

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

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June 24, 2013

**TO:** Budget and Finance Committee

**FROM:** Budget and Legislative Analyst

**SUBJECT:** Recommendations of the Budget and Legislative Analyst for Amendment of the Mayor's Fiscal Year 2013-2014 to Fiscal Year 2014-2015 Budget.

**Page**

**Descriptions for Departmental Budget Hearing, June 26, 2013 Meeting, 10:00 a.m.**

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**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$9,115,128 budget for FY 2013-14 is \$2,562,892 or 39.12 % more than the original FY 2012-13 budget of \$6,552,236.

Personnel Changes

The number of full-time equivalent (FTE) positions budgeted for FY 2013-14 are 45.78 FTEs, which are 10.68 FTEs more than the 35.10 FTEs in the original FY 2012-13 budget. This represents a 30.4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues are \$173,355 in FY 2013-14 are \$6,000 or 3.5% more than revenues in FY 2012-13 of \$167,355. The Department's Non-General Fund recoveries are \$4,303,238 in FY 2013-14, which is \$1,316,860 or 44.1% more than FY 2012-13 non-General Fund recoveries of \$2,986,378. General Fund support of \$4,811,890 in FY 2013-14 is \$1,246,032 or 35% more than FY 2012-13 General Fund support of \$3,565,858.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$9,630,226 budget for FY 2014-15 is \$515,098 or 5.7% more than the Mayor's proposed FY 2013-14 budget of \$9,115,128.

Personnel Changes

The number of full-time equivalent (FTE) positions budgeted for FY 2014-15 are 48.39 FTEs, which are 2.61 FTEs more than the 45.78 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 5.7% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues in FY 2014-15 are \$173,355, which is the same amount budgeted for FY 2013-14. The Department's Non-General Fund recoveries of \$4,515,855 in FY 2014-15, are \$212,617 or 5% more than FY 2013-14 estimated Non-General Fund recoveries of \$4,303,238. General Fund support of \$5,114,371 in FY 2014-15 is \$302,481 or 6.3% more than FY 2013-14 General Fund support of \$4,811,890.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    HSS – HEALTH SERVICES SYSTEM**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$210,259 in FY 2013-14. Of the \$210,259 in recommended reductions, \$67,235 are ongoing savings and \$143,024 are one-time savings. These reductions would still allow an increase of \$2,352,633 or 35.9% in the Department’s FY 2013-14 budget.

Approximately 53% or \$111,437 of these recommendations will result in savings to the City’s General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$232,352 in FY 2014-15. Of the \$232,352 in recommended reductions, \$146,352 are ongoing savings and \$86,000 are one-time savings. These reductions would still allow an increase of \$282,746 or 3.1% in the Department’s FY 2014-15 budget.

Approximately 53% or \$123,147 of these recommendations will result in savings to the City’s General Fund in FY 2014-15.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: HSS – HEALTH SERVICES SYSTEM**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012- 2013 <u>Budget</u>	FY 2013- 2014 <u>Proposed</u>	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 <u>Proposed</u>	Increase/ Decrease from FY 2013- 2014
HEALTH SERVICE SYSTEM	<u>6,552,236</u>	<u>9,115,128</u>	<u>2,562,892</u>	<u>9,630,226</u>	<u>515,098</u>
<b>HEALTH SERVICE SYSTEM</b>	<b>6,552,236</b>	<b>9,115,128</b>	<b>2,562,892</b>	<b>9,630,226</b>	<b>515,098</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$2,562,892 largely due to:

- 10.68 FTE additional positions and the associated salary and fringe benefit costs; and
- New expanded lease space at 1145 Market Street.

**FY 2014-15**

The Department’s proposed FY 2014-15 budget has increased by \$515,098 largely due to:

- Annualization of the salary and fringe benefit costs for the new positions added in FY 2012-13.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent (FTE) positions budgeted for FY 2013-14 are 45.78 FTEs, which are 10.68 FTEs more than the 35.10 FTEs in the original FY 2012-13 budget. This represents a 30.4% increase in FTEs from the original FY 2012-13 budget.

