

1 [Establishing new timetables for submission of the budget, including requiring the Mayor to
 2 submit a preliminary budget to the Board of Supervisors by the first working day of March, and
 a proposed budget by the first working day of May.]

3 **Ordinance amending Administrative Code Section 3.3 to require agencies, boards and**
 4 **commissions to submit budget estimates to the Controller by the 21st of January;**
 5 **require the Controller to consolidate and submit budget estimates to the Mayor by the**
 6 **first working day in February; require the Mayor to submit a preliminary budget to the**
 7 **Board of Supervisors by the first working day of March, and a proposed budget to the**
 8 **Board of Supervisors by the first working day of May; amending Administrative Code**
 9 **Section 3.4 to reflect the new deadline for submission of the Mayor's proposed budget**
 10 **to the Board of Supervisors.**

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

15 Be it ordained by the People of the City and County of San Francisco:

16 Section 1. The San Francisco Administrative Code is hereby amended by amending
 17 Sections 3.3 and 3.4 to read as follows:

18 **SEC. 3.3. BUDGET TIMETABLE.**

19 (a) Each elected and appointing officer, agency, board or commission, shall,
 20 not later than the twenty-first day of ~~February~~ January of each year, file with the Controller, for
 21 check as to form and completeness, copies of his, her or its budget estimate approved in
 22 accordance with the provisions of the Charter.

23 (b) The Controller shall, not later than the first working day of ~~March~~ February
 24 of each year, consolidate such budget estimates and transmit the same to the Mayor, together
 25 with such other material as is required.

1 (c) The Mayor shall, not later than the first working day of ~~April, 2002~~March of
2 each year, transmit to the Board of Supervisors a preliminary budget for the next fiscal year.

3 (d) The Mayor shall, not later than the first working day of ~~June~~ May of each
4 year, transmit to the Board of Supervisors consolidated budget estimates, proposed budget,
5 detailed estimate of revenues, and estimates of amounts required to meet bond interest and
6 fixed charges, together with his or her budget message and a draft of the annual appropriation
7 ordinance, prepared by the Controller.

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

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

23 (g) The Board of Supervisors shall not later than the thirtieth day of June,
24 finally pass the interim appropriation and salary ordinances.

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1 (h) The Board of Supervisors shall not later than the last working day of July,
2 adopt the budget as proposed by the Mayor, or as amended by the Board of Supervisors.

3 (i) Not later than the last working day of September, the Board of
4 Supervisors shall adopt by ordinance the tax rate for the City and County including amounts
5 required for debt service.

6 If any date shown falls on a nonbusiness day, the due date shall be the next
7 succeeding business day.

8 ~~(j) — The deadlines in this Section governing the budget timetable shall expire and be of no
9 further effect as of December 31, 2002. It is the Board of Supervisors' intention to adopt a new
10 timetable for submission of budgets in subsequent fiscal years not later than September 30, 2002. In
11 order to meet this requirement for adoption of new legislation, the Clerk of the Board shall remind the
12 Board in a timely fashion of the need to adopt the legislation, and calendar a hearing on the new
13 legislation at the appropriate time.~~

14 **SEC. 3.4 INTRODUCTION AND PUBLICATION OF BUDGET**

15 The proposed budget and appropriation ordinance for all departments and offices for
16 each ensuing fiscal year, upon transmission to the Board of Supervisors by the Mayor by the
17 first working day in ~~June~~ May of each year, shall be deemed to have been regularly introduced
18 and shall be published in a format which allows for the widest possible public understanding of
19 the resources, uses and proposed programs.

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

22 By: _____
23 DAVID A. GREENBURG
24 Deputy City Attorney

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