



May 31, 2013

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Kate Howard, Mayor's Budget Director
Date: May 31, 2013
Re: Notice of Transfer of Function under Charter Section 4.132

Madam Clerk:

This letter constitutes a notice to the Board of Supervisors under Charter Section 4.132 of a transfer of function between departments within the Executive. All positions are regular positions unless otherwise specified. The positions include the following:

- One position (1.0 FTE 1824 Principal Administrative Analyst) will transfer from Department of Emergency Management to the Treasurer / Tax Collector, moving the management of the City's False Alarm Program.
- One position (.77 FTE 5299 Planner IV – Environmental Review) will transfer from the San Francisco Public Utilities Commission to the City Planning Department to perform PUC centric planning functions.

Three position transfers between OCII and ADM (1 each 0932, 0933 and 0953) and three between OCII and MOH (1 each 1657, 5502 and R035) only appear to be transfers; however, these positions are already serving in the noted receiving departments. These positions were accidentally moved during a technical recasting of positions during the creation of OCII and are moving back as a technical fix.

\$170,347 in Civil Grand Jury administration costs will be transferred from the Superior Court of San Francisco to the Controller's Office. The Court will continue its state-mandated responsibility for selection and empanelment of jurors; support services, however, are a County function and will be placed under the Controller's Office.

If you have any questions please feel free to contact my office.

Sincerely,

Kate Howard
Mayor's Budget Director

cc: Members of the Budget and Finance Committee
Harvey Rose
Controller