

CITY AND COUNTY OF SAN FRANCISCO
BOARD OF SUPERVISORS
BUDGET AND LEGISLATIVE ANALYST

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292
FAX (415) 252-0461

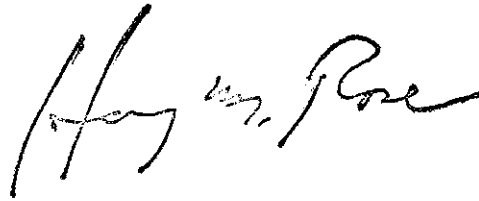
June 21, 2011

TO: Budget and Finance Committee
FROM: Budget and Legislative Analyst
SUBJECT: June 23, 2011 Budget and Finance Committee Meeting

TABLE OF CONTENTS

Descriptions for Departmental Budget Hearing, June 23, 2011 Meeting, 10:00 a.m.

Department	Page
AAM Asian Art Museum.....	1
FAM Fine Arts Museum.....	4
SCI Academy of Sciences.....	7
WAR War Memorial.....	10
REC Recreation and Park.....	13
CHF Department of Children, Youth & Their Families.....	23
CFC Children and Families Commission.....	28
JUV Juvenile Probation.....	33
DPH Department of Public Health.....	37
HSA Human Services Agency.....	53

A handwritten signature in black ink, appearing to read "Harvey M. Rose". The signature is fluid and cursive, with the first name "Harvey" being the most prominent.

Harvey M. Rose

cc: Supervisor Chu
Supervisor Mirkarimi
Supervisor Kim
Supervisor Wiener
President Chiu
Supervisor Avalos
Supervisor Campos
Supervisor Cohen
Supervisor Elsbernd
Supervisor Farrell
Supervisor Mar
Clerk of the Board
Cheryl Adams
Controller
Greg Wagner

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Department's proposed \$7,777,867 budget for FY 2011-12 is \$229,147 or 2.9 percent less than the original FY 2010-11 budget of \$8,007,014.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 58.88 FTEs, which is .2 FTEs less than the 59.08 FTEs in the original FY 2010-11 budget. This represents a .34 percent decrease in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department's revenues of \$2,729,000 in FY 2011-12, are \$403,984 or 12.9 percent less than FY 2010-11 revenues of \$3,132,984. General Fund support of \$5,048,867 in FY 2011-12 is \$174,837 or 3.6 percent more than FY 2010-11 General Fund support of \$4,874,030.

RECOMMENDATIONS

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$181,884 in FY 2011-12. Of these recommended reductions, \$181,884 or 100 percent are General Fund reductions, and \$181,884 or 100 percent are ongoing reductions.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

AAM - Asian Arts Museum

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
9993-M Attrition Savings	-2.78	-4.73	(\$177,965)	(\$302,541)	\$124,576	x		-2.78	-4.73	(\$177,965)	(\$302,541)	\$124,576	x
Mandatory Fringe Benefits			(\$81,733)	(\$139,041)	\$57,308	x				(\$81,733)	(\$139,041)	\$57,308	x
			<i>Total Savings</i>	<i>\$181,884</i>						<i>Total Savings</i>	<i>\$181,884</i>		
	Increase Attrition Savings by \$124,576 in FY 2011-12. The recommended increase in Attrition Savings reflects a projected salary savings (a year-end surplus of approximately \$500,000 as of 5/31/11). While the Department currently has 4 vacant museum guard positions, 1 Principal Museum Preparatory, and 1 Chief Preparatory, this increase in Attrition Savings should still provide sufficient salary funds for FY 2011-12.							Ongoing reduction					

FY 2011-2012				Estimated FY 2012-2013 Impact	
Total Recommended Reductions				Total Recommended Reductions	
	One-Time	Ongoing	Total	General Fund Impact	
General Fund Impact	\$0	\$181,884	\$181,884		\$181,884
Non-General Fund Impact	\$0	\$0	\$0	Non-General Fund Impact	\$0
Total	\$0	\$181,884	\$181,884	Total	\$181,884

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Department's proposed \$15,663,737 budget for FY 2011-12 is \$960,598 or 6.5 percent more than the original FY 2010-11 budget of \$14,703,139.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 106.49 FTEs, which is .67 FTEs more than the 105.82 FTEs in the original FY 2010-11 budget. This represents a .63 percent increase in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department's revenues of \$9,705,854 in FY 2011-12, are \$435,192 or 4.7 percent more than FY 2010-11 revenues of \$9,270,662. General Fund support of \$5,957,883 in FY 2011-12 is \$525,406 or 9.7 percent more than FY 2010-11 General Fund allocation of \$5,432,477.

RECOMMENDATIONS

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$71,930 in FY 2011-12. Of these recommended reductions, \$71,930 or 100 percent are General Fund reductions, and \$71,930 or 100 percent are ongoing reductions. These reductions would still allow an increase of \$888,668 or 6.0 percent in the Department's FY 2011-12 budget.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

FAM - Fine Arts Museum

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	
	From	To	From	To				From	To	From	To			
EEB - OPER & MAINT OF MUSEUMS (1G AGF AAA)														
OTHER CURRENT EXPENSES			\$282,331	\$252,331	\$30,000	x				\$282,331	\$252,331	\$30,000	x	
	Reduction to reflect actual current expenditures.							Ongoing reduction						
MATERIALS AND SUPPLIES			\$34,000	\$29,000	\$5,000	x				\$34,000	\$29,000	\$5,000	x	
	Reduction to reflect actual current expenditures.							Ongoing reduction						
9993M Attrition Savings	-6.02	-6.45	(\$351,008)	(\$376,008)	\$25,000	x		-6.02	-6.45	(\$351,008)	(\$376,008)	\$25,000	x	
Mandatory Fringe Benefits	0.0	0.0	(\$167,508)	(\$179,438)	\$11,930	x		0.0	0.0	(\$167,508)	(\$179,438)	\$11,930	x	
	<i>Total Savings \$36,930</i>							<i>Total Savings \$36,930</i>						
	Increase Attrition Savings by \$25,000 in FY 2011-12. The recommended increase in Attrition Savings should still provide sufficient salary funds for FY 2011-12.													

	FY 2011-2012		
	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund Impact	\$0	\$71,930	\$71,930
Non-General Fund Impact	\$0	\$0	\$0
Total	\$0	\$71,930	\$71,930

	Estimated FY 2012-2013 Impact
	Total Recommended Reductions
General Fund Impact	\$71,930
Non-General Fund Impact	\$0
Total	

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Mayor's proposed \$4,123,060 budget for FY 2011-12 is \$115,160 or 2.7 percent less than the original FY 2010-11 budget of \$4,238,220.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 12.48 FTEs, which is .97 FTEs less than the 13.45 FTEs in the original FY 2010-11 budget. This represents a 7.2 percent decrease in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department's revenues of \$1,208,000 in FY 2011-12, are the same as the FY 2010-11 revenues of \$1,208,000. General Fund support of \$2,915,059 in FY 2011-12 is \$115,161 or 3.8 percent less than FY 2010-11 General Fund support of \$3,030,220.

RECOMMENDATIONS

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$106,007 in FY 2011-12. Of these recommended reductions, \$106,007 or 100 percent are General Fund reductions, and \$106,007 or 100 percent are ongoing reductions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: SCI-ACADEMY OF SCIENCES

SUMMARY OF PROGRAM EXPENDITURES:

Program	2009-2010 Actual Budget	2010-2011 Budget	2011-2012 Proposed Budget	Change From 2010-2011	Pct Change
ACADEMY OF SCIENCES	4,064,737	4,238,220	4,123,060	(115,160)	(2.7)
Total Expenditures	4,064,737	4,238,220	4,123,060	(115,160)	(2.7)

The Department's proposed FY 2011-12 budget has decreased by \$115,160 largely due to:

- Decreases in work order recoveries from other City departments and public agencies.

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 12.48 FTEs, which is .97 FTEs less than the 13.45 FTEs in the original FY 2010-11 budget. This represents a 7.2 percent decrease in FTEs from the original FY 2010-11 budget.

- The Department's budget for FY 201-12 includes the deletion of 1 FTE. This is not a filled position and will not result in the layoff of any employees.

DEPARTMENT REVENUES:

The Department's revenues of \$1,208,000 in FY 2011-12, are the same as the FY 2010-11 revenues of \$1,208,000. General Fund support of \$2,915,059 in FY 2011-12 is \$115,161 or 3.8 percent less than FY 2010-11 General Fund support of \$3,030,220.

COMMENTS:

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$106,007 in FY 2011-12. Of these recommended reductions, \$106,007 or 100 percent are General Fund reductions, and \$106,007 or 100 percent are ongoing reductions.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

SCI - Academy of Sciences

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	
	From	To	From	To				From	To	From	To			
EEH - Academy of Sciences (1G AGF AAA)														
9993M Attrition Savings	-1.00	-2.00	(\$73,578)	(\$147,156)	\$73,578	x		-1.00	-2.00	(\$73,578)	(\$147,156)	\$73,578	x	
Mandatory Fringe Benefits			(\$32,429)	(\$64,858)	\$32,429	x				(\$32,429)	(\$64,858)	\$32,429	x	
	<i>Total Savings \$106,007</i>							<i>Total Savings \$106,007</i>						
	Increase Attrition Savings by \$73,578 in FY 2011-12. The recommended increase in Attrition Savings reflects a projected salary savings (a year-end surplus of approximately \$100,000 as of 5/27/11) and should provide sufficient salary funds.							Ongoing reduction						

	FY 2011-2012 Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund Impact	\$0	\$106,007	\$106,007
Non-General Fund Impact	\$0	\$0	\$0
Total	\$0	\$106,007	\$106,007

	Estimated FY 2012-2013 Impact Total Recommended Reductions
General Fund Impact	\$106,007
Non-General Fund Impact	\$0
Total	\$106,007

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Department's proposed \$12,233,535 budget for FY 2011-12 is \$14,871,452 or 54.9 percent less than the original FY 2010-11 budget of \$27,104,987.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 63.88 FTEs, which is .81 FTEs more than the 63.07 FTEs in the original FY 2010-11 budget. This represents a 1.3 percent increase in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department's revenues of \$12,233,535 in FY 2011-12, are \$14,871,452 or 54.9 percent less than FY 2010-11 revenues of \$27,104,987. The Department does not receive General Fund support.

RECOMMENDATIONS

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$142,539 in non-General Fund monies in FY 2011-12. Of these recommended reductions, \$142,539 or 100 percent are ongoing reductions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: WAR-WAR MEMORIAL

SUMMARY OF PROGRAM EXPENDITURES:

Program	2010-2011	2011-2012	Change From	Pct
	Budget	Proposed	2010-2011	Change
War Memorial Operations and Maintenance	27,104,987	12,233,535	(14,871,452)	54.9%
Total	27,104,987	12,233,535	(14,871,452)	54.9%

The Department's proposed FY 2011-12 budget has decreased by \$14,871,452 largely due to:

- A 15,000,000 reduction in the Department's capital expenditures due to the one-time increase in FY 2010-11 for the design development phase of the War Memorial's Veterans Building Seismic Upgrade and Improvements Project.

DEPARTMENT PERSONNEL SUMMARY:

The number of Net Operating full-time equivalent positions (FTE) budgeted for FY 2011-12 is 63.88 FTEs, which is .81 FTEs more than the 63.07 FTEs in the original FY 2010-11 budget. This represents a 1.3 percent increase in FTEs from the original FY 2010-11 budget.

DEPARTMENT REVENUES:

The Department's revenues of \$12,233,535 in FY 2011-12, are \$14,871,452 or 54.9 percent less than FY 2010-11 revenues of \$27,104,987. The Department does not receive General Fund support.

The FY 2009-10 budget included \$15,000,000 in one-time proceeds from Certificates of Participation for the Veterans Building Seismic Upgrade and Improvements Project.

COMMENTS:

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$142,539 in non-General Fund monies in FY 2011-12. Of these recommended reductions, \$142,539 or 100 percent are ongoing reductions.

