

File No. 110384

Committee Item No. 2  
Board Item No. 34

### COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance FULL-Committee Date: June 15, 2011

Board of Supervisors Meeting

Date: June 28, 2011

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | *Ordinance (Interim Annual Salary Ordinance) |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget & Legislative Analyst Report          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ethics Form 126                              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |

#### OTHER

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Completed by: Victor Young  
Completed by: Victor Young

Date: June 10, 2011  
Date: 6-16-11

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

\*Complete copy of Document located  
in File No. 110384

# CITY AND COUNTY OF SAN FRANCISCO

## PROPOSED ANNUAL SALARY ORDINANCE



File No. 110384 Ordinance No. \_\_\_\_\_

**FISCAL YEAR ENDING JUNE 30, 2012 and  
FISCAL YEAR ENDING JUNE 30, 2013 for the  
Airport Commission, Port Commission, and Public  
Utilities Commission**

**FISCAL YEAR 2011-2012**

35 AN ORDINANCE ENUMERATING POSITIONS IN THE ANNUAL BUDGET AND  
36 APPROPRIATION ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2012,  
CONTINUING, CREATING OR ESTABLISHING THESE POSITIONS; ENUMERATING  
AND INCLUDING THEREIN ALL POSITIONS CREATED BY CHARTER OR STATE LAW  
8 FOR WHICH COMPENSATIONS ARE PAID FROM CITY AND COUNTY FUNDS AND  
APPROPRIATED IN THE ANNUAL APPROPRIATION ORDINANCE; AUTHORIZING  
4 APPOINTMENTS OR CONTINUATION OF APPOINTMENTS THERETO; SPECIFYING  
1 AND FIXING THE COMPENSATIONS AND WORK SCHEDULES THEREOF; AND  
AUTHORIZING APPOINTMENTS TO TEMPORARY POSITIONS AND FIXING  
COMPENSATIONS THEREFORE.

BE IT ORDAINED BY THE PEOPLE OF THE CITY AND COUNTY OF SAN FRANCISCO.

**SECTION 1. ESTABLISHMENT, CREATION AND CONTINUATION OF POSITIONS.**

In accordance with the provisions of the Administrative Code, the positions hereinafter enumerated under the respective departments are hereby created, established or continued for the fiscal year ending June 30, 2012. Positions created or authorized by Charter or State law, compensations for which are paid from City and County funds and appropriated in the Annual Appropriation Ordinance, are enumerated and included herein.

The word position or positions as used in the ordinance shall be construed to include office or offices, and the word employee or employees shall be construed to include officer or officers. The terms requisition and "request to fill" are intended to be synonymous and shall be construed to mean a position authorization, that is required by the Charter.

**Section 1.1. APPOINTMENTS AND VACANCIES - PERMANENT POSITIONS.**

Section 1.1A. Appointing officers as specified in the Charter are hereby authorized, subject to the provisions of this ordinance, to make or continue appointments as needed during the fiscal year to permanent positions enumerated in their respective sections of this ordinance. Such appointments shall be made in accordance with the provisions of the Charter.

Appointing officers shall not make an appointment to a vacancy in a permanent position until the request to fill for such service is approved by the Controller. Provided further, that if the Mayor declares an intent to approve requests to fill due to unanticipated financial reasons, appointing officers shall not make an appointment to a vacancy in a permanent position until the request to fill for such service is approved by the Mayor. Provided further, that if changes occur to the classification, compensation, or duties of a permanent position, appointing officers shall not make an appointment to a vacancy in such position until the request to fill for such service is approved by the Human Resources Department. Provided further, that in order to prevent the stoppage of essential services, the Human Resources Director may authorize an emergency appointment pending approval or disapproval of a request to fill, if funds are available to pay the compensation of such emergency appointee.

