

File No. 200352

Committee Item No. \_\_\_\_\_

Board Item No. 29

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: \_\_\_\_\_  
Board of Supervisors Meeting

Date: \_\_\_\_\_  
Date: April 7, 2020

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

### OTHER

- Mayor Proclamation 6<sup>th</sup> Supplement - 03/27/20 \_\_\_\_\_
- Mayor Proclamation 7<sup>th</sup> Supplement - 03/31/20 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Prepared by: Lisa Lew  
Prepared by: \_\_\_\_\_

Date: April 3, 2020  
Date: \_\_\_\_\_

1 [Concurring in Actions to Meet Local Emergency - Coronavirus Response]

2

3 **Motion concurring in actions taken by the Mayor on March 27, 2020, and March 31,**  
4 **2020, to meet the ongoing local emergency related to the novel coronavirus COVID-19**  
5 **pandemic declared on February 25, 2020.**

6

7 WHEREAS, On February 25, 2020, Mayor London N. Breed declared a local  
8 emergency to exist in connection with the spread of the novel coronavirus COVID-19; and

9 WHEREAS, The Mayor transmitted a copy of that Proclamation Declaring the  
10 Existence of a Local Emergency to the Board of Supervisors (the "Proclamation"), and on  
11 March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions  
12 taken by the Mayor to meet the emergency; the Proclamation and the Board's concurring  
13 motion are on file with the Clerk of the Board of Supervisors in File No. 200228; and

14 WHEREAS, On March 11, 2020 and March 13, 2020, the Mayor took additional steps  
15 to meet the local emergency by issuing the First and Second Supplements to the  
16 Proclamation, and on March 24, 2020, the Board of Supervisors concurred in the actions  
17 taken by the Mayor in those Supplements; the First and Second Supplements and the Board's  
18 concurring motion are on file with the Clerk of the Board of Supervisors in File No. 200294;  
19 and

20 WHEREAS, On March 17, 2020, March 18, 2020, and March 23, 2020, the Mayor took  
21 additional steps to meet the local emergency by issuing the Third, Fourth, and Fifth  
22 Supplements to the Proclamation, and on March 31, 2020, the Board of Supervisors  
23 concurred in the actions taken by the Mayor in those Supplements; the Third, Fourth, and  
24 Fifth Supplements and the Board's concurring motion are on file with the Clerk of the Board of  
25 Supervisors in File No. 200326; and

1           WHEREAS, On March 27, 2020, the Mayor issued a Sixth Supplement to the  
2 Proclamation, ordering five actions to meet the emergency; the Sixth Supplement to the  
3 Proclamation is on file with the Clerk of the Board of Supervisors in File No. 200352; and

4           WHEREAS, On March 31, 2020, the Mayor issued a Seventh Supplement to the  
5 Proclamation, ordering eleven actions to meet the emergency; the Seventh Supplement to the  
6 Proclamation is on file with the Clerk of the Board of Supervisors in File No. 200352; and

7           WHEREAS, Government Code, Sections 8550 et seq., and Charter, Section 3.100,  
8 provide for the concurrence by members of the Board of Supervisors in such emergency  
9 declaration and in action taken by the Mayor to meet the emergency; and now, therefore, be it

10          MOVED, That the Board of Supervisors concurs with the following actions taken by the  
11 Mayor to meet the local emergency included in the Mayor’s Sixth Supplement to the  
12 Proclamation, dated March 27, 2020, as those actions are described in full in the Sixth  
13 Supplement and summarized as follows:

14                   Action #1: Waiving the City’s hotel tax on rooms rented for the COVID-19  
15 response;

16                   Action #2: Extending deadlines to file government claims, late claims, and  
17 lawsuits against the City;

18                   Action #3: Extending deadlines for the Tax Collector, Assessor-Recorder, and  
19 taxpayers to take certain actions;

20                   Action #4: Requiring convenience stores and small grocery stores with less  
21 than 5,000 gross square feet of retail space that sell alcohol to close between 8:00 pm and  
22 6:00 am; and

23                   Action #5: Allowing the temporary uses of sidewalks and streets for purposes of  
24 food distribution upon approval by the Mayor or Mayor’s designee; and, be it  
25

