

File No. 250625

Committee Item No. 15

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Appropriations Committee Date June 11, 2025

Board of Supervisors Meeting Date _____

Cmte Board

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

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>AAO Administrative Provisions FY2026 and 2027 – Redline</u> |
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Completed by: Brent Jalipa Date June 5, 2025

Completed by: Brent Jalipa Date _____

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

SECTION 3. General Authority.

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

SECTION 3.1 Two-Year Budget.

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

SECTION 4. Interim Budget Provisions.

All funds for equipment and new capital improvements shall be held in reserve until final enactment of the budget. No new equipment or capital improvements shall be authorized during the interim period other than equipment or capital improvements that, in the discretion of the Controller, is reasonably required for the continued 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.

During the period of the interim Annual Appropriation Ordinance and interim Annual Salary Ordinance, no transfer of funds within a department shall be permitted without approval of the Controller, Mayor's Budget Director and the Chair of the Budget and Finance Committee.

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

If the Budget and Finance Committee or Budget and Appropriations Committee recommends a budget that increases funding that was deleted in the Mayor's Budget, the Controller shall have the authority to continue to pay these expenses until final enactment of the budget.

SECTION 4.1 Interim Budget – Positions.

No new position may be filled in the interim period with the exception of those positions which in the discretion of the Controller are critical for the operation of existing programs or for projects previously approved by the Board of Supervisors or are required for emergency operations or where such positions would result in a net increase in revenues or where such positions are required to comply with law. New positions shall be defined as those positions that are enumerated in the Mayor's budget for the current

1
2 fiscal year but were not enumerated in the appropriation and salary ordinances for the
3 prior fiscal year, as amended, through June 30 of the prior fiscal year. In the event the
4 Mayor has approved the reclassification of a position in the department's budget for the
5 current fiscal year, the Controller shall process a temporary or "tx" requisition at the
6 request of the department and subject to approval of the Human Resources Director.
7 Such action will allow for the continued employment of the incumbent in their former
8 position pending action on the proposed reclassifications.

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

15

16 **SECTION 5. Transfers of Functions and Duties.**

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

24

25 Where a duty or performance has been transferred from one department to another or
departmental reorganization is effected as provided in the Charter, in addition to any

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

10 **SECTION 5.1 Agencies Organized ~~u~~Under One Department.**

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

18 **SECTION 5.2 Continuing Funds Appropriated.**

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

1 **SECTION 5.3 Multi-Year Revenues.**

2 In connection with money received in one fiscal year for departmental services to be
3 performed in a subsequent year, the Controller is authorized to establish an account for
4 ~~depositing~~ revenues that are applicable to the ensuing fiscal year. ~~s~~Said revenue shall
5 be carried forward and become a part of the funds available for appropriation in said
6 ensuing fiscal year.

7

8 **SECTION 5.4 Contracting Funds.**

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

12

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

15

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

19

20 **SECTION 5.5 Real Estate Services.**

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

24

25 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.

SECTION 5.6 Collection Services.

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

SECTION 5.7 Contract Amounts Based on Savings.

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

SECTION 6. Bond Interest and Redemption.

In the event that estimated receipts from other than utility revenues, but including amounts from ad-valorem taxes, shall exceed the actual requirements for bond interest and redemption, said excess shall be transferred to a General Bond Interest and

1 Redemption Reserve account. The Bond Interest and Redemption Reserve is hereby
2 appropriated to meet debt service requirements including printing of bonds, cost of bond
3
4 rating services, funds due to the Internal Revenue Service, and the legal opinions
5 approving the validity of bonds authorized to be sold not otherwise provided for herein.
6

7 Issuance, legal, and financial advisory service costs, including the reimbursement of
8 departmental services in connection therewith, for debt instruments issued by the City,
9 to the extent approved by the Board of Supervisors in authorizing the debt, may be paid
10 from the proceeds of such debt and are hereby appropriated for said purposes.
11

12 To the extent bond rating fees are incurred and payable prior to the issuance of Board
13 of Supervisors authorized Certificates of Participation due to unexpected changes in
14 market conditions causing a delay in issuance, such fees may be paid from funds
15 appropriated for annual Certificates of Participation debt service that exceed the actual
16 requirements for bond interest and redemption.
17

18 **SECTION 7. Allotment Controls.**

19 Since several items of expenditures herein appropriated are based on estimated
20 receipts, income, or revenues which may not be fully realized, it shall be incumbent
21 upon the Controller to establish a schedule of allotments, of such duration as the
22 Controller may determine, under which the sums appropriated to the several
23 departments shall be expended. The Controller shall revise such revenue estimates
24 periodically. If such revised estimates indicate a shortage, the Controller shall hold in
25 reserve an equivalent amount of the corresponding expenditure appropriations set forth
herein until the collection of the amounts as originally estimated is assured, and in all

1 cases where it is provided by the Charter that a specified or minimum tax shall be levied
2 for any department the amount of appropriation herein provided derived from taxes shall
3
4
5 not exceed the amount actually produced by the levy made for such department.
6

7 The Controller, in issuing payments or in certifying contracts, purchase orders, or other
8 encumbrances pursuant to Section 3.105 of the Charter, shall consider only the allotted
9 portions of appropriation items to be available for encumbrance or expenditure and shall
10 not approve the incurring of liability under any allotment in excess of the amount of such
11 allotment. In case of emergency or unusual circumstances which could not be
12 anticipated at the time of allotment, an additional allotment for a period may be made on
13 the recommendation of the department head and the approval of the Controller. After
14 the allotment schedule has been established or fixed, as heretofore provided, it shall be
15 unlawful for any department or officer to expend or cause to be expended a sum greater
16 than the amount set forth for the particular activity in the allotment schedule so
17 established, unless an additional allotment is made, as herein provided.
18

19 Allotments, liabilities incurred, and expenditures made under expenditure appropriations
20 herein enumerated shall in no case exceed the amount of each such appropriation,
21 unless the same shall have been increased by transfers or supplemental appropriations
22 made in the manner provided by Section 9.105 of the Charter.
23

24 **SECTION 7.1 Prior Year Encumbrances.**

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

SECTION 7.2 Equipment Purchases.

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

Where appropriations are made herein for the purpose of replacing automotive and other equipment, the equipment replaced shall be surrendered to the General Services Agency and shall be withdrawn from service on or before delivery to departments of the new automotive equipment. When the replaced equipment is sold, in lieu of being traded-in, the proceeds shall be deposited to a revenue account of the related fund. Provided, however, that so much of said proceeds as may be required to affect the purchase of the new equipment is hereby appropriated for the purpose. Funds herein appropriated for automotive equipment shall not be used to buy a replacement of any automobile superior in class to the one being replaced unless it has been specifically authorized by original appropriation ordinance.

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

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4

5 **SECTION 7.3 Enterprise Deficits.**

6 Funds appropriated herein to meet estimated enterprise deficits shall be made available

7

8 to each such enterprise only to the extent that an actual deficit shall exist and not to
9 exceed the amount herein provided. Any amount not required for the purpose of
10 meeting an enterprise fund deficit shall be transferred back to the General Fund at the
11 end of each fiscal year unless otherwise appropriated by ordinance.

12

13 **SECTION 7.4 Public Utilities Commission Debt Service.**

14 The San Francisco Public Utilities Commission shall, in coordination with the
15 Controller's Office, record and report the use of debt service appropriations in their
16 respective debt service funds consistent with the Schedule of Bond Redemption and
17 Interest Statement included herein and as required pursuant to Governmental
18 Accounting Standards Board (GASB) and Generally Accepted Accounting Principles
19 (GAAP) accounting rules, requirements and practices. The Controller is hereby
20 authorized to make all associated net-zero appropriation transfers to ensure compliant
21 financial reporting.

