

File No. 140378

Committee Item No. Ce

Board Item No. 2

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date April 23, 2014

Board of Supervisors Meeting

Date May 6, 2014

Cmte Board

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

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong

Date April 11, 2014

Completed by: L.W.

Date April 24, 2014

[Appropriation and De-Appropriation - Surplus Expenditures of \$115,883 Supporting Increased Overtime Expenditures - FY2013-2014]

Ordinance appropriating \$115,883 to overtime and de-appropriating \$115,883 in food expenses in the Sheriff Department's Operating Budget in order to support the Department's projected increases in overtime as required per Ordinance No. 194-11 in FY2013-2014.

Note: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in *strikethrough italics Times New Roman font*.
Board amendment additions are in double underlined Arial font.
Board amendment deletions are in ~~strikethrough Arial font~~.
Asterisks (**)** indicate the omission of unchanged Code subsections or parts of tables.

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

Section 1. The uses of funding outlined below are herein appropriated to reflect the projected uses of funding for FY2013-2014.

USES Appropriation

Fund	Index/Project Code	Subobject	Description	Amount
1G AGF AAA	062SBJ	01102	SALARIES -	\$115,883
GF- NON PROJECT			OVERTIME - UNIFORM	
CONTROLLED				
Total USES Appropriation				\$115,883

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2 Section 2. The uses of funding outlined below are herein de-appropriated to reflect the
3 projected funding available for FY2013-2014.
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5 **Uses De-Appropriation**

Fund	Index/Project Code	Subobject	Description	Amount
1G AGF AAA	062SBJ	04699	FOOD	(\$115,883)
GF- NON PROJECT				
CONTROLLED				
Total USES De-Appropriation				(\$115,883)

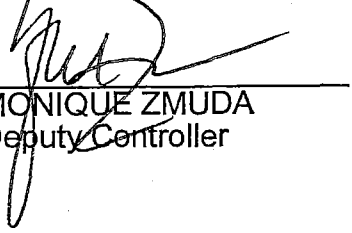
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13 Section 3. The Controller is authorized to record transfers between funds and adjust
14 the accounting treatment of sources and uses appropriated in this Ordinance as necessary to
15 conform with Generally Accepted Accounting Principles.
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APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: 
THOMAS OWEN
Deputy City Attorney

FUNDS AVAILABLE:
BEN ROSENFELD, Controller

By: 
MONIQUE ZMUDA
Deputy Controller

<p>Item 6 File 14-0378</p>	<p>Department: Sheriff's Department (Sheriff)</p>
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EXECUTIVE SUMMARY

Legislative Objectives

The proposed ordinance would (a) de-appropriate \$115,883 of surplus monies budgeted for food expenses in the Sheriff Department's FY 2013-14 budget, and (b) re-appropriate \$115,883 for uniform overtime in the Sheriff Department's FY 2013-14 budget, in order to resolve the Department's projected FY 2013-14 budgetary shortfall in Overtime in accordance with Administrative Code Section 3.17.

Key Points

- The Sheriff's Department is requesting the proposed re-appropriation of funds to overtime because of higher than projected overtime expenses in FY 2013-14.
- According to the Sheriff's Department, the increase of overtime expenses is driven primarily by the use of overtime to backfill vacancies created by deputy sheriffs on vacation. The increase in vacancies due to vacation use results from changes to the collective bargaining agreement between the City and the Deputy Sheriff's Association. The current collective bargaining agreement, which is effective from July 1, 2014 through June 30, 2014 allocates one vacation slot per shift, per day, per unit for every seven deputies. In the previous agreement which ended on June 30, 2012, the number of vacation slots per unit was allocated based on the total amount of vacation time accrued in the unit divided by 365 days in the year.

Fiscal Impact

- The Sheriff's Department's FY 2013-14 General Fund operating budget for overtime is \$7,516,940. Projected overtime expenditures through June 30, 2014 are \$7,697,401, resulting in a deficit in overtime expenditures of \$180,461. According to the Sheriff's Department, the Sheriff's Department is requesting funds to cover \$115,883 in the overtime deficit, which is \$64,578 less than the \$180,461 projected by the Controller's Office, based on the Sheriff's Department's estimated overtime spending in April through June 2014.

Recommendation

- Approve the proposed ordinance.

