

File No. 200845

Committee Item No. 9

Board Item No. 46

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget & Appropriations Committee

Date August 12, 2020

Board of Supervisors Meeting

Date September 22, 2020

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input checked="" 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 type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | 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"/>            | Public Correspondence                        |

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

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: Linda Wong

Date August 7, 2020

Completed by: Linda Wong

Date September 8, 2020

[Administrative Code - Budget Savings Incentive Fund Expenditures]

**Ordinance amending the Administrative Code to suspend the restrictions on expenditure of monies in the Budget Savings Incentive Fund during FY2020-2021 and FY2021-2022, and to authorize the use of monies in that Fund during those fiscal years for any purpose related to the City's response to the COVID-19 pandemic or the pandemic's economic impacts.**

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. Article I of Chapter 10 of the Administrative Code is hereby amended by revising Section 10.20, to read as follows:

**SEC. 10.20. BUDGET SAVINGS INCENTIVE FUND**

(a) **Establishment and Purpose of Budget Savings Incentive Fund.** The Budget Savings Incentive Fund ("the Fund") is hereby established as a category eight fund for the purpose of encouraging City departments to implement cost-saving strategies and to allow for the reinvestment of those savings in one-time expenditures. Disbursements from the Fund shall be made only to those departments that generated net year-end expenditure savings at the close of the most recent prior fiscal year, as certified by the Controller, and only for the purpose of supporting one-time costs, including but not limited to expenditures that improve



1 the efficiency of departmental operations, reduce the cost of service delivery, generate  
2 additional revenue, or meet deferred maintenance needs.

3 (b) **Funding of Budget Savings Incentive Fund.** It shall be the policy of the City and  
4 County of San Francisco that ~~a Budget Savings Incentive~~ the Fund will be annually funded and  
5 available by November 1~~st~~ of each year. At the end of each fiscal year, up to 25% ~~percent~~ of  
6 the total appropriation closed to General Fund balance by General Fund departments and the  
7 Department of Public Health's hospital funds shall be appropriated into the Fund (the "carry  
8 forward amount") and placed on Controller's reserve. The Controller may suspend the carry  
9 forward amount in years when the Controller determines that the City's financial condition  
10 cannot support deposits into the Fund.

11 (c) **Request and Approval of Appropriation.** Any department funded in whole or in  
12 part from the General Fund may submit a request in writing to the Controller's Office for a  
13 disbursement from the Fund. Requests shall be reviewed and recommended for funding by a  
14 working group comprised of the Mayor's Budget Director, the City Controller, and the  
15 President of the Board of Supervisors, or their designees. Recommendations of the working  
16 group shall be submitted to the Board of Supervisor's, and the Board may appropriate monies  
17 from the Fund by ordinance. ~~Finance Committee for review, and subsequently submitted in the form of~~  
18 ~~a resolution to the Board of Supervisors for approval, until which time the~~ The Controller shall not  
19 release the reserve on monies deposited to the Fund until the City has finally enacted such an  
20 ordinance. ~~This subsection shall go into effect in fiscal year 2006-2007, provided that year end General~~  
21 ~~Fund savings from the preceding year are of an amount sufficient to meet the savings incentive reserve~~  
22 ~~assumptions of the 2006-2007 budget pursuant to the pre-existing Section 3.17 of the Administrative~~  
23 ~~Code.~~

1 (d) Upon approval of funding requests, the Controller shall have the authority to  
2 administratively transfer appropriations from the Fund to the department(s) for which requests  
3 were approved.

4 (e) Fiscal Years 2020-21 and 2021-22. Notwithstanding the provisions of subsections (a)  
5 through (d), in fiscal years 2020-2021 and 2021-2022, monies in the Fund may be used for any purpose  
6 related to the City's response to the COVID-19 pandemic or the pandemic's economic impacts,  
7 provided the use is authorized in the Biennial Appropriations Ordinance or a supplemental  
8 appropriation ordinance. The restrictions on disbursements required by subsection (a), the placement  
9 of funds on Controller's reserve required by subsection (b), and the procedures for disbursements  
10 required by subsections (c) and (d) shall not apply. This subsection (e) shall expire by operation of law  
11 on July 1, 2022, after which the City Attorney shall cause the subsection to be removed from the  
12 Administrative Code. This ordinance may be amended to suspend the process for making  
13 appropriations from the Fund, as described in Section 10.20(c), for any single fiscal year to provide for  
14 an alternative use of amounts in the Fund.