1 FURTHER MOVED, That the Board of Supervisors concurs with the following actions  
2 taken by the Mayor to meet the local emergency included in the Mayor's Seventh Supplement  
3 to the Proclamation, dated March 31, 2020, as those actions are described in full in the  
4 Seventh Supplement and summarized as follows:

5 Action #1: Extending through May 1, 2020, the paid leave program for City  
6 employees authorized by the Mayor's March 17, 2020, Supplemental Proclamation;

7 Action #2: Authorizing up to an additional 80 hours of sick leave for City  
8 employees to be used before December 31, 2020, which leave may be used for any sick  
9 leave related purpose or for school closures;

10 Action #3: Waiving the cap on City employee vacation accruals to allow an  
11 additional 80 hours during the emergency, which must be spent down by December 31, 2021,  
12 and allowing City employees to roll over an additional 80 hours of floating holiday time for  
13 FYs 2020-2021 and 2021-2022;

14 Action #4: Authorizing the creation of a program to waive compensatory time  
15 caps for salaried and certain miscellaneous salaried employees up to an additional 80 hours  
16 for extra work performed during the emergency;

17 Action #5: Authorizing the creation of a program to provide paid administrative  
18 leave to certain City employees performing essential services in the workplace who have  
19 been diagnosed with COVID-19 or who have symptoms or have been ordered to self-isolate,  
20 and authorizing the creation of a program for additional floating holiday hours for certain City  
21 employees who must remain in the workplace during the emergency to perform essential  
22 services;

23 Action #6: Extending the deadlines governing the City budget process by  
24 authorizing the City to implement a three-month interim budget, and then enacting the two-  
25 year budget by October 1, 2020;

1                   Action #7: Waiving the requirement that the Mayor’s office hold at least one  
2 public meeting relating to the Mayor’s budget priorities;

3                   Action #8: Delegating to the Controller the authority to modify deadlines  
4 established under the Municipal Code relating to the preparation, consideration, or final  
5 passage of the City’s budget where the City is unable to comply with such deadlines because  
6 of the declared emergency;

7                   Action #9: Extending all fees and charges authorized by the Board of  
8 Supervisors for FY2019-2020 until the Board’s adoption of the Annual Appropriation  
9 Ordinance;

10                  Action #10: Extending until October 1, 2020, the time for the Board of  
11 Supervisors to adopt a resolution (commonly known as the “Proposition J Resolution”)  
12 approving positions determined by the Controller to be positions where the work or services  
13 can be practically performed under private contract at a lesser cost than similar work  
14 performed by City employees; and

15                  Action #11: Extending until October 1, 2020, the time for the Board of  
16 Supervisors to designate official and outreach newspapers or periodicals.

17  
18 n:\govern\as2020\2000377\01437514.docx



**SIXTH SUPPLEMENT TO MAYORAL PROCLAMATION DECLARING THE  
EXISTENCE OF A LOCAL EMERGENCY DATED FEBRUARY 25, 2020**

**WHEREAS**, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

**WHEREAS**, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

**WHEREAS**, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

**WHEREAS**, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

**WHEREAS**, On March 6, 2020, the Local Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

**WHEREAS**, On March 6, 2020, the City issued public health guidance to encourage social distancing to disrupt the spread of COVID-19 and protect community health; and

**WHEREAS**, On March 7, 2020, the Local Health Officer ordered certain City facilities not to hold non-essential group events of more than 50 people for the two weeks from the date of the order and prohibited visitors from Laguna Honda Hospital; and

**WHEREAS**, On March 7, 2020, the Department of Human Resources issued guidance to minimize COVID-19 exposure risk for City employees who provide essential services to the local community, in particular during the current local emergency; and

**WHEREAS**, On March 11, 2020, March 13, 2020, March 17, 2020, March 18, 2020, and March 23, 2020, the Mayor issued supplements to the Proclamation, ordering additional measures to respond to the emergency; and



**WHEREAS**, On March 16, 2020, the City’s Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the “Stay Safe At Home Order”), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses, through April 7, 2020, as that order may be extended or modified; and

**WHEREAS**, On March 19, 2020, the Governor issued Executive Order N-33-20 and the California Public Health Officer issued a corresponding order requiring people to stay home except as needed subject to certain exceptions; and