22

23 **SECTION 8. Expenditure Estimates.**

24 Where appropriations are made for specific projects or purposes which may involve the
25 payment of salaries or wages, the head of the department to which such appropriations
are made, or the head of the department authorized by contract or interdepartmental
order to make expenditures from each such appropriation, shall file with the Controller,

1 when requested, an estimate of the amount of any such expenditures to be made during
2 the ensuing period.

3 4 **SECTION 8.1 State and Federal Funds.**

5 The Controller is authorized to increase ~~F~~federal and ~~S~~state funds that may be claimed
6 due to new General Fund expenditures appropriated by the Board of Supervisors. The
7 Human Resources Director is authorized to add civil service positions required to
8 implement the programs authorized by these funds. The Controller and the Human
9 Resources Director shall report to the Board of Supervisors any actions taken under this
10 authorization before the Board acts on the Annual Appropriation and Annual Salary
11 Ordinances.

12 13 **SECTION 8.2 State and Federal Funding Restorations.**

14 If additional ~~S~~state or ~~F~~federal funds are allocated to the City to backfill ~~S~~state or federal
15 reductions, the Controller shall backfill any funds appropriated to any program to the
16 General Reserve.

17 18 **SECTION 8.3 Process for Addressing General Fund Revenue Shortfalls**

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

24 25 **SECTION 9. Interdepartmental Services.**

1 The Controller is hereby authorized and directed to prescribe the method to be used in
2 making payments for interdepartmental services in accordance with the provisions of
3 Section 3.105 of the Charter, and to provide for the establishment of interdepartmental
4
5 reserves which may be required to pay for future obligations which result from current
6 performances. Whenever, in the judgment of the Controller, the amounts which have
7 been set aside for such purposes are no longer required or are in excess of the amount
8 which is then currently estimated to be required, the Controller shall transfer the amount
9 no longer required to the fund balance of the particular fund of which the reserve is a
10 part. Provided further that no expenditure shall be made for personnel services, rent,
11 equipment, ~~and or~~ capital outlay purposes from any interdepartmental reserve or work
12 order fund without specific appropriation by the Board of Supervisors.

13
14 The amount detailed in departmental budgets for services of other City departments
15 cannot be transferred to other spending categories without prior agreement from both
16 the requesting and performing departments.

17
18 The Controller, pursuant to the provisions of Charter Section 3.105, shall review and
19 may adjust charges or fees for services that may be authorized by the Board of
20 Supervisors for the administration of the Technology Marketplace. Such fees are hereby
21 appropriated for that purpose.

22 23 **SECTION 10. Positions in the City Service.**

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

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

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

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

SECTION 10.1 Positions, Funds, and Transfers for Specific Purposes.

Funds for personnel services may be transferred from any legally available source on the recommendation of the department head and approval by the City Administrator, Board, or Commission, for departments under their respective jurisdiction, and on authorization of the Controller with the prior approval of the Human Resources Director for:

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

1

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

6

7 (c) Payment of any legal salary or fringe benefit obligations of the City, including
8 amounts required to fund arbitration awards.

9

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

14

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

19

20 (f) The Controller is hereby authorized and directed upon the request of a
21 department head and the approval by the Mayor's Office to transfer from any legally
22 available funds amounts needed to fund legally mandated salaries, fringe benefits, and
23 other costs of City employees. Such funds are hereby appropriated for the purpose set
24 forth herein.

25

(g) The Controller is hereby authorized to transfer any legally available funds to
adjust salary and fringe benefit appropriations as required under reclassifications

1
2 -recommended by the Human Resources Director and approved by the Board of
3 Supervisors in implementing the Management Compensation and Classification Plan.

4
5 Amounts transferred shall not exceed the actual amount required including the cost to
6 the City of mandatory fringe benefits.

7
8 (h) Pursuant to California Labor Code Section 4850.4, the Controller is authorized to
9 make advance payments from departments' salary accounts to employees participating
10 in CalPERS who apply for disability retirement. Repayment of these advanced disability
11 retirement payments from CalPERS and from employees are hereby appropriated to the
12 departments' salary account.

13
14 (i) For purposes of defining terms in Administrative Code Section 3.18, the
15 Controller is authorized to process transfers where such transfers are required to
16 administer the budget through the following certification process: In cases where
17 expenditures are reduced at the level of appropriation control during the Board of
18 Supervisors phase of the budget process, the Chair of the Budget and Finance
19 Committee, on recommendation of the Controller, may certify that such a reduction
20 does not reflect a deliberate policy reduction adopted by the Board. The Mayor's
21 Budget Director may similarly provide such a certification regarding reductions during
22 the Mayor's phase of the budget process.

23
24 **SECTION 10.2 Professional Services Contracts.**

25 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

1 using City personnel in lieu of private contractors with the approval of the Human
2 Resources Director and the Mayor and ~~the~~ certification by the Controller that such
3 transfer of funds would not increase the cost of government.

5 **SECTION 10.3 Surety Bond Fund Administration.**

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

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

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

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

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

9
10 **SECTION 10.5 MOUs to be Reflected in Department Budgets.**

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

18
19 **SECTION 10.6 Funding Memoranda of Understanding (MOUs).**

20 Whenever the Board of Supervisors has ratified by ordinance or resolution Memoranda
21 of Understanding with recognized employee organizations or an arbitration award has
22 become effective, and said memoranda or award contains provisions requiring the
23 expenditure of funds, the Controller, on the recommendation of the Human Resources
24 Director, shall reserve sufficient funds to comply with such provisions and such funds
25 are hereby appropriated for such purposes. The Controller is hereby authorized to make
such transfers from funds hereby reserved or legally available as may be required to

1 make funds available to departments to carry out the purposes required by the
2 Memoranda of Understanding or arbitration award.

3
4 **SECTION 10.7 Fringe Benefit Rate Adjustments.**

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

11
12 When the Controller determines that prepayment of the employer share of pension
13 contributions is likely to be fiscally advantageous, the Controller is authorized to adjust
14 appropriations and transfers in order to make and reconcile such prepayments.

15
16 **SECTION 10.8 Police Department Uniformed Positions.**

17 Positions in the Police Department for each of the various ranks that are filled based on
18 the educational attainment of individual officers may be filled interchangeably at any
19 level within the rank (e.g., Patrol Officer Q2, Q3 or Q4, Sergeant Q50, Q51, Q52). The
20 Controller and Human Resources Director are hereby authorized to adjust payrolls,
21 salary ordinances, and other documents, where necessary, to reflect the current status
22 of individual employees; provided however, that nothing in this section shall authorize
23 an increase in the total number of positions allocated to any one rank or to the Police
24 Department.

SECTION 10.9 Holidays, Special Provisions.

Whenever the Mayor formally declares that any day is a holiday for City employees under the terms of a Memorandum of Understanding, the Controller, with the approval of the Mayor's Office, is hereby authorized to make such transfer of funds not to exceed the actual cost of said holiday from any legally available funds.

SECTION 10.10 Litigation Reserve, Payments.

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

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

SECTION 10.11 Changes in Health Services Eligibility.

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

1 -departmental budgets.

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

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

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

15 The Controller is hereby authorized and directed to continue the existing special and
16 trust funds, revolving funds, and reserves. ~~and the~~ The receipts in and expenditures from
17 each such fund are hereby appropriated in accordance with law and the conditions
18 under which each such fund was established.

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

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

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

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. Where the amount of a recurring grant that is detailed in a departmental budget submission exceeds \$1 million or the duration exceeds ten years, the grant agreement shall be deemed approved by the Board of Supervisors under Charter Section 9.118. Positions specifically approved by granting agencies in said grant awards may be filled as though said positions were included in the annual budget and Annual Salary Ordinance, 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 awards made if granting agencies increase or decrease the grant award amounts estimated in budget submissions.