- 1.0 FTE position was added during the current FY;
- 1.71 FTE positions are proposed to be added due to a reduction in Attrition Savings;
- 0.58 FTE temporary salary positions are proposed to be added; and
- 7.39 FTE positions would be new positions, including (a) two new positions to negotiate and monitoring contracts, (b) one new Data Analytics Manager position which was recently hired, (c) three new positions for direct operations due to increased workload from Project Emerge and the consolidation of flexible benefits, (d) one new position to provide administrative assistance to the Director and Chief Operating Officer, and (e) three new positions for a new Wellness Program, as summarized in the Table below.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** HSS – HEALTH SERVICES SYSTEM

<b>New Position Classification</b>	<b>New Position Title</b>	<b>Number of New Positions in FY 2013-14</b>	<b>Total Cost of Positions Salaries and Benefits in FY 2013-14</b>	<b>Total Annualized Number of Positions</b>	<b>Total Cost of Positions Salaries and Benefits in FY 2014-15</b>
0923	Manager II (Contract Compliance)	.77	\$132,772	1.0	\$178,781
1824	Principal Administrative Analyst (Contract Compliance)	.77	121,912	1.0	285,778
0931	Manager III (Data Analytics Manager)	1.0	184,168	1.0	190,966
1209	Benefits Technician (Operations)	.77	70,156	1.0	94,521
1210	Benefits Analyst (Operations)	1.54	162,863	2.0	219,550
1827	Administrative Services Manager (Administrative)	.77	107,982	1.0	145,148
0931	Manager III (Wellness)	.77	141,009	1.0	190,966
1823	Senior Administrative Analyst (Wellness)	.50	69,518	1.0	143,905
1842	Management Assistant (Wellness)	.50	55,883	1.0	116,032
<b>Total</b>		<b>7.39</b>	<b>\$1,046,263</b>	<b>10.0</b>	<b>\$1,565,647</b>

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    HSS – HEALTH SERVICES SYSTEM**

FY 2014-15

The number of full-time equivalent (FTE) positions budgeted for FY 2014-15 are 48.39 FTEs, which are 2.61 FTEs more than the 45.78 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 5.7% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

- All of the increase in positions is a result of the annualization of the new positions added in FY 2013-14.

**DEPARTMENT REVENUES:**

FY 2013-14

The Department's revenues in FY 2013-14 are \$173,355 or \$6,000 or 3.5% more than revenues in FY 2012-13 of \$167,355. The Department’s Non-General Fund recoveries are \$4,303,238 in FY 2013-14, which is \$1,316,860 or 44.1% more than FY 2012-13 non-General Fund recoveries of \$2,986,378. General Fund support of \$4,811,890 in FY 2013-14 is \$1,246,032 or 35% more than FY 2012-13 General Fund support of \$3,565,858.

Specific changes in the Department’s FY 2013-14 revenues include:

- All of the increases are a direct result of the increases in the HSS budget which are primarily offset by General Fund and non-General Fund recoveries.
- Approximately 47% of the HSS budget is funded with non-General Fund revenues and approximately 53% of the HSS budget is funded with General Fund revenues.

FY 2014-15

The Department's revenues in FY 2014-15 are \$173,355, which is the same amount budgeted for FY 2013-14. The Department’s Non-General Fund recoveries of \$4,515,855 in FY 2014-15, are \$212,617 or 5% more than FY 2013-14 estimated Non-General Fund recoveries of \$4,303,238. General Fund support of \$5,114,371 in FY 2014-15 is \$302,481 or 6.3% more than FY 2013-14 General Fund support of \$4,811,890.

