

File No. 130364

Committee Item No. 2  
Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: 05/8/2013

Board of Supervisors Meeting

Date: \_\_\_\_\_

#### Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date May 3, 2013

Completed by: Victor Young Date \_\_\_\_\_

[De-Appropriation and Re-Appropriation - Public Utilities Commission Overtime - \$71,016 - FY2012-2013]

Ordinance de-appropriating \$71,016 in salaries in the Public Utilities Commission, Hetch Hetchy Department, operating budget and re-appropriating \$71,016 to overtime in the Public Utilities Commission, Hetch Hetchy Department operating budget in order to support the department's projected increases in overtime as required per Ordinance No. 194-11, and requiring a two-thirds vote of all members of the Board of Supervisors for approval.

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

Be it ordained by the People of the City and County of San Francisco:

Section 1. The uses of funding outlined below are herein de-appropriated to reflect the funding available for Fiscal Year 2012-2013.

**Uses De-appropriation**

Fund	Index/Project Code	Subobject	Description	Amount
5T AAA AAA	326112	00101	Permanent	\$71,016
Hetchy Operating - Non			Salaries	
Project Controlled				
<b>Total USES De-appropriation</b>				<b>\$71,016</b>

1 Section 2. The uses of funding outlined below are herein re-appropriated in Subsubject  
2 01101 (Salaries – Overtime – Misc), and reflect the projected uses of funding to support the  
3 increases in overtime spending in the Public Utilities Commission Hetch Hetchy Department  
4 for Fiscal Year 2012-2013.

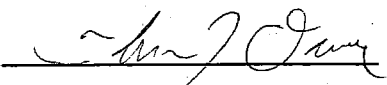
5  
6 **USES Re-appropriation**

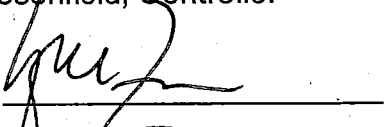
Fund	Index/Project Code	Subsubject	Description	Amount
5T AAA AAA	326112	01101	Salaries – Overtime – Miscellaneous	\$71,016
Hetchy Operating - Non Project Controlled				
<b>Total USES Re-appropriation</b>				<b>\$71,106</b>

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15 Section 3. The Controller is authorized to record transfers between funds and adjust  
16 the accounting treatment of sources and uses appropriated in this Ordinance as necessary to  
17 conform with Generally Accepted Accounting Principles.

18  
19 APPROVED AS TO FORM:  
20 DENNIS J. HERRERA, City Attorney

FUNDS AVAILABLE  
Ben Rosenfield, Controller

21 By:   
22 Deputy City Attorney

By:   
Date: April 18, 2013

**Items 2 & 3**  
**Files 13-0364 and 13-0366**

**Department:**  
 Public Utilities Commission (PUC)

## **EXECUTIVE SUMMARY**

### **Legislative Objectives**

- The proposed supplemental appropriation ordinances would (1) de-appropriate \$71,016 in permanent salaries and re-appropriate \$71,016 to overtime in the Public Utilities Commission's (PUC) Hetch Hetchy Enterprise (File 13-0364); and (2) de-appropriate \$250,000 in debt service and re-appropriate \$250,000 to overtime in the PUC's Water Enterprise (File 13-0366).

### **Key Points**

- The Hetch Hetchy Water and Power Enterprise incurred overtime in excess of the budget for Powerhouse Operators due to vacant positions as well as mandated scheduling requirement.
- The Water Enterprise incurred overtime in excess of the budget due to repair work needed for a leaking valve in the regional water system transmission pipeline (Bay Division No. 4) in January 2013, and a major transmission pipeline failure in San Mateo County in February 2013

### **Fiscal Impact**

- The Hetch Hetchy Water and Power Enterprise's FY 2012-13 budget for overtime is \$854,841 and projected use of overtime is \$925,857, or \$71,016 more than the budget.
- The Water Enterprise's FY 2012-13 budget for overtime is \$1,592,638 and projected use of overtime is \$1,842,638, or \$250,000 more than the budget.
- the FY 2012-13 overtime expenditures exceeding the budget would be paid by the transfer of surplus permanent salaries in the Hetch Hetchy Enterprise operating budget (\$71,016) and transfer of surplus debt service funds in the Water Enterprise operating budget (\$250,000)

### **Recommendation**

- Approve the proposed ordinances.

