

File No. 190618

Committee Item No. 2

Board Item No. 8

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date June 12 2019

Board of Supervisors Meeting Date June 18, 2019

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- Proposed (Interim) Salary Ordinance as of May 31, 2019
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- Interim Exceptions to ASO
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Victor Young Date June 7, 2019

Completed by: Linda Wong Date June 13, 2019

To view this document in its entirety, please visit the following link:  
[https://sfbos.org/sites/default/files/Interim\\_Annual\\_Salary\\_Ordinance.pdf](https://sfbos.org/sites/default/files/Interim_Annual_Salary_Ordinance.pdf)

# CITY AND COUNTY OF SAN FRANCISCO

## MAYOR'S PROPOSED (INTERIM) SALARY ORDINANCE

2019 MAY 31 AM 11:03  
STAMPED AND SIGNED

AS OF May 31, 2019



File No. 190618

Ordinance No. \_\_\_\_\_

FISCAL YEAR ENDING JUNE 30, 2020 and  
FISCAL YEAR ENDING JUNE 30, 2021

CITY & COUNTY OF SAN FRANCISCO, CALIFORNIA

To view this document in its entirety, please visit the following link:  
[https://sfbos.org/sites/default/files/Mayor\\_Proposed\\_Budget.pdf](https://sfbos.org/sites/default/files/Mayor_Proposed_Budget.pdf)

MAYOR'S 2019-2020 & 2020-2021

# PROPOSED BUDGET

MAYOR LONDON N. BREED



MAYOR'S OFFICE OF PUBLIC POLICY AND FINANCE

Kelly Kirkpatrick, Director of Mayor's Office of  
Public Policy and Finance

Marisa Pereira Tully, Deputy Budget Director

Raven Anderson, Senior Fiscal and Policy Analyst

Laura Busch, Senior Fiscal and Policy Analyst

Ashley Groffenberger, Senior Fiscal and Policy Analyst

Jillian Johnson, Fiscal and Policy Analyst

Christina Da Silva, Fiscal and Policy Analyst

Anna Duning, Fiscal and Policy Analyst

Lillian Patil, Fiscal and Policy Analyst

Marie Valdez, Fiscal and Policy Aide

Note: Additions are *single-underline italics Times New Roman*;  
deletions are ~~*striketrough italics Times New Roman*~~.  
Board amendment additions are double-underlined.  
Board amendment deletions are ~~striketrough-normal~~.

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, ~~2019~~2020. 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

Annual Salary Ordinance Fiscal Years ~~2018-2019-2020~~ and ~~2019-2020-21~~

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

12  
13 Provided that if the proposed employment is for inter departmental service, the Controller  
14 shall approve as to conformity with the following inter departmental procedure.

15 Appointing officers shall not authorize or permit employees to work in inter departmental  
16 service unless the following provisions are complied with. The payment of compensation  
17 for the employment of persons in inter departmental service shall be within the limit of  
18 the funds made available by certified inter departmental work orders and such  
19 compensation shall be distributed to the inter departmental work orders against which  
20 they constitute proper detailed charges.

21  
22 A. In the event the appointing officer is unable to employ a qualified person to  
23 cover the work schedule of a position herein established or authorized, the appointing  
24 officer, subject to the provisions of this ordinance and the appropriation ordinance  
25 and with the approval of the Human Resources Department, may at his/her discretion

1 employ more than one person on a lesser work schedule but the combined salaries  
2 shall not exceed the compensation appropriated for the position, or may appoint one  
3 person on a combined work schedule but subject to the limitation of the appropriation  
4 and the compensation schedule for the position and without amendment to this  
5 ordinance.

6  
7 B. Where a vacancy exists in a position the Human Resources Director, may and is  
8 hereby authorized to approve a temporary (diverted) request to fill in a different class,  
9 provided that the Controller certifies that funds are available to fill said vacancy on  
10 this basis, and provided that no action taken as a result of the application of this  
11 section will affect the classification of the position concerned as established in the  
12 budget and annual salary ordinance.