Specific changes in the Department’s FY 2014-15 revenues include:

- All of the increases are a direct result of the increases in the HSS budget which are primarily offset by General Fund and non-General Fund recoveries.
- Approximately 47% of the HSS budget is funded with non-General Fund revenues and approximately 53% of the HSS budget is funded with General Fund revenues.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    HSS – HEALTH SERVICES SYSTEM**

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$210,259 in FY 2013-14. Of the \$210,259 in recommended reductions, \$67,235 are ongoing savings and \$143,024 are one-time savings. These reductions would still allow an increase of \$2,352,633 or 35.9% in the Department’s FY 2013-14 budget.

Approximately 53% or \$111,437 of these recommendations will result in savings to the City’s General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$232,352 in FY 2014-15. Of the \$232,352 in recommended reductions, \$146,352 are ongoing savings and \$86,000 are one-time savings. These reductions would still allow an increase of \$282,746 or 3.1% in the Department’s FY 2014-15 budget.

Approximately 53% or \$123,147 of these recommendations will result in savings to the City’s General Fund in FY 2014-15.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**HSS - Health Service System**

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
Rents/Leases-Bldgs									\$936,000	\$850,000	\$86,000	x	x
Benefit Technician	0.77	0.50	\$46,581	\$30,247	\$16,334	x	x						
Mandatory Fringe Benefits			\$23,575	\$15,309	\$8,266	x	x						
			<i>Total Savings</i>	<i>\$24,600</i>						<i>Total Savings</i>	<i>\$0</i>		
Senior Administrative Analyst	0.50	0.33	\$48,678	\$32,127	\$16,551	x	x				\$0		
Mandatory Fringe Benefits			\$20,840	\$13,756	\$7,084	x	x				\$0		
			<i>Total Savings</i>	<i>\$23,635</i>						<i>Total Savings</i>	<i>\$0</i>		
Management Assistant	0.50	0.33	\$38,214	\$25,221	\$12,993	x	x				\$0		
Mandatory Fringe Benefits			\$17,669	\$11,662	\$6,007	x	x				\$0		
			<i>Total Savings</i>	<i>\$19,000</i>						<i>Total Savings</i>	<i>\$0</i>		
Temp Salaries Misc	0.86		\$73,000	\$23,000	\$50,000	x			\$73,000	\$23,000	\$50,000	x	
Mandatory Fringe Benefits			\$5,766	\$1,817	\$3,949	x			\$5,766	\$1,817	\$3,949	x	
			<i>Total Savings</i>	<i>\$53,949</i>					<i>Total Savings</i>	<i>\$53,949</i>			
Reduce Temporary salaries to current year budgeted levels, particularly given the number of new positions requested in the FY 2013-14 budget.													Ongoing savings.

GF = General Fund

1T = One Time



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**HSS - Health Service System**

Object Title	FY 2013-14				FY 2014-15			
	FTE		Amount		FTE		Amount	
	From	To	From	To	From	To	From	To
Attrition Savings	(0.47)	(1.18)	(\$41,184)	(\$102,960)	(0.47)	(1.18)	(\$41,785)	(\$104,463)
Mandatory Fringe Benefits			(\$18,199)	(\$45,498)			(\$19,811)	(\$49,536)
			<i>Total Savings</i>	\$89,075			<i>Total Savings</i>	\$92,403
Increase Attrition Savings to 1.18 FTE positions given a higher level of Attrition Savings currently budgeted and the number of new positions being requested in the FY 2013-14 budget.								
Ongoing savings.								

