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CITY AND COUNTY OF SAN FRANCISCO

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Date: December 16, 2013

To: Civil Service Commission

From: Luz Morganti, Senior Personnel Analyst *LM*

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, 2014 through June 30, 2019, in accordance with Charter Section 2.100**

In accordance with Charter Section 2.100 - Composition and Salary, the Civil Service Commission must again set the salary for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2014 through June 30, 2019.

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.

COMMISSION SALARY SETTING FOR BOARD OF SUPERVISORS

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, 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 another five (5) year cycle, effective July 1, 2014 through June 30, 2019. The current annual salary of the Member, Board of Supervisors is \$108,049.

Salary Survey Work Plan

The State of California has four hundred and seventy eight (478) cities and fifty eight (58) counties. It was established from the last survey conducted in 2009 that of the four hundred seventy eight (478) cities, six (6) cities indicate they have full-time City Council Members. Of the fifty eight (58) counties, there are forty eight (48) counties that have full-time Board of Supervisors. Therefore, salary information will be collected for six (6) California cities and all forty eight (48) California counties that have full-time City Council members or Board of Supervisors.

TIMELINE	BASIC INFORMATION
January 2014 – May 2014	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.
February 2014	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 2012 to December 2013.
May 2014	Analyze, finalize and prepare salary information to present to Commission.

Timeline

CIVIL SERVICE COMMISSION REPORTING TIMELINE	
CSC MEETING	ACTIVITY
December 16, 2013	Presentation of preliminary work plan; outline of Civil Service Commission responsibilities.
April 07, 2014	Progress report
May 19, 2014	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 2014-15 budget.

RECOMMENDATION: Accept the report.

Attachment: SF Charter Sec. 2.100. Composition and Salary

- c: Angela Calvillo, Clerk, Board of Supervisors
The Honorable David Chiu, President, Board of Supervisors
The Honorable John Avalos, Member, Board of Supervisors
The Honorable David Campos, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
The Honorable Malia Cohen, Member, Board of Supervisors
The Honorable London Breed, Member, Board of Supervisors
The Honorable Mark Farrell, Member, Board of Supervisors
The Honorable Jane Kim, Member, Board of Supervisors
The Honorable Eric Mar, Member, Board of Supervisors
The Honorable Norman Yee, Member, Board of Supervisors
The Honorable Scott Wiener, Member, Board of Supervisors
Micki Callahan, Human Resources Director
Steve Ponder, Manager, Compensation Unit, DHR
Ben Rosenfield, Controller
Debra Nebreda, Director, PPSD
Jason Elliott, Mayor's Office

City and County of San Francisco Charter

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)