13  
14 An appointing officer, subject to the provisions of this ordinance; the Annual  
15 Appropriation Ordinance, the Controller's certification of funds and Civil Service  
16 certification procedures may employ more than one person on a combined work  
17 schedule not to exceed the permanent full time equivalent, or may combine the  
18 appropriations for more than one permanent part time position in order to create a single  
19 full time equivalent position limited to classifications of positions herein established or  
20 authorized and their respective compensation schedules. Such changes shall be  
21 reported to the Human Resources Department and the Controller's office. No full time  
22 equivalent position which is occupied by an employee shall be reduced in hours without  
23 the voluntary consent of the employee, if any, holding that position. However, the  
24 combined salaries for part time positions created shall not exceed the compensation  
25 appropriated for the full time position, nor will the salary of a single full time position

1 created exceed the compensation appropriated for part time positions. Each permanent  
2 part time employee would receive the same benefits as existing permanent part time  
3 employees. The funding of additional fringe benefit costs subject to availability of funds  
4 will be from any legally available funds.

5  
6 Section 1.1B. With the exception indicated in F, the Human Resources Director is solely  
7 authorized to administratively amend this ordinance as follows:

8  
9 A. To change the classification of a position provided that the rate of pay is the  
10 same or less and the services are in the same functional area.

11  
12 B. To adjust the compensation of a position pursuant to a ratified Memorandum of  
13 Understanding or ordinance of the Board of Supervisors.

14  
15 C. To adjust the compensation of a position when the rate of pay for that position  
16 has been approved by the Board of Supervisors in a ratified Memorandum of  
17 Understanding or ordinance.

18  
19 D. To adjust the compensation of a position pursuant to a Memorandum of  
20 Understanding ratified by the Board of Supervisors with a recognized employee  
21 bargaining group.

22  
23 E. To amend the ordinance to reflect the initial rates of compensation for a newly  
24 established classification, excluding classes covered under Administrative Code,  
25 Chapter 2A, Article IV, Section 2A.76 and Article V, Section 2A.90.

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F. To allow movement between police classes, provided that the total authorized positions allocated to each rank is not increased.

G. The Human Resources Director and Department Heads are authorized to implement interest arbitration awards which become effective in accordance with Section 10.4 of the Annual Appropriations Ordinance.

H. The Human Resources Director may issue appointments to Class 1229 Special Examiner at any hourly rate of the established salary range. Said appointments shall be considered temporary exempt in accordance with Charter Section 10.104(18). The minimum/maximum hourly range effective July 1, 2018 is ~~\$58.3875-\$86.7500~~ 2019 is \$60.1375-\$89.3500; effective December 28, 2019 the range is \$60.7375-\$90.2375.

I. The Human Resources Director is authorized to adjust specific allocations within the Management Classification and Compensation Plan (MCCP) and/or to correct clerical errors in the MCCP resulting from the immediate implementation of the MCCP, provided that the rate of pay is the same or less.

J. Consistent with the Annual Appropriations Ordinance Section 10.2, Professional Service Contracts, the Human Resources Director is authorized to add positions funded in accordance with that section. Consistent with Annual Appropriations Ordinance Section 26 on work order appropriations, the Human Resources Director is authorized to add positions funded by work orders in accordance with that

1 section.

2  
3 ~~K. Upon the implementation of the City's new human resources management~~  
4 ~~system, the Human Resources Director, in consultation with the Controller, is~~  
5 ~~authorized to adjust the Annual Salary Ordinance to reconcile the difference~~  
6 ~~between the authorized positions already approved in the current human~~  
7 ~~resources system with the actual positions employed by City Departments and~~  
8 ~~delineated in the Annual Salary Ordinance.~~

9  
10 The Controller, the Clerk of the Board, the Mayor's Office and the affected department(s) shall  
11 be immediately notified.

