



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL
MAYOR

April 26, 2018

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT:1) ANNUAL SALARY ADJUSTMENT (5th) YEAR OF 5-YEAR CYCLE OF SALARY OF MEMBER, BOARD OF SUPERVISORS IN ACCORDANCE WITH CHARTER SECTION 2.100 FOR FISCAL YEAR 2018-19 AND, ANNUAL SALARY ADJUSTMENT (2nd) YEAR OF 5-YEAR CYCLE OF ELECTED OFFICIALS (MAYOR, CITY ATTORNEY, DISTRICT ATTORNEY, PUBLIC DEFENDER, ASSESSOR-RECORDER, TREASURER, AND SHERIFF) IN ACCORDANCE WITH CHARTER SECTION A8.409-1 FOR FISCAL YEAR 2018-19. 0140-18-3

2) ANNUAL CERTIFICATION OF BENEFITS OF ELECTED OFFICIALS (INCLUDING MEMBERS OF THE BOARD OF SUPERVISORS) FOR FISCAL YEAR 2018-19 OF THE CITY AND COUNTY OF SAN FRANCISCO IN ACCORDANCE WITH CHARTER SECTION A8.409-1. 0141-18-3

The above matters will be considered by the Civil Service Commission at a meeting to be held on **May 7, 2018 at 3:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

These items will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for these items are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

Michael L. Brown
Executive Officer

THIS DOCUMENT SUPPORTS
CALENDAR 18

Attachment

cc: The Honorable Mark Farrell, Mayor
The Honorable London Breed, President, Board of Supervisors
The Honorable Sandra Lee Fewer, Board of Supervisors
The Honorable Catherine Stefani, Member, Board of Supervisors
The Honorable Aaron Peskin, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
The Honorable Jane Kim, Member, Board of Supervisors
The Honorable Norman Yee, Member, Board of Supervisors
The Honorable Jeff Sheehy, Member, Board of Supervisors
The Honorable Hillary Ronen, Member, Board of Supervisors
The Honorable Malia Cohen, Member, Board of Supervisors
The Honorable Ahsha Safai, Member, Board of Supervisors
The Honorable Jeff Adachi, Public Defender
The Honorable Jose Cisneros, Treasurer
The Honorable George Gascón, District Attorney
The Honorable Vicki Hennessey, Sheriff
The Honorable Dennis Herrera, City Attorney
The Honorable Carmen Chu, Assessor-Recorder
Jay Huish, Executive Director, Employees' Retirement System
Micki Callahan, Human Resources Director
Angela Calvillo, Clerk, Board of Supervisors
Abbie Yant, Director, Health Service System
Theresa Kao, Budget and Revenue Manager, Controller's Office
Steve Ponder, Director, Compensation Unit, DHR
Ben Rosenfield, Controller
Christine Beetz, Director, PPSD
Melissa Whitehouse, Budget Director
Kelly Kirkpatrick, Acting Budget Director

STAFF REPORT





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL
MAYOR

KATE FAVETTI
PRESIDENT

F. X. CROWLEY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

ELIZABETH SALVESON
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

Date: May 7, 2018

To: Civil Service Commission

Through: Michael L. Brown
Executive Officer

From: Luz Morganti
Senior Human Resources Analyst

Subject: Annual Adjustment (5th year of 5-year cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission Action of May 19, 2014; and, Salaries (2nd year of 5-year cycle) of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2018-19

Background

I. Civil Service Commission Authority - Salary Setting and Annual Salary Adjustment

Board of Supervisors Salary Setting: Charter Section 2.100 Composition and Salary
Charter Section 2.100 - Composition and Salary directs that the Civil Service Commission shall set the Supervisors' salary once every five years. At its meeting of May 19, 2014, the Commission acted to set the salary at \$110,858 for the five (5) year cycle, effective July 1, 2014 through June 30, 2019.

Board of Supervisors Salary Adjustment: Commission Action of May 19, 2014
In addition to setting the salary, the Commission action of May 19, 2014, included "to increase the salary for each fiscal year based on the CPI-U change of the prior calendar year reported in January of each year and not to exceed 5%." The Commission also acted that the salary will not decrease in the event the CPI-U falls below zero.

Fiscal Year 2018-19 is the 5th year of this 5-year cycle.

Elected Officials Salary Setting: Charter Section A8.409-1 Employees Covered
Charter Section A8.409-1 (Proposition C - November 2006) provides that the Civil Service Commission shall set the wages and benefits of all elected officials of the City and County of San Francisco. On May 15, 2017, the Civil Service Commission certified the base salary for the five (5) year salary cycle for the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff to apply for the fiscal year periods effective July 1, 2017 through June 30, 2022.

Elected Officials Salary Adjustment: Charter Section A8.409-1 Employees Covered

Charter Section A8.409-1 provides that, "For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set."

Fiscal Year 2018-19 is the 2nd year of this 5-year cycle.

II. Consumer Price Index

The annual CPI-U (Consumer Price Index – All Urban Consumers) issued by the Bureau of Labor Statistics comparing the CPI-U change in December 2017 to the previous CPI-U in December 2016 is a **2.9%** increase in the CPI-U. Therefore, in accordance with Charter Section A8.409-1, for the second (2nd) year of the five year cycle for elected officials; and, by Commission action of May 19, 2014, for the fifth (5th) year of the five year cycle for members of the Board of Supervisors, the Commission may increase salaries by **2.9%** effective July 1, 2018.

III. Annual Salary Adjustment

Fiscal Year 2017-18 Certified Salaries

In Fiscal Year 2017-18, the salaries of members of the Board of Supervisors were adjusted based on a 3.5% increase in the CPI-U. Elected Officials had a base salary set for the five year cycle effective fiscal year July 1, 2017 to June 30, 2022.

Fiscal Year 2018-19 Recommended/Adjusted Salaries

The Fiscal Year 2018-19 salaries based on the **2.9%** CPI-U (increase) change for members of the Board of Supervisors and elected officials are as follows:

Proposed Salaries of Board of Supervisors and Elected Officials Fiscal Year July 1, 2018 to June 30, 2019			
Class/Title	FY 2017-18 Certified Salary	2.9 % Increase Based on CPI-U Change	FY 2018-19 Salary (includes 2.9 % increase)
0720 Member, Board of Supervisors	\$121,606	\$3,526	\$125,132
4290 Assessor-Recorder	\$203,288	\$5,895	\$209,183
8197 City Attorney	\$269,523	\$7,816	\$277,339
8198 District Attorney	\$286,015	\$8,294	\$294,309
1190 Mayor	\$326,527	\$9,469	\$335,996
8196 Public Defender	\$247,909	\$7,189	\$255,098
4390 Treasurer-Tax Collector	\$191,968	\$5,567	\$197,535
8350 Sheriff	\$243,699	\$7,067	\$250,766

Recommendation: *Accept the report; certify the salary of member, Board of Supervisors in accordance with Charter Section 2.100 and elected officials in accordance with Charter Section A8.409-1 for timely transmittal to the Controller for inclusion in the FY 2018-19 budget.*

Attachments: Charter Section 2.100
Charter Section A8.409-1

cc: The Honorable Mark Farrell, Mayor
The Honorable London Breed, President, Board of Supervisors
The Honorable Sandra Lee Fewer, Board of Supervisors
The Honorable Catherine Stefani, Member, Board of Supervisors
The Honorable Aaron Peskin, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
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ARTICLE II

LEGISLATIVE BRANCH

SEC. 2.100. Composition and Salary.

SEC. 2.100. COMPOSITION AND SALARY.

The Board of Supervisors shall consist of eleven members elected by district.

The office of Board of Supervisors member is a full time position. The Civil Service Commission shall set the Supervisors' salary once every five years. Before the Commission determines the Supervisors' salary, it shall conduct and consider a salary survey of other full time California City Councils and County Boards of Supervisors and it may consider the Consumer Price Index (CPI).

The Civil Service Commission shall timely transmit its determination of the Supervisors' salary to the Controller, so that funds can be set aside for that purpose. The Controller shall include the Civil Service Commission's determination in appropriate budget documents to insure implementation. This determination may not be changed except by the Civil Service Commission.

The Civil Service Commission shall establish dates for an appropriate five-year cycle for making the determinations required by this Section, in order to efficiently coordinate with City budget processes and related procedures. In order to institute this five-year cycle the initial determination may be for less than a five-year period, as determined by the Civil Service Commission.

If the City and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Civil Service Commission shall review and amend the Supervisors' salary as necessary to achieve comparable cost savings in the affected fiscal year or years.

The provisions of this Section shall apply, notwithstanding any other provision of this Charter. (Amended November 1996; June 1998; November 2002)

City and County of San Francisco Charter

A8.409-1 EMPLOYEES COVERED

These Sections A8.409 through A8.409-6, inclusive, shall apply to all miscellaneous officers and employees except as set forth in Section A8.590-1 et seq. and including employees of San Francisco Unified School District and San Francisco Community College District to the extent authorized by state law. The provisions of Charter sections 8.400(h), 8.401-1, and 8.407 are hereby repealed and shall be of no further force and effect. Employee organizations representing employees in classifications covered by section A8.403 and A8.404 of this Charter may elect to include those classifications within the coverage of this part as a separate bargaining unit, provided however, that the election shall not become effective without the written approval of the Mayor and Board of Supervisors. The election shall be irrevocable and such employees shall not thereafter be subject to the provisions of section A8.403 and A8.404.

Employees in classifications not represented by a recognized employee organization shall be entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409-4 of this Charter. The Mayor annually shall propose all forms of compensation for unrepresented employees including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors. Consistent with other provisions of this Charter, the civil service commission may adopt rules and procedures relating to said unrepresented employees.

Except as otherwise provided by this Charter the Civil Service Commission shall set the wages and benefits of all elected officials of the City and County of San Francisco as follows: The Commission shall conduct a salary survey of the offices of chief executive officer, county counsel, district attorney, public defender, assessor-recorder, treasurer, and sheriff, in the counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. The Commission shall then average the salaries for each of those offices to determine respectively the base five-year salaries for the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff.

If any of the aforementioned counties do not have an office of public defender, that county shall be omitted from the salary survey for purposes of determining the base five-year salary of the Public Defender. Among the aforementioned counties, any freestanding county assessor's office or any county office in which the assessor's function is combined with other county functions, shall be deemed comparable to the office of Assessor-Recorder for purposes of determining the base five-year salary of the Assessor-Recorder. If any of the aforementioned counties do not have a comparable county office of treasurer, the county office whose functions most closely resemble the Treasurer's functions in San Francisco shall be deemed comparable to the office of Treasurer for purposes of determining the base five-year salary of the Treasurer.

The initial base five-year salary determination for the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff shall apply to the period from July 1, 2007 through June 30, 2012. Subsequent base five-year salary determinations for those offices shall apply to subsequent five-year periods, for example, July 1, 2012 through June 30, 2017.

City and County of San Francisco Charter

A8.409-1 EMPLOYEES COVERED (continued)

For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set.

Except as noted below, in setting the initial and subsequent base five-year salary determinations for the offices of Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, the Commission may not reduce the respective salaries of any of those offices. If implementation of the process for setting the base five-year salary would otherwise result in a salary reduction for any of those offices, the base five-year salary for the affected office or offices shall be the existing salary for the office.

If the City and County of San Francisco and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Commission shall review and amend the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff as necessary to achieve comparable cost savings in the affected fiscal year or years.

The Commission shall annually set the benefits of elected officials, to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year.

In addition, subject to the approval or disapproval of the Board of Supervisors, the Mayor may create, for employees designated as management, a management compensation package that recognizes and provides incentives for outstanding managerial performance contributing to increased productivity and efficiency in the work force. In formulating such a package, the Mayor shall take into account data developed in conjunction with the civil service commission regarding the terms of executive compensation in other public and private jurisdictions. (Amended March 2004; Amended by Proposition C, Approved 11/7/2006)