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

7
8 The Controller is authorized to adjust transfers to the San Francisco Capital Planning
9 Fund, established by Administrative Code Section 10.100-286, to account for final
10 capital project planning expenditures reimbursed from approved sale of bonds and other
11 long term financing instruments.

12
13 **SECTION 11.2 Insurance Recoveries.**

14 Any moneys received by the City pursuant to the terms and conditions of any insurance
15 policy are hereby appropriated and made available to the general ~~city~~-City or specific
16 departments for associated costs or claims.

17
18 **SECTION 11.3 Bond Premiums.**

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

21
22 **SECTION 11.4 Ballot Arguments.**

23 Receipts in and expenditures for payment for the printing of ballot arguments, are
24 hereby appropriated.

25

SECTION 11.5 Tenant Overtime.

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

SECTION 11.6 Refunds.

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

SECTION 11.7 Arbitrage.

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

recorded and such funds are hereby appropriated for the purpose.

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

SECTION 11.8 Damage Recoveries and Restitution.

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

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 11.9 Purchasing Damage Recoveries.

That portion of funds received pursuant to the provisions of Administrative Code Section 21.33 - failure to deliver article contracted for - as may be needed to affect the required procurement are hereby appropriated for that purpose and the balance, if any, shall be credited to the related fund.

SECTION 11.10 Off-Street Parking Guarantees.

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

SECTION 11.11 Hotel Tax – Special Situations.

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

SECTION 11.12 Local Transportation Agency Fund.

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

SECTION 11.13 Insurance.

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

SECTION 11.14 Grants to Departments of Disability and Aging Services, Child Support Services, Homelessness and Supportive Housing, and Children, Youth and ~~the~~ Their Families

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

SECTION 11.15 FEMA, OES, Other Reimbursements.

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

Whenever the City is required to designate agents authorized to obtain state ~~and-or~~ federal disaster and emergency assistance funding, the Mayor and Board of Supervisors

1 -designate the Executive Director of the Department of Emergency Management, the
2 Controller, and the Deputy Controller to be the agents authorized to execute
3 agreements for and on behalf of the City, for disaster and emergency assistance
4 funding from ~~SS~~State and ~~FF~~federal agencies, for all open and future disasters.
5

6 Any remaining balances in the Give2SF-COVID-19 Fund, including amounts from
7 previously identified and unidentifiable donors, are hereby appropriated for COVID-19
8 related costs and programs. Give2SF-COVID-19 Donation balances and uses of funds
9 shall be included in the San Francisco Disaster and Emergency Response and
10 Recovery Fund annual report to the Board of Supervisors, pursuant to Administrative
11 Code Sec. 10.100-100(d).
12
13
14

15 **SECTION 11.16 Interest on Grant Funds.**

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

21 **SECTION 11.17 Treasurer – Banking Agreements.**

22 Whenever the Treasurer finds that it is in the best interest of the City to use either a
23 compensating balance or fee for service agreement to secure banking services that
24 benefit all participants of the pool, any funds necessary to be paid for such agreement
25 are to be charged against interest earnings and such funds are hereby appropriated for
the purpose.

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

SECTION 11.18 City Buildings–Acquisition with Certificates of Participation (COPs).

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

SECTION 11.19 Generally Accepted Principles of Financial Statement Presentation.

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

SECTION 11.20 Fund Balance Reporting and Government Fund Type Definitions.

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

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

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

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

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

18 **SECTION 11.22 Health Care Security Ordinance Agency Fund.**

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

SECTION 11.23 Affordable Housing Loan Repayments and Interest Earnings.

Loan repayments, proceeds of property sales in cases of defaulted loans, and interest earnings in special revenue funds designated for affordable housing are hereby appropriated for affordable housing program expenditures, including payments from loans made by the former San Francisco Redevelopment Agency and transferred to the Mayor's Office of Housing and Community Development, the designated ~~the~~ housing successor agency. Expenditures shall be subject to the conditions under which each such fund was established.

SECTION 11.24 Development Agreement Implementation Costs.

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

SECTION 11.25 Housing Trust Fund.

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

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

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

SECTION 11.26 Refuse Rate Order Changes.

The Controller is authorized 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.

SECTION 12. Special Situations.

SECTION 12.1 Revolving Funds.

Surplus funds remaining in departmental appropriations may be transferred to fund increases in revolving funds up to the amount authorized by the Board of Supervisors by ordinance.

SECTION 12.2 Interest Allocations.

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

SECTION 12.3 Property Tax.

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

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

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

SECTION 12.4 New Project Reserves.

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

SECTION 12.5 Aid Payments.

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

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

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

SECTION 12.7 Municipal Transportation Agency.

Consistent with the provisions of Article VIIIA of the Charter, the Controller is authorized to make such transfers and reclassification of accounts necessary to properly reflect the

1 -provision of central services to the Municipal Transportation Agency in the books and
2 accounts of the City. No change can increase or decrease the overall level of the City's
3 budget.

5 **SECTION 12.8 Treasure Island Authority.**

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

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
15 power. Any excess power from this contract will be sold back to the power market.

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

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

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

5 **SECTION 12.10 Closure of Special Funds, Projects, and Accounts**

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

14 This budget ordinance appropriates fund balance from active project closeouts in
15 continuing funds in the General Fund and a number of special revenue and enterprise
16 funds. The Controller is directed to deappropriate projects to realize the fund balance
17 used as a source in the adopted budget.

19 **SECTION 12.11 Charter-Mandated Baseline Appropriations.**

20 The Controller is authorized to increase or reduce budgetary appropriations as required
21 by the Charter for baseline allocations to align allocations to the amounts required by
22 formula based on actual revenues received during the fiscal year. Departments must
23 obtain Board of Supervisors' approval prior to any expenditure supported by increasing
24 baseline allocations as required under the Charter and the Municipal Code.

1

2 SECTION 12.12 Parking Tax Allocation.

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

8

9 SECTION 12.13 Former Redevelopment Agency Funds.

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

19

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

24

25 If i during the course of the budget period, the OCII requests departments to provide
additional services beyond budgeted amounts and the Controller determines that the

1 -Successor Agency has sufficient additional funds available to reimburse departments
2 for such additional services, the departmental expenditure authority to provide such
3 services is hereby appropriated.

4
5 When 100% of property tax increment revenues for a redevelopment project area are
6 pledged based on an agreement that constitutes an enforceable obligation, the
7 Controller will increase or decrease appropriations to match actual revenues realized for
8 the project area.

9
10 The Mayor's Office of Housing and Community Development is authorized to act as the
11 fiscal agent for the Public Initiatives Development Corporation (PIDC) and receive and
12 disburse PIDC funds as authorized by the PIDC bylaws and the PIDC Board of
13 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 in each fiscal year. The Controller is authorized to disburse the
19 revenues appropriated by this section as well as those appropriated yet unspent from
20 prior fiscal years to pay power purchase obligations and other operating costs as
21 provided in the program plans and annual budgets, as approved by the Board of
22 Supervisors for the purposes authorized therein.

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

25 **Procedures**

Pursuant to Government Code Sections 50055 and 50057, the Board of Supervisors

1 -authorizes the Treasurer to transfer to the General Fund without publication of a notice
2 in a newspaper the following amounts that remain unclaimed in the treasury of the City
3 or in the official custody of an officer of the City for a period of at least one year: (1) any
4 individual items of less than \$15; and (2) any individual items of \$5,000 or less if the
5 depositor's name is unknown. The Treasurer shall notify the Controller of transfers
6 performed using this authorization.

7 8 **SECTION 12.16 City Attorney Gifts and Grants for Federal Response**

9 The City Attorney is authorized to accept and expend gifts or grants of funds and gifts of
10 in-kind services, including but not limited to in-kind outside counsel services and expert
11 consultant or witness services, to support the City Attorney's legal advice, advocacy,
12 and litigation in preparation for or response to policies, actions, threats, and other
13 decisions by the federal government. The City Attorney shall report all such grants and
14 gifts to the Controller and the Mayor's Budget Office, in addition to any other applicable
15 reporting requirements in the Administrative Code and the Campaign and Governmental
16 Conduct Code.