Provided that if the proposed employment is for inter-departmental service, the Controller shall approve as to conformity with the following inter-departmental procedure. Appointing officers shall not authorize or permit employees to work in inter-departmental service unless the following provisions are complied with. The payment of compensation for the employment of persons in inter-departmental service shall be within the limit of the funds

**CITY AND COUNTY OF SAN FRANCISCO**

**BOARD OF SUPERVISORS**

**BUDGET AND LEGISLATIVE ANALYST**

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292  
FAX (415) 252-0461

June 10, 2011

**TO:** Budget and Finance Committee

**FROM:** Budget and Legislative Analyst

**SUBJECT:** June 15, 2011 Budget and Finance Committee Meeting

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|             | 11-0385 Interim Consolidated Budget and Annual Appropriation Ordinance – FYs 2011-2012 and 2012-2013 |             |
|             | 11-0269 Redevelopment Agency Interim Budget – FY 2011-2011   |             |
|             | 11-0271 Treasurer Island Development Authority Interim Budget – FY 2011-2012 .....                   | 2,3,4&5     |

|  |                       |
|--|-----------------------|
| <b>Items 2, 3, 4 and 5</b><br><b>Files 11-0384, 11-0385, 11-0269 and 11-0271</b> | <b>Department(s):</b> |
| <b>EXECUTIVE SUMMARY</b>   |                       |

The proposed legislation would approve for FY 2011-12: (a) the Interim Annual Appropriation Ordinance (File 11-0385), (b) the Interim Annual Salary Ordinance (File 11-0384), and two resolutions approving (c) an Interim Budget for the Redevelopment Agency (File 11-0269), and an Interim Budget for the Treasure Island Development Authority (TIDA) (File 11-0271).

### **Overview of Interim Budget**

#### Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance

The annual budget process for the City and County requires that the Board of Supervisors approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance for FY 2011-12 on or before June 30, 2011. The purpose of these interim ordinances is to provide position and expenditure authorization for the various departments of the City and County during the time that the Budget and Finance Committee of the Board of Supervisors is reviewing the Mayor's recommended budget for FY 2011-12.

In accordance with the FY 2011-12 Budget Calendar, the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance are anticipated to be passed on first reading at the June 21, 2011 meeting of the Board of Supervisors. Final passage of these ordinances is anticipated for June 28, 2011.

The Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance are based on the FY 2011-12 proposed budget recommendations of the Mayor. Therefore, these ordinances include authorization and funding for all programs and program revisions which are included in the Mayor's proposed FY 2011-12 budget. An analysis of departmental programs and program revisions, together with the Budget and Legislative Analyst's recommendations will be submitted in budget reports for the Budget and Finance Committee's budget hearings scheduled from June 20 through June 30, 2011.

#### Interim Redevelopment Agency and Treasure Island Development Authority Budgets

The two proposed resolutions (File 11-0269 and File 11-0271), approving an interim budget for the Redevelopment Agency and Treasure Island Development Authority (TIDA), provide expenditure authority for the Redevelopment Agency and TIDA for the period from July 1, 2011 until the Board of Supervisors final approval of the FY 2011-12 budgets for the Redevelopment Agency and TIDA, as required by State Community Redevelopment Law. Approval of these two proposed resolutions would not constitute final approval of (a) any new positions, programs, capital improvements and equipment for the Redevelopment Agency and TIDA or (b) Tax Allocation Bonds for the Redevelopment Agency for 2011-2012.

## **Interim Annual Appropriation Ordinance**

As a general policy, in previous years, the Board of Supervisors has not approved new positions, programs, capital improvements and equipment during the interim budget period without detailed review unless the Budget and Finance Committee and the full Board authorizes exceptions requested by the Mayor's Office. This general policy has been implemented by instructing the Controller not to certify the availability of funds for new positions, programs, capital improvements and equipment during the interim budget period between July 1 and July 31. If an exception is approved by the Board of Supervisors, new positions can be filled effective July 1, 2011. Otherwise, new positions will generally not be filled until October 1 of each fiscal year.

