File No. 250455 **Committee Item No.** 13
Board Item No. 12

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee **Date** June 4, 2025
Board of Supervisors Meeting **Date** June 10, 2025

Cmte Board

Cmte	Board	
☐	☐	**Motion**
☐	☐	**Resolution**
☒	☒	**Ordinance**
☒	☒	**Legislative Digest**
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☐	☐	**Youth Commission Report**
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☐	☐	**Grant Information Form**
☐	☐	**Grant Budget**
☐	☐	**Subcontract Budget**
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☐	☐	**Award Letter**
☐	☐	**Application**
☐	☐	**Public Correspondence**

OTHER **(Use back side if additional space is needed)**

☒	☒	COB Presentation 5/21/2025
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Completed by: Brent Jalipa **Date** May 29, 2025
Completed by: Brent Jalipa **Date** June 5, 2025

[Administrative Code - Legislative Management System Software Licenses and Fund]

Ordinance authorizing the Clerk of the Board of Supervisors to sell licenses to third-parties to legislative management system software developed by the Clerk's Office and amending the Administrative Code to establish a fund to receive revenue the Clerk's Office collects for licensing the legislative management system software to third parties and from inter-departmental fund transfers from City departments for use of the legislative management system.

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

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

Section 1. Background.

(a) The Office of the Clerk of the Board of Supervisors ("Clerk's Office") and a vendor under contract with the Clerk's Office are developing a new software program that the Clerk's Office will use to manage and store legislation for the Board of Supervisors. In Fiscal Year 2023-2024, the Board of Supervisors appropriated $1,000,000 for the development of this new legislative management system (Ordinance No. 144-23).

(b) Under the Clerk's Office's contract with the software development vendor, the City will own the legislative management system software. Once the software is operational, the Clerk's Office intends to sell licenses to use the software to other government entities and

third parties. The Clerk's Office may also charge other City departments, boards, and commissions for use of the Clerk's Office's legislative management system.

Section 2. Authorization to Sell Software Licenses.

The Board of Supervisors authorizes the Clerk's Office to market, sell, and collect revenue from licenses to the legislative management system software as developed through the Clerk's Office by contract with a software development vendor. Revenue from such licenses shall be deposited in the Legislative Management System Fund established in Administrative Code Section 10.100-84, and such funds shall be subject to the budgetary and fiscal provisions of the Charter.

Section 3. Chapter 10, Article XIII of the Administrative Code is hereby amended by adding Section 10.100-84, to read as follows:

SEC. 10.100-84. LEGISLATIVE MANAGEMENT SYSTEM FUND.

*(a) **Establishment of Fund.** The City developed and owns rights through the Office of the Clerk of the Board of Supervisors to software for a legislative management system ("Legislative Management System"). The Legislative Management System Fund ("Fund") is established* ~~as a category eight fund~~ *for the purpose of: (1) receiving revenue from the sale of software licenses for the Legislative Management System to third parties, and (2) receiving inter-department fund transfers from other City departments, boards, and commissions for use of the Legislative Management System.*

*(b) **Use of Fund.** The Fund shall be expended for costs, overhead, and infrastructure needed to operate and maintain the Legislative Management System.*

*(c) **Administration of the Fund.** The Clerk of the Board of Supervisors or the Clerk's designee shall administer the Fund and shall approve all expenditures from the Fund. Expenditures on uses for*

purposes other than the uses in subsection (b) of this Section 10.100-84 and for transfers from the Fund to the General Fund shall be authorized by the Clerk of the Board of Supervisors in consultation with the President of the Board of Supervisors and the Chair of the Board of Supervisors Budget and Finance Committee, or any successor committee to the Budget and Finance Committee.

Section 4. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

APPROVED AS TO FORM:
DAVID CHIU, City Attorney

By: */s/ Bradley A. Russi*
BRADLEY A. RUSSI
Deputy City Attorney

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FILE NO. 250455

REVISED LEGISLATIVE DIGEST

(Amended in Committee, 6/4/2025)

[Administrative Code - Legislative Management System Software Licenses and Fund]

Ordinance authorizing the Clerk of the Board of Supervisors to sell licenses to third-parties to legislative management system software developed by the Clerk's Office and amending the Administrative Code to establish a fund to receive revenue the Clerk's Office collects for licensing the legislative management system software to third parties and from inter-departmental fund transfers from City departments for use of the legislative management system.