**WHEREAS**, There are currently 279 confirmed cases of COVID-19 within the City and there have been 3 COVID-19-related deaths in the City; there are more than 4,600 confirmed cases in California, and there have been 92 COVID-19-related deaths in California; and

**WHEREAS**, This order and the previous orders issued during this emergency have all been issued because of the propensity of the virus to spread person to person and also because the virus physically is causing property loss or damage due to its proclivity to attach to surfaces for prolonged periods of time; and

**WHEREAS**, The use of hotel rooms to house healthcare workers, first responders, people affected by COVID-19, and people who live in congregate settings or are homeless is an essential part of the City’s response to the pandemic, and waiving the City’s hotel tax for these purposes will reduce the financial burden on healthcare workers and first responders who need to stay in the City to be closer to work and on individuals who need to rent a hotel room to self-isolate; and

**WHEREAS**, Due to the stay at home orders and the closure of many City offices, including the offices of the Tax Collector and the Assessor-Recorder, it may be difficult or impossible to meet certain legal deadlines, including deadlines associated with filing claims with the City, and it is in the public interest to extend such deadlines; and

**WHEREAS**, Despite the Health Officer’s Stay Safe At Home Order prohibiting public gatherings and requiring social distancing when outside the home and engaged in essential activities, large gatherings of individuals have been observed outside



convenience stores and small grocery stores that sell alcohol in the nighttime hours; these large gatherings pose a threat to the public health due to the ease by which COVID-19 spreads from person to person; closing stores where these gatherings occur during the nighttime hours will reduce this risk and protect the public health; and

**WHEREAS**, It may be necessary for food banks and other service providers to distribute food in connection with COVID-19 response efforts on sidewalks and streets; it is in the public interest to suspend City permit and fee requirements in connection with these activities; and

**WHEREAS**, The Mayor proclaims that the conditions of extreme peril exist and continue to warrant and necessitate the existence of a local emergency,

**NOW, THEREFORE,**

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

**In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation dated March 11, March 13, March 17, March 18, and March 23, 2020, it is further ordered that:**

(1) No tax shall be imposed under Article 7 of the San Francisco Business and Tax Regulations Code on the rent for occupancy of a guest room in a hotel that is paid: (a) to house public or private healthcare workers involved in the response to the COVID-19 pandemic; (b) to house first responders, including but not limited to police officers, firefighters, and members of the Sheriff's Department, involved in the response to the COVID-19 pandemic; (c) to house individuals under self-isolation or quarantine as a result of COVID-19 illness, suspected COVID-19 illness, or exposure to someone with COVID-19 illness; and (d) for the City to house for medical reasons homeless individuals or individuals from congregate settings or shelters. This order shall remain in effect until the termination of the emergency, unless the Mayor earlier provides notice to the Board of Supervisors that this order is no longer necessary and rescinds the order. Nothing in this order shall exempt from assessment any gross revenues collected from the occupancy of a room in a hotel under either the San Francisco Tourism Improvement District





established by Resolution 504-08 or the Moscone Expansion District established by Resolution 26-13.

(2) If a taxpayer's one-year deadline to file a claim for tax refund with the City under Sections 6.15-1(a) or 1113(a) of the San Francisco Business and Tax Regulations Code or a claimant's deadline to file any other claim with the City under Section 911.2 of the California Government Code would expire between March 17, 2020, and May 18, 2020, such deadline is extended by 90 days. For any claimant whose deadline is extended under the preceding sentence, the time to file a request for late claim relief under Section 911.4 of the California Government Code shall be extended by 90 days. For any claimant whose deadline to file a request for late claim relief under Section 911.4 of the California Government Code would expire between March 17, 2020, and May 18, 2020, such deadline is extended by 90 days. If a taxpayer or claimant's deadline to file suit against the City after the City's denial or failure to act on a claim would expire between March 17, 2020, and May 18, 2020, such deadline is extended by 90 days. The 90-day extensions contemplated by this paragraph shall be coextensive with, and not in addition to, the 60-day extension provided in Governor Newsom's Executive Order N-35-20 and any other extensions provided to the taxpayers or claimants.