MANDATE STATEMENT / BACKGROUND

Charter Section 9.105 provides that amendments to the Annual Appropriation Ordinance be subject to approval by ordinance by the Board of Supervisors, after the Controller certifies the availability of funds.

Administrative Code Section 3.17, which was approved by the Board of Supervisors in September of 2011, requires that the Annual Appropriation Ordinance contain a separate overtime appropriation within the Airport, Emergency Management, Police, Public Health, Public Utilities, Public Works, Recreation and Park, and Sheriff Departments' operating budgets. In accordance with Administrative Code Section 3.17(b), these eight identified City departments must also request a supplemental appropriation ordinance, which is subject to Board of Supervisors approval, if their overtime expenditures are proposed to be greater than the amount of overtime previously appropriated by the Board of Supervisors in the department's budget.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would (a) de-appropriate \$115,883 of surplus monies previously appropriated by the Board of Supervisors for food expenditures in the Sheriff's Department's FY 2013-14 operating budget, and (b) re-appropriate \$115,883 for overtime in the Sheriff Department's FY 2013-14 operating budget, in order to resolve the Department's projected FY 2013-14 budgetary shortfall in Overtime in accordance with Administrative Code Section 3.17.

According to Ms. Bree Mawhorter, Chief Financial Officer at the Sheriff's Department, the Sheriff's Department is requesting the proposed supplemental appropriation because of higher than projected overtime expenses, which are driven primarily by the use of overtime to backfill vacancies due to vacation use. Vacation policy for the Sheriff's Department is dictated by the Deputy Sheriff's Association collective bargaining agreement, which went into effect on July 1, 2012 and terminates on June 30, 2014. The current collective bargaining agreement allocates one vacation slot per shift, per day, per unit for each seven deputies. In the previous agreement which ended on June 30, 2012, the number of vacation slots per unit was allocated based on the total amount of vacation time accrued in the unit divided by 365 days in the year.

The implementation of the new vacation allocation formula significantly increased the number of vacation slots available, allowing specific days to be selected by multiple deputies. As multiple deputies take vacation leave on the same day, the Department fills the open shifts through placement of overtime shifts to other deputies which worked in place of those deputies on vacation.

FISCAL IMPACT

Table 1 below shows the proposed de-appropriation and re-appropriation of \$115,883.

Table 1: De-appropriation and Re-appropriation of Proposed Supplemental Appropriation

	FY 13-14 Budget	Surplus monies to be appropriated	Revised Budget Amount	Percentage Increase/ (Decrease)
De-appropriation Food Expenses	\$1,776,699	(\$115,883)	\$1,660,816	(6.5%)
Re-appropriation for Overtime – Uniform	\$7,516,940	\$115,883	\$7,632,823	1.5%

Food expenses funds for this supplemental appropriation would be taken from savings in the Sheriff Department’s budgeted meal contract with Aramark. These savings were generated because of a lower than projected jail population, which are consuming fewer meals than were previously anticipated.

Based on actual overtime expenditures through the pay period ending March 28, 2014, the Controller projects an overtime deficit in the Sheriff’s annual operating budget of \$180,461, as shown in Table 2 below.

Table 2: Controller’s Office Projected Overtime Deficit through June 30, 2014

	FY 2013-14 Budget	Expenditures through Pay Period Ending 3/28/14	Projected Expenditures through June 30, 2014	Balance
Overtime	\$7,516,940	\$5,435,417	\$7,697,401	(\$180,461)

Source: Controller’s March 2014 Financial Projections

According to the Sheriff’s Department, the Sheriff’s Department is requesting funds to cover \$115,883 in the overtime deficit, which is \$64,578 less than the \$180,461 projected by the Controller’s Office, based on the Sheriff’s Department’s estimated overtime spending in April through June 2014.

RECOMMENDATIONS

Approve the proposed ordinance.



San Francisco Sheriff's Department Supplemental Allocation



FILE # 140378
Received as: *Committee*
4/23/14



San Francisco Sheriff's Department
Supplemental Allocation



Request

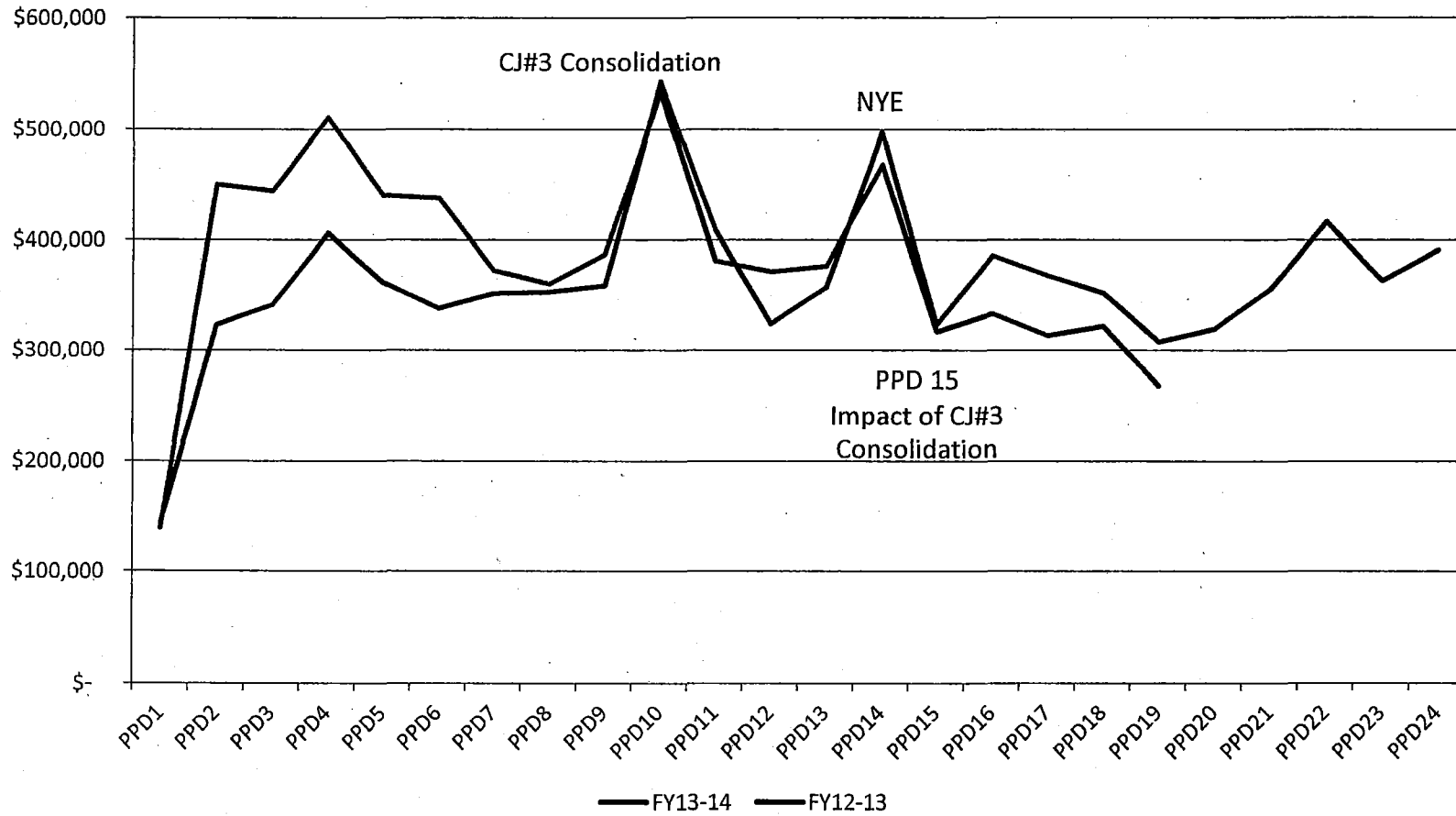
- De-appropriate \$115,883 from food expenditures
- Re-appropriate to overtime expenditures
- No General Fund impact



San Francisco Sheriff's Department
Supplemental Allocation



YOY Trend





San Francisco Sheriff's Department
Supplemental Allocation



Overtime Driver

MOU Vacation Allocation: Increase in 30 slots /day

Deputy				
Facility	2010	2011	2012	2013
Class	0	0	0	1
CJ1	1	0	0	3
CJ2	2	1	-2	4
CJ3	3	0	-1	1
CJ4	4	-1	0	5
CJ5	5	1	-2	-1
7D/7L	6	0	0	1
Change		1	-6	15

Senior Deputy				
Facility	2010	2011	2012	2013
Class	0	0	0	3
CJ1	1	0	0	3
CJ2	2	0	0	3
CJ3	3	0	0	2
CJ4	4	0	0	2
CJ5	5	0	0	3
7D/7L	6	0	0	3
Change		0	0	19