**MANDATE STATEMENT / BACKGROUND****Mandate Statement**

Charter Section 9.105 requires Board of Supervisors' approval of Annual Appropriation Ordinance amendments, after the Controller certifies the availability of funds.

Administrative Code Section 3.17, which was approved by the Board of Supervisors in September of 2011, requires that the Annual Appropriation Ordinance contain a separate overtime appropriation within the Airport, Fire, Emergency Management, Police, Public Health, Public Utilities, Public Works, Recreation and Park and Sheriff Departments' operating budgets. In accordance with Administrative Code Section 3.17(b), these nine City departments must also request a supplemental appropriation, which is subject to Board of Supervisors approval, if their overtime expenditures are expected to exceed the annual overtime appropriation.

**DETAILS OF PROPOSED LEGISLATION**

The PUC is proposing de-appropriation of certain FY 2102-13 surplus expenditures and re-appropriation to pay for FY 2012-13 overtime expenditures that exceed the budget, as shown in Table 1.

**Table 1: Proposed Supplemental Appropriation**

Fund	Object	Re-appropriation/ (De-appropriation)
<u>File 13-0364</u>		
Hetch Hetchy Enterprise Operating Budget	Permanent Salaries	(\$71,016)
Hetch Hetchy Enterprise Operating Budget	Overtime	<u>71,016</u>
Net		\$0
<u>File 13-0366</u>		
Water Enterprise Operating Budget	Debt Service	(\$250,000)
Water Enterprise Operating Budget	Overtime	<u>250,000</u>
Net		\$0

According to Ms. Cheryl Sperry, PUC Principal Administrative Analyst, the Hetch Hetchy Water and Power Enterprise incurred overtime in excess of the budget for Powerhouse Operators due to vacant positions as well as mandated scheduling requirements in the Memorandum of Understanding (MOU) between the City and the International Brotherhood of Electrical Workers, Local 6, which represents Powerhouse Operators. According to Ms. Sperry, the City and Local 6 are scheduled for arbitration on these scheduling requirements in September 2013.

According to Mr. David Briggs, PUC Regional and Local Water System Manager, the Water Enterprise incurred overtime in excess of the budget due to repair work needed for a leaking valve in the regional water system transmission pipeline (Bay Division No. 4) in January 2013, and a major transmission pipeline failure in San Mateo County in February 2013. According to Mr. Briggs, the Water Enterprise will prioritize the highest needs for overtime for the remainder of the fiscal year.

Approval of the proposed supplemental appropriations requires a two-third vote of the Board of Supervisors.

### **FISCAL IMPACT**

The Hetch Hetchy Water and Power Enterprise's FY 2012-13 budget for overtime is \$854,841 and projected use of overtime is \$925,857, or \$71,016 more than the budget.

The Water Enterprise's FY 2012-13 budget for overtime is \$1,592,638 and projected use of overtime is \$1,842,638, or \$250,000 more than the budget.

As noted in Table 1 above, the FY 2012-13 overtime expenditures exceeding the budget would be paid by the transfer of surplus permanent salaries in the Hetch Hetchy Enterprise operating budget (\$71,016) and transfer of surplus debt service funds in the Water Enterprise operating budget (\$250,000).

### **RECOMMENDATION**

Approve the proposed ordinances.



April 16, 2013

The Honorable Edwin M. Lee

The Honorable Board of Supervisors

The Honorable Ben Rosenfield, Controller

**Subject: SFPUC – Hetch Hetchy Water Powerhouse Operation  
Overtime Supplemental Appropriation Request \$71,016**

Ladies and Gentlemen:

Attached is a completed copy of the Request for Supplemental Appropriation, funded completely by a like amount of salary savings, in the amount of \$71,016 to fund overtime for Hetch Hetchy Water.