(3) Specific deadlines by which the Tax Collector, Recorder, and taxpayers must act are extended as follows:

(a) If the Tax Collector's deadline to collect any tax from a third party under Section 6.10-2 of Article 6 of the San Francisco Business and Tax Regulations Code or the Tax Collector's deadline to pursue any collections actions governed by Section 6.10-3 of Article 6 of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadline is extended by 90 days.

(b) If the Tax Collector's deadline to issue a determination under 6.11-2 of Article 6 of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadline is extended by 90 days.

(c) If the 30-day period within which a taxpayer may petition a determination issued by the Tax Collector under Section 6.13-1 of Article 6 of the San Francisco Business and Tax Regulations Code, or the 15-day period within which a taxpayer may petition a jeopardy determination issued by the Tax Collector under Section 6.12-5 of



Article 6 of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadline is extended by 90 days.

(d) If the 15-day period within which a person may protest a citation under Section 6.19-8 of Article 6 of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadline is extended by 90 days.

(e) If the Recorder's 3-year deadline to issue a deficiency determination under Section 1115 of Article 12-C of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadline is extended by 90 days.

(f) If the Recorder's 1-year deadline to report a delinquency to the Board of Supervisors and request lien proceedings under Section 1115.1 of Article 12-C of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadline is extended by 90 days.

(g) If the Tax Collector's 3-year deadline to pursue collection remedies governed by Section 1115.4(b)(3) of Article 12-C of the Business and Tax Regulations Code or the Tax Collector's 3-year deadline to collect unpaid transfer tax from a third party under Section 1115.6 of Article 12-C of the San Francisco Business and Tax Regulations Code would expire between March 17, 2020, and June 30, 2020, such deadlines are extended by 90 days.

(4) The following essential businesses permitted to operate under the City's Stay Safe At Home Order (Health Officer Order No. C19-07), or any continuation or extension of that order, must be closed to the public every day between 8:00 p.m. and 6:00 a.m.: any store that has less than 5,000 gross square feet of retail space and sells alcohol under a Type 20-Off Sale Beer & Wine license or a Type 21-Off Sale General license from the Department of Alcoholic Beverage Control. This order shall not include pharmacies and drug stores. This order shall remain in place until the termination of the emergency, unless the Mayor provides notice to the Board of Supervisors that this order is no longer necessary and rescinds the order. If the restrictions that apply to operations of Essential Businesses in the Stay Safe At Home Order or any other order of the Mayor or Health Officer are modified to be more restrictive than this order, then businesses covered by this order must follow the most restrictive provisions.



(5) Temporary use of City streets and sidewalks for the provision or distribution of food as necessary to support the City's COVID-19 response efforts shall be permitted during the local emergency, as authorized by the Mayor or the Mayor's designee in consultation with the Director of Public Works or the Director's designee or the City Traffic Engineer or the Traffic Engineer's designee, as appropriate; any provision in City law that limits or restricts such provision or distribution of food is hereby waived, and any applicable local requirements for public notice, the filing or approval of a permit application, or payment of fees are hereby waived.

DATED: March 27, 2020

A handwritten signature in blue ink that reads "London Breed".

---

London N. Breed  
Mayor of San Francisco



**SEVENTH SUPPLEMENT TO MAYORAL PROCLAMATION DECLARING  
THE EXISTENCE OF A LOCAL EMERGENCY DATED FEBRUARY 25, 2020**

**WHEREAS**, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

**WHEREAS**, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

**WHEREAS**, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

**WHEREAS**, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

**WHEREAS**, On March 6, 2020, the Local Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

**WHEREAS**, On March 6, 2020, the City issued public health guidance to encourage social distancing to disrupt the spread of COVID-19 and protect community health; and

**WHEREAS**, On March 7, 2020, the Local Health Officer ordered certain City facilities not to hold non-essential group events of more than 50 people for the two weeks from the date of the order and prohibited visitors from Laguna Honda Hospital; and

**WHEREAS**, On March 7, 2020, the Department of Human Resources issued guidance to minimize COVID-19 exposure risk for City employees who provide essential services to the local community, in particular during the current local emergency; and