17 18 **SECTION 14. Departments.**

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

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

(b) There shall be a General Services Agency, headed by the City Administrator, including the Department of Telecommunication and Information Services, and the Department of Administrative Services. The City Administrator shall be considered one entity for budget purposes and for disbursement of funds.

(c) There shall be a Human Services Agency, which shall be considered one entity for budget purposes and for disbursement of funds. Within the Human Services Agency shall be two departments: (1) the Department of Human Services, under the Human Services Commission, and (2) the Department of Disability and Aging Services ("DAAS"), under the Disability and Aging Services Commission, which includes Adult Protective Services, the Public Administrator/Public Guardian, the Mental Health Conservator, the Department of Disability and Aging Services, the County Veterans' Service Officer, and the In-Home Supportive Services Program. This budgetary structure does not affect the legal status or structure of the two departments. The

1 -Human Resources Director and the Controller are authorized to transfer employees,
2 positions, and funding in order to effectuate the transfer of the program from one
3 department to the other. The consolidated agency will be recognized for purposes of
4 determining employee seniority, position transfers, budgetary authority and transfers or
5 reappropriation of funds.

6
7 The departments within the Human Services Agency shall coordinate with each other
8 and with the Disability and Aging Services Commission to improve delivery of services,
9 increase administrative efficiencies and eliminate duplication of efforts. To this end, they
10 may share staff and facilities. This coordination is not intended to diminish the authority
11 of the Disability and Aging Services Commission over matters under the jurisdiction of
12 the Commission.

13
14 The Director of the Disability and Aging ~~and Adult~~ Services Commission also may serve
15 as the department head for DAAS, and/or as a deputy director for the Department of
16 Human Services, but shall receive no additional compensation by virtue of an additional
17 appointment. If an additional appointment is made, it shall not diminish the authority of
18 the Disability and Aging ~~and Adult~~ Services Commission over matters under the
19 jurisdiction of the Commission.

20
21 (d) There shall be a Film, Grants, and Arts Agency (FGAA), whose formal name
22 shall be determined at a later date, which shall be considered one entity for budget
23 purposes and for disbursement of funds. Within the FGAA shall be two departments and
24 one division of the General Services Agency: (1) the Arts Commission department, led
25 by the Director of Cultural Affairs under its Commission, (2) the Film Commission

1 -department, led by the Executive Director under its Commission, and (3) Grants for the
2 Arts ("GFTA"), under the Director. This budgetary structure does not affect the legal
3 status or structure of the two departments or GFTA. The Human Resources Director
4 and the Controller are authorized to transfer employees, positions, and funding in order
5 to effectuate the transfer of the program from one department or division to the other.
6 The consolidated agency will be reorganized for purposes of determining employee
7 seniority, position transfers, budgetary authority and transfers or reappropriation of
8 funds.

9
10 The Director of the Agency, appointed by the Mayor, will lead the FGAA. The Director
11 will ensure that the departments and division within the Agency shall coordinate with
12 each other to improve delivery of services to and for artists and the arts, increase
13 administrative efficiencies and eliminate duplication of efforts. To this end, they may
14 share staff and facilities. This coordination is not intended to diminish the authority of
15 the two commissions—the Arts Commission and the Film Commission—over matters
16 under their respective jurisdictions.

17
18 (e) There shall be an Agency for Human Rights, which shall be considered one
19 entity for budget purposes and for disbursement of funds. Within the Agency shall be
20 two departments: (1) the Human Rights Commission, led by the Executive Director
21 under its Commission, and (2) the Department on the Status of Women, led by the
22 Director under the Commission on the Status of Women. This budgetary structure does
23 not affect the legal status or structure of the two departments. The Human Resources
24 Director and the Controller are authorized to transfer employees, positions, and funding
25 in order to effectuate the transfer of the program from one department or division to the

-other. The consolidated agency will be reorganized for purposes of determining employee seniority, position transfers, budgetary authority and transfers or reappropriation of funds.

The Executive Director of the Human Rights Commission will lead the Agency for Human Rights. The Executive Director will ensure that the departments within the Agency shall coordinate with each other to improve delivery of services, increase administrative efficiencies, and eliminate duplication of efforts. To this end, they may share staff and facilities. This coordination is not intended to diminish the authority of the two commissions—the Human Rights Commission and the Commission on the Status of Women—over matters under their respective jurisdictions.

Neither the Executive Director of the Human Rights Commission nor the Director of the Department on the Status of Women shall receive additional compensation by virtue of their role in the Agency.

(df) The Local Agency Formation Commission (LAFCo) is a separate legal entity established under ~~S~~state law and is not a department or agency of the City. Because the City has a legal obligation to provide funds to LAFCo, this ordinance includes an appropriation for that purpose. Although LAFCo is not part of the Board of Supervisors or subject to the Board's oversight and direction, this ordinance includes appropriations to LAFCo in the Board of Supervisors budget for administrative reasons related to the format of this ordinance. Any transfers of funds to LAFCo from other appropriations in the budget are prohibited without approval by a subsequent ordinance. 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

1

2 ~~-~~and LAFCo, subject to any required approvals.

3

4 **SECTION 15. Travel Reimbursement and Cell Phone Stipends.**

5 The Controller shall establish rules for the payment of all amounts payable for travel for
6 officers and employees, and for the presentation of such vouchers as the Controller
7 shall deem proper in connection with expenditures made pursuant to ~~said~~this Section.

8 No allowance shall be made for traveling expenses provided for in this ordinance unless
9 funds have been appropriated or set aside for such expenses in accordance with the
10 provisions of the Charter.

11

12 The Controller may advance the sums necessary for traveling expenses, but proper
13 account and return must be made of said sums so advanced by the person receiving
14 the same within ten days after said person returns to duty in the City, and failure on the
15 part of the person involved to make such accounting shall be sufficient cause for the
16 Controller to withhold from such persons pay check or checks in a sum equivalent to the
17 amount to be accounted.

18

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

23

24 **SECTION 15.1 State of California Travel Program.**

25 To ensure cost effective rates and charges and reduce administrative burdens and
costs associated with expense reimbursement for City business-related travel and field

1 ~~-~~expenses, the Controller's Office is authorized to implement rules and regulations
2 required of departments that participate in the State of California's Statewide Travel
3 Program, administered by the California Department of General Services, which
4 provides access to ~~S~~state-negotiated rates with hotel, airline, and car rental providers in
5 adherence with the ~~S~~state's competitive procurement solicitation and contract award
6 rules and regulations. In compliance with rules and regulations established by the
7 Controller, which may be updated from time to time, departments are permitted to
8 participate in the State of California Travel Program as per the pre-established terms
9 and conditions required by the State for local governments. The Controller's Accounting
10 Policies and Procedures manual shall include the State of California Travel Program
11 rules and regulations. This provision shall satisfy San Francisco Administrative Code
12 approval, including Section 21.16 Use of Purchasing Agreements and Reciprocal
13 Agreements with Other Public and Non-Profit Agencies, for travel and related services
14 procured through the State of California Travel Program.

15
16 **SECTION 16. Contributed Revenue Reserve and Audit and Adjustment Reserve.**

17 The Controller is hereby authorized to establish a Contributed Revenue and Adjustment
18 Reserve to accumulate receipts in excess of those estimated revenues or unexpended
19 appropriations stated herein. Said reserve is established for the purpose of funding the
20 budget of the subsequent year, and the receipts in this reserve are hereby appropriated
21 for said purpose. The Controller is authorized to maintain an Audit and Adjustment
22 Reserve to offset audit adjustments~~;~~ and to balance expenditure accounts to conform to
23 year-end balancing and year-end close requirements.