### Exceptions to the Interim Budget

In certain cases, specific exceptions requested by the Mayor's Office to these general policies have been approved by the Board of Supervisors. Exceptions have been based on such factors as new positions and programs that produce revenue or cost savings or prevent major service deficiencies which would result from delays in filling new positions or starting new programs. As of the writing of this report, the Mayor's Office has not provided the Budget and Legislative Analyst with any requests for exceptions to the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance. If subsequent exceptions to the Interim Budget are presented to the Board of Supervisors, the Budget and Legislative Analyst will evaluate such requests during the Board of Supervisors forthcoming budget review.

## **Revisions to the Administrative Provisions of the Interim Annual Appropriation Ordinance**

The Controller has recommended the following changes to the Administrative Provisions of the FY 2011-12 Interim Annual Appropriation Ordinance:

Section 7.2. Equipment Defined. Currently, under Section 7.2, City departments may only purchase equipment exceeding \$5,000 in cost from appropriations designated specifically for equipment purchase or lease-purchase. The proposed revised Section 7.2 clarifies that City departments may purchase replacement equipment from equipment or lease-purchase appropriations, and that equipment appropriations include Citywide as well as department or lease-purchase appropriations (revisions are underlined):

Departments may purchase additional or replacement equipment from previous equipment or lease-purchase appropriations, or from citywide equipment appropriations, with approval of the Mayor's Office and the Controller.

Section 8.3. Process for Addressing General Fund Revenue Shortfalls. The FY 2010-11 Annual Appropriation Ordinance required the Controller to monitor projected receipts of local, state, and federal revenues approved in the City's FY 2010-11 budget, and report to the Mayor and the Board of Supervisors on the revenue impact of the State budget, or other revenue estimates, on the City's General Fund. If estimated losses exceeded the General Fund Reserve, the Mayor was

to submit a plan to the Board of Supervisors addressing the shortfall, and the Board of Supervisors was to hold hearings on the Mayor's plan and alternative proposals to address the revenue shortfall. The Board of Supervisors, as allowed by the Charter, could adopt an ordinance approving the Mayor's plan or alternative proposals, or take no action.

The proposed Section 8.3 does not require the Controller to report to the Board of Supervisors on the revenue impact of the State budget, or other revenue estimates, on the General Fund. Nor does the proposed Section 8.3 require the Board of Supervisors to hold hearings on the Mayor's plan and alternative proposals to address the revenue shortfall. Rather, the proposed Section 8.3 requires the Mayor to inform to Board of Supervisors, upon receiving the Controller's estimates of revenue shortfalls, of actions to address this shortfall. The Board of Supervisors may adopt an ordinance to reflect the Mayor's proposal or alternative proposals in order to balance the budget.

Because the proposed Section 8.3 deletes the requirements that (a) the Controller report to the Board of Supervisors on the revenue impact of the State budget on the General Fund, and (b) the Board of Supervisors hold hearings on the Mayor's plan and alternative proposals to address any revenue shortfall, the Budget and Legislative Analyst considers approval of Section 8.3 to be a policy matter for the Board of Supervisors.

Section 11.7. Arbitrage. Under Internal Revenue Service regulations, the City may not earn excess interest on tax-exempt bonds.<sup>1</sup> Currently, Section 11.7 authorizes the Controller to refund excess interest earnings that are reported by the Treasurer. The proposed revised Section 11.7 removes the requirement that excess interest earnings are reported by the Treasurer and instead states that these excess interest earnings "have been determined to be due and payable under applicable Internal Revenue Service regulations (revisions are underlined)". The proposed revised Section 11.7 also deletes the provision that refunds of excess interest earnings are paid from the interest earnings or reserves, stating that "Such arbitrage refunds shall be charged in the various bond funds in which the arbitrage earnings were recorded and such funds are hereby appropriated for the purpose".

Section 11.18. Treasurer - Banking Agreements. Currently, the Treasurer is authorized to use banking services that charge the account balance or other fees if the Treasurer considers the banking services to be in the best interest of the City. The proposed revised Section 11.18 clarifies that such banking services must benefit all participants in the investment pool utilizing these services. Section 11.18 adds new language as follows:

The Treasurer may offset banking charges that benefit all participants of the investment pool against interest earned by the pool. The Treasurer shall allocate other bank charges and credit card processing to Departments or pool participants that benefit from those services. The Controller may transfer funds appropriated in the budget to general fund Departments as necessary to support allocated charges.