**WHEREAS**, On March 11, 2020, March 13, 2020, March 17, 2020, March 18, 2020, and March 23, 2020, the Mayor issued supplements to the Proclamation, ordering additional measures to respond to the emergency; and



**WHEREAS**, On March 16, 2020, the City's Health Officer issued a stay safe at home order, Health Officer Order No. C19-07 (the "Stay Safe At Home Order"), requiring most people to remain in their homes subject to certain exceptions including obtaining essential goods such as food and necessary supplies, and requiring the closure of non-essential businesses, through April 7, 2020, as that order may be extended or modified; and

**WHEREAS**, On March 19, 2020, the Governor issued Executive Order N-33-20 and the California Public Health Officer issued a corresponding order requiring people to stay home except as needed subject to certain exceptions; and

**WHEREAS**, There are currently 397 confirmed cases of COVID-19 within the City and there have been 6 COVID-19-related deaths in the City; there are more than 8,100 confirmed cases in California, and there have been 170 COVID-19-related deaths in California; and

**WHEREAS**, This order and the previous orders issued during this emergency have all been issued because of the propensity of the virus to spread person to person and also because the virus physically is causing property loss or damage due to its proclivity to attach to surfaces for prolonged periods of time; and

**WHEREAS**, It is in the public interest to support City employees through this public health emergency by ensuring they have sufficient paid time off balances to remain out of the workplace if they or their family members are sick, quarantined, or otherwise impacted by the COVID-19 virus or by actions taken in response to public health guidance or orders related to COVID-19; this action allows employees to return to work as soon as possible and function at full capacity in the service of the City and its residents and also mitigates the financial impacts of the emergency on City employees; and

**WHEREAS**, In the Third Supplement to the Emergency Proclamation dated March 17, 2020, the Mayor recognized that many City employees affected by the Stay Safe At Home Order cannot perform their duties remotely and must stay home and that it is in the public interest to support such employees with paid leave; to address those effects of the emergency, the Mayor authorized a paid leave program through April 17, 2020, to mitigate financial impacts of the emergency on City employees; and



**WHEREAS**, As part of the City's response to the COVID-19 public health emergency, certain City employees providing essential services must remain working in the workplace or in the field, including interacting with members of the public; additional programs and benefits are appropriate to recognize the service of these employees providing essential services during this emergency; and

**WHEREAS**, The local emergency relating to COVID-19 will have a substantial impact on the City's finances, both by reducing tax revenue and increasing expenditures necessary to address the emergency; and

**WHEREAS**, Local law establishes a process by which the City prepares and adopts a budget, and deadlines for each significant step in that process; consistent with local law, the Mayor must present a balanced budget proposal for certain departments by May 1 and for all other City departments by June 1, and the Board of Supervisors must hold public hearings on the budget and approve the full budget by August 1st; and

**WHEREAS**, In light of the ongoing and unprecedented nature of the emergency, the City will not be able to prepare accurate, reliable projections of the financial impact of the emergency in time to complete the budget cycle before August 1st; and

**WHEREAS**, The Mayor proclaims that the conditions of extreme peril exist and continue to warrant and necessitate the existence of a local emergency,

**NOW, THEREFORE,**

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

**In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation dated March 11, March 13, March 17, March 18, March 23, and March 27, 2020, it is further ordered that:**

(1) The Human Resources Director is authorized, with the concurrence of the Controller, to extend the existing paid leave program for City employees, first authorized by the March 17, 2020 Supplemental Proclamation, through May 1, 2020, to mitigate the financial impacts of the emergency on these City employees. The Director of



Transportation is authorized, with the concurrence of the Controller, to extend the existing paid leave program for service critical employees of the San Francisco Municipal Transportation Agency ("SFMTA"), first authorized by the March 17, 2020 Supplemental Proclamation, through May 1, 2020. This paid leave program is for employees who are available to work, but not working, including working from home, due to the stay safe at home orders.

(2) In addition to the paid sick leave under the federal Families First Coronavirus Response Act, the City shall provide all regularly-scheduled employees an additional 80 hours of new paid sick leave that employees can use for any sick leave related purpose and for school closures. Part-time employees shall receive a prorated number of new paid sick leave hours. This additional sick leave shall expire on December 31, 2020. Any provisions of the Charter, the Municipal Code, and City rules or regulations that would limit or prevent this additional sick leave benefit are waived. The Human Resources Director and Controller, or their designees, are authorized to implement this program and issue any necessary rules and guidance.