12  
13 Section 1.1C. Provided further, that if requests to fill for vacant permanent positions issued by  
14 departments where the Appointing Officers are elected officials enumerated in Article II and  
15 Section 6.100 of the Charter (the Board of Supervisors, Assessor-Recorder, City Attorney,  
16 District Attorney, Public Defender, Sheriff and Treasurer) are approved by the Controller and  
17 are not approved or rejected by the Mayor and the Department of Human Resources within 15  
18 working days of submission, the requests to fill shall be deemed approved. If such requests  
19 to fill are rejected by the Mayor and/or the Department of Human Resources, the Appointing  
20 Officers listed above may appeal that rejection in a hearing before the Budget Committee of  
21 the Board of Supervisors, who may then grant approval of said requests to fill.

22  
23 Section 1.1D. The Human Resources Director is authorized to make permanent exempt  
24 appointments for a period of up to 6 months to permit simultaneous employment of an existing  
25 City employee who is expected to depart City employment and a person who is expected to

1 be appointed to the permanent position previously held by the departing employee when such  
2 an appointment is necessary to ensure implementation of successful succession plans and to  
3 facilitate the transfer of mission-critical knowledge within City departments.

4  
5 Section 1.1E. The Human Resources Director, with concurrence of the Controller, is  
6 authorized to adjust the Annual Salary Ordinance to reflect the conversion of temporary  
7 positions to a permanent position(s) ~~(1)~~ when sufficient funding is available and ~~(2)~~ conversion  
8 is needed either (A) to maintain services when elimination of temporary positions is consistent  
9 with the terms of City labor agreements or (B) to address City staffing needs created by the  
10 San Francisco Housing Authority's changing scope of work.

11  
12 Section 1.2. APPOINTMENTS-TEMPORARY POSITIONS.

13  
14 Temporary appointments to positions defined by Charter Section 10.104(16) as seasonal or  
15 temporary positions may be made by the respective appointing officers in excess of the  
16 number of permanent positions herein established or enumerated and such other temporary  
17 services as required at rates not in excess of salary schedules if funds have been  
18 appropriated and are available for such temporary service. Such appointments shall be  
19 limited in duration to no more than 1040 hours in any fiscal year. No appointment to such  
20 temporary or seasonal position shall be made until the Controller has certified the availability  
21 of funds, and the request to fill for such service is approved by the Controller and the Human  
22 Resources Department. Provided further that in order to prevent the stoppage of essential  
23 services, the Human Resources Director may authorize an emergency appointment pending  
24 approval or disapproval of the request to fill, if funds are available to pay the compensation of  
25 such emergency appointee. No such appointment shall continue beyond the period for which

1 the Controller has certified the availability of funds. Provided that if the proposed employment.  
2 is for inter departmental service, the Controller shall approve as to conformity with the  
3 following inter departmental procedure. Appointing officers shall not authorize or permit  
4 employees to work in inter departmental service unless the following provisions are complied  
5 with. The payment of compensation for the employment of persons in inter departmental  
6 service shall be within the limit of the funds made available by certified inter departmental  
7 work orders and such compensation shall be distributed to the inter departmental work orders  
8 against which they constitute proper detailed charges.

9  
10 Section 1.2A. Temporary Assignment, Different Department. When the needs and the best  
11 interests of the City and County of San Francisco require, appointing officers are authorized to  
12 arrange among themselves the assignment of personnel from one department to another  
13 department on a temporary basis. Such temporary assignments shall not be treated as  
14 transfers, and may be used for the alleviation of temporary seasonal peak load situations, the  
15 completion of specific projects, temporary transitional work programs to return injured  
16 employees to work, or other circumstances in which employees from one department can be  
17 effectively used on a temporary basis in another department. All such temporary assignments  
18 between departments shall be reviewed by the Human Resources Department.

19  
20 Section 1.3. EXCEPTIONS TO NORMAL WORK SCHEDULES FOR WHICH NO EXTRA  
21 COMPENSATION IS AUTHORIZED.