Section 11.21. Fund Balance Reporting and Government Fund Type Definitions. Section 11.21 is a new provision, authorizing the Controller to define funds, revenues, or expenditures that are restricted, committed, or assigned to special uses, in accordance with the requirements of

<sup>1</sup> Excess interest earnings occur when the interest earned on the bond proceeds exceeds interest payable on the bonds.

Governmental Accounting Standards Board (GASB) Statement 54. According to the proposed Section 11.21:

These changes will be designed to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. Reclassification of funds shall be reviewed by the City's outside auditors during their audit of the City's financial statements.

Section 11.24. Mayor's Transition Plan Project Expenditures. Section 11.24 is a new provision, adding the Mayor's Transition Plan Project to the FY 2011-12 Interim Annual Appropriation Ordinance. The proposed Section 11.24 requires the Controller to transfer funding appropriated in the FY 2011-12 budget for the Mayor's Transition Plan Project from the Mayor's Office to the Project. Section 11.24 specifies that such funding should be transferred no sooner than January 10, 2012, when the new Mayor takes office, and upon receipt of a detailed spending plan. The Mayor's Transition Plan Project is subject to Board of Supervisors appropriation approval as part of the proposed FY 2011-12 Mayor's Office budget.

Section 12.11. Charter-Mandated Baseline Appropriation. Currently, the Controller can increase baseline allocations required by the Charter. The proposed revised Section 12.11 would clarify that the Controller can also reduce baseline allocations, and that increases or reductions in baseline allocations are intended "to align these allocations to the amounts required by formula based on actual revenues received during the fiscal year".

Section 15. Travel Reimbursement and Cell Phone Stipends. Section 15 adds new language, consistent with proposed additions to the Interim Annual Salary Ordinance, noted below, requiring the Controller, in consultation with the Director of Human Resources, to develop rules for payment of monthly stipends to officers and employees who use their cell phone for work-related duties. The intent of the new Section 15 language is to pay stipends, rather than provide City-owned cell phones, to employees in order to reduce costs. According to Ms. Monique Zmuda, Deputy Controller, the Controller's Office will review cell phone stipend practices of the State and other California cities and counties to develop rules for payment of monthly stipends. This review is similar to the Controller's Office process to set mileage and meal allowances for reimbursement. Ms. Zmuda states that a committee, consisting of the Controller, Director of Human Resources, Director of the Department of Technology, and Mayor's Budget Director, will decide on the proposed monthly stipend.

Because Section 15 of the FY 2011-12 Interim Annual Appropriation Ordinance and Section 2.6 of the FY 2011-12 Interim Annual Salary Ordinance, as noted below, create a new employee stipend, without specifying the amount of the new stipend, the Budget and Legislative Analyst considers approval of Section 15 of the FY 2011-12 Interim Annual Appropriation Ordinance and Section 2.6 of the FY 2011-12 Interim Annual Salary Ordinance to be policy matters for the Board of Supervisors.



Section 29. Business Improvement Districts. The California Streets and Highways Code authorizes cities to establish Property and Business Improvement Districts and levy property assessments for sidewalk cleaning, graffiti removal, district identity, streetscape improvements, and related administrative costs. The City must appropriate annually all property assessments for Business Improvement Districts. The Attachment to this report provides the FY 2011-12 Business Improvement District assessments. Total FY 2011-12 Business Improvement District allocations of property assessments to 12 business improvement or benefit districts of \$32,050,577 is \$3,796,258 or 13.4 percent more than the FY 2010-11 allocations of \$28,254,319.

### **Revisions to the Administrative Provisions of the Annual Salary Ordinance**

The Department of Human Resources has recommended the following changes to the Administrative Provisions of the Interim Annual Salary Ordinance:

Section 1. Establishment, Creation and Continuation of Positions. The Department of Human Resources has recommended adding the sentence, clarifying the definition of "requisition" and "request to fill", as follows:

The terms requisition and "request to fill" are intended to be synonymous, and shall be construed to mean a position authorization, that is required by the Charter.

