

**MEMORANDUM OF UNDERSTANDING BUDGET AGREEMENT**  
**Fiscal Year 2022-2023**

**Work Order Amount: \$620,000**

FSP codes	Requesting Department
Dept. Group Name	Sheriff Department of Accountability
Dept Code & Descr	
Fund Code & Descr	
Project Code & Descr	
Account Code & Descr	
Authority Code & Descr	
Activity Code & Descr	

Performing Department
Department of Police Accountability
209644 DPA
10000 GF Funding
100019080C Citizen Complainants
501010 Perm Salary
10000 Operating
10000 Office of Citizen Complainants

**Summary: SDA/DPA**  
**Initial/Revision: Initial**  
**Last Updated:**  
**7/12/2022**

**WO Type: Quarterly Billing**  
**Billing Method: Workorder**

The purpose of this document is to provide a written agreement between the requesting and performing departments for services to be provided through interdepartmental service agreements. Performing departments must initiate this form and have it signed by requesting and performing department heads. Both departments should retain copies for audit purposes.

**Performing Department services as itemized below:**

DPA staff will partner with SDA to provide transitional support until the SDA hires their own budget and support staff. Services provided by DPA staff include:

- Assist with hiring with positions
- Investigate sheriff misconduct cases
- Managing case management system and provide reports to SDA
- Managing SDA Email account and IT Admin Support
- Provide help creating MOUs with other city departments
- Assist with the development of Accounting and Budgeting

**Budgeted Amounts and Budget Details: (Performing Dept. to complete)**

Account code	Description	Rate/ Hourly
10000	<b>DPA Staffing - Hourly rate</b>	
	8126 Senior Investigator Brent Begin	\$ 109.69
	8124 Investigator Kevin Comer	\$ 83.49
	8177 Staff Attorney Jermain Jones	\$ 135.33
	0923 Operations Manager	\$ 112.38
	1052 Technical Support Eric Ho	\$ 86.51
	1406 Clerical admin support	\$ 62.90
	0962 Director II	\$ 154.73
	8182 Head Attorney	\$ 165.17
	1844 Budget Analyst	\$ 82.56

**Other details:**

CFDA #	CFDA Title	Award Name	Award #	R&D	Agency	Compliance Req.
N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Method of Calculation:**

**Quarterly Billing**

**Billing Documentation Required from Performing Department Before Approval of Charges:**

*Hourly Billing will be provided on a quarterly basis*

**Billing Disputes:**

Disputes shall be resolved by the Performing Department's Finance Director and the Requesting Department's Finance Director as necessary.

This agreement has been entered into on the dates below.

**Requesting Dept. Signature**

Signature: \_\_\_\_\_

Date: July 26, 2022

**Performing Dept. Signature**

Signature: Paul Henderson

Date: 7/26/2022

Approver name & title: Dan Leung, Clerk SDA  
 Phone: 415.241.7711

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