Existing Law

The Office of the Clerk of the Board of Supervisors ("Clerk's Office") is not authorized to sell software licenses for a legislative management system. There is not a specific fund under City law to receive funds from the Clerk's Office's sale of software licenses.

Amendments to Current Law

The proposed ordinance would authorize the Clerk's Office to sell licenses to legislative management system software and would create a fund for the deposit of those proceeds and the proceeds of inter-departmental transfers for use of the system, if any.

Background Information

The Clerk's Office and a vendor under contract with the Clerk's Office are developing a new software program that the Clerk's Office will use to manage and store legislation for the Board of Supervisors. In Fiscal Year 2023-24, the Board of Supervisors appropriated $1,000,000 for the development of this new legislative management system (Ordinance 144-23).

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Board of Supervisors

Budget & Finance Committee

#13 - Assessment Appeals Filing, Hearing, & Findings Fees
#14 - Legislative Management License & Special Fund
#15 - Budget & Legislative Analyst COLA

May 21, 2025

#13 Assessment Appeals Filing, Hearing, & Finding Fees

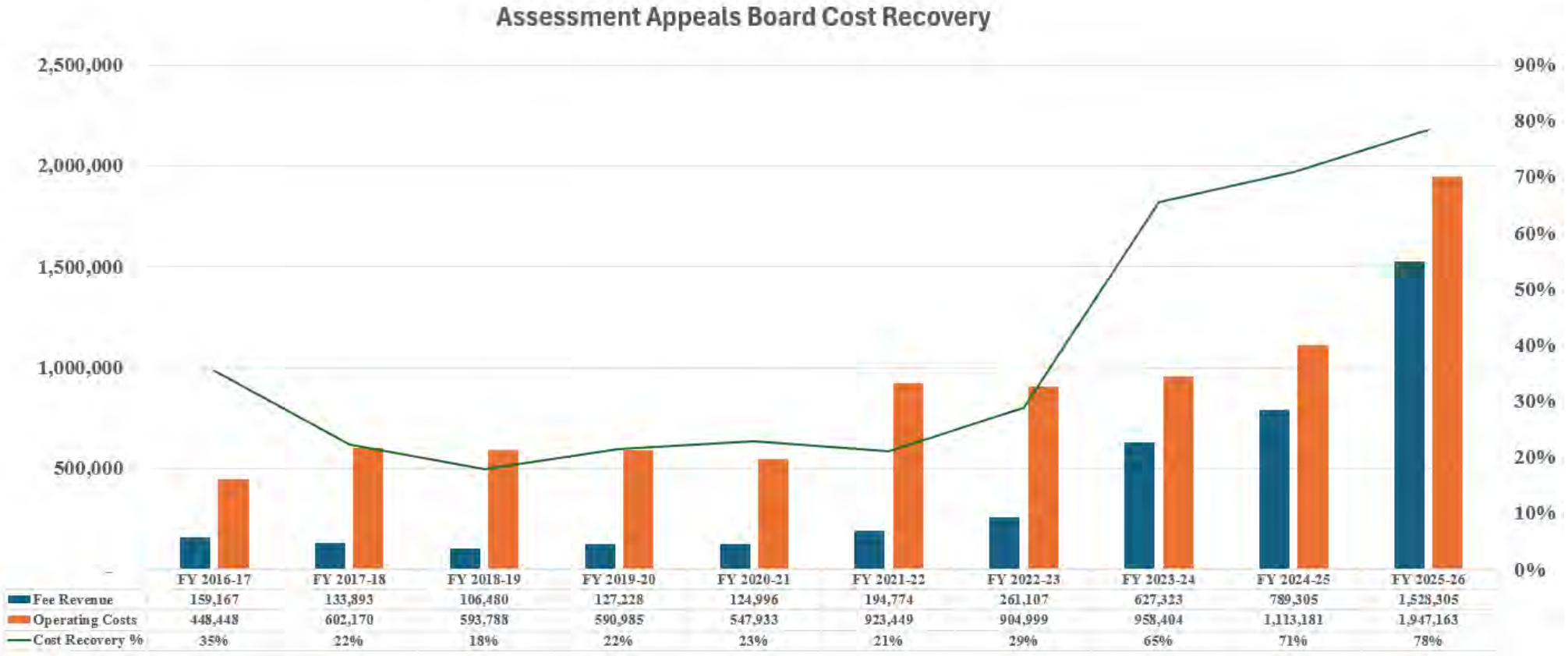
The ordinance to update the filing, hearing, and findings of fact fees increases the following