**FY 2013-14**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$35,635	\$75,803	\$111,437
Non-General Fund	\$31,600	\$67,221	\$98,822
<b>Total</b>	<b>\$67,235</b>	<b>\$143,024</b>	<b>\$210,259</b>

**FY 2014-15**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$45,580	\$77,567	\$123,147
Non-General Fund	\$40,420	\$68,785	\$109,205
<b>Total</b>	<b>\$86,000</b>	<b>\$146,352</b>	<b>\$232,352</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$334,306,104 budget for FY 2013-14 is \$8,233,291 or 2.5% more than the original FY 2012-13 budget of \$326,072,813.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,466.77 FTEs, which are 4.26 FTEs more than the 1,462.51 FTEs in the original FY 2012-13 budget. This represents a 0.3% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$118,473,351 in FY 2013-14, are \$7,528,921 or 6.8% more than FY 2012-13 revenues of \$110,944,430. General Fund support of \$215,832,753 in FY 2013-14 is \$704,370 or 0.3% more than FY 2012-13 General Fund support of \$215,128,383.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$346,212,615 budget for FY 2014-15 is \$11,906,511 or 3.6% more than the Mayor's proposed FY 2013-14 budget of \$334,306,104.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,469.47 FTEs, which are 2.7 FTEs more than the 1,466.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.2% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$120,484,589 in FY 2014-15 are \$2,011,238 or 1.7% more than FY 2013-14 estimated revenues of \$118,473,351. General Fund support of \$225,728,026 in FY 2014-15 is \$9,895,273 or 4.6% more than FY 2013-14 General Fund support of \$215,832,753.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** FIR-FIRE

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$987,202 in FY 2013-14. Of the \$987,202 in recommended reductions, \$568,728 are ongoing savings and \$418,474 are one-time savings. These reductions would still allow an increase of \$7,246,089 or 2.2% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$15,339 to the General Fund.

Together, these recommendations will result in \$1,002,541 savings to the City's General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$869,751 in FY 2014-15. Of the \$869,751 in recommended reductions, \$763,424 are ongoing savings and \$106,327 are one-time savings. These reductions would still allow an increase of \$11,036,760 or 3.3% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** FIR-FIRE

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>FIRE DEPARTMENT</b>					
ADMINISTRATION & SUPPORT SERVICES	32,864,218	33,013,379	149,161	33,907,633	894,254
CUSTODY	715,735	1,621,500	905,765	2,555,500	934,000
FIRE GENERAL	1,278,096	1,455,251	177,155	1,358,000	(97,251)
FIRE SUPPRESSION	275,128,440	281,241,048	6,112,608	290,868,254	9,627,206
GRANT SERVICES	0	0	0	0	0
PREVENTION & INVESTIGATION	11,919,164	12,618,199	699,035	13,171,984	553,785
TRAINING	4,167,160	4,256,727	89,567	4,351,244	94,517
WORK ORDER SERVICES	0	100,000	100,000	0	(100,000)
<b>FIRE DEPARTMENT</b>	<b>326,072,813</b>	<b>334,306,104</b>	<b>8,233,291</b>	<b>346,212,615</b>	<b>11,906,511</b>

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$8,233,291 largely due to:

- An increase in fringe benefit costs;
- Purchases of new equipment, including nine ambulances, eight Fire Prevention vehicles, 8 defibrillators, and 8 gurneys;
- Funding of two new positions and two existing positions in the Bureau of Fire Prevention;
- An increase in overtime spending based on expected retirements; and
- Two firefighter academies.

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$11,906,511 largely due to:

- An increase in fringe benefit costs;
- The opening of a new fire station in the Mission Bay area, scheduled to open in the fall of 2014, which will be staffed entirely with overtime;
- One firefighter academy; and
- An increase in overtime spending due to the opening of a new fire station in the Mission Bay area.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** **FIR-FIRE**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,466.77 FTEs, which are 4.26 FTEs more than the 1,462.51 FTEs in the original FY 2012-13 budget. This represents a 0.3% change in FTEs from the original FY 2012-13 budget.

There are two new positions in FY 2013-14 budget representing:

- 0.77 FTE: Lieutenant position in the Fire Prevention program, due to increased workload in the Bureau of Fire Prevention;
- 0.77 FTE: Senior IS Programmer Analyst, due to increased workload in the Bureau of Fire Prevention and advancements in technology within the Department, resulting in the need for additional IT staff.