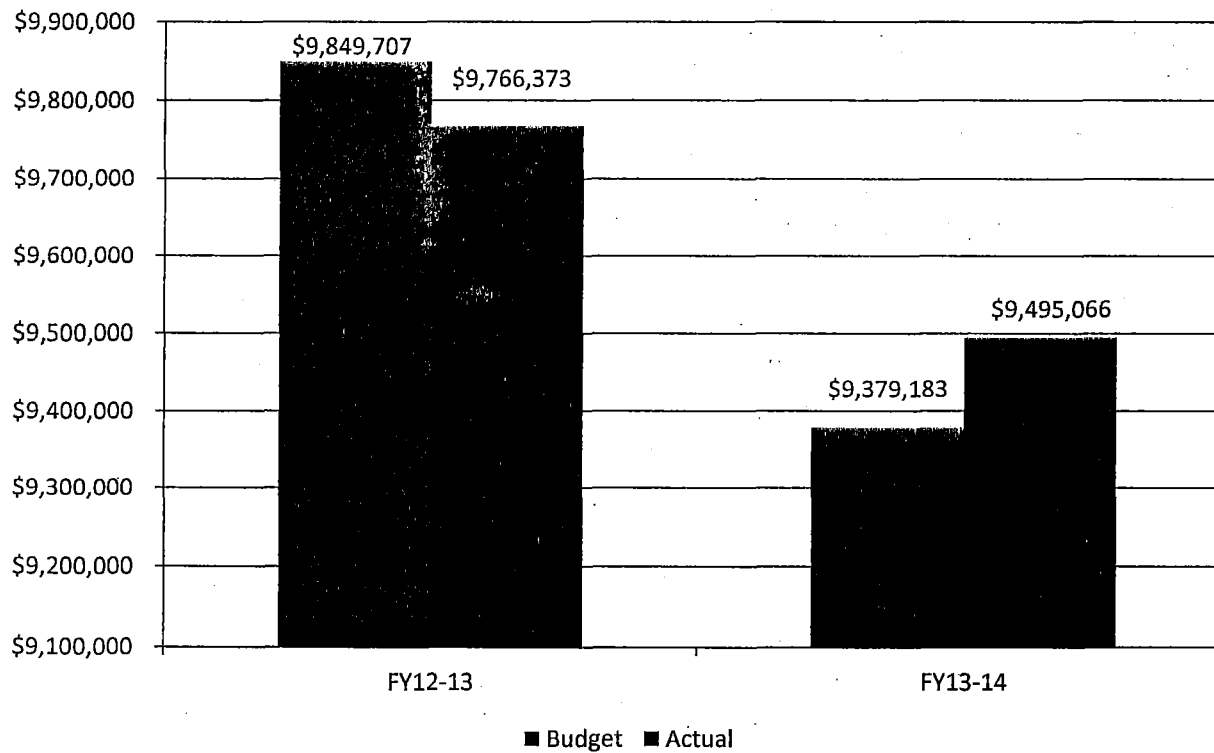
Supervisor				
Facility	2010	2011	2012	2013
Class	0	0	1	-1
CJ1	1	0	0	-1
CJ2	2	0	0	-1
CJ3	3	0	0	-1
CJ4	4	0	0	3
CJ5	5	-1	1	-1
7D/7L	6	-1	1	-2
Change		-2	3	-4



San Francisco Sheriff's Department
Supplemental Allocation



5% decrease in OT Budget - \$470,524
3% decrease in OT Expenditure - \$271,306



OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *For* Mayor Edwin M. Lee *JE*
RE: Appropriation and De-Appropriation - Surplus Expenditures of \$115,883
Supporting Increased Overtime Expenditures - FY2013-2014
DATE: April 15, 2014

Attached for introduction to the Board of Supervisors is the ordinance Appropriating \$115,883 to Overtime and De-Appropriating \$115,883 in Food Expenses in the Sheriff Department's Operating Budget in order to support the Department's projected increases in Overtime as required per Ordinance 194-11 in FY2013-2014.

I request that this item be calendared in Budget and Finance Committee on April 23, 2014.

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

RECEIVED
BOARD OF SUPERVISORS
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2014 APR 15 PM 4:22
JE