SECTION 17. Airport Service Payment.

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

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

On the last business day of the fiscal year, unless otherwise directed by the Airport Commission, the Controller is hereby authorized and directed to transfer all moneys remaining in the Airport's Contingency Account to the Airport's Revenue Fund. The Controller is further 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 on the first business day of the succeeding fiscal year, unless otherwise directed by the Airport Commission.

SECTION 18. Pooled Cash, Investments.

The Treasurer and Controller are hereby authorized to transfer available fund balances within pooled cash accounts to meet the cash management of the City, provided that special and non-subsidized enterprise funds shall be credited interest earnings on any funds temporarily borrowed therefrom at the rate of interest earned on the City Pooled

1 -Cash Fund. No such cash transfers shall be allowed where the investment of said
2 funds in investments such as the pooled funds of the City is restricted by law.

3
4 **SECTION 19. Matching Funds for Federal or State Programs.**

5 Funds contributed to meet operating deficits ~~and~~/or to provide matching funds for
6 federal or ~~S~~state aid (e.g. Medicaid under SB 855 or similar legislation for Zuckerberg
7 San Francisco General Hospital) are specifically deemed to be made exclusively from
8 local property and business tax sources.

9
10 **SECTION 20. Advance Funding of Bond Projects – City Departments.**

11 Whenever the City has authorized appropriations for the advance funding of projects
12 which may at a future time be funded from the proceeds of general obligation, revenue,
13 or lease revenue bond issues or other legal obligations of the City, the Controller shall
14 recover from bond proceeds or other available sources, when they become available,
15 the amount of any interest earnings foregone by the General Fund as a result of such
16 cash advance to disbursements made pursuant to said appropriations. The Controller
17 shall use the monthly rate of return earned by the Treasurer on City Pooled Cash Fund
18 during the period or periods covered by the advance as the basis for computing the
19 amount of interest foregone which is to be credited to the General Fund.

20
21
22 **SECTION 21. Advance Funding of Projects – Transportation Authority.**

23 Whenever the San Francisco County Transportation Authority requests advance
24 funding of the costs of administration or the costs of projects specified in the City and
25 County of San Francisco Transportation Expenditure Plan which will be funded from
proceeds of the transactions and use tax as set forth in Article 14 of the Business and

1 -Tax Regulations Code, the Controller is hereby authorized to make such advance. The
2 Controller shall recover from the proceeds of the transactions and use tax when they
3 become available, the amount of the advance and any interest earnings foregone by the
4 City General Fund as a result of such cash advance funding. The Controller shall use
5 the monthly rate of return earned by the Treasurer on General City Pooled Cash funds
6 during the period or periods covered by the advance as the basis for computing the
7 amount of interest foregone which is to be credited to the General Fund.

8
9 **SECTION 22. Controller to Make Adjustments, Correct Clerical Errors.**

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

15
16 The Controller is hereby authorized to make the necessary transfers to correct objects
17 of expenditure classifications, and corrections in classifications made necessary by
18 changes in the proposed method of expenditure.

19
20 **SECTION 22.1 Controller to Implement New Financial and Interfacing**
21 **Subsystems.**

22 In order to further the implementation and adoption of the Financial and Procurement
23 System's modules, the Controller shall have the authority to reclassify departments'
24 appropriations to conform to the accounting and project costing structures established in
25 the new system, as well as reclassify contract authority utilized (expended) balances

and unutilized (available) balances to reflect actual spending.

SECTION 23. Transfer of State Revenues.

The Controller is authorized to transfer revenues among City departments to comply with provisions in the ~~S~~state budget.

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

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

SECTION 25. Board of Supervisors Official Advertising Charges.

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

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 26.2 Assessment Appeals System

In order to minimize appropriations to the online assessment appeals application filing system project, the Controller is authorized and directed to apply any operating balances from the Assessment Appeals Board of the Board of Supervisors to the project through Fiscal Year 2029-30.

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

the purposes for which they are appropriated.

SECTION 28. Close-Out of Reserved Appropriations.

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

SECTION 28.1. Reserves Placed on Expenditures by Controller.

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

SECTION 29. Appropriation Control of Capital Improvement Projects and Equipment.

Unless otherwise exempted in another section of the Administrative Code or Annual Appropriation Ordinance, and in accordance with Administrative Code Section 3.18, departments may transfer funds from one Board-approved capital project to another Board-approved capital project. The Controller shall approve transfers only if they do not materially change the size or scope of the original project. Annually, the Controller shall report to the Board of Supervisors on transfers of funds that exceed 10% of the

1 original appropriation to which the transfer is made.

2
3
4 The Controller is authorized to approve substitutions within equipment items purchased
5 to equip capital facilities providing that the total cost is within the Board-approved capital
6 project appropriation.

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

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

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

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

24 Proceeds from all special assessments levied on real property included in the property-
25 based business improvement districts in the City are hereby appropriated in the
respective amounts actually received by the City in such fiscal year for each such

district.

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

SECTION 31. Infrastructure Financing, Infrastructure Revitalization and Financing, and Enhanced Infrastructure Financing Districts.

Within the City, the Board of Supervisors has formed certain voluntary tax increment financing districts under ~~S~~state legislation:

- Pursuant to California Government Code Section 53395 et seq. (IFD Law), the Board of Supervisors formed Infrastructure Financing Districts (IFD)
- Pursuant to California Government Code Section 53369 et seq. (IRFD Law), the Board of Supervisors formed Infrastructure and Revitalization Financing Districts (IRFD) within the City.
- Pursuant to California Government Code Section 55398.50 et seq. (EIFD Law), the Board of Supervisors and Enhanced Infrastructure Financing District Public Financing Authority No. 1 formed an Enhanced Infrastructure Financing District (EIFD).

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

IFD/IRFD/EIFD No / Title	Ordinance/ Resolution	Estimated Tax Increment *	
IFD/IRFD/EIFD No / Title	Ordinance/ Resolution	Estimated Tax Increment *	
		FY 2025-26	FY 2026-27
IFD 2 Port Infrastructure Financing District Subproject Area Pier 70 G-1 Historic Core	27-16	\$ 811,000	\$ 827,000
IFD 2 Port Infrastructure Financing District Subproject Areas Pier 70 G-2, G-3, and G-4	220-18	\$ 7,975,000	\$ 8,134,000
IFD 2 Port Infrastructure Financing District Subproject Area I (Mission Rock)	34-18	\$ 11,035,000	\$ 13,470,000
IRFD 1 Treasure Island Infrastructure and Revitalization Financing District	21-17	\$ 13,538,000	\$ 15,947,000
IRFD 2 Hoedown Yard Infrastructure and Revitalization Financing District	348-18	\$ 1,867,000	\$ 2,748,000
EIFD 1 Power Station Enhanced Infrastructure and Financing District**	113-24	\$ -	\$ 197,000

*Estimated tax increment per approved Infrastructure Financing Plans.
 **Increment allocated beginning FY 2026-27.

1

2 SECTION 32. Community Facilities and Special Tax Districts.

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

10

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

16

17 The Controller may transfer funds and appropriation authority between and within
18 accounts related to CFDs and STDs to serve accounting requirements, pay authorized
19 expenditures described in the Board of Supervisors approved Resolution of Formation
20 for each district (as approved in the referenced Ordinances), and comply with applicable
21 bond covenants.

22

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

Contingent Services Special Tax STD No. 2022-1 (Power Station)	061-22	-	-
---	--------	---	---

*Source: Goodwin Consulting Group, Inc. Preliminary; subject to change.

- (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 May 5, 2025. Actual special tax levy may be lower.
(3) Special tax projections are subject to change if additional parcels issue building permits prior to the June 30th cut-off date.
(4) Special tax estimates based on Attachment 2 of the RMA.
(5) Based on VDDA Execution Dates and COOs as of April 5, 2024. 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 April 5, 2024. 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 April 5, 2024. Parcel G was Developed as of FY 2022-23 and the remaining Tax Zone 1 parcels

District	Ordinance	Projected Special Tax Levy*	
		(FY 2025-26)	(FY 2026-27)
STD No. 2009-1 - Improvement Area No. 1	16-10	\$108,735	\$114,038
STD No. 2009-1 - Improvement Area No. 2	16-10	\$167,903	\$167,903
CFD No. 2014-1 (Transbay) (1)	001-15	\$34,033,224	\$34,713,889
CFD No. 2016-1 (Treasure Island) - Improvement Area No. 1 (2)(3)	022-17	\$3,747,554	\$3,822,505
CFD No. 2016-1 (Treasure Island) - Improvement Area No. 2 (2)(3)	022-17	\$3,202,140	\$3,266,183
CFD No. 2016-1 (Treasure Island) - Improvement Area No. 3 (2)(3)(4)	022-17	\$1,319,405	\$1,345,793
STD No. 2018-1 (Central SoMa)	021-19	-	-
STD No. 2019-1 (Pier 70 Condos) (5)	027-20		
Facilities Special Tax		\$1,228,621	\$1,253,193
Arts Building Special Tax		-	-
Services Special Tax		-	-
STD No. 2019-2 (Pier 70 Leased) (6)	028-20		
Facilities Special Tax		\$584,803	\$596,499
Arts Building Special Tax		-	-
Shoreline Special Tax		-	-
Services Special Tax		-	-
STD No. 2020-1 (Mission Rock) (7)	079-20		
Development Special Tax (8)		\$7,077,075	\$7,218,616
Office Special Tax		\$1,310,741	\$1,336,955
Shoreline Special Tax		\$1,242,473	\$1,267,322
Contingent Services Special Tax			
STD No. 2022-1 (Power Station)	061-22	-	-

*Source: Goodwin Consulting Group, Inc. Preliminary; subject to change.

- (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 May 5, 2025. Actual special tax levy may be lower.
(3) Special tax projections are subject to change if additional parcels issue building permits prior to the June 30th cut-off date.
(4) Special tax estimates based on Attachment 2 of the RMA.
(5) Based on VDDA Execution Dates and COOs as of April 5, 2024. 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 April 5, 2024. 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 April 5, 2024. Parcel G was Developed as of FY 2022-23 and the remaining Tax Zone 1 parcels are Developed as of FY 2023-24.
(8) Reflects the maximum special tax on Developed Property. Does not reflect the tax increment offset of Assessed Parcels.

SECTION 32.1. Exclusion of Projected Unassigned Fund Balance from Budget Stabilization Reserve.

One hundred ~~fifty-four~~thirty-nine million, ~~eight-nine~~eight hundred sixty thousand and ~~nine~~seven hundred ~~forty-three~~fourteen dollars (\$~~154,860,943~~139,960,714) of projected but unbudgeted, unassigned fund balance from fiscal year 202~~34~~34-24~~6~~46 is designated for

balancing future budget shortfalls in FY 2025~~7~~-2026~~8~~ 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.

The Controller is authorized to revise approved revenue budgets for federal and state emergency-related revenues to manage timing differences and cash flow needs driven by changing granting agencies' guidance and approvals, provided that such adjustments shall not change cumulative total revenue budgets in a given fund for the period from fiscal years 2020-21 through 2025-26. Such revisions shall not change approved expenditure authority. The Controller shall report any such revisions to the Mayor and Board within 30 days of their enactment.

~~SECTION 32.3. Fiscal Cliff Reserve.~~

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

SECTION 32.3. Federal and State Revenue Risk Reserve.

Administrative Provision 32 of the fiscal year 2021-22 budget designated fund balance from fiscal year 2020-21 to the Federal and State Emergency Grant Disallowance Reserve for the purpose of managing revenue shortfalls related to reimbursement disallowances from the Federal Emergency Management Agency (FEMA) and other state and federal agencies. Administrative Provision 32.1 of the fiscal year 2021-22 budget designated fund balance from fiscal year 2020-21 to the Fiscal Cliff Reserve for the purpose of managing projected budget shortfalls following the spend down of federal and state stimulus funds and other one-time sources used to balance the fiscal year 2021-22 and fiscal year 2022-23 budget. The fiscal year 2024-25 ending balances of these reserves are hereby assigned to a budget contingency reserve for the purpose of managing revenue shortfalls related to changes in federal funding. In addition, all revenue escheated to the General Fund from City Option Medical Reimbursement Accounts in fiscal year 2025-26 is hereby appropriated for deposits to this reserve. These revenues shall not be included in the calculations of deposits to the Budget Stabilization Reserve described in Administrative Code Section 10.60 (c).

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

The Controller is authorized to adjust federal and state sources appropriations to reflect eligible costs by authorized spending category, to ensure cost reimbursement recovery revenues are maximized, and to align eligible costs to the appropriate federal or state fund, provided there is no net increase or decrease to COVID-19 emergency response revenues or expenditures. Adjustments may be made across fiscal years.

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.

SECTION 35. Police Department and Sheriff's Department Overtime Reporting.

The Police Department and Sheriff's Department shall provide quarterly reports of overtime spending to the Board of Supervisors, including the types of activities performed on overtime.

APPROVED AS TO FORM:

DAVID CHIU, City Attorney

By: _____/s/_____

~~ANNE PEARSON~~BRADLEY A. RUSSI

Deputy City Attorney

Items 15 and 16 Files 25-0625 & 25-0626	Department: Controller
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MANDATE STATEMENT/DETAILS OF PROPOSED LEGISLATION

File 25-0625: Administrative Provisions of the Annual Appropriation Ordinance

The proposed FY 2025-26 and FY 2026-27 Annual Appropriation Ordinance (AAO) contains the administrative provisions governing the appropriation ordinance. The proposed AAO for FY 2025-26 and FY 2026-27 contain the following significant changes to the administrative provisions:

Section 12.16- City Attorney Gifts and Grants for Federal Response

The proposed ordinance adds Section 12.16, which authorizes the City Attorney to accept and expend gifts or grants of funds and gifts of in-kind services, including but not limited to in-kind outside counsel services and expert consultant or witness services, to support the City Attorney's legal advice, advocacy, and litigation in preparation for or response to policies, actions, threats, and other decisions by the federal government. The City Attorney shall report all such grants and gifts to the Controller and the Mayor's Budget Office, in addition to any other applicable reporting requirements in the Administrative Code and the Campaign and Governmental Conduct Code. Approval of this section would remove Board of Supervisors approval for such accept and expenditures above the current \$10,000 limit.

According to Michelle Allersma, Director of the Controller's Office Budget and Analysis Division (BAD) and Jon Givner, Chief Assistant City Attorney, this section is being added to allow the City Attorney to quickly accept and expend any contributions of services or time made toward their office's efforts to respond to presidential executive orders, federal agency policies and actions, and other changes to federal rules, regulations, and processes that would harm the City's interests including its ability to secure federal revenue. Further, Chief Assistant City Attorney Givner has noted that the City Attorney's Office believes it may receive gifts in excess of the \$10,000 limit¹ in Admin Code Sec 10.100-305 and would like to be able to deploy them immediately given the need to respond quickly as federal policies and actions develop and change (e.g. file lawsuits, submit comments to regulations, seek injunctive relief, etc.). The Board approved a behested payment waiver authorizing the City Attorney to solicit funds for these purposes (subject to reporting requirements) in Board File 25-0047 (Enactment # 56-25).

¹ Administrative Code Section 10.100-305 requires Board of Supervisors approval by resolution to accept and expend any gift of cash or goods of a market value greater than \$10,000.

