

# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

*Sent via Electronic Mail*

January 24, 2019

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

F. X. CROWLEY  
PRESIDENT

ELIZABETH SALVESON  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

**SUBJECT: WORK PLAN: SALARY SETTING FOR THE CITY AND COUNTY OF SAN FRANCISCO BOARD OF SUPERVISORS FOR A FIVE (5) YEAR CYCLE, EFFECTIVE JULY 1, 2019 THROUGH JUNE 30, 2024 IN ACCORDANCE WITH CHARTER SECTION 2.100.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **February 4, 2019** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item 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 non-privileged materials being considered by the Civil Service Commission for this item 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.*

MICHAEL L. BROWN  
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

### Attachment

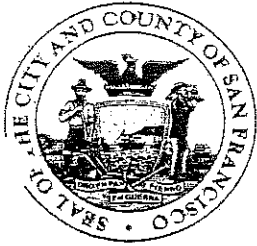
- cc: Angela Calvillo, Clerk, Board of Supervisors
- The Honorable Norman Yee, President, Board of Supervisors
- The Honorable Sandra Lee Fewer, Member, Board of Supervisors
- The Honorable Catherine Stefani, Member, Board of Supervisors
- The Honorable Aaron Peskin, Member, Board of Supervisors
- The Honorable Matt Haney, Member, Board of Supervisors
- The Honorable Vallie Brown, Member, Board of Supervisors
- The Honorable Gordon Mar, Member, Board of Supervisors
- The Honorable Shamann Walton, Member, Board of Supervisors
- The Honorable Rafael Mandelman, Member, Board of Supervisors
- The Honorable Hillary Ronen, Member, Board of Supervisors
- The Honorable Asha Safai, Member, Board of Supervisors
- Micki Callahan, Human Resources Director
- Steve Ponder, Director Classification & Compensation
- Ben Rosenfield, Controller
- Christie Beetz, Director, PPSD
- Jay Huish, Executive Director, SF Retirement

THIS DOCUMENT SUPPORTS  
CALENDAR ITEM 10



# STAFF REPORT






# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

Date: February 4, 2019

To: Civil Service Commission

From: Luz Morganti, Senior Human Resources Analyst 

Subject: Preliminary Work Plan: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2019 through June 30, 2024, in accordance with Charter Section 2.100

F. X. CROWLEY  
PRESIDENT

ELIZABETH SALVESON  
VICE PRESIDENT

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COMMISSIONER

KATE FAVETTI  
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SCOTT R. HELDFOND  
COMMISSIONER

In accordance with Charter Section 2.100 - Composition and Salary, the Civil Service Commission shall set the salary for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2019 through June 30, 2024.

This Preliminary Work Plan is presented to the Commission to outline the tasks and timelines for conducting the salary survey, obtain input and receive direction from the Commission.

MICHAEL L. BROWN  
EXECUTIVE OFFICER

### COMMISSION SALARY SETTING FOR BOARD OF SUPERVISORS

#### *History*

The Civil Service Commission first set the salary for the Board of Supervisors on May 19, 2003 for a one-year cycle beginning July 1, 2003 through June 30, 2004.

At the Civil Service Commission meeting of May 17, 2004, the Commission set the salary for the Board of Supervisors at \$90,000 for a five (5) year cycle (first cycle), effective July 1, 2004 through June 30, 2009. The Commission also acted to increase the salary for the Board of Supervisors each fiscal year effective July 1, 2005 based on the CPI-U reported in January of each year and not to exceed 5%. In addition, the Commission directed that the salary will not decrease in the event the CPI-U falls below zero.

**CHARTER SECTION 2.100 – COMPOSITION AND SALARY**

Charter Section 2.100. directs the Civil Service Commission to set the salary for the City and County of San Francisco Board of Supervisors.

The Charter indicates that the Civil Service Commission shall conduct and consider a salary survey of other fulltime California City Councils and County Boards of Supervisors, and that it may also consider the Consumer Price Index (CPI) in its determination. The Civil Service Commission is directed to transmit its salary determination to the Controller in a timely manner to ensure that funds are set aside and assure implementation. This determination may not be changed except 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.

**SALARY SURVEY**

The Commission must now set the salary for the Board of Supervisors for the upcoming five (5) year cycle, effective July 1, 2019 through June 30, 2024. The current annual salary (Fiscal Year 2018-19) for the Member, Board of Supervisors is \$125,132.

*Salary Survey Work Plan*

The State of California has four hundred and eighty-two (482) cities and fifty-eight (58) counties. Therefore, all California cities and counties will be surveyed to determine which cities and counties have comparable full-time City Council members or Board of Supervisors. The current annual salaries for the full-time City Council members or Board of Supervisors will be obtained and analyzed for this survey.

<b>TIMELINE</b>	<b>BASIC INFORMATION</b>
January 2019 – May 2019	<b>Survey and obtain annual salary information for Councilmembers and/or Member of Board of Supervisors for California cities and counties that have fulltime City Councils and County Supervisors.</b> Obtain Consumer Price Index Report for All Urban Consumers (CPI-U) issued by the United States, Department of Labor, Bureau of Labor Statistics, for the period from December 2017 to December 2018.
May 2019	Analyze, finalize and prepare salary information to present to Commission.

*Timeline*

CIVIL SERVICE COMMISSION REPORTING TIMELINE	
CSC MEETING	ACTIVITY
February 4, 2019	Presentation of preliminary work plan; outline of Civil Service Commission responsibilities.
May 20, 2019	Presentation of salary survey findings & recommendation at the Civil Service Commission Regular Meeting; Commissioners make decision & set base salary; forward salary decision/notice of action to the Controller for inclusion in the FY 2019-20 budget.

**RECOMMENDATION:** Accept the report.

- c: Angela Calvillo, Clerk, Board of Supervisors  
The Honorable Norman Yee, President, Board of Supervisors  
The Honorable Sandra Lee Fewer, Member, Board of Supervisors  
The Honorable Catherine Stefani, Member, Board of Supervisors  
The Honorable Aaron Peskin, Member, Board of Supervisors  
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