- Application filing fees from $60 to $120
- Hearing fees based on assessed value

Where the property affected by the application is valued on the current assessment role at:	***Fee***
$250,000 or less	No Charge
*$*250,001 - *$*2,000,000	~~*$50.00*~~ *$100*
*$*2,000,001 - *$*10,000,000	~~*100.00*~~ *$200*
*$*10,000,001 - *$*20,000,000	~~*250.00*~~ *$500*
*$*20,000,001 - *$*50,000,000	~~*400.00*~~ *$800*
*$*50,000,001 - *$*100,000,000	~~*600.00*~~ *$1,200*
~~*More than $100,000,000*~~ *$100,000,001 - $250,000,000*	~~*1,200.00*~~ *$2,400*
$250,000,001 - $500,000,000	*$4,800*
$500,000,001 - $1,000,000,000	*$9,600*
More than $1,000,000,000	*$19,200*

- Finding of fees from $215 per hour to $430 per hour

#13 - 78% Recovery of Assessment Appeals Board Operating Costs Projected After Fee Update



	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Fee Revenue	159,167	133,893	106,480	127,228	124,996	194,774	261,107	627,323	789,305	1,528,305
Operating Costs	448,448	602,170	593,788	590,985	547,933	923,449	904,999	958,404	1,113,181	1,947,163
Cost Recovery %	35%	22%	18%	22%	23%	21%	29%	65%	71%	78%

#14 License & Special Fund for Legislative Management System Licensing Revenue

- Authorizes the Office of the Clerk of the Board to sell licenses to the Legislative Management System (LMS)

- Creates a Category 8 Special Fund for Capturing Revenue from Licensing the LMS to City Boards and Commissions & Other Government Agencies
  - The Category 8 Special Fund ensures that revenue is used to maintain the LMS

- Revenue will be used to pay for maintenance of the new LMS reducing the need to request general fund support to maintain the LMS

#15 Budget & Legislative Analyst Services Contract Amendment

- **Current Contractor.** Harvey M. Rose Associates LLC
- **Current Not-To-Exceed Amount.** $12,849,706
- **Contract Term.** January 1, 2022 to December 31, 2031.
  - Board Approved Motion M24-122 authorized exercising the option to extending the contract by six years to December 31, 2031
- **Cost of Living Adjustment** is 4.50% effective July 1, 2025.
  - The annual increase is for $146,078 increasing the annual contract amount to $3,392,249. Total contact amount increases to $36 million.

Fiscal Year	Calendar Year	Current	Increase	Amended	COLA
FY 2022-23	CY 2022	2,979,318		2,979,318	
FY 2023-24	CY 2023	3,121,318		3,121,318	
FY 2024-25	CY 2024	3,246,171		3,246,171	
FY 2025-26	CY 2025	3,246,171	146,078	3,392,249	4.50%
FY 2026-27	CY 2026	3,392,249	152,651	3,544,900	4.50%
FY 2027-28	CY 2027	3,544,900	124,072	3,668,972	3.50%
FY 2028-29	CY 2028	3,668,972	128,414	3,797,386	3.50%
FY 2029-30	CY 2029	3,797,386	132,909	3,930,294	3.50%
FY 2030-31	CY 2030	3,930,294	137,560	4,067,855	3.50%
FY 2031-32	CY 2031	4,067,855	142,375	4,210,229	3.50%
	Total Not-to-Exceed Amount (NTE):			**36,000,000**	

Introduction Form

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

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BOARD OF SUPERVISORS
SAN FRANCISCO
2025 APR 29 PM12:18

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 _____ inquires..."
- [ ] 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):

Supervisors Chan, Chen, Melgar, WALTON

Subject:

Administrative Code - Legislative Management System Software Licenses and Fund

Long Title or text listed:

Ordinance authorizing the Clerk of the Board of Supervisors to sell licenses to third-parties to legislative management system software developed by the Clerk's Office and amending the Administrative Code to establish a fund to receive revenue the Clerk's Office collects for licensing the legislative management system software to third parties and from inter-departmental fund transfers from City departments for use of the legislative management system.

Signature of Sponsoring Supervisor: