessness and Supportive Housing Fund	Resolution	240620
HSB/DPH	Funding Reallocation – Our City, Our Home Homelessness Gross Receipts Tax	Reallocating approximately \$13,676,000 in unappropriated earned interest revenues from the Our City, Our Home Fund to allow the City to use such revenues from the	Ordinance	240607



		Homelessness Gross Receipts Tax for certain types of services to address homelessness		
DEC	Early Care and Education Commercial Rents Tax Baseline	Amending the baseline funding requirements for early care and education programs in Fiscal Years 2024-2025 through 2027-2028, to enable the City to use the interest earned from the Early Care and Education Commercial Rents Tax for those baseline programs	Ordinance	240604
OCII	OCII Interim Budget Resolution	Approving the Fiscal Year 2024-25 Interim Budget of the Office of Community Investment and Infrastructure	Resolution	240610
OCII	OCII Budget Resolution	Approving the Fiscal Year 2024-25 Budget of the Office of Community Investment and Infrastructure	Resolution	240611
CON	Access Line Tax (ALT) Tax Rates	Concurring with the Controller's establishment of the Consumer Price Index for 2024, and adjusting the Access Line Tax by the same rate	Resolution	240619
CON	Neighborhood Beautification Fund	Adopting the Neighborhood Beautification and Graffiti Clean-up Fund Tax designation ceiling for tax year 2024	Ordinance	240608
DPH	Code Amendment	Amending the Administrative Code to repeal the Maddy Emergency Services Fund	Ordinance	240606
DPH	Code Amendment	Authorizing the Department of Public Health to award a one-time grant to Planned Parenthood Northern California by waiving the competitive solicitation requirements of the Administrative Code	Ordinance	240605
POL/SHF	Overtime Supplemental	De-appropriating surplus amounts from and re-appropriating amounts to overtime at the Police Department and Sheriff Department to support projected increases in spending as required per Administrative Code Section 3.17	Ordinance	240609
ADM/DPH	Cannabis Inspection Fees	Amending the Business and Tax Regulations Code to eliminate fees charged to permitted cannabis businesses to cover the cost of inspections of those businesses by the Department of Public Health	Ordinance	240599