

Budget Transparency Legislation Summary & Guidance for Departments January 2020

File No. 191072: Administrative Code – Budget Approval Process

New Requirements for Departments in the FY 2020-21 & FY 2021-22 Budget Cycle

1. Public Meetings Before February 14, 2020

For the upcoming FY 2020-21 & FY 2021-22 budget cycle, *all* departments are required to host **one public meeting regarding their budget priorities before February 14**. Departments are encouraged to utilize time during existing public meetings (including commissions), committees, or other public convenings to host these meetings, and are required to:

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

Note: Starting in December 2020 (for the FY 2021-22 & FY 2022-23 budget cycle), the legislation requires most departments hold *two* public meetings: one for initial public input and a second for the department to present on its proposed budget. 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

2. Budget Submission on February 21 and Controller Transmittal to the Board by March 1

As in previous years, department budgets must be submitted to the Mayor's and Controller's Offices on February 21.

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

3. Publication of Budget and Related Documents

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

A link to the website and instructions regarding sending relevant documents to the Controller's Office will be shared with departments soon.

Questions? Contact your Mayor's Budget Office analyst