Section 14(d)- Film, Grants & Arts Agency (FGAA)

The proposed ordinance adds Section 14(d), which would create the Film, Grants & Arts Agency (FGAA), whose formal name would be determined at a later date and would be considered one entity for budget purposes and for disbursement of funds. Within the FGAA there would be two departments and one division of the General Services Agency: (1) the Arts Commission department, led by the Director of Cultural Affairs under its Commission, (2) the Film Commission department, led by the Executive Director under its Commission, and (3) Grants for the Arts ("GFTA"), under the Director. This budgetary structure would not affect the legal status or structure of the two departments or GFTA. The Human Resources Director and the Controller would be authorized to transfer employees, positions, and funding to effectuate the transfer of the program from one department or division to the other. The consolidated agency will be reorganized for purposes of determining employee seniority, position transfers, budgetary authority, and transfers or reappropriation of funds.

The section provides that the Director of the Agency would be appointed by the Mayor and would ensure that the departments and division within the Agency coordinate with each other to improve delivery of services to and for artists and the arts, increase administrative efficiencies and eliminate duplication of efforts. To this end, they may share staff and facilities. The section states that this coordination is not intended to diminish the authority of the two commissions—the Arts Commission and the Film Commission—over matters under their respective jurisdictions.

According to Chief Assistant City Attorney Givner, the Board of Supervisors would not need to adopt any legislation for this agency to be created as proposed. Further, Chief Assistant City Attorney Givner noted that the Board could make policy decisions to adopt ordinances assigning new or different powers and duties to the departments and divisions in the Agency, though the Board could not by ordinance eliminate or modify the Arts Commission's Charter-authorized powers and duties.

Section 14(e)- Agency for Human Rights

The proposed ordinance adds Section 14(e), which would create an Agency for Human Rights that would be considered one entity for budget purposes and for disbursement of funds. The Agency would consist of two departments: (1) the Human Rights Commission, led by the Executive Director under its Commission, and (2) the Department on the Status of Women, led by the Director under the Commission on the Status of Women. The proposed budgetary structure would not affect the legal status or structure of the two departments. The Human Resources Director and the Controller would be authorized to transfer employees, positions, and funding to effectuate the transfer of the program from one department or division to the other. The consolidated agency would be reorganized for purposes of determining employee seniority, position transfers, budgetary authority, and transfers or reappropriation of funds.

The Executive Director of the Human Rights Commission would lead the Agency for Human Rights. The Executive Director would ensure that the departments within the Agency coordinate with each other to improve delivery of services, increase administrative efficiencies, and eliminate duplication of efforts. To this end, they may share staff and facilities. The section states

that this coordination is not intended to diminish the authority of the two commissions—the Human Rights Commission and the Commission on the Status of Women—over matters under their respective jurisdictions. The section also stipulates that neither the Executive Director of the Human Rights Commission nor the Director of the Department on the Status of Women would receive additional compensation by virtue of their role in the Agency.

According to Chief Assistant City Attorney Givner, the Board of Supervisors would not need to adopt any legislation for this agency to be created as proposed. Further, Chief Assistant City Attorney Givner noted that the Board could make policy decisions to adopt ordinances assigning new or different powers and duties to the departments and divisions in the Agency, though the Board could not by ordinance eliminate or modify either department’s Charter-authorized powers and duties.

Section 26.2- Assessment Appeals System

The proposed ordinance adds Section 26.2, which would authorize and direct the Controller to apply any operating balances from the Assessment Appeals Board of the Board of Supervisors to the Assessment Appeals project through FY 2029-30.

According to Controller’s Office Budget and Analysis Division Director Allersma, the Board of Supervisors seeks the ability to fund upgrades to its Assessment Appeals system, for which it did not request COIT funding but rather seeks to fund through operational savings. Further, Director Allersma states that this section would enable any operating surplus to be appropriated for the project.

Section 32.3- Federal and State Revenue Risk Reserve

The proposed ordinance revises and repurposes the Fiscal Cliff Reserve, created in FY 2021-22 from FY 2020-21 designated fund balance, into the Federal and State Revenue Risk Reserve. The Fiscal Cliff Reserve was established for the purpose of managing revenue shortfalls following the spend down of federal and state stimulus funds and other one-time sources used to balance the FY 2021-22 and FY 2022-23 budget. The Fiscal Cliff Reserve was amended in the FY 2024-25 Annual Appropriation Ordinance to include the purpose of managing business tax revenue shortfalls.

The ordinance would assign FY 2024-25 ending balances of the Fiscal Cliff Reserve and the revenue escheated to the General Fund from City Option Medical Reimbursement Accounts to a budget contingency reserve for the purpose of managing revenue shortfalls related to changes in federal funding. The ordinance also prevents these revenues from being included in the calculations of deposits to the Budget Stabilization Reserve described in Administrative Code Section 10.60(c).

File 25-0626: Administrative Provisions of the Annual Salary Ordinance

The proposed FY 2025-26 and FY 2026-27 Annual Salary Ordinance (ASO) contains the administrative provisions governing the salary ordinance. The changes to the proposed ASO for FY 2025-26 and FY 2026-27 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 (Manager V or higher for SFMTA). In addition, the following section is proposed as an addition:

Section 2.6- Fire Chief Residence

The proposed ordinance adds Section 2.6, which relates to a historic commitment by the City to maintain a residence at 870 Bush Street for the Fire Chief.² The proposed section formally authorizes the Fire Chief to use residential areas in the building as a personal residence, subject to the terms of a lease between the Chief and the Real Estate Division. According to Controller's Office Budget and Analysis Division Director Allersma, the basis for adding this section is that the current Chief is the first in several years who intends to reside there. For this to occur, the Real Estate Division and the Fire Chief would need to sign a lease agreement laying out the terms of residence. According to Director Allersma, there are no apparent additional costs to this potential lease because the City currently maintains the building.

RECOMMENDATIONS

1. Consider: (a) seeking out information on the funds and in-kind services that would be subject to delegated authority under Section 12.16 through either a closed session of the Board of Supervisors or a Board committee on an annual basis or an annual confidential memo from the City Attorney; and (b) adding a sunset date for the proposed Section 12.16 of January 20, 2029.
2. Approval of Section 14(d) and 14(e) is a policy matter for the Board of Supervisors as authorizes the restructuring of multiple City departments and functions, including for 14(d): Arts Commission, Film Commission, and Grants for the Arts; and for 14(e): Human Rights Commission and Department on the Status of Women.
3. Approve the remainder of the administrative provisions of the Annual Appropriation Ordinance and Annual Salary Ordinance when considering approval of the Mayor's proposed FY 2025-26 and FY 2026-27 budget.

² According to Chief Assistant City Attorney Givner, City law does not require 870 Bush Street to be used as the Fire Chief's residence, but it has been used for that purpose since roughly 1919, and Board resolutions in 1919 and 1921 anticipated that the property would be used as the Fire Chief's residence.



To: Angela Calvillo, Clerk of the Board of Supervisors
From: Sophia Kittler, Mayor's Budget Director
Date: May 30, 2025
Re: Mayor's FY 2025-26 and FY 2026-27 Budget Submission

RECEIVED AK
BOARD OF SUPERVISORS
SAN FRANCISCO
2025 MAY 30 PM04:18

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by May 30th, corresponding legislation, and related materials for Fiscal Year (FY) 2025-26 and FY 2026-27.

In addition to the Mayor's Proposed FY 2025-26 and FY 2026-27 Budget Book, the following items are included in the Mayor's submission:

- Proposed Interim Budget and Annual Appropriation Ordinance (AAO)
- Proposed Interim Annual Salary Ordinance (ASO)
- Proposed Budget and Annual Appropriation Ordinance (AAO)
- Proposed Annual Salary Ordinance (ASO)
- Administrative Provisions for both, but separate documents of the AAO and ASO, in tracked changes, and on pleading paper
- Proposed Budget for the Office of Community Investment and Infrastructure
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- An Interim Exception letter to the ASO
- PUC Capital Amendment and Debt Authorization
- Prop J Certification Letters
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years
- 40 pieces of trailing legislation
- 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,

A handwritten signature in blue ink, appearing to read "SK", with a green checkmark to the right.