(3) The maximum accrual limits for City employee vacation leave and floating holiday leave are waived through the duration of the declared emergency, as specified herein. Employees may accrue up to an additional 80 hours over the vacation maximum accrual limit over the duration of the emergency. Upon termination of the emergency, employees must use vacation and reduce their balance below the maximum accrual by December 31, 2021. In addition, employees may roll over an additional 80 hours of floating holiday time above the normal rollover limit for Fiscal Year 2020-21 and Fiscal Year 2021-22. Any provisions of the Charter, the Municipal Code, and City rules or regulations that would limit or prevent these additional accruals are waived, including but not limited to Charter Section A8.440 and Administrative Code Section 16.12. The Human Resources Director and Controller, or their designees, are authorized to implement this program and issue any necessary rules and guidance.

(4) The Director of Transportation for SFMTA service critical employees and the Human Resources Director for all other employees are authorized to implement the following programs, to recognize and support the work of salaried employees (designated "Z" symbol employees) who are not eligible for overtime but who are working additional hours to support the City's emergency response:



(a) The City will waive compensatory time caps for salaried employees so that those employees can earn up to an additional 80 hours above the current compensatory caps for the extra work they perform during the public health emergency. Compensatory time is not subject to cash out for salaried employees.

(b) For miscellaneous employees represented by the Municipal Executives Association, and other City employees who are not eligible to earn overtime, the City will allow those employees to earn up to 80 hours of compensatory time on an hour for hour basis for work during the emergency. Compensatory time is not subject to cash out for salaried employees.

(c) Any provisions of the Charter, the Municipal Code, and City rules or regulations that would limit or prevent this compensatory time off benefit are waived. The Director of Transportation, Human Resources Director and Controller, or their designees, are authorized to implement this program and issue any necessary rules and guidance.

(5) The Director of Transportation for SFMTA service critical employees and the Human Resources Director for all other employees are authorized to implement the following programs, to recognize the work of City employees who are performing essential service and must remain working in the workplace or in the field, including interacting with members of the public, the City will provide the following benefits:

(a) For employees performing essential services who must remain in the workplace, the City will provide paid administrative leave if those employees are diagnosed with COVID-19, have symptoms consistent with COVID-19 infection, or must isolate/quarantine pursuant to direction of a healthcare provider or order from a federal, state or local official. For purposes of eligibility for paid administrative leave only, the City will presume these employees became exposed or sick in the workplace.

(b) For employees performing essential services who must remain in the workplace, the City will provide 8 hours of floating holidays for every 40 hours of regularly scheduled hours worked in the workplace, up to a maximum of 80 hours of floating holiday over the duration of the emergency. The City will credit these floating holiday hours in the first full pay period after the end of the emergency. As with other floating holidays, these hours are not subject to cash out upon separation.





(c) Any provisions of the Charter, the Municipal Code, and City rules or regulations that would limit or prevent these paid administrative leave and floating holiday benefits are waived. The Director of Transportation, Human Resources Director and Controller, or their designees, are authorized to implement this program and issue any necessary rules and guidance.

(6) The deadlines by which the Mayor, the Controller, the Board of Supervisors, the Board's Budget Analyst, and City departments are required to take action relating to the development and approval of the City's budget, are modified as follows:

(a) By no later than March 31, 2020, the Mayor, the Board's Budget Analyst, and the Controller shall submit to the Board of Supervisors a joint report with an updated estimated summary budget for future fiscal years, and shall subsequently amend this estimated summary budget as deemed necessary. By July 1, 2020, the Board of Supervisors may review, amend, and adopt by resolution any revisions to the financial plan for the remaining four years, as provided in Administrative Code Section 3.6(b).

(b) By no later than June 1, 2020, the Mayor shall submit an interim budget, including interim appropriation and salary ordinances, to the Board of Supervisors. By no later than June 30, 2020, the Board of Supervisors shall finally pass the interim appropriation and salary ordinances, as required by Charter Section 9.100(b) and Administrative Code Section 3.3(k). Upon enactment, the interim budget shall be operative from July 1, 2020 until the enactment of the biennial budget, which shall occur no later than October 1, 2020.

