

## **Budget Process Legislation Summary & Guidance for Departments January 2021**

### **Requirements for Departments in the FY 2021-22 & FY 2022-23 Budget Cycle - [Administrative Code Section 3.3](#)**

#### **1. Public Meetings Before February 14**

For the upcoming FY 2021-22 & FY 2022-23 budget cycle, most departments are required to host **one public meeting for public input on its departmental budget priorities, and a second meeting at least 15 day later, but no later than February 14, 2021 to solicit public input on proposed budget submissions.** For Departments subject to the oversight of a commission, the oversight commission should hold these hearings at regular or special meetings. Departments without oversight commissions may schedule less formal meetings to hear public input. In compliance with emergency orders, all of these meetings must be held remotely.

For each meeting, the department or commission is required to:

- Note the meeting's time and location on the department's website at least 72 hours in advance
- Allow each member of the public the opportunity for at least two minutes of public comment at the meeting and to provide written comments before, during, or after the meeting
- Allow for the collection of written feedback before, during, and after the meeting

At the first meeting, the department must provide information about its budget priorities. And at the second meeting, the department must provide the following information about the proposed budget (if applicable):

- All agency divisions
- Budget totals and explanation of major changes, including new or reduced initiatives and staffing levels
- Changes in service levels
- Projected salary savings
- How the agency plans to meet budget instruction target

Note: Departments deemed designated agencies\* are exempt from the first input meeting requirement, but must provide an alternative method (e.g., an online form) for public input.

\*Designated agencies include: ADM, ADP, ASR, CAT, CON, CSS, DAT, DEM, DHR, DPW, MYR, PDR, SHF, TIS, TTX

The Department of Technology will reach out to all department CFOs to offer assistance for virtual meetings, as needed.

#### **2. Budget Submission on February 22 and Controller Transmittal to the Board by March 1**

Department budgets must be submitted to the Mayor's and Controller's Offices on February 22, 2021.

Submissions will also be transmitted by the Controller's Office to the Clerk of the Board by March 1.

#### **3. Publication of Budget and Related Documents**

The legislation requires the Controller create and maintain a centralized website where all relevant budget documents, including departmental budget submissions forms, will be posted.

Those materials can be found at: <https://sfbudget.sfgov.org>.

**Questions? Contact your Mayor's Budget Office analyst or Deputy City Attorney.**