



To: Angela Calvillo, Clerk of the Board of Supervisors
From: Ashley Groffenberger, Acting Mayor's Budget Director
Date: July 31, 2020
Re: Notice of Transfer of Functions under Charter Section 4.132

This memorandum constitutes notice to the Board of Supervisors under Charter Section 4.132 of transfers of functions between departments within the Executive Branch. All positions are regular positions unless otherwise specified. The Mayor's Fiscal Year 2020-2022 Proposed Budget includes the following:

- One off-budget position (1.0 FTE 1822 Administrative Analyst) to be transferred from the Department of Homelessness and Supportive Housing to the Mayor's Office of Housing and Community Development (MOHCD) in order to administer the Season of Sharing program and centralize this program with other MOHCD-supported temporary assistance programs.
- One position (1.0 FTE 0941 Manager VI) to be transferred from the General City Responsibility Department to the City Administrator's Office (ADM). This was a position added after the Mayor's proposed budget phase of the FY2019-20 budget process. As it was added late in the process, it was not yet clear which department would have the position. This transfer of function formalizes the transfer of this position to ADM as an ultimate location. This position is currently on Budget and Finance reserve.

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

Sincerely,

Ashley Groffenberger
Acting Mayor's Budget Director

cc: Members of the Budget and Finance Committee
Budget & Legislative Analyst's Office
Controller