22  
23 Occupants of salaried classifications (i.e., designated -Z symbol) shall work such hours as  
24 may be necessary for the full and proper performance of their duties and shall receive no  
25 additional compensation for work on holidays or in excess of eight hours per day for five days

1 per week, but may be granted compensatory time off under the provisions of ratified  
2 applicable Memorandum of Understanding or ordinance. Provided that, subject to the fiscal  
3 provisions of the Charter and the availability of funds, the provisions of this section may be  
4 suspended to allow overtime payment, pursuant to approval of the Director of Human  
5 Resources. Approval of overtime payments shall be limited to extraordinary circumstances in  
6 which employees are required to work a significant number of hours in excess of their regular  
7 work schedules for a prolonged period of time, with a limited ability to use compensatory time  
8 off. Further, such payment shall be consistently applied to all personnel in a class.  
9

10 Section 1.3A. Work Performed Under Contract And Compensation Therefore. In the  
11 execution and performance of any contract awarded to a city department under the  
12 provisions of Charter Section A7.204 and the Administrative Code, the rates fixed herein  
13 shall not apply to employments engaged therein, and in lieu thereof not less than the  
14 highest general prevailing rate of wages in private employment for similar work, as fixed by  
15 a resolution of the Board of Supervisors and in effect at the time of the award of said  
16 contract, shall be paid to employees performing work under such contract.  
17

18 Section 1.3B. Charges and Deductions for Maintenance. The compensations fixed herein  
19 for all employees whose compensations are subject to the provisions of Charter Section  
20 A8.400 and including also those engaged in construction work outside the City and County  
21 of San Francisco, are gross compensations and include the valuation of maintenance  
22 provided such employees. Charges and deductions therefore for any and all maintenance  
23 furnished and accepted by employees shall be made and indicated on time rolls and  
24 payrolls in accordance with the following schedule of charges or as posted on a  
25 department's website or contained in the applicable Memorandum of Understanding

Annual Salary Ordinance Fiscal Years ~~2018-2019-2020~~ and ~~2019-2020-21~~

1 between the City and labor organizations. Provided, however, that no charge shall be  
2 made for meals furnished cooks, bakers, waiters, waitresses, and other kitchen workers  
3 while on duty, and that the City shall provide breakfast, dinner, and midnight meals to  
4 interns and residents when they are working in the hospital, and shall provide weekend  
5 lunches to interns and residents when they are working weekends on call (the Department  
6 may require such interns and residents to provide proof of eligibility for such meals upon  
7 request), and provided further that employees of the Hetch Hetchy Project and Camp  
8 Mather who are temporarily assigned to perform duties for a period in excess of a normal  
9 work day away from the headquarters to which the employees are normally and  
10 permanently assigned, shall not be charged for board and lodging at the Headquarters to  
11 which they are temporarily assigned.

12  
13 1. MEALS:

14  
15 A. Juvenile Court

16 \_\_\_All institution, per meal \$ 4.50

17  
18 B. Recreation and Park - Camp Mather

19 per meal \_\_\_\_\_ \$ 8.25

20  
21 C. Sheriff

22 SFGH Ward 7D, average \$ 6.00

23 All Jails, all meals \_\_\_\_\_ \$ 1.00

1  
2 2. HOUSE OR APARTMENT:  
3

4 Unless otherwise specified, lodging for all facilities except Hetch Hetchy Project, an  
5 amount set in accordance with the recommendation of the Director of Property on the  
6 request of the Department Head and approved by the Controller, or as provided in ratified  
7 collective bargaining agreement.  
8

9 Note: Sales of meals by employers to employees are subject to state sales tax. The meal  
10 cost figures and ~~2018-2019-2020~~ annual salary ordinance rates stated in the schedules do  
11 not include any provisions for state sales tax payable by the City and County to the State.  
12

13 SECTION 2. COMPENSATION PROVISIONS.  
14

15 Section 2.1. PUC EMPLOYEES ASSIGNED TO HETCH HETCHY AND RECREATION  
16 AND PARK EMPLOYEES PERMANENTLY ASSIGNED TO CAMP MATHER.  
17