Consistent with this clarification, the Department of Human Resources has replaced "requisition" with "request to fill" in Section 1.A.

Section 1.1B. Paragraph J. The Department of Human Resources has recommended revising the Annual Salary Ordinance to be consistent with Section 10.2 of the Annual Appropriation Ordinance, which states:

Funds appropriated for professional service contracts may be transferred to the account for salaries on the recommendation of the department head for the specific purpose of using City personnel in lieu of private contractors with the approval by the Human Resources Director and the Mayor and certification by the Controller that such transfer of funds would not increase the cost of government.

The proposed revised Annual Salary Ordinance Section 1.1B. Paragraph J adds the sentence: "Consistent with Annual Appropriation Ordinance Section 10.2, the Human Resources Director is authorized to add positions funded by work orders in accordance with that section."

Section 1.1B. Paragraph K. The Department of Human Resources has recommended adding language on reconciling data in the new human resources management system, eMerge, with data contained in the current human resources management system, as follows:

Upon implementation of the City's new human resources management system, the Human Resources Director, in consultation with the Controller, is authorized to adjust the Annual Salary Ordinance to reconcile the difference between the positions already approved in the current human resources management system with the actual positions employed by City departments and delineated in the Annual Salary Ordinance.

Section 2.1. PUC Employees Assigned to Hetch Hetchy and Recreation and Park Department Employees Assigned to Camp Mather. Public Utilities Commission (PUC) and Recreation and Park Department employees, who work and reside locations that are not serviced by the Health Maintenance Organizations (HMOs) contracted by the City's Health Service System, and therefore are only eligible to enroll in the City Health Plan, receive a monthly stipend to compensate for the higher cost of the City Health Plan compared to the HMOs. Under Section 2.1, these employees will receive a cost of living adjustment to the monthly stipend. For employees with one dependent, the monthly stipend will increase from \$637.25 in FY 2010-11 to \$876.92 in FY 2011-12; and employees with two or more dependents, the monthly stipend will increase from \$886.10 in FY 2010-11 to \$1,220.87 in FY 2011-12.

Section 2.6. Compensation of Stipend for Use of Personal Cell Phone. The Department of Human Resources has proposed new language for work-related use of employees' personal cell phones as follows:

In consultation with the Director of Human Resources, the Controller shall establish rules and parameters for the payment of monthly stipends to officers and employees who use their own cell phones to maintain continuous communication with their workplace, and who participate in a City-wide program that reduces costs of City-owned cell phones.

Because Section 2.6 of the FY 2011-12 Annual Salary Ordinance, and as noted above, Section 15 of the FY 2011-12 Interim Annual Appropriation Ordinance, create a new employee stipend without specifying the amount of the new stipend, the Budget and Legislative Analyst considers approval of Section 15 of the FY 2011-12 Interim Annual Appropriation Ordinance and Section 2.6 of the FY 2011-12 Interim Annual Salary Ordinance to be policy matters for the Board of Supervisors.

### **Approval of the Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance**

Generally, in past years, the Mayor's recommended Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance have been routinely approved by the Board of Supervisors, excluding exceptions for new positions, programs, capital improvements and equipment.

The Budget and Legislative Analyst has previously been advised by Ms. Adams of the City Attorney's Office that the Board of Supervisors is required to approve an Interim Annual Appropriation Ordinance and an Interim Annual Salary Ordinance (and therefore the Interim Budget). Ms. Adams has further advised the Budget and Legislative Analyst that if these ordinances are not approved by the Board of Supervisors by June 30, the Controller will no longer have authority to issue payroll warrants to City and County employees or to issue other warrants to pay for any other City and County services.

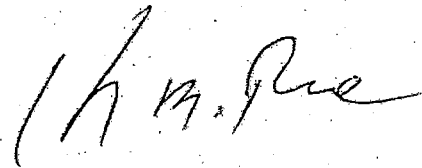
The Controller has previously advised the Budget and Legislative Analyst that he concurs with the opinion of Ms. Adams. The Controller would cease to issue any further City and County warrants unless the Board of Supervisors approves an Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance (the Interim Budget) by June 30.