In accordance with Section 3.17 of the Administrative Code, I would like to request this budget adjustment for additional overtime funding for Hetch Hetchy Water to support the powerhouse operation for the remainder of the fiscal year.

For the SFPUC the funding will come from salary savings within this Hetchy Division.

Regards,

Harlan L. Kelly, Jr.  
General Manager

**Edwin M. Lee**  
Mayor

**Art Torres**  
President

**Vince Courtney**  
Vice President

**Ann Moller Caen**  
Commissioner

**Francesca Viotor**  
Commissioner

**Anson Moran**  
Commissioner

**Harlan L. Kelly, Jr.**  
General Manager



## REQUEST FOR SUPPLEMENTAL APPROPRIATION

DEPARTMENT Hetch Hetchy Water and Power DIVISION Hetchy Water DATE 4/16/2013

To the Mayor:

Request is hereby made for supplemental appropriation from the following appropriations(s) or fund(s) in the amount(s) indicated:

APPROPRIATION NUMBER	DESCRIPTION OF APPROPRIATION OR FUND	AMOUNT
FD/GROUP FD 5T AAA AAA DEPT-DIV-SEC 32 10 02 INDEX 326112 CHAR/SUB-OBJ 001/001/00101	This transfers surplus salaries funds to fund a projected year-end shortfall in overtime for Hetchy Water.	\$71,016

to the credit of the following appropriation(s) or fund(s) in the amount(s) indicated:

APPROPRIATION NUMBER	DESCRIPTION OF APPROPRIATION OR FUND	AMOUNT REQUESTED	AMOUNT APPROVED MAYOR
FD/GROUP FD 5T AAA AAA DEPT-DIV-SEC 32 10 02 INDEX 326112 CHAR/SUB-OBJ 001/011/01101	Surplus salary funds are transferred from Salaries to fund the projected year-end shortfall in overtime.	\$71,016	

There are no surpluses in any of this department's appropriations available for transfer for the requested purposes(s). Complete detail as to the necessity for THIS appropriation is stated below.

**APPLICABLE BOXES MUST BE CHECKED.**

This request includes capital projects (s.o.2020 or 2030); a separate copy has been sent to the Chair, Capital

- Improvement Advisory Committee
- These funds have not been previously requested.
- These funds were previously requested by:  Supplemental Appropriation or
- Budget Estimate and were  reduced or  denied by:  The Mayor, or  The Board of Supervisors.

**CERTIFIED AS TO FACTS AND AMOUNTS AS ABOVE STATED AND RECOMMENDED:**

Todd Rydstrom (Department Head)  
Todd Rydstrom, AGM, Business Services & CFO, SFPUC

**APPROVED:** Harlan L. Kelly, Jr. (C.A.O., Board or Commission)  
Harlan L. Kelly, Jr., General Manager, SFPUC

Recorded Controller's Budget Division

By \_\_\_\_\_ Date \_\_\_\_\_ Request No. \_\_\_\_\_

**FOR MAYOR'S USE**

To the Controller:

The above request meets with my approval, as indicated above. You are hereby requested to prepare the necessary appropriation ordinance.

**APPROVED:**

Edwin M. Lee By \_\_\_\_\_ Date \_\_\_\_\_  
MAYOR



OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *per* Mayor Edwin M. Lee *EW*  
RE: Appropriation and De-Appropriation - \$71,016 for Overtime - FY2012-2013  
DATE: April 23, 2013

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Attached for introduction to the Board of Supervisors is the ordinance de-appropriating \$71,016 in salaries in the Public Utilities Commission Hetch Hetchy Department operating budget and re-appropriating \$71,016 to overtime in the Public Utilities Commission Hetch Hetchy Department operating budget in order to support the department's projected increases in overtime as required per Ordinance 194-11, and requiring a two-thirds vote of all members of the Board of Supervisors for approval.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

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BOARD OF SUPERVISORS  
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