15 ~~(f) For fiscal year 2009-2010, the process for making appropriations from the Fund, described~~  
16 ~~in Section 10.20(c), is suspended, and all amounts in the Fund on June 30, 2009, shall be deposited into~~  
17 ~~the General Fund to be used to assist in balancing the fiscal year 2009-2010 budget.~~

18  
19 Section 2. Effective Date. This ordinance shall become effective 30 days after  
20 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
21 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
22 of Supervisors overrides the Mayor's veto of the ordinance.

23  
24 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
25 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,

1 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
2 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
3 additions, and Board amendment deletions in accordance with the “Note” that appears under  
4 the official title of the ordinance.

5  
6 APPROVED AS TO FORM:  
7 DENNIS J. HERRERA, City Attorney

8 By: /s/  
9 JON GIVNER  
Deputy City Attorney

10 n:\legana\as2020\2100045\01466904.docx

## **LEGISLATIVE DIGEST**

[Administrative Code - Budget Savings Incentive Fund Expenditures]

**Ordinance amending the Administrative Code to suspend the restrictions on expenditure of monies in the Budget Savings Incentive Fund during FY2020-2021 and FY2021-2022, and to authorize the use of monies in that Fund during those fiscal years for any purpose related to the City's response to the COVID-19 pandemic or the pandemic's economic impacts.**

### **Existing Law**

The City maintains a Budget Savings Incentive Fund to implement cost-saving strategies and reinvest those savings in one-time expenditures. Departments that have generated year-end savings may request disbursements from the Fund to support one-time costs, such as expenditures that improve the efficiency of departmental operations, reduce the cost of service delivery, generate additional revenue, or meet deferred maintenance needs. The Controller holds the funds until the Board of Supervisors approves the disbursements.

### **Amendments to Current Law**

The proposed ordinance would suspend the restrictions on expenditure of money in the Budget Savings Incentive Fund during fiscal years 2020-21 and 2021-22. The ordinance would authorize departments to use those funds for any purpose related to the City's response to the COVID-19 pandemic or the pandemic's economic impacts, as long as the Board approves the spending in an appropriation ordinance.

n:\legana\as2020\2100045\01466917.docx



TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Sophia Kittler  
RE: Budget Savings Incentive Fund Expenditures  
DATE: July 31, 2020

---

**Ordinance amending the Administrative Code to suspend the restrictions on expenditure of monies in the Budget Savings Incentive Fund during FY2020-21 and FY2021-22, and to authorize the use of monies in that Fund during those fiscal years for any purpose related to the City's response to the COVID-19 pandemic or the pandemic's economic impacts.**

Should you have any questions, please contact Sophia Kittler at 415-554-6153.



To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Ashley Groffenberger, Acting Mayor's Budget Director  
Date: July 31, 2020  
Re: Mayor's FY 2020-21 and FY 2021-22 Budget Submission

---

Madam Clerk,

In accordance with the Seventh Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020, the Mayor's Office hereby submits the Mayor's proposed budget by August 1, corresponding legislation, and related materials for Fiscal Year 2020-21 and Fiscal Year 2021-22.

In addition to the Mayor's Proposed FY 2020-21 and FY 2021-22 Budget Book, the following items are included in the Mayor's submission:

- The Annual Appropriation Ordinance and Annual Salary Ordinance, along with Administrative Provisions, physical copies of which will be delivered by the Controller's Office
- The proposed budget for the Office of Community Investment and Infrastructure for FY 2020-21
- 21 separate pieces of trailing legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years

Please note the following:

- There are no Interim Exceptions proposed.
- Technical adjustments to the budget are being prepared, but are not submitted with this set of materials.

If you have any questions, please contact my office.

Sincerely,

Ashley Groffenberger  
Acting Mayor's Budget Director

cc: Members of the Board of Supervisors  
Budget and Legislative Analyst  
Controller