Summary

- File 11-0385 is an ordinance approving the FY 2011-12 Interim Annual Appropriation Ordinance and File 11-0384 is an ordinance approving the FY 2011-12 Interim Annual Salary Ordinance for the period from July 1, 2011 until the Board of Supervisors finally adopts the FY 2011-12 budget. These two ordinances will be superseded by any further changes made by the Board of Supervisors during the Board of Supervisors FY 2011-12 annual budget review.
- File 11-0269 is a resolution approving the interim budget for the Redevelopment Agency, and File 11-0271 is a resolution approving the interim budget for the Treasure Island Development Authority. Approval of these two resolutions provide expenditure authority for the Redevelopment Agency and TIDA for the period from July 1, 2011 until the Board of Supervisors' final approval of the FY 2011-12 budgets, as required by State Community Redevelopment Law. Approval of these two proposed resolutions would not constitute final approval of (a) any new positions, programs, capital improvements and equipment for the Redevelopment Agency and TIDA or (b) Tax Allocation Bonds for the Redevelopment Agency for 2011-2012.
- As of the writing of this report, the Mayor's Office has not provided the Budget and Legislative Analyst with any requests for exceptions to the Interim Annual Appropriation Ordinance and the Interim Annual Salary Ordinance. If subsequent exceptions to the Interim Budget are presented to the Board of Supervisors, the Budget and Legislative Analyst will evaluate such requests during the Board of Supervisors forthcoming budget review.
- The Budget and Legislative Analyst considers approval of Section 8.3 of the Administrative Provisions of the FY 2011-12 Interim Annual Appropriation Ordinance to be a policy matter for the Board of Supervisors because the proposed Section 8.3 deletes the requirements that (1) the Controller report to the Board of Supervisors on the revenue impact of the State budget on the General Fund, and (2) the Board of Supervisors hold hearings on the Mayor's plan and alternative proposals to address any revenue shortfall.
- The Budget and Legislative Analyst considers approval of Section 15 of the Administrative Provisions of the FY 2011-12 Interim Annual Appropriation Ordinance and Section 2.6 of the Administrative Provisions of the FY 2011-12 Interim Annual Salary Ordinance to be a policy matter for the Board of Supervisors because these sections create a new employee monthly stipend, without specifying the amount, payable to employees who use their personal cell phones for work-related duties.

Recommendations

1. As explained above, approval of Sections 8.3 and 15 of the Administrative Provisions of the FY 2011-12 Interim Annual Appropriation Ordinance and Section 2.6 of the Administrative Provisions of the FY 2011-12 Interim Annual Salary Ordinance are policy matters for the Board of Supervisors.
2. With the exceptions noted in Recommendation 1 above, approve (a) the FY 2011-12 Interim Annual Appropriation Ordinance (File 11-0385), (b) the FY 2011-12 Interim Annual Salary Ordinance (File 11-0384), (c) the FY 2011-12 Interim Redevelopment Agency Budget (File 11-0269), and (d) the FY 2011-12 Interim Treasure Island Development Authority Budget (File 11-0271).
3. If subsequent exceptions to the Interim Budget are presented by the Mayor's Office to the Board of Supervisors, the Budget and Legislative Analyst will evaluate such requests during the Board of Supervisors forthcoming budget review.



