

1 [Administrative Code - Preparation of the City Budget and City Policy Regarding Multi-Year
2 Grants]

3 **Ordinance amending the Administrative Code to require the Controller to prepare an**
4 **initial base budget to guide each City agency in preparation of its proposed two-year**
5 **budget; to provide that these base budgets must include anticipated cost increases in**
6 **agreements with nonprofit organizations to reflect inflation; and to adopt a City policy**
7 **that departments will enter into multi-year grants when the need for a grant program**
8 **will extend beyond a single year.**

9 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
10 **Additions to Codes** are in *single-underline italics Times New Roman font*.
11 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.
12 **Board amendment additions** are in Arial font.
13 **Board amendment deletions** are in ~~Arial font~~.
14 **Asterisks (* * * *)** indicate the omission of unchanged Code
15 subsections or parts of tables.

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

17 Section 1. Chapters 3 and 21G of the Administrative Code are hereby amended by
18 revising Section 3.3 and adding Section 21.G14, to read as follows:

19 **SEC. 3.3. BUDGET TIMETABLE.**

20 (a) Each year, the Mayor shall provide instructions to all City agencies regarding the
21 Mayor's requests for the contents of all agencies' proposed budget submissions for the
22 subsequent fiscal year(s) ("Budget Instructions"). On the same date the Mayor transmits the
23 Budget Instructions to all other agencies, the Mayor shall transmit those instructions to the
24 Clerk of the Board. To assist City agencies with the formulation of proposed budgets, the Controller
25 shall prepare a base budget for each agency for the subsequent two fiscal years. The base budget shall

1 incorporate such changes in the cost of City services that the Controller determines are necessary for
2 planning purposes, including reflecting the cost of labor agreements and the anticipated changes in the
3 expected cost of City services delivered by nonprofit organizations to reflect annual inflation increases.
4 City agencies, the Mayor, and the Board of Supervisors may modify these base budgets following the
5 processes set forth in this Section 3.3 and Article IX of the Charter.

6 (b) ~~Each year beginning on December 1, 2020, a~~After the agencies receive Budget
7 Instructions from the Mayor each year, there shall be a public meeting, as specified in
8 subsections (b)(1) and (2), concerning each agency's budget priorities, excluding Designated
9 Agencies, at which members of the public may provide input regarding the budget priorities.
10 The purpose of the meeting shall be to allow for public input into the agency's budget for the
11 upcoming fiscal year(s) prior to the agency's preparing and finalizing a proposed budget.
12 Designated Agencies are not required to hold a public meeting under this subsection (b), but
13 each such agency shall provide an alternative method for the public to provide input on its
14 proposed budget priorities, and shall provide a written description of the agency's proposed
15 budget priorities and a format for public input on the agency's website.

16 (1) For agencies subject to the oversight of a commission under the Charter or the
17 Municipal Code, the commission may satisfy this subsection (b) by holding a hearing
18 regarding budget priorities at a regular or special meeting of the commission at least 15 days
19 prior to the commission's final approval of the agency's proposed budget. Meetings held
20 under this subsection (b)(1) are subject to the Brown Act and the Sunshine Ordinance.

21 (2) Agencies that are not subject to the oversight of a commission under the
22 Charter or the Municipal Code shall provide notice of the meeting on the agency's website,
23 and on the Controller's budget web page required by Section 3.4, at least 72 hours in
24 advance. The meeting shall be open to the public. All members of the public attending the
25 meeting shall have the opportunity to provide at least two minutes of oral public comments

1 during the meeting and to provide written comments before, during, or after the meeting.

2 Meetings held under this subsection (b)(2) are not subject to the Brown Act or the Sunshine
3 Ordinance.

4 (3) If the Board of Supervisors or any of its committees holds a hearing regarding
5 an agency's budget priorities during the period set forth in this subsection (b) and presenting
6 the content required by this subsection, the agency shall be deemed to have satisfied the
7 meeting requirement in this subsection.

8 (c) By no later than February 14 each year, there shall be a public meeting, as
9 specified in subsections (c)(1) and (2), concerning each agency's proposed budget. The
10 proposed budget that the agency presents at this meeting shall provide the following
11 information, if applicable to the agency: all agency divisions; budget totals and major changes
12 including new or reduced initiatives and staffing changes; changes in service levels; projected
13 salary savings; and how the agency is meeting budget instruction targets. The purpose of this
14 meeting shall be to allow for public input into the agency's budget for the upcoming fiscal
15 year(s) prior to the agency's submission of a proposed budget to the Controller. For agencies
16 required to hold a public meeting under subsection (b), the meeting required under this
17 subsection (c) shall occur at least 15 days after the public meeting required under subsection
18 (b).

19 (1) For agencies subject to the oversight of a commission under the Charter or the
20 Municipal Code, the commission may satisfy this subsection (c) at a regular or special
21 meeting at which it considers final approval of the agency's proposed budget. Meetings held
22 under this subsection (c)(1) are subject to the Brown Act and Sunshine Ordinance.

23 (2) Agencies that are not subject to the oversight of a commission under the
24 Charter or the Municipal Code shall provide notice of the meeting and a draft of the agency's
25 proposed budget on the agency's website, and on the Controller's budget web page required

1 by Section 3.4, at least 72 hours in advance. The meeting shall be open to the public. All
2 members of the public attending the meeting shall have the opportunity to provide at least two
3 minutes of oral public comments during the meeting and to provide written comments before,
4 during, or after the meeting. Meetings held under this subsection (c)(2) are not subject to the
5 Brown Act or the Sunshine Ordinance.

6 (3) The City Administrator shall hold a separate public meeting under subsection
7 (c)(2) regarding the budget of the Department of Public Works and a separate public meeting
8 under subsection (c)(2) regarding the budget of the Department of Technology. For all other
9 agencies under the direction of the City Administrator, the City Administrator may hold a
10 single public meeting under subsection (c)(2) to receive input on all such agencies or, in the
11 City Administrator’s discretion, may hold separate public meetings to receive input on one or
12 more specific agencies.

13 (4) If the Board of Supervisors or any of its committees holds a hearing regarding
14 an agency’s proposed budget during the period set forth in this subsection (c) and presenting
15 the content required by this subsection, the agency shall be deemed to have satisfied the
16 meeting requirement in this subsection.

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19 **SEC. 21G.14. MULTIPLE YEAR GRANTS.**

20 (a) When the City anticipates that the need for a Grant program will extend beyond a single
21 fiscal year, subject to the budgetary and fiscal provisions of the Charter, it shall be the policy of the
22 City that Granting Agencies shall enter into Grants with terms of multiple years. If the duration of the
23 service is unknown at the time the agreement is executed, Granting Agencies shall enter into Grants
24 that include options to extend the term of the Grant unless infeasible. The Granting Agencies shall
25 promptly inform Grantees of planned renewals or extensions.