18 The Public Utilities Commission and Recreation and Park Department will pay a stipend of  
19 ~~\$982,444~~18.62 per month to employees residing in designated zip code areas enrolled in  
20 the Health Services System with employee plus two or more dependents where HMOs are  
21 not available and such employees are limited to enrollment to the City Plan I. The Public  
22 Utilities Commission will pay a stipend of ~~\$700,731~~21.90 per month to employees residing  
23 in designated zip code areas enrolled in the Health Services System with employee plus  
24 one dependent where HMOs are not available and such employees are limited to  
25 enrollment to City Plan I. These rates will be finally determined by the Human Resources

1 Director after the Health Service System Board approves rates effective January 1,  
2 ~~2019~~2020. The City reserves the right to either reimburse the affected employees or  
3 provide an equivalent amount directly to the Health Services System.  
4

5 Section 2.2. MOVING EXPENSES.  
6

7 Where needed to recruit employees to fill positions that are listed under San Francisco  
8 Charter Section 10.104(5), (6), and (7), an appointing authority may authorize the  
9 expenditure of pre-offer recruitment expenses, such as interview travel expenses, and  
10 reimbursement of post-offer expenses, such as moving, lodging/temporary housing and  
11 other relocation costs; not to exceed ~~\$21,424~~22,178. Reimbursement will be made for  
12 actual expenses documented by receipts. As an alternative, the Controller may authorize  
13 advance payment of approved expenses. Payments under this section are subject to  
14 approval by the Controller and the Human Resources Director. This amount shall be  
15 indexed to the growth rate in the Consumer Price Index – All Urban Consumers (CPI-U),  
16 as reported by the Bureau of Labor Statistics for the San Francisco Metropolitan Statistical  
17 Area from February to February of the preceding fiscal year.  
18

19 Section 2.3. SUPPLEMENTATION OF MILITARY PAY.  
20

21 A. In accordance with Charter Section A8.400 (h) and in addition to the benefits provided  
22 pursuant to Section 395.01 and 395.02 of the California Military and Veterans Code and  
23 the Civil Service Rules, any City officer or employee who is a member of the reserve corps  
24 of the United States Armed Forces, National Guard or other uniformed service  
25 organization of the United States and is called into active military service on or after

1 September 11th, 2001 in response to the September 11th, 2001 terrorist attacks,  
2 international terrorism, conflict in Iraq or related extraordinary circumstances shall have the  
3 benefits provided for in subdivision (B).

4  
5 B. Any officer or employee to whom subdivision (A) applies, while on military leave shall  
6 receive from the City, as of the effective date of this ordinance, the following supplement to  
7 their military pay and benefits:

8  
9 1. The difference between the amount of the individual's gross military pay and the  
10 amount of gross pay the individual would have received as a city officer or employee,  
11 had the officer or employee worked his or her normal work schedule.

12  
13 2. Retirement service credit consistent with Section A8.520 of the Charter. The City  
14 shall pay the full employee contributions required by the Charter to the extent employer  
15 paid employee contributions are required under the memorandum of understanding  
16 covering the employee.

17  
18 3. All other benefits to which the individual would have been entitled had the individual  
19 not been called to active duty, except as limited under state law or the Charter.

20  
21 B. As set forth in Charter Section A8.400 (h), this section shall be subject to the following  
22 limitations and conditions:

23  
24 1. The individual must have been called into active service for a period greater than 30  
25 consecutive days.

1  
2 2. The purpose for such call to active service shall have been to respond to the  
3 September 11th, 2001 terrorist attacks, international terrorism, conflict in Iraq or related  
4 extraordinary circumstances and shall not include scheduled training, drills, unit training  
5 assemblies or similar events.

6  
7 3. The amounts authorized pursuant to this ordinance shall be offset by amounts  
8 required to be paid pursuant to any other law in order that there be no double  
9 payments.