Harvey M. Rose

cc: Supervisor Chu  
Supervisor Mirkarimi  
Supervisor Kim  
Supervisor Wiener  
President Chiu  
Supervisor Avalos  
Supervisor Campos  
Supervisor Cohen  
Supervisor Elsbernd  
Supervisor Farrell  
Supervisor Mar  
Clerk of the Board  
Cheryl Adams  
Controller  
Greg Wagner

**FY 2011-12 Business Improvement District Allocations of Property Assessments**

| <b>District</b>  | <b>FY 2011-12</b>   | <b>FY 2010-11</b>   | <b>Increase/<br/>(Decrease)</b> | <b>Percent</b> |
|--|---------------------|---------------------|---------------------------------|----------------|
| Greater Union Square Business Improvement District                         | \$3,400,610         | \$0                 | \$3,400,610                     | n/a            |
| Noe Valley Community Benefit District                                      | 230,000             | 231,800             | (1,800)                         | (0.8%)         |
| North of Market/Tenderloin Community Benefit District                      | 936,871             | 960,647             | (23,776)                        | (2.5%)         |
| Castro/Upper Market Community Benefit District                             | 397,068             | 402,021             | (4,953)                         | (1.2%)         |
| Fisherman's Wharf Community Benefit District                               | 591,484             | 554,407             | 37,077                          | 6.7%           |
| Mission Miracle-2500 Block of Mission Street Business Improvement District | 85,000              | 73,503              | 11,497                          | 15.6%          |
| Central Market Community Benefit District                                  | 535,299             | 538,213             | (2,914)                         | (0.5%)         |
| Fillmore Jazz Community Benefit District                                   | 366,159             | 322,931             | 43,228                          | 13.4%          |
| Yerba Buena Community Benefit District                                     | 2,384,045           | 2,284,194           | 99,851                          | 4.4%           |
| Fisherman's Wharf Portside   | 184,463             | 186,603             | (2,140)                         | (1.1%)         |
| Tourism Improvement District   | 22,700,000          | 22,700,000          | 0                               | 0.0%           |
| Ocean Avenue   | 239,578             | 0                   | 239,578                         | n/a            |
| <b>Total</b>   | <b>\$32,050,577</b> | <b>\$28,254,319</b> | <b>\$3,796,258</b>              | <b>13.4%</b>   |



110384

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

June 14, 2011

To: Honorable Members of the Board of Supervisors' Budget and Finance Committee  
Angela Calvillo, Clerk of the Board of Supervisors  
Harvey Rose, Board of Supervisors' Budget Analyst

From: Greg Wagner, Mayor's Budget Director

Re: Interim Exceptions to the Annual Salary Ordinance

I herein present exceptions to the Interim Annual Salary Ordinance (ASO) for consideration by the Budget and Finance Committee of the Board of Supervisors. The City's standard practice is to budget new positions at 0.77 FTE. Where there is justification for expedited hiring, however, the Board may authorize exceptions to the Interim ASO, which allow new positions to be filled in the first quarter of the fiscal year, prior to final adoption of the budget. Exceptions are being requested for the following positions:

***General Fund Positions (55.00 FTE)***

- **Office of the Assessor-Recorder (7.00 FTE).** The Assessor-Recorder has budgeted seven new project-funded, off-budget positions, including one 4205 Senior Assessment Services Office Specialist, three 4261 Real property Appraisers, two 4265 Real Property Appraisers and one 4267 Principal Real Property Appraiser, to work down supplemental and escape assessments backlog. These positions are fully funded by new revenue assumed in the Mayor's Budget.
- **Office of the Controller (1.00 FTE).** The Controller's Office has budgeted two partial year off-budget 1054 IS Business Analyst-Principal positions on existing eMerge project funding. These positions were budgeted as new positions to correct an error that deleted them from the base budget; however, these filled positions remain necessary to support the transition of the project to operational status.
- **City Planning (1.00 FTE).** The City Planning Department requires a 5298 Environmental Planner III to provide environmental review services for the 34<sup>th</sup> America's Cup. This position will be fully covered by funds raised by the America's Cup Organizing Committee.
- **Department of Public Health (4.00 FTE).** The Department of Public Health has moved four positions from the Laguna Honda transition budget onto Laguna Honda's operating budget starting July 1 to continue providing services at Laguna Honda. The positions include one 3417 Gardener, two 7334 Stationary Engineers, and one 1632 Senior Account Clerk. The positions are currently in use but are transitioning from project to operating status.