(c) By no later than June 1, 2020, the SFMTA shall submit to the Board of Supervisors an interim budget for the agency. The Board of Supervisors shall review and may reject the SFMTA's interim budget under Charter Section 8A.106 within 30 days of receipt. The interim budget shall be operative from July 1, 2020 until October 1, 2020. By no later than August 1, 2020, the SFMTA shall submit to the Board of Supervisors a biennial budget, which shall be operative from October 1, 2020 to June 30, 2022. The Board of Supervisors shall review and may reject the SFMTA's budget under Charter Section 8A.106 by no later than September 30, 2020.

(d) By no later than July 1, 2020, the Mayor shall transmit to the Clerk of the Board of Supervisors a detailed description of the Mayor's budget priorities, as required by Administrative Code Section 3.3(g).



(e) The requirement under Administrative Code Section 3.3(l) that the Budget and Appropriations Committee, or whichever other committee the Board designates to review the proposed budget, return the Annual Appropriation Ordinance (“AAO”) and the Annual Salary Ordinance (“ASO”), along with any accompanying legislation, to the full Board of Supervisors by no later than July 15, shall be waived.

(f) By no later than August 1, 2020:

(i) The Mayor shall submit to the Board of Supervisors the biennial City budget, which shall be operative from the date of its enactment, but no later than October 1, 2020, to June 30, 2022, including the proposed AAO, estimates of bond interest and fixed charges, the proposed ASO, and the Mayor’s budget message, as required by Administrative Code Section 3.3(h);

(ii) The Mayor shall transmit to the Board of Supervisors any legislation that would enact fee or revenue increases anticipated in the proposed budget or revenue increases anticipated in the proposed budget, as required by Administrative Code Section 3.10(a); and

(iii) The Department of Human Resources shall submit to the Board of Supervisors the administrative provisions of the ASO, as required by Administrative Code Section 3.9.

(g) By no later than October 1, 2020, the Board of Supervisors shall adopt the biennial budget under Charter section 9.100(b) and Administrative Code Section 3.3.(l). Notwithstanding Resolution No. 049-20, and except for the SFMTA budget described in paragraph (c) above, the biennial budget shall not include a fixed two-year budget for any City department under which the department’s budget will remain in effect for two fiscal years.

(7) The duty of the Mayor’s office to hold at least one public meeting relating to the Mayor’s budget priorities, as set forth in Administrative Code Section 3.3(d), shall be waived.

(8) The Controller, in consultation with the Mayor’s Office, the Clerk of the Board, and the Chair of the Board’s Budget and Appropriation Committee, is delegated the authority to modify any deadlines established under the Municipal Code relating to the preparation,



consideration, or final passage of the City's budget, other than the deadlines listed in this Order, where the City is unable to comply with such deadlines because of the declared emergency.

(9) All fees and charges authorized by the Board of Supervisors for Fiscal Year 2019-2020 shall remain in effect until the Board's adoption of the AAO.

(10) The time for the Board of Supervisors to adopt a resolution (commonly known as the "Proposition J Resolution") approving positions determined by the Controller to be positions where the work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County, as set forth in Charter Section 10.104(15), is extended to October 1, 2020.

(11) The time for the Board of Supervisors to designate official and outreach newspapers or periodicals, as set forth in Administrative Code Section 2.80, et seq., is extended to October 1, 2020.

DATED: March 31, 2020

A handwritten signature in blue ink, reading "London N. Breed", written over a horizontal line.

London N. Breed  
Mayor of San Francisco

# Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [redacted] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [redacted] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [redacted]
- 9. Reactivate File No. [redacted]
- 10. Topic submitted for Mayoral Appearance before the BOS on [redacted]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Supervisor Yee

Subject:

Concurring in Actions to Meet Local Emergency - Coronavirus Response

The text is listed:

Motion concurring in actions taken by the Mayor on March 27, 2020 and March 31, 2020 to meet the ongoing local emergency related to the novel coronavirus COVID-19 pandemic declared on February 25, 2020.

Signature of Sponsoring Supervisor:

For Clerk's Use Only