

BOARD of SUPERVISORS



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## MEMORANDUM

### RULES COMMITTEE

#### SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Hillary Ronen, Chair  
Rules Committee

FROM: Victor Young, Assistant Clerk *Victor Young*

DATE: December 9, 2019

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**  
Tuesday, December 10, 2019

The following file should be presented as a **COMMITTEE REPORT** at the Board Meeting on Tuesday, December 10, 2019. This item was acted upon at the Rules Committee Meeting on Monday, December 9, 2019, at 10:00 a.m., by the votes indicated.

**Item No. 50 File No. 191088**

[Amending Board Rules of Order - Budget Process]

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

**RECOMMENDED AS A COMMITTEE REPORT**

Vote: Supervisor Hillary Ronen - Aye  
Supervisor Shamann Walton - Aye  
Supervisor Gordon Mar - Aye

c: Board of Supervisors  
Angela Calvillo, Clerk of the Board  
Alisa Somera, Legislative Deputy Director  
Jon Givner, Deputy City Attorney



File No. 191088

Committee Item No. 3

Board Item No. 56

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date December 9, 2019

Board of Supervisors Meeting

Date 12/10/19

#### Cmte Board

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Introduction Form
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	Memorandum of Understanding (MOU)
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 - Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Form 700
<input type="checkbox"/>	<input type="checkbox"/>	Vacancy Notice
<input type="checkbox"/>	<input type="checkbox"/>	Information Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date December 5, 2019

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

1 [Amending Board Rules of Order - Budget Process]

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

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

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

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

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

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

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

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

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

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

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

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

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

**Introduction Form**

By a Member of the Board of Supervisors or Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO2019 NOV 19 PM 3:26  
Time stamp  
or meeting date

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

- ☐ 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- ☐ 2. Request for next printed agenda Without Reference to Committee.
- ☐ 3. Request for hearing on a subject matter at Committee.
- ☐ 4. Request for letter beginning : "Supervisor  inquiries"
- ☐ 5. City Attorney Request.
- ☐ 6. Call File No.  from Committee.
- ☐ 7. Budget Analyst request (attached written motion).
- ☒ 8. Substitute Legislation File No.
- ☐ 9. Reactivate File No.
- ☐ 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- ☐ Small Business Commission      ☐ Youth Commission      ☒ Ethics Commission
- ☐ Planning Commission      ☐ Building Inspection Commission

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

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only