WAR - War Memorial

Object Title	FY 2011-2012						FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
EED - Operations and Maintenance (2S WMF AAA)													
OTHER CURRENT EXPENSES			\$9,200	\$4,900	\$4,300					\$9,200	\$4,900	\$4,300	
	Reduction to reflect current expenditures and expected carry forward from FY 2010-11.						Ongoing reduction						
SCAVENGER SERVICES			\$270,000	\$260,000	\$10,000					\$270,000	\$260,000	\$10,000	
OTHER BLDG MAINT SVCS			\$334,269	\$322,269	\$12,000					\$334,269	\$322,269	\$12,000	
	<i>Total Savings \$22,000</i>						<i>Total Savings \$22,000</i>						
	Reduction to reflect current expenditures and expected carry forward from FY 2010-11.						Ongoing reduction						
9993M Attrition Savings	-2.31	-3.47	(\$160,860)	(\$241,290)	\$80,430			-2.31	-3.47	(\$160,860)	(\$241,290)	\$80,430	
Mandatory Fringe Benefits	0.0	0.0	(\$71,618)	(\$107,427)	\$35,809			0.0	0.0	(\$71,618)	(\$107,427)	\$35,809	
	<i>Total Savings \$116,239</i>						<i>Total Savings \$116,239</i>						
	Increase Attrition Savings by \$80,430 in FY 2011-12. The recommended increase in Attrition Savings reflects a projected salary savings (a year-end surplus of approximately \$300,000 as of 5/27/11). This increase in Attrition Savings should still provide sufficient funds for salaries in FY 2011-12.												

FY 2011-2012			
Total Recommended			
	One-Time	Ongoing	Total
General Fund Impact	\$0	\$0	\$0
Non-General Fund Impact	\$0	\$142,539	\$142,539
Total	\$0	\$142,539	\$142,539

Estimated FY 2012-2013	
Total Recommended	
	Total
General Fund Impact	\$0
Non-General Fund Impact	\$142,539
Total	\$142,539

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Department’s proposed \$127,921,216 budget for FY 2011-12 is \$905,097 or .7 percent more than the original FY 2010-11 budget of \$127,016,119.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 843.43 FTEs, which is 7.15 FTEs less than the 850.58 FTEs in the original FY 2010-11 budget. This represents an .8 percent reduction in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department revenues of \$93,639,592 in FY 2011-12 are \$1,285,631 or 1.4 percent more than FY 2010-11 revenues of \$92,353,961. General Fund support of \$34,281,624 in FY 2011-12 is \$380,533 or 1.1 percent less than FY 2010-11 General Fund support of \$34,662,157.

RECOMMENDATIONS

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$668,366 in FY 2011-12. These reductions would still allow for an increase of \$236,731 or a .2 percent increase in the Department’s FY 2011-12 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$35,343 to the Recreation and Park Savings Incentive Fund.

Together, these recommendations will result in total savings of \$703,709, including \$164,743 in savings to the City’s General Fund.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: REC – RECREATION AND PARK

SUMMARY OF PROGRAM EXPENDITURES:

Program	2010-2011 Budget	2011-2012 Proposed	Change From 2010-2011	Pct Change
CAPITAL PROJECTS	\$12,879,429	\$10,243,135	-\$2,636,294	-20.47%
CHILDREN'S BASELINE	10,042,971	9,315,268	-727,703	-7.25%
CHILDREN'S SVCS - NON - CHILDREN'S FUND	400,000	400,000	0	0.00%
GOLDEN GATE PARK	10,331,851	10,413,863	82,012	0.79%
MARINA HARBOR	1,748,499	1,876,127	127,628	7.30%
PARKS	65,635,258	68,553,580	2,918,322	4.45%
REC & PARK ADMINISTRATION	91,350	76,350	-15,000	-16.42%
RECREATION	13,209,024	13,789,738	580,714	4.40%
STRUCTURAL MAINTENANCE	\$12,677,737	\$13,253,155	\$575,418	4.54%
RECREATION AND PARK COMMISSION	\$127,016,119	\$127,921,216	\$905,097	0.71%

The Recreation and Park Department’s proposed FY 2011-12 budget is \$905,097 more than the FY 2010-11 budget. The Department has proposed new or increased program spending in FY 2011-12, which is offset by reductions in other programs, as noted below:

- In FY 2011-12, the Recreation and Park Department reorganized its budget to reflect a new organizational structure that the Department implemented in FY 2010-11, including a new recreation model introduced in September 2010. The Parks and Golden Gate Park programs show an increase in spending primarily related to the new budget organizational structure.
- The Department will continue park and facility renovation projects funded by the 2008 Clean and Safe Neighborhood Parks General Obligation Bond in FY 2011-12, by completing the design for site specific playgrounds and recreation centers and increasing spending in the Structural Maintenance Program.
- The proposed Capital Projects budget represents the largest reduction, as one-time funding for capital projects in FY 2010-11 is eliminated from the FY 2011-12 budget. The Children’s Baseline budget and spending on Recreation and Park Administration are also decreasing.

DEPARTMENT PERSONNEL SUMMARY:

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 843.43 FTEs, which is 7.15 FTEs less than the 850.58 FTEs in the original FY 2010-11 budget. This represents an .8 percent reduction in FTEs from the original FY 2010-11 budget.

- The decrease to the FTE count results from increases in Attrition Savings in FY 2011-12. The Department is not proposing any deletions or layoffs in FY 2011-12.
- In FY 2011-12, the Department plans to reorganize the aquatics staff, similar to the structure of the general recreation reorganization implemented in FY 2010-11 by shifting specific swimming instructors from full-time to temporary employees. The Department also plans to increase enrollment in its gardener apprenticeship program from 10 to 15 positions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: REC – RECREATION AND PARK

DEPARTMENT REVENUES:

The Department revenues of \$93,639,592 in FY 2011-12 are \$1,285,631 or 1.4 percent more than FY 2010-11 revenues of \$92,353,961. General Fund support of \$34,281,624 in FY 2011-12 is \$380,533 or 1.1 percent less than FY 2010-11 General Fund support of \$34,662,157. Specific changes in the Department’s FY 2011-12 revenues include:

- Increased revenue from recreation programming, permits and facility rentals, improved park concessions and leases.
- Open Space Funds are anticipated to increase, as is funding from transfers into the Department, expenditure recoveries, transfer adjustments, and the use of the Reserves Fund.
- Reductions in other revenues such as one-time funding for the Cayuga and Dolores Park playgrounds, gifts and bequests and a \$380,533, or one percent, decrease in General Fund support for the Department.

Fee Legislation

Projected revenues for FY 2011-12 are based on the proposed fee increase ordinances as follows:

File No.	Fee Description	FY 2010-11 Original Revenue	Increase Revenue in FY 2011-12	Annualized Revenue Thereafter
110549	Authorizes the RPD Commission to (1) approve special promotions of up to 25 percent of the applicable rate (2) approve increases of up to 50 percent for nonresident and tournament golf fees at Harding and Fleming; (3) add accompanying rider fee;(4) create a nonresident junior rate, and (5) changes the definition of weekend from all day Friday through Sunday to Friday afternoon through Sunday.	\$0	\$367,000	\$197,000
(110550	Creates a nonresident junior golf fee at Lincoln Park and changes the definition of weekend from all day Friday through Sunday to Friday afternoon through Sunday.	\$0	\$8,000	\$8,000
110551	Creates a nonresident junior golf fee at Sharp Park and changes the definition of weekend from all day Friday through Sunday to Friday afternoon through Sunday.	\$0	\$10,000	\$10,000
110552	Creates a nonresident junior golf fee at Golden Gate Park Golf Course and changes the definition of weekend from all day Friday through Sunday to Friday afternoon through Sunday.	\$0	\$3,400	\$3,400
Total		\$0	\$388,400	\$218,400

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: REC – RECREATION AND PARK

FIVE YEAR FINANCIAL PLAN:

The Recreation and Park Department anticipates a 7.5 percent growth in its budget between FY 2011-12 and FY 2015-16.

Revenues

- Over the next five years, the Department’s goal is to continue to increase its earned revenue generated by recreation programs, concessions and rental activities.
- Recreation and Park’s 10-Year Capital Plan recommends the development of a General Obligation Bond proposal for the 2012 ballot to help address the substantial deferred maintenance backlog of approximately \$1.7 billion.
- The Department has been exploring alternative funding sources, many of which would require voter approval, such as a parcel tax or an expansion of the Open Space Fund. To the extent that these measures do not bring the Department’s budget into balance, Recreation and Park plans to work with the Mayor’s Office and the Board of Supervisors to identify and implement either additional revenue increases or expenditure reductions with the goal of preserving direct service delivery to the greatest extent possible.

Expenditures

The Recreation and Park Department’s largest expense is park maintenance, which represents over 60 percent of the Department operating budget. Capital projects and structural maintenance together represent just less than 25 percent of the Department’s operating budget.

Over the next five years, the Department will undertake the following strategic initiatives that will impact spending:

- Meet high standards in park maintenance by supplying adequate staffing levels and, if possible, adding staff to park maintenance and structural maintenance programs.
- Improve recreation services quality and quantity associated with the new model for recreation delivery that will take several years to completely implement. A key component of the model is an as-needed pool of program instructors. The viability of creating a pool of available staff is still uncertain, and the Department may need to increase wages to attract a broader, or more skilled pool of program delivery staff.
- Improve the capital condition of parks. The Department faces a deferred maintenance backlog of \$1.7 billion to repair and replace a host of facilities that include irrigation systems, swimming pools, and neighborhood recreation buildings.
- Address Open Space Fund, Golf Fund, and Marina Fund shortfalls. Over the next three years the Department’s three non-General Fund sources, which are the Open Space Fund, Golf Fund, and

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: REC – RECREATION AND PARK

Marina Fund, are projected to face combined multi-million dollar shortfalls due to increasing costs that outpace revenue growth, primarily due to rising personnel costs.

While the Department does not intend to increase the total FTE count over the next five years, wage rates and benefit costs are anticipated to increase.

OTHER ISSUES

In September 2010 the Recreation and Park Department began the implementation of a new model for public recreation delivery. Under the model the Department delivers services in four core competency areas: cultural arts, community services, leisure services, and sports and athletics. The Department reports that to date in FY 2010-11 the new model has increased hours of programming by 30 percent and program revenue by 20 percent, as compared to FY 2009-10. In FY 2011-12, the Department plans to reorganize the aquatics staffing similar to the structure for recreation, in order to increase pool hours, and implement the Department's recreation software program to allow use of pool memberships and electronic scrip for entry into pools. In addition, the Department wants to increase its gardener apprenticeship program enrollment and implement new custodial service standards.

COMMENTS:

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$668,366 in FY 2011-12. These reductions would still allow for an increase of \$236,731 or a .2 percent increase in the Department's FY 2011-12 budget. Of these recommended reductions, \$164,743 or 24.6 percent are General Fund reductions, and \$495,830 or 74 percent are ongoing reductions.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$35,343 to the Recreation and Park Savings Incentive Fund.

Together, these recommendations will result in total savings of \$703,709, including \$164,743 in savings to the City's General Fund.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

REC- Recreation and Park Department

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
EAA- Golden Gate Park (1G AGF AAA)													
City Grant Programs			\$283,480	\$204,836	\$78,644	x			\$283,480	\$204,836	\$78,644	x	
	Reduce to reflect program budget for fee collection at the San Francisco Botanical Gardens.							Estimated ongoing reduction.					
Attrition Savings - Miscellaneous	(14.6)	(15.4)	(\$854,490)	(\$902,558)	\$48,068	x		(14.6)	(15.4)	(\$886,968)	(\$936,638)	\$49,670	x
Mandatory Fringe Benefits			(\$408,504)	(\$431,380)	\$22,876	x				(\$459,660)	(\$485,400)	\$25,740	x
			<i>Total Savings</i>	<i>\$70,944</i>						<i>Total Savings</i>	<i>\$75,410</i>		
	Adjust attrition savings to reflect Department's projected salary expenditures.							Estimated ongoing reduction.					
EAP- Parks (1G AGF AAA)													
Attrition Savings - Miscellaneous	(6.1)	(6.3)	(\$414,440)	(\$425,117)	\$10,677	x		(6.1)	(6.3)	(\$428,925)	(\$439,648)	\$10,723	x
Mandatory Fringe Benefits			(\$179,120)	(\$183,598)	\$4,478	x				(\$218,700)	(\$224,167)	\$5,467	x
			<i>Total Savings</i>	<i>\$15,155</i>						<i>Total Savings</i>	<i>\$16,190</i>		
	Adjust attrition savings to reflect Department's projected salary expenditures.							Estimated ongoing reduction.					
EAP-Parks (2SGOLNPR)													
Materials and Supplies			\$353,375	\$203,375	\$150,000				\$353,375	\$203,375	\$150,000		
	Disapprove increase in materials and supplies for the Harding and Fleming Golf Courses based on historic and projected spending.							Estimated ongoing reduction.					

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

REC- Recreation and Park Department

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
EAP- Parks (2SOSPNPR)													
3374 Volunteer/Outreach Coordinator	1.0	0.0	\$68,677	\$0	\$68,677			1.0	0.0	\$72,065	\$0	\$72,065	
3286 Recreation Coordinator	0.0	1.0	\$0	\$55,896	(\$55,896)			0.0	1.0	\$0	(\$55,896)	(\$59,153)	
Mandatory Fringe Benefits			\$30,673	\$26,999	\$3,674					\$34,443	\$30,342	\$4,101	
			<i>Total Savings</i>	<i>\$16,455</i>						<i>Total Savings</i>	<i>\$17,013</i>		
	Disapprove the upward substitution of one 3286 Recreation Coordinator to a 3374 Volunteer/Outreach Coordinator. The proposed upward substitution would result in a total of four new Volunteer/ Outreach Coordinators in this program in FY 2011-12.							Estimated ongoing reduction.					
ECS- Capital Projects (2SOSPNPR)													
Programmatic Projects			\$87,536	\$0	\$87,536		x						
	Reduce to reflect unspent balance of capital project funding for Chinatown open space projects which have been completed.							One-time reduction					

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

REC- Recreation and Park Department

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
ECS- Capital Projects (2SOSPNPR and 1GOHFREC)													
1824 Principal Administrative Analyst	1.0	0.0	\$105,520	\$0	\$105,520			1.0	0.0	\$110,725	\$0	\$110,725	
1823 Senior Administrative Analyst	0.0	1.0	\$0	\$91,146	(\$91,146)			0.0	1.0	\$0	\$95,642	(\$95,642)	
Mandatory Fringe Benefits			\$40,447	\$36,634	\$3,813					\$45,816	\$41,380	\$4,436	
			<i>Total Savings</i>	<i>\$18,187</i>						<i>Total Savings</i>	<i>\$19,519</i>		
	Disapprove the upward substitution of an 1823 Senior Administrative Analyst to an 1824 Principal Administrative Analyst due to lack of justification of the need for a more highly compensated analyst position.							Estimated ongoing reduction.					
EIA- Recreation and Park Administration (1GOHFREC)													
Attrition Savings - Miscellaneous	0.02	-1.12	\$1,424	(\$105,745)	\$107,169			0.02	-1.12	\$1,477	(\$109,658)	\$111,135	
Mandatory Fringe Benefits			\$576	(\$38,700)	\$39,276					\$649	(\$40,132)	\$40,781	
			<i>Total Savings</i>	<i>\$146,445</i>						<i>Total Savings</i>	<i>\$151,915</i>		
	The Department has reduced Attrition Savings in the Administration and Finance division by \$107,169, from -\$105,745 in FY 2010-11 to \$1,424 in FY 2011-12. The proposed increase in Attrition Savings reflects a return to the former level of Attrition Savings							Estimated ongoing reduction.					

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

REC- Recreation and Park Department

Object Title	FY 2011-2012						FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
Maintenance Services- Equipment			\$180,101	95,101	\$85,000			x					
	Disapprove request for \$85,00 in one-time spending on new software for the Administration and Finance division due to insufficient justification from the Department of the need for new mobile technology system.						One-time reduction						

FY 2011-2012				Estimated FY 2012-2013 Impact	
Total Recommended Reductions				Total Recommended Reductions	
	One-Time	Ongoing	Total		
General Fund Impact	\$0	\$164,743	\$164,743	General Fund Impact	\$170,244
Non-General Fund Impact	\$172,536	\$331,087	\$503,623	Non-General Fund Impact	\$338,447
Total	\$172,536	\$495,830	\$668,366	Total	\$508,691

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

REC-Recreation and Park

Vendor Name	Subsubject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance in Financial and Management Information System (FAMIS)
COSTELLO'S TREE SERVICE	OTHER PROFESSIONAL SERVICES	Yes	2007	2/25/2008	9,950	7,960
COSTELLO'S TREE SERVICE	OTHER PROFESSIONAL SERVICES	Yes	2007	4/23/2007	1,300	1,300
COSTELLO'S TREE SERVICE	CONSTRUCTION CONTRACTS	Yes	2008	9/28/2007	98,700	7,700
GRINDLINE SKATEPARKS	ENGINEERING SERVICES	Yes	2008	7/23/2008	10,135.00	3,150.00
PARK PACIFIC INC	OTHER MATERIALS & SUPPLIES	Yes	2008	4/17/2008	2,756.53	2,756.53
VALUE FIRE PROTECTION INC	OTHER EQUIP MAINT	Yes	2009	6/30/2009	5,150.00	2,111.50
FLUORESCO LIGHTING-SIGN MAINTENANCE COR	OTHER BLDG MAINT SUPPLIES	Yes	2010	9/22/2010	2,141.00	367.62
CONTROLCO	OTHER BLDG MAINT SUPPLIES	Yes	2010	7/15/2010	2,500.00	245.17
SAN FRANCISCO GRAVEL CO	OTHER CONSTRUCTION MATERIALS	Yes	2010	7/20/2010	8,000.00	322.18
R & H WHOLESALE SUPPLY INC	HARDWARE	Yes	2010	7/19/2010	5,000.00	167.02
PLYWOOD & LUMBER SALES INC	LUMBER	Yes	2010	7/1/2010	10,000.00	331.37
ALLIED ROPES CO	HARDWARE	Yes	2010	7/1/2010	2,737.50	230.10
BROWNIE'S HARDWARE	AGRICULTURAL SUPPLIES	Yes	2010	8/10/2010	1,500.00	129.67
BROWNIE'S HARDWARE	HARDWARE	Yes	2010	8/13/2010	500.00	149.65
T M T ENTERPRISES INC	AGRICULTURAL SUPPLIES	Yes	2010	7/19/2010	1,187.53	464.97
WEST COAST CONTRACTORS SERVICES	AGRICULTURAL SUPPLIES	Yes	2010	11/23/2010	1,000.00	258.47
LYNGSO GARDEN MATERIALS	AGRICULTURAL SUPPLIES	Yes	2010	7/8/2010	2,387.11	301.68
T M T ENTERPRISES INC	AGRICULTURAL SUPPLIES	Yes	2010	5/27/2010	1,238.72	1,238.72
HORTSCIENCE INC	OTHER PROFESSIONAL SERVICES	Yes	2005	10/14/2005	2,000.00	645.82
ARTS COMMISSION	GF-ARTS COMMISSION	Yes	2009	9/25/2009	28,000.00	5,449.05
DEPARTMENT OF TECHNOLOGY	IS-TIS-ISD SERVICES	Yes	2010	10/18/2010	630.72	63.07
Total Amount Return to Fund Balance						\$35,342.59

Note: The Department has indicated that the balances of these encumbrances are no longer needed. Therefore, the balance can be returned to the Recreation and Park Savings Incentive Reserve.

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Department of Children, Youth and Their Family’s proposed \$121,528,487 budget for FY 2011-12 is \$4,420,836 or 3.8 percent more than the original FY 2010-11 budget of \$117,107,651.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 32.58 FTEs, which is .17 FTE more than the 32.41 FTEs in the original FY 2010-11 budget. This represents a .52 percent increase in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department’s revenues of \$95,404,479 in FY 2011-12 are \$6,813,500 or 7.7 percent more than FY 2010-11 revenues of \$88,590,979. General Fund support of \$26,124,008 in FY 2011-12 is \$2,392,664 or 8.4 percent less than FY 2010-11 General Fund support of \$28,516,672.

RECOMMENDATIONS

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$120,282 in FY 2011-12. These non-General Fund reductions would still allow an increase of \$4,300,554 or 3.7 percent in the Department’s FY 2011-12 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$169,753 to the General Fund.

Together, these recommendations will result in total savings of \$290,035, including \$169,753 in savings to the City’s General Fund.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: CHF-CHILDREN, YOUTH & THEIR FAMILIES

SUMMARY OF PROGRAM EXPENDITURES:

Program	2010-2011 Budget	2011-2012 Proposed	Change From 2010-2011	Pct Change
CHILDREN'S BASELINE	\$31,483,846	\$32,988,846	\$1,505,000	5.00%
CHILDREN'S FUND PROGRAMS	\$41,518,727	\$45,055,727	\$3,537,000	9.00%
CHILDREN'S SVCS - NON - CHILDREN'S FUND	\$11,467,216	\$10,563,021	(\$904,195)	-8.00%
PUBLIC EDUCATION FUND (PROP H)	\$26,979,000	\$28,510,000	\$1,531,000	6.00%
VIOLENCE PREVENTION	\$5,658,862	\$4,410,893	(\$1,247,969)	-22.00%
CHILDREN, YOUTH & THEIR FAMILIES TOTAL	\$117,107,651	\$121,528,487	\$4,420,836	4.00%

The Department of Children, Youth and Their Families (DCYF)'s proposed FY 2011-12 budget has increased by \$4,420,836 largely due to:

- Increases in the Children's Fund, the Children's Baseline and the Proposition H Public Education Fund, which is a pass-through fund that will be transferred from DCYF to the San Francisco Unified School District.
- Decreases in Violence Prevention Initiative funding resulting from reductions in Federal grants. Despite these decreases, DCYF will continue to serve as the coordinator of the Violence Prevention Initiative collaboration, which includes the Juvenile Probation Department and Department of Public Health with funding awarded for case management, alternative education, diversion, and young women services.

DEPARTMENT PERSONNEL SUMMARY:

The number of Net Operating full-time equivalent positions (FTE) budgeted for FY 2011-12 is 32.58 FTEs, which is .17 FTE more than the 32.41 FTEs in the original FY 2010-11 budget. This represents a .5 percent change in FTEs from the original FY 2010-11 budget. The additional position is a new grant-funded Senior Administrative Analyst in the Violence Prevention Program that was approved through a salary ordinance amendment during FY 2010-11.

DEPARTMENT REVENUES:

The Department's revenues of \$95,404,479 in FY 2011-12 are \$6,813,500 or 7.7 percent more than FY 2010-11 revenues of \$88,590,979. General Fund support for the Department of \$26,124,008 in FY 2011-12 is \$2,392,664 or 8.4 percent less than FY 2010-11 General Fund support of \$28,516,672. Specific changes in the Department's FY 2011-12 revenues include:

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: CHF-CHILDREN, YOUTH & THEIR FAMILIES

- Improved Property Tax revenues deposited into the Children’s Fund, which is DCYF’s primary funding source.
- Increases in the Children’s Baseline funding, which is adjusted annually by the percent increase or decrease in aggregate City discretionary revenues.
- An increase in the amount of Proposition H Public Education pass-through funds transferred from DCYF to the San Francisco Unified School District.

FIVE YEAR FINANCIAL PLAN:

Revenues

The Children’s Fund, which receives a share of Property Tax revenues, is the Department’s primary revenue source. Per the Controller’s Five-Year Financial Plan, Property Tax revenues are projected to increase modestly over the next five years. DCYF also receives State and Federal grants that fund Early Childcare Education and Violence Prevention Initiative services. The Department anticipates continued reduction in State grants. DCYF will continue to coordinate resources with City partners such as the Human Services Agency and the Families and Children Commission to balance revenue and expenditures and will continue to seek new revenues when available, including private grant revenues.

Expenditures

Similar to other social service departments, DCYF is facing an increased demand for various services such as Early Child Care and Education, After-School, Youth Workforce Development, and Family Support. The Department’s administration cost is 5 percent of DCYF’s total budget, such that increases in health care and retirement benefit costs will put pressures on the Department’s overall administrative costs. The remaining 95 percent is allocated to services provided through grants to Community Based Organizations and Work Orders to City Departments.

COMMENTS:

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$120,282 in FY 2011-12. Of these recommended reductions, \$120,282 or 100 percent are ongoing reductions. These non-General Fund reductions would still allow an increase of \$4,300,554 or 3.7 percent in the Department’s FY 2011-12 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$169,753 to the General Fund.

Together, these recommendations will result in total savings of \$290,035, including \$169,753 in savings to the City’s General Fund.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

CHF- Children, Youth and Their Families

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
Attrition Savings - Miscellaneous	-2.81	-3.06	(\$226,889)	(\$247,075)	\$20,186			-2.81	-3.06	(\$231,164)	(\$251,730)	\$20,566	
Mandatory Fringe Benefits			(\$95,343)	(\$103,825)	\$8,482					(\$105,589)	(\$114,983)	\$9,394	
			<i>Total Savings</i>	<i>\$28,668</i>						<i>Total Savings</i>	<i>\$29,960</i>		
	Increase attrition savings to reflect an estimated three additional months during which a 9774 Senior Community Development position will remain vacant during the Department hiring process.							Estimated ongoing reduction.					
Temporary - Miscellaneous			\$70,000	\$50,000	\$20,000					\$70,000	\$50,000	\$20,000	
Mandatory Fringe Benefits			\$5,565	\$3,951	\$1,614					\$5,565	\$3,951	\$1,614	
			<i>Total Savings</i>	<i>\$21,614</i>						<i>Total Savings</i>	<i>\$21,614</i>		
	Reduce new Temporary salaries due to insufficient justification that workload cannot be completed in part by existing staff.							Estimated ongoing reduction.					
Other Current Expenses			\$120,000	\$50,000	\$70,000					\$120,000	\$50,000	\$70,000	
	Reduce based on historic and projected spending.							Estimated ongoing reduction					

	FY 2011-2012 Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund Impact	\$0	\$0	\$0
Non-General Fund Impact	\$0	\$120,282	\$120,282
Total	\$0	\$120,282	\$120,282

	Estimated FY 2012-2013 Impact Total Recommended Reductions	
	General Fund Impact	\$0
Non-General Fund Impact	\$121,574	
Total	\$121,574	

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

CHF-Children, Youth and Their Families

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance in Financial and Management Information System (FAMIS)
FIRST FIVE COMMISSION	SR-CFC-FIRST 5 COMMISSION	Yes	2010	9/21/2010	198,289.00	11,219.67
URBAN RESOURCE SYSTEMS INC	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	8/16/2010	40,000.00	7,928.99
JUMPSTART FOR YOUNG CHILDREN INC	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	8/24/2010	46,000.00	604.82
HUMAN SERVICES AGENCY	SERVICES OF OTHER DEPTS- HAS	Yes	2010		150,000.00	150,000.00
Total Amount Return to Fund Balance						\$169,753.48

Note: The Department has indicated that the balances of these encumbrances are no longer needed. Therefore, the balance can be returned to the General Fund.

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The Children and Families Commission proposed \$32,029,191 budget for FY 2011-12 is \$1,700,379 or 5.6 percent more than the original FY 2010-11 budget of \$ 30,328,812.

The proposed Public Education Fund- Proposition H portion of the Children and Families Commission San Francisco budget, which are General Fund revenues, is \$15,733,632 for FY 2011-12, which is \$464,542 or 2.9 percent less than the original FY 2010-11 budget of \$16,198,174.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 16.60 FTEs, which is .27 FTE more than the 16.33 FTEs in the original FY 2010-11 budget. This represents a 1.7 percent increase in FTEs from the original FY 2010-11 budget.

Revenue Changes

Public Education Fund- Proposition H revenues of \$15,733,632 in FY 2011-12, are \$464,542 or 2.9 percent less than FY 2010-11 revenues of \$16,198,174. Proposition 10 Tobacco Tax Funding from the State is increasing from \$7,459,174 in FY 2010-11 to \$8,476,568, an increase of \$1,017,394, or 13.6 percent.

RECOMMENDATIONS

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$48,992 in FY 2011-12. These non-General Fund reductions would still allow an increase of \$1,651,387 or 5.4 percent in the Department’s FY 2011-12 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: CFC-CHILDREN AND FAMILIES COMMISSION

SUMMARY OF PROGRAM EXPENDITURES:

Program	2010-2011 Budget	2011-2012 Proposed	Change From 2010-2011	Pct Change
Service Area: 03 HUMAN WELFARE & NEIGHBORHOOD DEVELOPMENT				
CHILDREN AND FAMILIES COMMISSION				
CHILDREN AND FAMILIES FUND	\$14,130,638	\$16,295,559	\$2,164,921	15.32%
PUBLIC ED FUND - PROP H (MARCH 2004)	\$16,198,174	\$15,733,632	-\$464,542	-2.87%
CHILDREN AND FAMILIES COMMISSION	\$30,328,812	\$32,029,191	\$1,700,379	5.61%

The Department's proposed FY 2011-12 budget has increased by \$1,700,379 largely due to:

- Increases in grant funding that notably include increases in per-child reimbursements to early childcare providers participating in the Preschool for All Initiative. The number of children participating in Preschool for All is anticipated to grow by 100 children, from 3,100 in FY 2010-11 to 3,200 in FY 2011-12. The amount dedicated to grants for family support programs¹ is also increasing.
- Despite the overall increase in expenditures, the amount of salary and benefit costs, infrastructure investments, as well as grants for developmental supports², capacity building³, and curriculum enhancements paid for with Proposition H funds are decreasing⁴.

DEPARTMENT PERSONNEL SUMMARY:

The number of Net Operating full-time equivalent positions budgeted for FY 2011-12 is 16.60 positions, which is .27 positions more than the 16.33 positions in the original FY 2010-11 budget. This represents a 1.7 percent change in positions from the original FY 2010-11 budget.

DEPARTMENT REVENUES:

Public Education Fund- Proposition H revenues of \$15,733,632 in FY 2011-12, are \$464,542 or 2.8 percent less than FY 2010-11 revenues of \$16,198,174. The decrease in revenues is the result of a smaller allocation of Public Education Fund- Proposition H funds in FY 2011-12, as discussed in greater detail below under Other Issues. Proposition 10 Tobacco Tax Funding from the State is increasing from \$7,459,174 in FY 2010-11 to \$8,476,568, an increase of \$1,017,394, or 13.6 percent.

¹ Family support programs include services provided at Family Resource Centers, as well as Transition to Kindergarten programming.

² Developmental supports include training programs that address children with special needs, mental health consultation services, and health screenings at childcares locations.

³ Capacity building includes workforce development programs that support degree attainment for early childcare teachers, technical assistance and other training programs for early childcare teachers.

⁴ Curricular enhancements include literacy and language training for children and an Arts and Sciences Residency program for early childcare teachers.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: **CFC-CHILDREN AND FAMILIES COMMISSION**

CHILDREN AND FAMILIES COMMISSION RESERVES AND CARRY FORWARD PLAN FOR FY 2010-11 FUNDS:

The Children and Families Commission, also referred to as First 5 San Francisco, anticipates a carry forward balance of \$2.5 million in unexpended Public Education Fund- Proposition H from the FY 2010-11 budget. Fund balances remained in five of the eight Children and Families Commission Public Education Enrichment Fund expenditure areas: (a) Quality Improvements, (b) Infrastructure Investments, (c) Family Supports, (d) Capacity Building, and (e) Curriculum. No fund balances are projected in either the (a) Administration, Program, and Salaries area or (b) the Evaluation area. According to the Department, the fund balances are the result of unanticipated State funding received in FY 2010-11 used to offset a portion of these grants, and under enrollment in certain programs.

The Children and Families Commission plans to place the \$2.5 million in its Proposition H Reserve Fund bringing the total in this Reserves Fund to \$9 million. The number of children served through the Preschool for All enrollment is expected to increase from 3,100 in FY 2010-11 to approximately 4,200 in FY 2012-13. Children and Families Commission would use the Public Education Fund- Proposition H to pay for per-child reimbursements to childcare providers in order to serve this increased number of children in the Preschool for All program. In FY 2011-12 the Department estimates to use \$900,000 from the Reserves Fund, in addition to the Proposition H funds in the FY 2010-11 budget.

The Department advised that the legislation associated with the Public Education Enrichment Fund- Proposition H (see below) restricts Proposition H funding allocated to the Children and Families Commission to be used for any other purpose than to fund universal access to preschool, overseen by the Children and Families Commission.

OTHER ISSUES:

Expenditure Plan for the Public Education Enrichment Fund

File 11-0381. File No. 11-0381, which accompanies the Children and Family Commission's proposed FY 2011-12 budget, is a resolution approving the FY 2011-12 expenditure plan for the Public Education Enrichment Fund. The City Charter designates one-third of the Public Education Enrichment Fund to Children and Families Commission for universal access to preschool. If the Controller, the Mayor's Budget Director and the Board of Supervisors Budget and Legislative Analyst projects a budgetary shortfall of \$100 million or more, the Mayor and the Board of Supervisors may reduce the City's contribution to the Public Education Enrichment Fund by up to 25 percent and defer payment of that amount to future years. Under the proposed resolution, in FY 2011-12 the Mayor has exercised the option to defer the maximum 25 percent of the City's fund contribution to Public Education Fund- Proposition H to future years. Given the proposed deferral, the Children and Family Commission's proposed FY 2011-12 budget includes proposed expenditures from the Public Education Enrichment Fund of \$15,733,632.

RECOMMENDATION: Approve proposed resolution.

COMMENTS:

SAN FRANCISCO BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: CFC-CHILDREN AND FAMILIES COMMISSION

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$48,992 in FY 2011-12, all of which are ongoing reductions. These non-General Fund reductions would still allow an increase of \$1,651,387 or 5.4 percent in the Department's FY 2011-12 budget.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

CFC- Children and Families Commission

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
CPH- Public Education Fund Prop H (2SCFCACP)													
Temporary Salaries			\$19,760	\$0	\$19,760					\$19,760	\$0	\$19,760	
Mandatory Fringe Benefits			\$1,571	\$0	\$1,571					\$1,571	\$0	\$1,571	
			<i>Total Savings</i>	<i>\$21,331</i>					<i>Total Savings</i>	<i>\$21,331</i>			
Disapprove based on inadequate justification from the Department regarding the need for temporary salaries.							Estimated ongoing reduction.						
Attrition Savings - Miscellaneous	0.	-0.26	\$0	(\$16,648)	\$16,648			0.	-0.26	\$0	(\$16,648)	\$16,648	
Mandatory Fringe Benefits			\$0	(\$7,287)	\$7,287					\$0	(\$7,287)	\$7,287	
			<i>Total Savings</i>	<i>\$23,935</i>					<i>Total Savings</i>	<i>\$23,935</i>			
First 5 has not budgeted any Attrition Savings. The recommended increase would adjust Attrition Savings to reflect projected savings for vacancies.							Estimated ongoing reduction.						
Other Office Supplies			\$3,726	\$0	\$3,726					\$3,726	\$0	\$3,726	
Deny increase in materials and supplies budget to be funded by the Public Education Enrichment Fund- Proposition H based on inadequate justification from the Department.													

	FY 2011-2012 Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund Impact	\$0	\$0	\$0
Non-General Fund Impact	\$0	\$48,992	\$48,992
Total	\$0	\$48,992	\$48,992

	Estimated FY 2012-2013 Impact Total Recommended Reductions
General Fund Impact	\$0
Non-General Fund Impact	\$48,992
Total	\$48,992

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The department's proposed \$33,842,940 budget for FY 2011-12 is \$825,116 or 2.5 percent more than the original FY 2010-11 budget of \$ 33,017,824.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 236.49 FTEs, which is 1.88 FTEs less than the 238.37 FTEs in the original FY 2010-11 budget. This represents a 0.8 percent decrease in FTEs from the original FY 2010-11 budget.

Revenue Changes

The Department's revenues of \$5,307,141 in FY 2011-12, are \$692,668 or 11.5 percent less than FY 2010-11 revenues of \$5,999,809. General Fund support of \$28,535,800 in FY 2011-12 is \$1,517,785 or 5.6 percent more than FY 2010-11 General Fund support of \$27,018,015.

RECOMMENDATIONS

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$107,949 in FY 2011-12. These reductions would still allow an increase of \$717,167 or 2.2 percent in the Department's FY 2011-12 budget.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

JUV - Juvenile Probation

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
Juvenile Hall (1G AGF AAA)													
Overtime			\$917,952	\$817,952	\$100,000	x			\$917,952	\$817,952	\$100,000	x	
Mandatory Fringe Benefits			\$72,977	\$65,028	\$7,949	x			\$72,977	\$65,028	\$7,949	x	
	Juvenile Probation has a projected salary surplus of approximately \$400,000 in FY 2010-11 due to delays in hiring permanent positions and a surplus in Overtime. A reduction of \$100,000 in Overtime will still allow sufficient funds to meet the Department's projected Overtime requirements in FY 2011-12.							Estimated ongoing reduction					

	FY 2011-2012 Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund Impact	\$0	\$107,949	\$107,949
Non-General Fund Impact	\$0	\$0	\$0
Total	\$0	\$107,949	\$107,949

	Estimated FY 2012-2013 Impact Total Recommended Reductions
General Fund Impact	\$107,949
Non-General Fund Impact	\$0
Total	\$107,949

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The department’s proposed \$1,573,367,275 budget for FY 2011-12 is \$112,509,196 or 7.7 percent more than the original FY 2010-11 budget of \$ 1,460,858,079.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 5,721.08 FTEs, which is 25.01 FTEs more than the 5,696.07 FTEs in the original FY 2010-11 budget. This represents a 0.4 percent increase in FTEs from the original FY 2010-11 budget.

The Department has requested approval of 14.00 positions as an interim exception. The Budget and Legislative Analyst recommends approval of all 14.00 FTE as an interim exception. Four of these positions are currently filled positions, but are transitioning from project to operating status at Laguna Honda Hospital. The remaining 10.00 FTE are fully grant-funded.

Revenue Changes

The Department's revenues of \$1,214,071,156 in FY 2011-12, are \$8,238,828 or 0.7 percent more than FY 2010-11 revenues of \$1,205,832,328. General Fund support of \$359,296,118 in FY 2011-12 is \$104,270,367 or 40.9 percent more than FY 2010-11 General Fund support of \$255,025,751.

RECOMMENDATIONS

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$2,393,343 in FY 2011-12. These reductions would still allow an increase of \$110,115,852 or 7.5 percent in the Department’s FY 2011-12 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$64,709 to the General Fund.

Together, these recommendations will result in savings of \$2,458,052, all of which are savings to the City’s General Fund.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: DPH – PUBLIC HEALTH

SUMMARY OF PROGRAM EXPENDITURES:

Program	2010-2011	2011-2012	Change From	Pct
	Budget	Proposed	2010-2011	Change
CENTRAL ADMINISTRATION	96,804,944	140,528,196	43,723,252	45.2%
CHILDREN'S BASELINE	46,808,350	45,691,642	-1,116,708	-2.4%
COMM HLTH - COMM SUPPORT - HOUSING	20,771,144	22,278,869	1,507,725	7.3%
COMM HLTH - PREV - MATERNAL & CHILD HLTH	25,116,453	25,684,427	567,974	2.3%
COMM HLTH - PREVENTION - AIDS	59,242,697	69,065,278	9,822,581	16.6%
COMM HLTH - PREVENTION - DISEASE CONTROL	21,383,192	20,274,991	-1,108,201	-5.2%
COMM HLTH - PREVENTION - HLTH EDUCATION	5,152,775	5,259,999	107,224	2.1%
EMERGENCY SERVICES AGENCY	1,285,828	1,597,375	311,547	24.2%
ENVIRONMENTAL HEALTH SERVICES	17,278,171	18,308,599	1,030,428	6.0%
FORENSICS - AMBULATORY CARE	26,961,574	27,631,932	670,358	2.5%
HEALTH AT HOME	5,655,212	5,898,781	243,569	4.3%
LAGUNA HONDA - LONG TERM CARE	176,678,921	184,503,738	7,824,817	4.4%
LAGUNA HONDA HOSP - ACUTE CARE	3,384,761	3,500,602	115,841	3.4%
LAGUNA HONDA HOSP - COMM SUPPORT CARE	298	0	-298	-100.0%
MENTAL HEALTH - ACUTE CARE	3,462,797	3,462,797	0	0.0%
MENTAL HEALTH - CHILDREN'S PROGRAM	38,634,464	39,421,334	786,870	2.0%
MENTAL HEALTH - COMMUNITY CARE	156,531,815	148,056,569	-8,475,246	-5.4%
MENTAL HEALTH - LONG TERM CARE	26,968,759	27,981,497	1,012,738	3.8%
OCCUPATIONAL SAFETY & HEALTH	1,728,066	1,765,991	37,925	2.2%
OTHER PROGRAMS	0	0	0	#DIV/0!
PRIMARY CARE - AMBU CARE - HEALTH CNTRS	57,704,870	60,754,041	3,049,171	5.3%
SFGH - ACUTE CARE – FORENSICS	3,303,074	3,389,831	86,757	2.6%
SFGH - ACUTE CARE – HOSPITAL	502,704,646	555,160,647	52,456,001	10.4%
SFGH - ACUTE CARE – PSYCHIATRY	25,582,722	26,162,681	579,959	2.3%
SFGH - AMBU CARE - ADULT MED HLTH CNTR	23,448,976	24,199,624	750,648	3.2%
SFGH - AMBU CARE - METHADONE CLINIC	1,654,464	1,579,131	-75,333	-4.6%
SFGH - AMBU CARE - OCCUPATIONAL HEALTH	2,465,053	2,402,970	-62,083	-2.5%
SFGH - EMERGENCY – EMERGENCY	22,452,550	22,810,163	357,613	1.6%
SFGH - EMERGENCY - PSYCHIATRIC SERVICES	8,667,663	8,908,311	240,648	2.8%
SFGH - LONG TERM CARE - RF PSYCHIATRY	16,318,498	16,504,542	186,044	1.1%
SUBSTANCE ABUSE - COMMUNITY CARE	62,705,342	60,582,717	-2,122,625	-3.4%
TOTAL	1,460,858,079	1,573,367,275	112,509,196	7.7%

The Department's proposed FY 2011-12 budget is \$112,509,196 more than the FY 2010-11 budget. The Department of Public Health has proposed new or increased programs in FY 2011-12, as noted below, and offset by other reductions and revenues:

- An increase in expenditures for acute care at San Francisco General Hospital. The growth in expenditures for this program is due to significant investments in its delivery system to expand capacity and services to meet the requirements of the State's Medi-Cal 1115 Waiver. The new Medi-Cal Waiver was designed to prepare counties for Federal Health Care Reform and ties Medi-Cal revenues to specific milestones. These investments include infrastructure development, and increased access to specialty care, among other improvements.

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
DIF- SFGH- Acute Care- Forensics (5H AAA AAA)													
Materials and Supplies			\$90,500	\$80,000	\$10,500	x			\$90,500	\$80,000	\$10,500	x	
	Reduce 040 Materials and Supplies Budget Only to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.					
DIH - SFGH-Acute Care- Hospital (5H AAA AAA)													
0931-C Manager III	1.00	0.00	\$121,485	\$0	\$121,485	x			\$128,569	\$0	\$128,569	x	
0923-C Manager II	0.00	1.00	\$0	\$112,564	(\$112,564)	x			\$0	\$119,128	(\$119,128)	x	
Mandatory Fringe Benefits			\$47,280	\$45,510	\$1,770	x			\$53,476	\$51,329	\$2,147	x	
	<i>Total Savings \$10,691</i>							<i>Total Savings \$11,588</i>					
	Disapprove the upward substitution of a 0923 Manager II to a 0931 Manager III. The Department is separately adding a 0.77 FTE Manager III position to the program, which would result in 12 Manager III positions at General Hospital.							Estimated ongoing reduction.					
1054-C IS Business Analyst- Principal	2.31	0.77	\$267,425	\$89,142	\$178,283	x			\$364,436	\$0	\$364,436	x	
Mandatory Fringe Benefits			\$98,367	\$32,789	\$65,578	x			\$144,204	\$0	\$144,204	x	
	<i>Total Savings \$243,861</i>							<i>Total Savings \$508,640</i>					
	Delete two 1054 IS Business Analyst- Principal positions, which are included in the FY 2011-12 budget for the first time. The Department will still have an additional new 0.5 FTE in FY 2011-12, 10 FTE existing filled positions, and 1.0 FTE that has been vacant since April 2010 in this program.							Estimated ongoing reduction.					
2409-C Pharmacy Technician	0.77	0.00	\$56,464	\$0	\$56,464	x		1.00	0.00	\$77,604	\$0	\$77,604	x
Mandatory Fringe Benefits			\$24,804	\$0	\$24,804	x			\$36,397	\$0	\$36,397	x	
	<i>Total Savings \$81,268</i>							<i>Total Savings \$114,001</i>					
	Delete one 2409 Pharmacy Technician position, which is included in the FY 2011-12 budget for the first time. The Department has had 1.5 FTE Pharmacy Technician positions vacant in this program since July 1, 2008.							Estimated ongoing reduction.					

GF = General Fund

1T = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
2454-C Clinical Pharmacist	3.08	1.54	\$458,374	\$229,187	\$229,187	x		3.08	1.54	\$480,147	\$240,073	\$240,074	x
Mandatory Fringe Benefits			\$151,187	\$75,594	\$75,593	x				\$171,950	\$85,975	\$85,975	x
	<i>Total Savings \$304,780</i>							<i>Total Savings \$326,049</i>					
	Delete two 2454 Clinical Pharmacist positions, which are included in the FY 2011-12 budget for the first time. The Department will still have two new Clinical Pharmacist positions and 3.0 FTE vacant positions in this program, two of which have been vacant since 2007.							Estimated ongoing reduction.					
0923-C Manager II	0.77	0.00	\$86,674	\$0	\$86,674	x		1.00	0.00	\$119,128	\$0	\$119,128	x
Mandatory Fringe Benefits			\$35,043	\$0	\$35,043	x				\$51,329	\$0	\$51,329	x
	<i>Total Savings \$121,717</i>							<i>Total Savings \$170,457</i>					
	Delete one 0923 Manager II position, which is included in the FY 2011-12 budget for the first time. The Department has two Manager II vacancies in this program, one of which has been vacant since July 1, 2007.							Estimated ongoing reduction.					
1406-C Senior Clerk	3.25	1.71	\$161,637	\$85,046	\$76,591	x		3.25	1.71	\$387,166	\$203,708	\$183,458	x
Mandatory Fringe Benefits			\$82,419	\$43,367	\$39,052	x				\$166,819	\$87,773	\$79,046	x
	<i>Total Savings \$115,643</i>							<i>Total Savings \$262,504</i>					
	Delete two 1406 Senior Clerk positions, which are included in the FY 2011-12 budget for the first time. The Department has 12 Senior Clerk vacancies in this program and will still have two new Senior Clerk positions.							Estimated ongoing reduction.					
2556-C Physical Therapist	6.30	6.16	\$629,469	\$615,481	\$13,988	x	x						
Mandatory Fringe Benefits			\$245,447	\$239,993	\$5,454	x	x						
	<i>Total Savings \$19,442</i>							<i>Total Savings \$0</i>					
	Reduce the FTE allocation from 6.3 to 6.16 FTE for the eight new Physical Therapist positions to reflect actual hiring dates in FY 2011-12												
1404-C Clerk	1.00	0.77	\$47,966	\$36,934	\$11,032	x	x						
Mandatory Fringe Benefits			\$24,889	\$19,165	\$5,724	x	x						
	<i>Total Savings \$16,756</i>							<i>Total Savings \$0</i>					
	Reduce the FTE allocation from 1.0 to 0.77 FTE for the new Clerk position to reflect actual hiring date in FY 2011-12												

GF = General Fund
IT = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
2119-C Health Care Analyst	1.75	1.54	\$139,119	\$122,425	\$16,694	x	x						
Mandatory Fringe Benefits			\$58,703	\$51,659	\$7,044	x	x						
			<i>Total Savings</i>		\$23,738					<i>Total Savings</i>		\$0	
	Reduce the FTE allocation from 1.75 to 1.54 FTE for the two new Health Care Analyst positions to reflect actual hiring dates in FY 2011-12												
2430-C Medical Evaluations Assistant	3.43	3.08	\$190,871	\$171,395	\$19,476	x	x						
Mandatory Fringe Benefits			\$94,355	\$84,727	\$9,628	x	x						
			<i>Total Savings</i>		\$29,104					<i>Total Savings</i>		\$0	
	Reduce the FTE allocation from 3.43 to 3.08 FTE for the four new Medical Evaluations Assistant positions to reflect actual hiring dates in FY 2011-12												
Equipment Purchase			\$213,525	\$210,000	\$3,525	x	x						
Equipment Purchase			\$400,260	\$372,300	\$27,960	x	x						
			<i>Total Savings</i>		\$31,485					<i>Total Savings</i>		\$0	
	Reduce 060 Equipment Purchase to reflect the actual prices listed in the quotes.												
Services of Other Departments (AAO Funds)			\$3,218,630	\$3,205,028	\$13,602	x	x						
	Reduce workorder with Sheriff Department based on actual expenses to be incurred in FY 2011-12.												
D30- SFGH- Ambulatory Care- Occupational Health (5H AAA AAA)													
Professional and Specialized Services			\$191,695	\$180,000	\$11,695	x				\$191,695	\$180,000	\$11,695	x
	Reduce 027 Professional and Specialized Services to reflect historical spending pattern and projected FY 2011-12 expenditures.						Estimated ongoing reduction.						

GF = General Fund

1T = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	
	From	To	From	To				From	To	From	To			
D5S- SFGH- Emergency-Psychiatric Services (5H AAA AAA)														
Professional and Specialized Services			\$2,747,871	\$2,740,000	\$7,871	x			\$2,747,871	\$2,740,000	\$7,871	x		
	Reduce 027 Professional and Specialized Services to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.						
DHH - Health at Home (1G AGF AAA)														
Materials and Supplies			\$135,556	\$130,000	\$5,556	x			\$135,556	\$130,000	\$5,556	x		
	Reduce 040 Materials and Supplies Budget Only to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.						
DA5- Laguna Honda- Long Term Care (5L AAA AAA)														
0931-C Manager III	1.00	0.00	\$121,485	\$0	\$121,485	x			\$128,569	\$0	\$128,569	x		
0923-C Manager II	0.00	1.00	\$0	\$112,564	(\$112,564)	x			\$0	\$119,128	(\$119,128)	x		
Mandatory Fringe Benefits			\$47,280	\$45,510	\$1,770	x			\$53,476	\$51,329	\$2,147	x		
	<i>Total Savings</i>				<i>\$10,691</i>				<i>Total Savings</i>				<i>\$11,588</i>	
	Disapprove the upward substitution of a 0923 Manager II to a 0931 Manager III. The Department has a Manager III vacancy in this program.							Estimated ongoing reduction.						
Professional and Specialized Services			\$3,964,268	\$3,749,268	\$215,000	x	x							
	One-time reduction of \$215,000 for Professional and Specialized Services. The Department has unexpended funds in FY 2010-11 for professional service contracts in this program that can be carried forward into FY 2011-12.													
Services of Other Departments (AAO Funds)			\$1,160,078	\$1,156,015	\$4,063	x	x							
	Reduce workorder with Sheriff Department based on actual expenses to be incurred in FY 2011-12.													

GF = General Fund

1T = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	
	From	To	From	To				From	To	From	To			
DLT - Mental Health- Long Term Care (1G AGF AAA)														
Professional and Specialized Services			\$21,789,017	\$21,776,017	\$13,000	x	x							
	One-time reduction of \$13,000 for Professional and Specialized Services. The Department has unexpended funds in FY 2010-11 for professional service contracts in this program that can be carried forward into FY 2011-12.													
DMM - Mental Health- Community Care (1G AGF AAA)														
2586-C Health Worker II	3.00	2.31	\$163,294	\$125,737	\$37,557	x	x							
Mandatory Fringe Benefits			\$79,828	\$61,468	\$18,360	x	x							
			<i>Total Savings</i>		\$55,917									
	Reduce the FTE allocation from 3.0 to 2.31 FTE for the three new Health Worker II positions to reflect actual hiring dates in FY 2011-12													
Materials and Supplies			\$5,112,172	\$5,037,172	\$75,000	x				\$5,112,172	\$5,037,172	\$75,000	x	
	Reduce 040 Materials and Supplies Budget Only to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.						
DQM Mental Health- Acute Care (1G AGF AAA)														
Professional and Specialized Services			\$3,462,797	\$3,200,000	\$262,797	x				\$3,462,797	\$3,200,000	\$262,797	x	
	Reduce 027 Professional and Specialized Services to reflect historical spending patterns and projected FY 2011-12 expenditures.							Estimated ongoing reduction.						

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
DHP- Primary Care- Ambulatory Care- Health Centers (1G AGF AAA)													
1404-C Clerk	2.75	2.31	\$131,907	\$110,802	\$21,105	x	x						
Mandatory Fringe Benefits			\$68,445	\$57,494	\$10,951	x	x						
			<i>Total Savings</i>	\$32,056									
	Reduce the FTE allocation from 2.75 to 2.31 FTE for the three new Clerk positions to reflect actual hiring dates in FY 2011-12												
2430-C Medical Evaluations Assistant	5.50	5.39	\$306,060	\$299,939	\$6,121	x	x						
Mandatory Fringe Benefits			\$151,301	\$148,275	\$3,026	x	x						
			<i>Total Savings</i>	\$9,147									
	Reduce the FTE allocation from 5.5 to 5.39 FTE for the seven new Medical Evaluations Assistant positions to reflect actual hiring dates in FY 2011-12												
2586-C Health Worker II	2.00	1.54	\$108,863	\$83,825	\$25,038	x	x						
Mandatory Fringe Benefits			\$53,220	\$40,980	\$12,240	x	x						
			<i>Total Savings</i>	\$37,278									
	Reduce the FTE allocation from 2.0 to 1.54 FTE for the three new Health Worker II positions to reflect actual hiring dates in FY 2011-12												
2908-C Hospital Eligibility Worker	2.50	2.31	\$170,755	\$157,778	\$12,977	x	x						
Mandatory Fringe Benefits			\$76,128	\$70,343	\$5,785	x	x						
			<i>Total Savings</i>	\$18,762									
	Reduce the FTE allocation from 2.5 to 2.31 FTE for the three new Hospital Eligibility Worker positions to reflect actual hiring dates in FY 2011-12												

GF = General Fund
1T = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
8202-C Security Guard	1.00	0.77	\$46,032	\$30,842	\$15,190	x	x						x
Mandatory Fringe Benefits			\$24,375	\$18,769	\$5,606	x	x						x
	<i>Total Savings \$20,796</i>							<i>Total Savings \$0</i>					
	Reduce the FTE allocation from 1.0 to 0.77 FTE for the new Security Guard position to reflect actual hiring date in FY 2011-12												
FAL - Children's Baseline (1G AGF AAA)													
0933-C Manager V	1.00	0.00	\$140,630	\$0	\$140,630	x				\$148,830	\$0	\$148,830	x
0932-C Manager IV	0.00	1.00	\$0	\$130,306	(\$130,306)	x				\$0	\$137,904	(\$137,904)	x
Mandatory Fringe Benefits			\$51,078	\$49,029	\$2,049	x				\$58,081	\$55,598	\$2,483	x
	<i>Total Savings \$12,373</i>							<i>Total Savings \$13,409</i>					
	Disapprove the upward substitution of a 0932 Manager IV to a 0933 Manager V. The Department has five Manager V vacancies, three of which have been vacant for more than one year.												
	Estimated ongoing reduction.												
Professional and Specialized Services			\$1,645,878	\$1,500,000	\$145,878	x				\$1,645,878	\$1,500,000	\$145,878	x
	Reduce 027 Professional and Specialized Services to reflect historical spending pattern and projected FY 2011-12 expenditures.												
	Estimated ongoing reduction.												
Materials and Supplies			\$71,882	\$66,882	\$5,000	x				\$71,882	\$66,882	\$5,000	x
	Reduce 040 Materials and Supplies Budget Only to reflect historical spending pattern and projected FY 2011-12 expenditures.												
	Estimated ongoing reduction.												
DHA- Central Administration (1G AGF AAA)													
1244-C Senior Personnel Analyst	1.00	0.00	\$95,168	\$0	\$95,168	x				\$99,863	\$0	\$99,863	x
1241-C Personnel Analyst	0.00	1.00	\$0	\$81,391	(\$81,391)	x				\$0	\$85,406	(\$85,406)	x
Mandatory Fringe Benefits			\$37,417	\$33,752	\$3,665	x				\$42,317	\$38,053	\$4,264	x
	<i>Total Savings \$17,442</i>							<i>Total Savings \$18,721</i>					
	Dissapprove the upward substitution of a 1241 Personnel Analyst to a 1244 Senior Personnel Analyst. The Department already has 3.0 FTE budgeted in this program and has two vacant Senior Personnel Analyst positions in other programs.												
	Estimated ongoing reduction.												
GF = General Fund 1T = One Time													

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
2820-C Senior Health Program Planner	1.00	0.00	\$93,832	\$0	\$93,832	x			\$99,299	\$0	\$99,299	x	
2818-C Health Program Planner	0.00	1.00	\$0	\$81,039	(\$81,039)	x			\$0	\$85,761	(\$85,761)	x	
Mandatory Fringe Benefits			\$37,092	\$33,668	\$3,424	x			\$42,183	\$38,190	\$3,993	x	
	<i>Total Savings \$16,217</i>							<i>Total Savings \$17,531</i>					
	Dissapprove the upward substitution of a 2818 Health Program Planner to a 2820 Senior Health Program Planner. The Department already has 5.0 FTE budgeted in this program.							Estimated ongoing reduction.					
Maintenance Services-Equipment			\$161,541	\$125,000	\$36,541	x			\$161,541	\$125,000	\$36,541	x	
	Reduce 029 Maintenance Services- Equipment to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.					
DPB - Environmental Health Services (1G AGF AAA)													
Professional and Specialized Services			\$309,511	\$290,000	\$19,511	x			\$309,511	\$290,000	\$19,511	x	
	Reduce 027 Professional and Specialized Services to reflect historical spending patterns and projected FY 2011-12 expenditures.							Estimated ongoing reduction.					
DPD - Community Health-Prevention- Disease Control (1G AGF AAA)													
Materials and Supplies			\$2,074,403	\$2,050,000	\$24,403	x			\$2,074,403	\$2,050,000	\$24,403	x	
	Reduce 040 Materials and Supplies Budget Only to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.					
Prevention- Health Education (1G AGF AAA)													
Travel			\$7,225	\$3,000	\$4,225	x			\$7,225	\$3,000	\$4,225	x	
	Reduce 021 Travel to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.					
GF = General Fund 1T = One Time													

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH - Public Health

Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)						
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	
	From	To	From	To				From	To	From	To			
DPM- Community Health- Prevention- Maternal & Child Health (1G AGF AAA)														
Professional and Specialized Services			\$1,810,399	\$1,510,399	\$300,000	x			\$1,810,399	\$1,510,399	\$300,000	x		
	Reduce 027 Professional and Specialized Services to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.						
DMS - Substance Abuse- Community Care (1G AGF AAA)														
Materials and Supplies			\$81,537	\$72,000	\$9,537	x			\$81,537	\$72,000	\$9,537	x		
	Reduce 040 Materials and Supplies Budget Only to reflect historical spending pattern and projected FY 2011-12 expenditures.							Estimated ongoing reduction.						

FY 2011-2012 Total Recommended Reductions			
	One-Time	Ongoing	Total
General Fund Impact	\$540,146	\$1,853,197	\$2,393,343
Non-General Fund Impact	\$0	\$0	\$0
Total	\$540,146	\$1,853,197	\$2,393,343

Estimated FY 2012-2013 Impact Total Recommended Reductions	
General Fund Impact	\$2,373,002
Non-General Fund Impact	\$0
Total	\$2,373,002

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DPH- Public Health

Vendor Name	Subsubject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance in Financial and Management Information System (FAMIS)
SIERRA ELECTRIC CO	OTHER BLDG MAINT SVCS	Yes	2009	5/27/2009	20,000.00	8,960.00
RAS ENGINEERING INC	OTHER BLDG MAINT SVCS	Yes	2009	6/5/2009	1361	21140
OMNICELL TECHNOLOGIES INC	OTHER HOSP., CLINICS & LAB. SUPPLIES	Yes	2010	7/1/2009	500	500
CONTROLCO	PLUMBING SUPPLIES	Yes	2010	7/6/2009	2331.7	2331.7
RUBECON GENERAL CONTRACTING INC	OTHER BLDG MAINT SVCS	Yes	2010	9/3/2009	9536	9536
WAXIE SANITARY SUPPLY	OTHER EQUIP MAINT	Yes	2010	2/8/2010	428.9	428.9
A T & T	MINOR DATA PROCESSING EQUIPMENT	Yes	2010	2/11/2010	23.27	23.27
CONTROLCO	PLUMBING SUPPLIES	Yes	2010	3/8/2010	1732.46	1732.46
MEDLINE INDUSTRIES INC	INSTITUTIONAL LINEN	Yes	2010	3/17/2010	65000	8015.98
A T & T	MINOR DATA PROCESSING EQUIPMENT	Yes	2010	4/26/2010	196.32	196.32
RAS ENGINEERING INC	OTHER BLDG MAINT SVCS	Yes	2010	4/26/2010	1,875.00	1875
KONICA MINOLTA BUSINESS SOLUTNS USA INC	OFFICE MACHINE RENTAL	Yes	2010	7/1/2010	1,300.00	672.11
S & S WORLDWIDE INC	RECREATION & ATHLETIC SUPPLIES	Yes	2011	7/1/2010	2,000.00	2,000.00
SYSCO SAN FRANCISCO INC	FOOD	Yes	2011	7/1/2010	10,000.00	2,000.00
RECOLOGY GOLDEN GATE	SCAVENGER SERVICES	Yes	2010	7/1/2010	10,000.00	4,103.84
EXPRESS OVERNITE	FREIGHT/DELIVERY	Yes	2010	7/1/2010	3,000.00	1,193.80
Total Amount Return to Fund Balance						\$64,709.38
					General Fund	\$64,709.38
					Non-General Fund	\$0.00

Note: The above encumbrance balances are from budget years prior to FY 2010-11. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balance can be returned to the General Fund.

BUDGET REVIEW EXECUTIVE SUMMARY

Budget Changes

The department’s proposed \$690,359,191 budget for FY 2011-12 is \$20,884,380 or 3.1 percent more than the original FY 2010-11 budget of \$669,474,811.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2011-12 is 1,687.8 FTEs, which is 2.71 FTEs more than the 1,685.09 FTEs in the original FY 2010-11 budget. This represents .16 percent increase in FTEs from the original FY 2010-11 budget.

The Department has requested approval of 22 positions as an interim exception. The Budget and Legislative Analyst recommends approval of four positions that are currently filled positions as an interim exception. These are grant-funded positions in the Housing and Homeless Program.

The Budget and Legislative Analyst recommends approval of the remaining 18 positions (22 less 4) at a later start date of September 1, 2011 (one position), and August 15, 2011 (17 positions).

Revenue Changes

The Department’s revenues of \$458,332,514 in FY 2011-12, are \$2,217,958 or 0.5 percent less than FY 2010-11 revenues of \$460,550,472. General Fund support of \$232,026,677 in FY 2011-12 is \$23,102,338 or 11.1 percent more than FY 2010-11 General Fund support of \$208,924,339.

RECOMMENDATIONS

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,135,609 in FY 2011-12. These reductions would still allow an increase of \$19,748,771 or 2.9 percent in the Department’s FY 2011-12 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$52,385 to the General Fund.

Together, these recommendations will result in savings of \$1,187,994, of which \$488,209 are savings to the City’s General Fund.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: HSA – HUMAN SERVICES AGENCY

SUMMARY OF PROGRAM EXPENDITURES:

Uses by Service Area, Department and Program				
Program	2010-2011	2011-2012	Change From	Pct
	Budget	Proposed	2010-2011	Change
ADMINISTRATIVE SUPPORT	83,108,975	86,926,441	3,817,466	4.6%
ADULT PROTECTIVE SERVICES	5,695,042	5,464,535	(230,507)	-4.0%
CALWORKS	52,637,041	51,805,156	(831,885)	-1.6%
CHILDREN'S BASELINE	24,314,080	24,773,290	459,210	1.9%
COUNTY ADULT ASSISTANCE PROGRAM	53,818,898	53,619,832	(199,066)	-0.4%
COUNTY VETERANS SERVICES	386,374	401,264	14,890	3.9%
DIVERSION AND COMMUNITY INTEGRATION PROG	3,595,877	3,580,123	(15,754)	-0.4%
DSS CHILDCARE	27,761,853	30,384,415	2,622,562	9.4%
FAMILY AND CHILDREN'S SERVICE	116,947,769	129,884,137	12,936,368	11.1%
FOOD STAMPS	17,525,867	20,437,449	2,911,582	16.6%
HOMELESS SERVICES	78,623,920	80,012,268	1,388,348	1.8%
IN HOME SUPPORTIVE SERVICES	128,968,528	126,376,315	(2,592,213)	-2.0%
INTEGRATED INTAKE	897,677	1,088,506	190,829	21.3%
MEDI-CAL	23,639,129	24,373,965	734,836	3.1%
OFFICE ON AGING	23,720,434	22,450,122	(1,270,312)	-5.4%
PUBLIC ADMINISTRATOR	1,327,382	1,433,741	106,359	8.0%
PUBLIC CONSERVATOR	1,388,344	1,418,008	29,664	2.1%
PUBLIC ED FUND - PROP H (MARCH 2004)	0	0	0	N/A
PUBLIC GUARDIAN	2,471,877	2,566,765	94,888	3.8%
REPRESENTATIVE PAYEE	513,987	533,909	19,922	3.9%
WELFARE TO WORK	22,131,757	22,828,950	697,193	3.2%
Total	669,474,811	690,359,191	20,884,380	3.1%

The Department's proposed FY 2011-12 budget has increased by \$20,884,380 largely due to:

- There is an increase in Family and Children Services, including increased aid payments for Foster Care, Adoption Assistance Payments, and Kin-GAP¹. Costs per case are increasing due to a recent court order to increase foster home rates statewide and pending regulations to cover the cost of transportation for educational stability. Further, Foster Care Eligibility staff were reassigned from CalWORKs to Family and Children's Services, and contract services and work orders from the Children's Baseline Program were shifted to Family and Children Services for better alignment of functions.
- There is an increase in the Food Stamps program, primarily due to increased federal funding for contracted professional and technological services as well as additional staffing to address a growing caseload and reduce barriers to participation in the program.
- Aid assistance for day care services is increasing due to a projected increase in State funded child care subsidies. In addition, the Department annualized the salary and fringe costs for the four new positions in the child care program that were approved and hired in FY 2010-11.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

DEPARTMENT: HSA – HUMAN SERVICES AGENCY

- Collect and deposit entitlement checks and other income into accounts managed by the Public Administrator-Public Guardian;
- Redirect the client’s bills including, but not limited to, rent and utility bills to the Representative Payee Program and pay such bills with the client’s funds; and,
- Make disbursements from the client’s share of funds for the client’s personal needs.

Clients demonstrating an inability to pay may qualify for a discretionary waiver of the \$37.00 monthly fee. The table below details the proposed fee ordinance for the Public Guardian’s Representative Payee Program that accompanies the Human Services Agency’s proposed FY 2011-12 budget.

Projected revenues for FY 2011-12 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2010-11 Original Revenue	Increase in FY 2011-12	Annualized Revenue Thereafter	% Cost Recovery
11-0710	Representative Payee Fee Increase	\$0	\$339,660	\$339,660	56%
Total		\$0	\$339,660	\$339,660	56%

The original ordinance (File 11-0710), introduced to the Board of Supervisors on June 1, 2011, provides for a monthly fee of \$35. The Department will submit a revised File 11-0710 that provides for a monthly fee of \$37 on June 23, 2011.

Recommendation: Approval of the proposed fee ordinance is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed Human Services Agency budget is balanced based on the assumption that such fee legislation will be approved.

FIVE YEAR FINANCIAL PLAN:

The Department anticipates 19.7 percent growth in its budget between FY 2011-12 and FY 2015-16.

Revenues

- The Department anticipates a growing need for General Fund support over the next five years as a result of several major policy changes at the State and Federal level, including health care reform and the expansion of the foster care age to 21.
- Further, the discontinuance of federal American Recovery and Reinvestment Act (ARRA) funds will require the Department to seek a combination of alternative sources of funding as well as increased General Fund support.

Expenditures

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

Human Services Care Fund

(Housing First Program)

FY11-12 Expenditure Plan

This expenditure plan for the Human Services Care Fund for FY11-12 is submitted to the Board of Supervisors pursuant to Section 10-100.77(f) of the San Francisco Administrative Code. The Administrative Code requires the Department of Human Services to submit this expenditure plan if annual proposed appropriations from the Human Services Care Fund exceed \$11.9 million. This plan must include estimates of the amounts to be spent for various purposes, as well as an explanation of who is to benefit from these expenditures, how many people will benefit, and how the proposed benefits will be provided.

Planned Expenditures: The FY11-12 budget for the Department of Human Services includes proposed expenditures from the Human Services Care Fund of \$14,446,073 (see Attachment). The proposed expenditures are divided into two general categories: housing and services. The proposed expenditures are supported by \$13,708,531 in projected FY11-12 Care Fund revenues and \$737,542 in prior-year unexpended revenues.

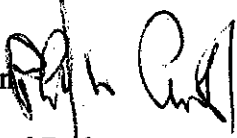
Beneficiaries: The Housing First Program is funded by the Human Services Care Fund. The beneficiaries of the proposed spending under this plan are homeless and formerly-homeless CAAP clients of the Department of Human Services. Since the beginning of the Housing First Program in May 2004, a total of 3,450 homeless and formerly-homeless CAAP clients have been placed into permanent supportive housing (Data through March 2011).

How Benefits Are Provided: Access to the Housing First Program is provided to any CAAP client listed as being homeless with their assigned CAAP worker. These clients are offered an opportunity to apply for housing if it is available. Until a housing placement is made, shelter is offered by the CAAP worker for the time between monthly homeless verification appointments. Each time the homeless CAAP clients see their eligibility worker for a monthly homeless verification appointment, their worker checks to see if housing is available. Additional outreach is done to homeless CAAP clients who have been using shelter for long periods. As housing opportunities are available, homeless CAAP clients are referred to the Housing Access Team that provides support through the screening and placement process. When a client is placed in housing, the Housing Access Team arranges with the CAAP worker for benefits to be adjusted and routed correctly, and then notifies both CAAP and Food Stamps of the client's new address.

MEMORANDUM

May 17, 2011

TO: Benjamin Rosenfield, Controller of the City and County of San Francisco

FROM: Trent Rhorer, Executive Director
Phil Arnold, Deputy Director for Administration 

SUBJECT: Proposed FY 2011-12 Human Services Care Fund Budget

This memo notifies the Office of the Controller that pursuant to Administrative Code Section 10.100-7(e), the Human Services Commission has approved the Department of Human Services' projection for the FY 2011-12 Human Services Care Fund budget.

The Care Fund ordinance requires the Department of Human Services to submit to the Board of Supervisors a plan explaining how the department intends to spend Care Fund money when it submits any proposed appropriation ordinance in excess of the \$11.9 million cap. The Commission is then to adopt findings and transmit them to the Board of Supervisors and the Office of the Controller.