10  
11 4. Any individual receiving compensation pursuant to this ordinance shall execute an  
12 agreement providing that if the individual does not return to City service within 60 days  
13 of release from active duty (or if the individual is not fit for employment at that time,  
14 within 60 days of a determination that the employee is fit for employment), then that  
15 compensation described in Sections (B)(1) through (B)(3) shall be treated as a loan  
16 payable with interest at a rate equal to the greater of (i) the rate received for the  
17 concurrent period by the Treasurer's Pooled Cash Account or (ii) the minimum amount  
18 necessary to avoid imputed income under the Internal Revenue Code of 1986, as  
19 amended from time to time, and any successor statute. Such loan shall be payable in  
20 equal monthly installments over a period not to exceed 5 years, commencing 90 days  
21 after the individual's release from active service or return to fitness for employment.

22 5. This section shall not apply to any active duty served voluntarily after the time that  
23 the individual is called to active service.

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Section 2.4 COMPENSATION OF CITY EMPLOYEES DURING SERVICE ON CHARTER-MANDATED BOARDS AND COMMISSIONS, OR BOARDS, COMMISSIONS AND COMMITTEES CREATED BY INITIATIVE ORDINANCE.

A. City employees serving on Charter-mandated Boards and Commissions, or Boards, Commissions and Committees created by initiative ordinance shall not be compensated for the number of hours each pay period spent in service of these Boards and Commissions, based on a 40-hour per week compensation assumption.

B. City employees covered by this provision shall submit to the Controller each pay period a detailed description of the time spent in service, including attending meetings, preparing for meetings, meeting with interested stakeholders or industry, and writing or responding to correspondence. There is a rebuttable presumption that such employees spend .25 of their time in service of these duties. This information shall be made publicly available pursuant to the Sunshine Ordinance.

C. This provision shall not apply to City employees whose service is specified in the Charter or by initiative ordinance, nor shall it apply to City employees serving on interdepartmental or other working groups created by initiative of the Mayor or Board of Supervisors, nor shall it apply to City employees who serve on the Health Service Board, Retiree Health Care Trust Fund Board, or Retirement Board.

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Section 2.5 COMPENSATION OF PLANNING COMMISSIONERS FOR ATTENDANCE AT PLANNING COMMISSION MEETINGS.

Each commissioner serving on the Planning Commission may receive full compensation for his or her attendance at each meeting of the commission, as enumerated and included herein, if the commissioner is present at the beginning of the first action item on the agenda for such meeting for which a vote is taken until the end of the public hearing on the last calendared item. A commissioner of the Planning Commission who attends a portion of a meeting of the Planning Commission, but does not qualify for full compensation, may receive one-quarter of the compensation available for his or her attendance at each meeting of the commission, as enumerated and included herein.

~~Section 2.6 COMPENSATION OF STIPEND FOR USE OF PERSONAL CELL PHONE.~~

~~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 cells phones to maintain continuous communication with their workplace, and who participate in a City wide program that reduces costs of City owned cell phones.~~

1 EXPLANATION OF SYMBOLS.

2  
3 The following symbols used in connection with the rates fixed herein have the significance  
4 and meaning indicated.

5  
6 B. Biweekly.

7 C. Contract rate.

8 D. Daily.

9 E. Salary fixed by Charter.

10 F. Salary fixed by State law.

11 G. Salary adjusted pursuant to ratified Memorandum of Understanding.

12 H. Hourly.

13 I. Intermittent.

14 J. Rate set forth in budget.

15 K. Salary based on disability transfer.

16 L. Salary paid by City and County and balance paid by State.

17 M. Monthly.

18 O. No funds provided.

19 P. Premium rate.

20 Q. At rate set under Charter Section A8.405 according to prior service.

21 W. Weekly.

22 Y. Yearly.

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kelly Kirkpatrick, Mayor's Budget Director  
Date: May 31, 2019  
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 positions include the following:

- Two positions (2.0 FTE 1820 Junior Administrative Analyst) to be transferred from the Department of Human Resources to the Department of Technology in order to centralize the work of the Office of Civic Innovation. The positions were originally budgeted in the Department of Human Resources, along with other fellowship positions.
- Five positions (1.0 FTE 0922 Manager I, 1.0 FTE 1043 IS Engineer-Senior, 1.0 FTE 1042 IS Engineer-Journey, 1.0 FTE 1824 Principal Administrative Analyst, 1.0 FTE 1823 Senior Administrative Analysts) to be transferred from the Department of Technology to the City Administrator's Office to co-locate the DataSF team with other citywide policy and programmatic functions.
- Three positions (1.0 FTE 5278 Planner II, 1.0 FTE 1823 Senior Administrative Analyst, and 0.5 FTE 1406 Senior Clerk) to be transferred from the City Planning Department and two positions (2.0 FTE 6322 Permit Technician II) to be transferred from the Department of Building Inspections to the City Administrator's Office in order to create a centralized staff for the new Permit Center. The Permit Center will serve as an efficient and streamlined one-stop shop for construction, special events, and business permitting.
- One position (1.0 FTE 1823 Senior Administrative Analyst) to be transferred from the City Administrator's Office of Digital Services team to the Office of Economic and Workforce Development (OEWD) to allow for better alignment of workforce related programming. This position will oversee the continued development of OEWD's workforce connection services and client reporting database.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Kirkpatrick".

Kelly Kirkpatrick  
Mayor's Budget Director

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

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200  
SAN FRANCISCO, CALIFORNIA 94102-4681  
TELEPHONE: (415) 554-6141

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2019 MAY 31 AM 11:07  
BY [Signature]

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kelly Kirkpatrick, Mayor's Budget Director  
Date: May 31, 2019  
Re: Mayor's FY 2019-20 and FY 2020-21 Budget Submission

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Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by June 1<sup>st</sup>, corresponding legislation, and related materials for Fiscal Year 2019-20 and Fiscal Year 2020-21.

In addition to the Annual Appropriation Ordinance, Annual Salary Ordinance, and Mayor's Proposed FY 2019-20 and FY 2020-21 Budget Book, the following items are included in the Mayor's submission:

- The budget for the Office of Community Investment and Infrastructure for FY 2019-20
- 18 separate pieces of legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another. See letter for more details.
- An Interim Exception letter
- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years

If you have any questions, please contact me at (415) 554-6125.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Kirkpatrick".

Kelly Kirkpatrick  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2019 MAY 31 AM 11:07  
BY [Signature]

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kelly Kirkpatrick, Mayor's Budget Director  
Date: May 31, 2019  
Re: Interim Exceptions to the Annual Salary Ordinance

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I herein present exceptions to the 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 beginning in pay period 7, 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 (17.0 FTE)**

- **Homelessness and Supportive Housing (5.0 FTE)**  
9920 Public Service Aide (1.0 FTE); 1820 Junior Administrative Analyst (1.0 FTE); 1824 Principal Administrative Analyst (1.0 FTE); 1241 Human Resources Analyst (1.0 FTE); 2917 Program Support Analyst (1.0 FTE): The 9920 and 1820 are needed to provide continued authority for off-budget positions supported by the State-funded Whole Person Care program. The 1824, 1241, and 2917 were all mid-year temporary positions added as critical support staff to implement initiatives funded through the FY 2018-19 supplemental appropriation of excess Educational Revenue Augmentation Fund (ERAF) and the 1,000 shelter bed expansion. Their addition to the budget reflects the ongoing nature of the work begun in the current budget year.
- **Mayor's Office of Housing and Community Development (3.0 FTE)**  
9774 Senior Community Development Specialist I (1.0 FTE); 1823 Senior Administrative Analyst (1.0 FTE); 0922 Manager I (1.0 FTE): The 9774 position continues an existing limited-duration position to implement an ongoing nuisance abatement loan program for an additional three years; the 1823 continues an existing, limited-duration position for program evaluation of the HOPE SF program; and the 0922 continues the City's Digital Equity Program and moves it to MOHCD. The Digital Equity Program was previously funded as a one-year pilot by the Committee on Information Technology (COIT) and housed in the City Administrator's Office.
- **City Administrator (2.0 FTE)**  
1044 IS Engineer-Principal (2.0 FTE): These positions are off-budget in the Digital Services team to support the City's effort to take permitting from paper to digital. The City is seeking to streamline the permitting process by opening a new one-stop Permit Center. The two positions are critical to bring on board at the start of the new fiscal year in order to ensure the project is able to move forward ahead of the opening of the new Permitting Center.