- **Department of Public Works (8.00 FTE).** The Department of Public Works is adding seven project funded positions for the Earthquake Safety and Emergency Response (ESER) bond program. The positions are two 1823 Senior Administrative Analysts, one 0922 Manager I, one 7344 Carpenter, one 7347 Plumber, two 7378 Tile Setters. Additionally, one new 5506 Project Manager III is funded by the Cruise Terminal project. The recruitment process has begun in anticipation of filling these positions at the beginning of Fiscal Year 2011-12 to meet project time line needs. These are limited tenure positions.
- **Office of Economic and Workforce Development (4.00 FTE).** OEWD requires the addition of four positions for the 34<sup>th</sup> America's Cup, including one 0943 Manager VIII (Project Director), one 0931 Manager III (Assistant Project Director), and one 0922 Manager I. These three positions will be covered by funds raised by the America's Cup Organizing Committee. Additionally, one 0941 Manager VI will be funded through a work order recovery from the Department of Building Inspection.
- **Human Services Agency (17.00 FTE).** The Human Services Agency budgeted 17 new revenue-supported positions to address Food Stamps eligibility. These positions include one 1404 Clerk, fourteen 2903 Eligibility Workers and two 2907 Eligibility Worker Supervisors. Each of these positions is currently being recruited for and is expected to be filled by the beginning of the fiscal year. The positions were budgeted for a full year to maximize the revenue that the City can draw down for its food stamps caseload. If the interim exceptions for these positions are not approved, the department's assumed revenues should be reduced accordingly.
- **Human Services Agency (5.00 FTE).** The Human Services Agency budgeted five new grant-funded positions that will be transferred from HUD's Shelter Plus Care program. The positions include: two 1632 Senior Account Clerks, one 1822 Administrative Analyst, one 2903 Eligibility Worker and one 2914 Social Work Supervisor. Each of these positions is either currently filled or being recruited for by HUD.
- **Department of Technology (4.00 FTE).** The Department of Technology budgeted four new project-funded positions that will support the department's ongoing Fiber Optics infrastructure expansion project. Including the positions in the interim budget will expedite the project and reduce overtime. The project positions include two 7338 Electrical Line Worker and two 7432 Electrical Line Helpers.
- **Office of the Treasurer & Tax Collector (1.00 FTE).** The Treasurer & Tax-Collector budgeted one new 1070 IS Project Director that is actually a reassignment of an existing filled Limited Term position to permanent status.
- **Office of the Treasurer & Tax Collector (3.00 FTE).** The Treasurer & Tax-Collector budget includes three new positions that were erroneously deleted from the base budget. These positions show up as new positions in the budget system, but they are continuations of existing positions. The positions are all currently filled and include: one 1632 Senior Account Clerk, one 1630 Account Clerk and one 1408 Principal Clerk.



***Non-General Fund Positions (13.00 FTE)***

- **Department of Public Health (10.00 FTE).** The Department of Public Health has budgeted ten positions to begin work starting July 1st. These positions are fully grant-funded and include two 2930 Psychiatric Social Workers, one 2462 Microbiologist, one 1823 Senior Administrative Analyst, one 2593 Health Program Coordinator III, two 2806 Disease Control Investigators, one 2819 Assistant Health Educator, one 2586 Health Worker II, and one 2454 Clinical Pharmacist.
- **Fire Department (1.00 FTE).** The Fire Department has budgeted a new 5215 Fire Protection Engineer in its Airport Fund. In the current year, these responsibilities were temporarily covered through an agreement using an existing Fire Department 5215, but the Airport has determined that it has an ongoing need for a 5215 and requires an interim exception for continuity. The Fire Department will not be able to continue to lend the Airport the 5215 in FY 2011-12, as the Department is anticipating increased plan check responsibilities.
- **Office of the Treasurer & Tax Collector (2.00 FTE).** The Treasurer & Tax-Collector budgeted two grant-funded 1844 Senior Management Assistant positions that are currently either filled or under recruitment with an expected hire by the start of the new fiscal year.

Please do not hesitate to contact me if you have any questions regarding the requested interim exceptions to the ASO.