The FY2011-12 Care Fund budget is based on a projected average monthly homeless caseload of 360. The Care Fund savings from reduction in CAAP homeless caseload is based on the following formula: $(3,000-360) \times 12 \text{ months} \times \text{average maximum grant for each CAAP program}$, where 3,000 is the baseline of total homeless CAAP clients established by CNC ordinance. The Care Fund savings from grant reductions is based on the following formula: $\text{average amount reduced from CAAP grant} \times 12 \text{ months} \times 360 \text{ clients}$.

Savings from caseload reduction	\$12,408,637
Savings from grant reduction	<u>\$ 1,299,894</u>
Total Care Fund	\$13,708,531

The proposed FY11-12 Human Services Care Fund spending plan of \$14,446,073 (see Attachment), which is supported by \$13,708,531 in projected FY11-12 revenues and \$737,542 in prior-year unspent revenues is shown below:

Housing	\$13,998,017
Services	<u>\$ 448,056</u>
Total	\$14,446,073

Housing First Program FY11-12

Budget Items	FY11-12	Notes
REVENUES		
FY11-12 Care Fund Revenues	\$13,708,531	
Prior-Year Unspent Care Fund Revenues	\$737,542	
Total Revenues	\$14,446,073	
EXPENDITURES		
Housing		
Mary Elizabeth Inn (MEI)	\$252,864	33 units. 2/1/05 start date.
McAllister (Conard House)	\$999,980	80 units. 5/3/04 start date.
Alder (ECS)	\$1,150,743	116 units. 5/1/06 start date.
Coast Hotel (ECS)	\$1,189,925	124 units. 5/1/06 start date.
Elm (ECS)	\$995,565	81 units. 6/15/04 start date.
Hillsdale (ECS)	\$940,950	84 units. 3/28/05 start date.
Mentone (ECS)	\$952,794	71 units. 11/15/04 start date
All Star (THC)	\$700,292	86 units. 8/1/04 start date.
Boyd (THC)	\$816,397	82 units. 2/15/2006 start date.
California Drake (THC)	\$211,707	51 units. 9/20/03 start date.
Elk (THC)	\$762,458	88 units. 6/1/06 start date.
Graystone (THC)	\$595,243	74 units. 5/3/04 start date.
Pierre (THC)	\$767,816	87 units. 9/6/04 start date.
Royan (THC)	\$696,155	69 units. Summer 2003 start date.
Union (THC)	\$674,479	60 units. 12/15/04 start date.
Aranda (TARC)	\$1,036,704	110 units. 12/15/2005 start date.
MPP Services (THC)	\$612,418	Modified Payment Program services provided in CNC hotels.
PMSS (THC)	\$641,527	Property management and support services provided in CNC hotels.
Housing Sub-total	\$13,998,017	
Services		
Behavioral Health Roving Team	\$220,131	Psychiatrist and Nurse Practitioners.
Citywide Case Management - Roving Team	\$227,925	Roving team includes 1 SW supervisor, 1 SW, 1 SW associate, 2 clinical supervisor, 1 subst abuse spec, 0.10 prgrm dir, 5 case managers, 0.20 clerk.
Services Sub-total	\$448,056	
Total Expenditures	\$14,446,073	

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

HSA - Human Services Agency													
Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
CAH - Food Stamps (1G AGF AAA)													
9993M Attrition	-15.46	-17.46	(\$982,375)	(\$1,111,526)	\$129,151	x	x						
Mandatory Fringe Benefits			(\$451,942)	(\$510,408)	\$58,466	x	x						
	<i>Total Savings</i>				<i>\$187,617</i>			<i>Total Savings</i>				<i>\$0</i>	
	Adjust attrition savings to reflect actual hiring plans for 17 new positions.												
CAI - County Adult Assistance Program (1G AGF AAA)													
Aid Assistance			\$995,202	\$950,202	\$45,000	x			\$995,202	\$950,202	\$45,000	x	
	The proposed reduction of \$45,000 reflects historical spending and projected expenditures in FY 2011-12.							Ongoing reduction.					
Aid Payments			\$17,935,687	\$17,685,687	\$250,000	x			\$17,935,687	\$17,685,687	\$250,000	x	
	The proposed reduction of \$250,000 reflects historical spending and projected expenditures in FY 2011-12, given the Department's existing capacity.							Ongoing reduction.					
Aid Payments			\$8,350,603	\$8,270,603	\$80,000	x			\$8,350,603	\$8,270,603	\$80,000	x	
	The proposed reduction of \$80,000 reflects historical spending and projected expenditures in FY 2011-12, given the Department's existing capacity.							Ongoing reduction.					

GF = General Fund
1T = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

HSA - Human Services Agency													
Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)					
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF
	From	To	From	To				From	To	From	To		
CAL - Family and Children's Services (1G AGF AAA)													
Professional and Specialized Services			\$225,000	\$178,750	\$46,250	x			\$225,000	\$178,750	\$46,250	x	
	The proposed reduction of \$46,250 reflects historical spending and projected expenditures in FY 2011-12.							Ongoing reduction.					
CAN - Homeless Services (1G AGF AAA)													
9993M Attrition	-1.78	-1.90	(\$148,772)	(\$158,657)	\$9,885	x	x						
Mandatory Fringe Benefits			(\$62,582)	(\$66,801)	\$4,219	x	x						
	<i>Total Savings \$14,104</i>							<i>Total Savings \$0</i>					
	Adjust attrition savings to reflect actual hiring plans for 1 new position.												
CAO - Administrative Support (1G AGF AAA)													
9993M Attrition	-7.42	-7.62	(\$539,571)	(\$552,883)	\$13,312	x	x						
Mandatory Fringe Benefits			(\$234,887)	(\$241,218)	\$6,331	x	x						
	<i>Total Savings \$19,643</i>							<i>Total Savings \$0</i>					
	The Department is requesting an upward substitution of a vacant 1220 Payroll Clerk to a 1032 IS Trainer-Journey, which the Budget and Legislative Analyst recommends approval. However, adjust attrition savings to reflect actual hiring plans.							Estimated ongoing reduction.					
CGU - DSS Childcare (1G AGF AAA)													
Aid Assistance			\$12,500,000	\$12,150,000	\$350,000	x			\$12,500,000	\$12,150,000	\$350,000	x	
	Reduce to reflect historical spending and projected expenditures. The Budget and Legislative Analyst's recommended FY 2011-12 amount of \$12,150,000 for 036 aid assistance is still \$3,262,885, or a 36.7 percent increase from the \$8,887,115 budgeted in FY 2010-11.							Ongoing reduction.					

GF = General Fund
1T = One Time

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

HSA - Human Services Agency																																																																																				
Object Title	FY 2011-2012							FY 2012-2013 (for estimate purposes only)																																																																												
	FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF																																																																							
	From	To	From	To				From	To	From	To																																																																									
CIF - Office of Aging (1G AGF AAA)																																																																																				
9993M Attrition	-1.43	-2.4	(\$154,841)	(\$254,841)	\$100,000	x	x																																																																													
Mandatory Fringe Benefits			(\$63,384)	(\$106,379)	\$42,995	x	x																																																																													
	<i>Total Savings</i>				\$142,995	<i>Total Savings</i>							\$0																																																																							
	Adjust attrition to reflect existing vacant 2320 Registered Nurse positions.							Estimated ongoing reduction.																																																																												
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="6" style="text-align: center;">FY 2011-2012</td> <td colspan="6" style="text-align: center;">Estimated FY 2012-2013 Impact</td> </tr> <tr> <td colspan="6" style="text-align: center;">Total Recommended Reductions</td> <td colspan="6" style="text-align: center;">Total Recommended Reductions</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">One-Time</td> <td colspan="2" style="text-align: center;">Ongoing</td> <td colspan="2" style="text-align: center;">Total</td> <td></td> <td colspan="2" style="text-align: center;">General Fund Impact</td> <td colspan="2" style="text-align: center;">\$390,843</td> </tr> <tr> <td style="text-align: right;">General Fund Impact</td> <td colspan="2" style="text-align: right;">\$44,981</td> <td colspan="2" style="text-align: right;">\$390,843</td> <td colspan="2" style="text-align: right;">\$435,824</td> <td></td> <td colspan="2" style="text-align: right;">Non-General Fund Impact</td> <td colspan="2" style="text-align: right;">380,407</td> </tr> <tr> <td style="text-align: right;">Non-General Fund Impact</td> <td colspan="2" style="text-align: right;">\$319,378</td> <td colspan="2" style="text-align: right;">\$380,407</td> <td colspan="2" style="text-align: right;">\$699,785</td> <td></td> <td colspan="2" style="text-align: right;">Total</td> <td colspan="2" style="text-align: right;">\$771,250</td> </tr> <tr> <td style="text-align: right;">Total</td> <td colspan="2" style="text-align: right;">\$364,359</td> <td colspan="2" style="text-align: right;">\$771,250</td> <td colspan="2" style="text-align: right;">\$1,135,609</td> <td></td> <td colspan="2" style="text-align: right;">Total</td> <td colspan="2" style="text-align: right;">\$771,250</td> </tr> </table>													FY 2011-2012						Estimated FY 2012-2013 Impact						Total Recommended Reductions						Total Recommended Reductions							One-Time		Ongoing		Total			General Fund Impact		\$390,843		General Fund Impact	\$44,981		\$390,843		\$435,824			Non-General Fund Impact		380,407		Non-General Fund Impact	\$319,378		\$380,407		\$699,785			Total		\$771,250		Total	\$364,359		\$771,250		\$1,135,609			Total		\$771,250	
FY 2011-2012						Estimated FY 2012-2013 Impact																																																																														
Total Recommended Reductions						Total Recommended Reductions																																																																														
	One-Time		Ongoing		Total			General Fund Impact		\$390,843																																																																										
General Fund Impact	\$44,981		\$390,843		\$435,824			Non-General Fund Impact		380,407																																																																										
Non-General Fund Impact	\$319,378		\$380,407		\$699,785			Total		\$771,250																																																																										
Total	\$364,359		\$771,250		\$1,135,609			Total		\$771,250																																																																										

**RECOMMENDATIONS OF THE BUDGET AND LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS, FISCAL YEAR 2011-12**

HSA - Human Services Agency

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance in Financial and Management Information System (FAMIS)
CENTRO LATINO DE SAN FRANCISCO INC	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	8/24/2010	61,271.00	650.00
INSTITUTE ON AGING	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	1/18/2011	45,840.00	1.72
ASIAN NEIGHBORHOOD DESIGN	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	9/9/2010	39,759.00	22,352.00
GOODWILL INDUST OF S F SAN MATEO & MARIN	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	9/13/2010	16,404.00	1,836.00
INTERNATIONAL EFFECTIVENESS CENTERS	INTERPRETERS	Yes	2010	1/31/2011	85,000.00	111.51
ACE LEGAL ASSISTANCE	SOCIAL SERVICES CONTRACTS	Yes	2010	8/26/2010	18,000.00	3,422.77
SENECA CENTER	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	9/15/2010	100,000.00	2,842.80
BROADVIEW SECURITY INC	SECURITY	Yes	2010	1/11/2011	4,800.00	404.93
STAPLES INC & SUBSIDIARIES	OTHER OFFICE SUPPLIES	Yes	2010	4/13/2011	5,000.00	1,748.00
SAN FRANCISCO STATE UNIVERSITY	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	8/6/2010	232,108.93	31,533.06
SAN FRANCISCO STATE UNIVERSITY	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	10/12/2010	63,792.43	40,586.78
SAN FRANCISCO STATE UNIVERSITY	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2010	10/12/2010	40,000.00	23,838.05
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	7/13/2010	2,600.00	67.04
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	3/29/2010	3,400.00	1,079.94
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	7/13/2010	2,000.00	68.11
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	3/23/2011	2,000.00	313.49
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	3/23/2011	2,200.00	103.55
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	4/27/2011	30,000.00	15,628.00
					<i>Subtotal Amount of Savings</i>	<i>\$146,587.75</i>
					<i>Less Negative Balances</i>	<i>(\$12,532.41)</i>
					Total Amount of Savings	\$134,055.34
					Total Amount to Return to General Fund Balance	\$52,384.65

Note: The above encumbrance balances are from budget years prior to FY 2010-11. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balance can be returned to the General Fund.