- **Recreation and Park (2.0 FTE)**  
1657 Accountant IV (2.0 FTE): These positions are needed to support bond-funded capital projects and administration. Specifically, the accountants will be working on reconciliation of the 2008 General Obligation (GO) bond funds and the first issuance 2012 GO Bond fund, the correction of incorrectly cross-walked FAMIS/FSP capital data, creation of a new accounting structure for GO Bonds, and year-end close.
- **Human Resources (2.0 FTE)**  
0922 Manager I (1.0 FTE); 1250 Recruiter (1.0 FTE): These positions support the Mayor's Executive Directive on Ensuring a Diverse, Fair, and Inclusive City Workplace, issued in September 2018. Per the Directive, the Department of Human Resources was directed to hire two full-time staff to focus on diversity recruitment as soon as possible, with on-going support to be included in the FY 2019-20 budget. These positions were hired temporarily during FY 2018-19 and will become permanent on July 1, 2019.
- **Public Defender (3.0 FTE)**  
8142 Public Defender's Investigator (1.0 FTE); 8177 Attorney, Civil/Criminal (2.0 FTE): The positions support the continuation of the Public Defender's jail diversion pilot started in FY17-18, extending the Pretrial Release Unit for two more years. These roles are currently performed by staff on expiring requisitions.

*Non-General Fund Positions (5.36 FTE)*

- **Adult Probation (1.0 FTE)**  
8529 Probation Assistant (0.5 FTE); 8530 Deputy Probation Officer (0.5 FTE): These positions support the continuation of their Law Enforcement Assisted Diversion (LEAD) program through the end of the year. These roles are currently performed by staff on expiring requisitions.
- **District Attorney (2.0 FTE)**  
8132 District Attorney's Investigative Assist (1.0 FTE); 8177 Attorney, Civil/Criminal (1.0 FTE): These positions support the continuation of the Law Enforcement Assistance Diversion (LEAD) program positions through the end of the year to collect more data on the pilot's effectiveness. These roles are currently performed by staff on expiring requisitions.
- **Homelessness and Supportive Housing (1.0 FTE)**  
2917 Program Support Analyst: (1.0 FTE); This position is needed to administer the U.S. Department of Housing and Urban Development (HUD) Continuum of Care program, which also provides funding for the position.
- **Treasurer/Tax Collector (1.36 FTE)**  
1844 Senior Management Assistant (1.36 FTE): This interim exception corrects an error in the past budget cycle to complete and provides 0.36 FTE authority for an existing 0.64 FTE 1844, and provides 1.0 FTE for a new grant-funded role to ensure compliance with the grant provisions and designated timeframe.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Kelly Kirkpatrick".

Kelly Kirkpatrick  
Mayor's Budget Director

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

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kelly Kirkpatrick, Mayor's Budget Director  
Date: May 31, 2019  
Re: Minimum Compensation Ordinance and the Mayor's FY 2019-20 and FY 2020-21  
Proposed Budget

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Madam Clerk,

Pursuant to San Francisco Administrative Code, SEC 12P.3, the minimum compensation for nonprofit corporations and public entities will be \$16.50 as of July 1, 2019. This letter provides notice to the Board of Supervisors that the Mayor's Proposed Budget for Fiscal Years (FY) FY 2019-20 and FY 2020-21 contains funding to support minimum compensation wage levels for nonprofit corporations and public entities in FY 2019-20 and FY 2020-21.

If you have any questions, please contact my office.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kelly Kirkpatrick".

Kelly Kirkpatrick  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

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BY [Signature]