Department	Item	Relevance to Budget	Type
HOM	Homelessness and Supportive Housing Fund Expenditure Plan for 2020-21 and 2021-22	Expenditure plan included in budget.	Resolution
CON	Neighborhood Beautification Fund	Neighborhood Beautification Fund contribution levels assumed in budget.	Ordinance
CON	Access Line Tax CPI increase	Sets Access Line Tax. Revenues assumed in budget.	Resolution
CON	Prop J Certification - previously approved	Costs related to Prop J services assumed in budget.	Resolution
CON	Prop J Certification - new	Costs related to Prop J services assumed in budget.	Resolution
PUC	Hetch Hetchy Capital Budget	Appropriates funds to support PUC Hetch Hetchy capital budget expenditures.	Ordinance
PUC	CleanPowerSF Capital Budget	Appropriates funds to support PUC CleanPowerSF capital budget expenditures.	Ordinance
PUC	Wastewater Capital Budget	Appropriates funds to support PUC Wastewater Enterprise capital budget expenditures.	Ordinance
PUC	Water Capital Budget	Appropriates funds to support PUC Water Enterprise capital budget expenditures.	Ordinance
PUC	Power Debt Authorization	Authorizes debt issuance for Hetch Hetchy and CleanPowerSF capital projects.	Ordinance
PUC	Wastewater Debt Authorization	Authorizes debt issuance for Wastewater Enterprise capital projects.	Ordinance
PUC	Water Debt Authorization	Authorizes debt issuance for Water Enterprise capital projects.	Ordinance
LIB	In-Kind Grant of Friends of San Francisco Public Library	Grant assumed in budget.	Resolution
ADM	Medical Examiner Fees	Fee revenue assumed in budget.	Ordinance
ADM	Permit Center Fees	Fee revenue assumed in budget.	Ordinance
ADM	COP Refunding Authorization	Debt savings assumed in budget.	Ordinance
ADM	COP Refunding Appropriation	Appropriates and de-appropriates COP savings.	Ordinance
ADM	County Clerk Fee	Fee revenue assumed in budget.	Resolution
DPH	DPH Patient Rates	Fee revenue assumed in budget.	Ordinance
MOHCD	ESG Cares 2	Grant assumed in budget.	Resolution
CON	BSIF Reserve Use	Use of reserve assumed in budget.	Resolution

**From:** [Wong, Linda \(BOS\)](#)  
**To:** [BOS Legislation. \(BOS\)](#)  
**Cc:** [Somera, Alisa \(BOS\)](#)  
**Subject:** FW: Mayor's FY 2020-21 and FY 2021-22 Budget Submission  
**Date:** Friday, July 31, 2020 2:38:42 PM  
**Attachments:** [Budget Legislation FY 21+22 Submission.zip](#)

---

---

**From:** Groffenberger, Ashley (MYR) <ashley.groffenberger@sfgov.org>

**Sent:** Friday, July 31, 2020 1:23 PM

**To:** Yee, Norman (BOS) <norman.yee@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Kittler, Sophia (MYR) <sophia.kittler@sfgov.org>; Rosenfield, Ben (CON) <ben.rosenfield@sfgov.org>; Allersma, Michelle (CON) <michelle.allersma@sfgov.org>; Low, Jen (BOS) <jen.low@sfgov.org>; Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Boilard, Chelsea (BOS) <chelsea.boilard@sfgov.org>; Beinart, Amy (BOS) <amy.beinart@sfgov.org>; Temprano, Tom (BOS) <tom.temprano@sfgov.org>; Gallardo, Tracy (BOS) <tracy.gallardo@sfgov.org>; Campbell, Severin (BUD) <severin.campbell@sfgov.org>; Goncher, Dan (BUD) <dan.goncher@sfgov.org>; Sandler, Risa (CON) <risa.sandler@sfgov.org>; Mahogany, Honey (BOS) <honey.mahogany@sfgov.org>; Angulo, Sunny (BOS) <sunny.angulo@sfgov.org>; Mullan, Andrew (BOS) <andrew.mullan@sfgov.org>; Chinchilla, Monica (BOS) <monica.chinchilla@sfgov.org>; Quan, Daisy (BOS) <daisy.quan@sfgov.org>; Snyder, Jen (BOS) <jen.snyder@sfgov.org>; Wong, Linda (BOS) <linda.wong@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Peacock, Rebecca (MYR) <rebecca.peacock@sfgov.org>

**Subject:** Mayor's FY 2020-21 and FY 2021-22 Budget Submission

President Yee, Chair Fewer, Madam Clerk, & Members of the Board of Supervisors

In accordance with the Seventh Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020, the Mayor's Office hereby submits the Mayor's proposed budget by August 1, corresponding legislation, and related materials for Fiscal Year 2020-21 and Fiscal Year 2021-22.

In addition to the Mayor's Proposed FY 2020-21 and FY 2021-22 Budget Book, the following items are included in the Mayor's submission:

- The Annual Appropriation Ordinance and Annual Salary Ordinance, along with Administrative Provisions, physical copies of which will be delivered by the Controller's Office
- The proposed budget for the Office of Community Investment and Infrastructure for FY 2020-21
- 20 separate pieces of trailing legislation



A Transfer of Function letter detailing the transfer of positions from one City department to another

- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years

Please note the following:

- There are no Interim Exceptions proposed.
- Technical adjustments to the budget are being prepared, but are not submitted with this set of materials.

If you have any questions, please contact my office.

Sincerely,  
Ashley Groffenberger

**Ashley Groffenberger** | Acting Budget Director  
Office of Mayor London N. Breed  
City & County of San Francisco | 415.554.6511