Sophia Kittler
Mayor's Budget Director

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

No	DEPT	Item	Description	Type of Legislation	File #
1	ADM	Code Amendment	Amending the Administrative Code to modify the fees for the use of City Hall	Ordinance	250591
2	ADM	Code Amendment	Amending the Administrative Code to transfer responsibilities for oversight of the collection of sexual orientation and gender identity data from the City Administrator to the Human Rights Commission and removing obsolete reporting requirements	Ordinance	250593
3	ADM	Code Amendment	Amending the Administrative Code to clarify the status of the Treasure Island Development Authority ("TIDA") as a City department	Ordinance	250594
4	ADM	Continuing Prop J	Convention Facilities Management	Resolution	250615
5	ADM	Continuing Prop J	Security Services for RED Buildings	Resolution	250615
6	ADM	Continuing Prop J	Custodial Services for RED Buildings	Resolution	250615
7	ADM	Continuing Prop J	Security Guard Service at Central Shops	Resolution	250615
8	BOS	Continuing Prop J	Budget and Legislative Analyst Services	Resolution	250615
9	CON	Access Line Tax	Resolution concurring with the Controller's establishment of the Consumer Price Index for 2025, and adjusting the Access Line Tax by the same rate.	Resolution	250612
10	CON	Code Amendment	Amending the Administrative Code to eliminate the Budget Savings Incentive Fund	Ordinance	250595
11	CON	Neighborhood Beautification and Graffiti Clean-up Fund Tax	Adopting the Neighborhood Beautification and Graffiti Clean-up Fund Tax designation ceiling for tax year 2025	Ordinance	250596
12	DBI	DBI Fee Changes	Amending the Building, Subdivision, and Administrative Codes to adjust fees charged by the Department of Building Inspection and to establish Subfunds within the Building Inspection Fund; and affirming the Planning Department's determination under the California Environmental Quality Act	Ordinance	250592
13	DEC	Early Care and Education	Modifying the baseline funding requirements for early care and	Ordinance	250597

		Commercial Rents Tax Baseline	education programs in Fiscal Years (FYs) 2025-2026 and 2026-2027, to enable the City to use the interest earned from the Early Care and Education Commercial Rents Tax for those baseline programs		cont'd 250597
14	DPH	State Recurring Grants FY25-36	Authorizing the acceptance and expenditure of Recurring State grant funds by the San Francisco Department of Public Health for Fiscal Year (FY) 2025-2026	Resolution	250618
15	DPH	CCE Expansion Grant	Grant Agreement - California Department of Social Services - Community Care Expansion Program - Anticipated Revenue to the City \$9,895,834	Resolution	250619
16	DPH	Code Amendment	Various Codes - Environmental Health Permit, Fee, and Penalties Revisions	Ordinance	250606
17	DPH	HHIP Grant	Delegation of 9.118 Authority - Accept and Expend Grant - San Francisco Health Authority, a local governmental entity doing business as the San Francisco Health Plan ("Health Plan" or "SFHP") - Housing and Homelessness Incentive Program ("HHIP") Expanding San Francisco Department of Public Health Recuperative Care Community Supports - \$2,489,698.63	Resolution	250620
18	DPH	IPP Grant	Delegation of 9.118 Authority - Accept and Expend Grant - San Francisco Health Authority, a local governmental entity doing business as the San Francisco Health Plan ("Health Plan" or "SFHP") - Incentive Payment Program ("IPP") San Francisco Department of Public Health Epic Enhancement Implementation Project - \$6,000,000	Resolution	250621
19	DPH	Patient Revenues	Amending the Health Code to set patient rates for services provided by the Department of Public Health (DPH), for Fiscal Years 2025-2026 and 2026-2027; and authorizing DPH to waive or reduce fees to meet the needs of low-income patients through its	Resolution Ordinance	250607

			provision of charity care and other discounted payment programs		cont'd 250607
20	DPH	Continuing Prop J	Healthcare Security at Primary Care Clinics	Resolution	250615
21	DPW	DPW Fee Changes	Public Works, Subdivision Codes - Fee Modification and Waiver	Ordinance	250608
22	DPW	Continuing Prop J	Yard Operations and Street Tree Nursery	Resolution	250615
23	HOM	Continuing Prop J	Security Services	Resolution	250615
24	HOM	Continuing Prop J	Homelessness and Supportive Housing security services	Resolution	250615
25	HOM	Homelessness and Supportive Housing Fund	Approving the FYs 2025-2026 and 2026-2027 Expenditure Plan for the Department of Homelessness and Supportive Housing Fund	Resolution	250613
26	HOM	Our City, Our Home Homelessness Gross Receipts Tax	Funding Reallocation - Our City, Our Home Homelessness Gross Receipts Tax - Services to Address Homelessness - \$88,495,000 Plus Future Revenue Through FY 2027-28	Ordinance	250609
27	LIB	Friends of the Library A&E	Annual Accept & Expend legislation for the SFPL's Friends of the Library Fund	Resolution	250614
28	MOHCD	Continuing Prop J	Treeline Security Inc services for City-owned properties in predevelopment for affordable housing sites	Resolution	250615
29	OCII	OCII Budget Resolution	Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2025-26 Budget	Resolution	250611
30	OCII	OCII Interim Budget Resolution	Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2025-26 Interim Budget	Resolution	250610
31	PDR	Crankstart Foundation Grant A&E	Accept and Expend Grant - Retroactive - Immigration Defense Unit - Crankstart Foundation - Amendment to the Annual Salary Ordinance for FYs 2024-25 and 2025-26 - \$3,400,000	Ordinance	250598
32	POL	Code Amendment	Registration Fees and Fingerprint ID Fund	Ordinance	250599
33	PUC	Fixed Budget Amendment	Continues waiving certain small business first-year permit, license, and business registration fees	Ordinance	250602

34	REC	Bobo Estate A&E	Accept and Expend Bequest - Estate of William Benjamin Bobo - Benches, Park Furnishings and Park Improvements Across San Francisco - \$3,600,000	Resolution	250616
35	REC	Code Amendment	Amending the Park Code to authorize the Recreation and Park Department to charge fees for reserving tennis/pickleball courts at locations other than the Golden Gate Park Tennis Center; and affirming the Planning Department's determination under the California Environmental Quality Act	Ordinance	250603
36	REC	Authorizing Paid Parking in Golden Gate Park	Authorizing the Municipal Transportation Agency (SFMTA) to set parking rates in Golden Gate Park in accordance with Park Code provisions that authorize SFMTA rate-setting on park property; and affirming the Planning Department's determination under the California Environmental Quality Act	Resolution	250617
37	REC	Code Amendment	PUC Cost Recovery Fee	Ordinance	250604
38	REC	Code Amendment	Scholarship Recovery Fee	Ordinance	250605
39	REG	Continuing Prop J	Assembly and mailing of vote-by-mail ballot packets	Resolution	250615
40	SHF	Continuing Prop J	Jail Food Service	Resolution	250615

Introduction Form

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

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

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

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

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

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

- ☐ Yes ☐ No

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

Sponsor(s):

Clerk of the Board

Subject:

Hearing - Administrative Provisions - Contained in the Proposed Appropriation Ordinance for Departments - FYs 2025-2026 and 2026-2027

Long Title or text listed:

Hearing on the Administrative Provisions contained in the proposed Appropriation Ordinance appropriating all estimated receipts and all estimated expenditures for Departments of the City and County of San Francisco as of June 1, 2025, for the Fiscal Years (FYs) ending June 30, 2026, and June 30, 2027.

Signature of Requestor:

