

REVISED LEGISLATIVE DIGEST
(Amended in Board, 12/10/2019)

[Administrative Code - Budget Approval Process]

Ordinance amending the Administrative Code to modify the process for the City's adoption of the annual budget by requiring City agencies to hold public hearings prior to submission of their proposed budgets to the Controller and the Mayor; requiring the Mayor to submit to the Board of Supervisors a description of the Mayor's budget priorities after holding a public hearing regarding those priorities; and requiring the Controller to maintain a public website with information about the City's budget process.

Existing Law

Charter Section 9.100 requires the Board of Supervisors to adopt ordinances setting forth a schedule and procedures for the orderly preparation and submission of the annual budget and a procedure for public participation in the budget process. Those ordinances are codified in Chapter 3 of the City's Administrative Code.

Existing law provides a schedule for the budget process, beginning with the submission of a proposed agency budget by each City agency to the Controller annually on February 21. The Board of Supervisors must adopt an interim budget by June 30 each year and a final budget by August 1.

Existing law does not require the Mayor to publish written budget instructions to City agencies, to hold public hearings on the Mayor's budget priorities prior to the Mayor's submission of a proposed budget to the Board of Supervisors, or to submit a written description of budget priorities to the Board.

Existing law requires City agencies to allow public participation in the budget process, and existing law requires some City commissions to approve proposed budgets for the agencies that those commissions oversee. Existing law does not require City departments to hold public meetings regarding their proposed budgets.

Amendments to Current Law

The ordinance would require the Mayor to issue budget instructions each year summarizing the Mayor's requests for the contents of all agencies' proposed budget submissions for the subsequent fiscal year(s).

The ordinance would require most agencies to hold two public meetings after they receive budget instructions from the Mayor but before they submit proposed budgets to the Controller on February 21. Most agencies would be required to hold a public meeting to consider public

input on the agency's budget priorities, and a subsequent public meeting at least 15 days later to consider public input on a draft of the agency's proposed budget. The requirement to hold the first public meeting would apply beginning in December 2020.

Certain specified agencies would be required to hold only one public meeting. Those agencies would be required to post information about their budget priorities on their websites and to provide the public an opportunity to comment. Each of those agencies would then be required to hold one public meeting to consider public input on a draft of the agency's proposed budget. The agencies subject to this rule would be: Assessor/Recorder's Office; City Attorney's Office; District Attorney's Office; Mayor's Office; Public Defender's Office; Sheriff's Office; Treasurer-Tax Collector's Office; City Administrator's Office, including Department of Public Works, Department of Technology, and other agencies under the City Administrator's control; Adult Probation Department; Controller's Office; Department of Child Support Services; Department of Emergency Management; and Department of Human Resources.

The ordinance would require the Mayor to hold a public meeting by April 1 each year to receive public input on the Mayor's budget priorities. The ordinance would also require the Mayor to submit to the Board of Supervisors by April 30 a written description of the Mayor's budget priorities that the Mayor intends will guide the content of the budgets for the next two fiscal years.

The ordinance would require the Controller to maintain a website to provide centralized public access to documents and schedules related to the budget approval process. City agencies would post information and documents to the Controller's website regarding their proposed budgets and scheduled meetings.

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