The remaining 2.46 increase in FTEs is due to a decrease in Attrition Savings, and does not represent an increase in positions.

The Mayor's proposed budget includes funding for two H-2 firefighter academy classes. One class is tentatively scheduled to begin in August, 2013, and would consist of 32 new recruits consisting of 32 entry level firefighters (H-2 classifications) and 10 current fire rescue paramedic firefighter staff (H-3 classifications), assigned to ambulances, who will be transferring to the Fire Suppression division. In order to maintain the Department's level of ambulance services, the Department will re-staff the 10 fire rescue H-3 paramedic/firefighter positions vacated by the H-2 firefighter academy class with new recruits who will train as H-3 firefighter/paramedics in an 8-week class scheduled to begin in July and lasting 8 weeks.

The second academy class will be an entry level firefighter class of 36 firefighters (H-2 classifications), which is tentatively scheduled to start in January, 2014, allowing for a May, 2013 entry into the workforce. The 78 firefighter positions completing the two academy classes are filling current vacancies and therefore do not represent an increase in FTEs in the Department's FTE count.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,469.47 FTEs, which are 2.7 FTEs more than the 1,466.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.2% increase in FTEs from the Mayor's proposed FY 2013-14 budget. The increase is due to the annualization of the two new positions described above and other adjustments.

The Department and the Mayor's Office are proposing one firefighter academy class, consisting 42 firefighters starting in August, 2014, allowing for a December, 2014 entry into the workforce. 32 firefighters in the class will be entry-level fighters and 10 fire rescue paramedics assigned to the Department's ambulances, whose positions would be backfilled in July 2014, prior to their entering the academy class. The 42 firefighter positions are filling

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** FIR-FIRE

current vacancies and therefore do not represent an increase in FTEs in the Department's FTE count.

**DEPARTMENT REVENUES:**

FY 2013-14

The Department's revenues of \$118,473,351 in FY 2013-14, are \$7,528,921 or 6.8% more than FY 2012-13 revenues of \$110,944,430. General Fund support of \$215,832,753 in FY 2013-14 is \$704,370 or 0.03% more than FY 2012-13 General Fund support of \$215,128,383.

Specific changes in the Department's FY 2013-14 revenues include:

- A retroactive supplemental reimbursement for Medi-Cal ambulance transports divided between FY 2012-13 and FY 2013-14 and the continuing increased supplemental reimbursement for ambulance transports;
- An expected continuing increase in State Public Safety Sales Tax funds (0.5% of the State's 7.5% Sales Tax rate) as a result of the improving economy across the State; and
- An expected continuing increase in Fire Prevention revenues, due to the increase of construction activities across the City.

FY 2014-15

The Department's revenues of \$120,484,589 in FY 2014-15 are \$2,011,238 or 1.7% more than FY 2013-14 estimated revenues of \$118,473,351. General Fund support of \$225,728,026 in FY 2014-15 is \$9,895,273 or 4.6% more than FY 2013-14 General Fund support of \$215,832,753.

Specific changes in the Department's FY 2014-15 revenues include an expected continuing increase in State Public Safety Sales Tax funds (0.5% of the State's 7.5% Sales Tax rate) as a result of the improving economy across the State



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** FIR-FIRE

**Summary of Requested Re-Appropriation and De-Appropriation of Funds**

<b><u>Source of Funds</u></b>	
Uniform Salaries	\$375,238
Fringe Benefits	91,010
<b>Total Source of Funds</b>	<b>\$466,248</b>
<b><u>Use of Funds</u></b>	
Overtime	466,248
<b>Total Use of Funds</b>	<b>\$466,248</b>

According to the Department, an additional \$466,248 is necessary based on actual overtime expenditures through the pay period ending June 7, 2013 and the Department's projected overtime expenditures from June 8, 2013 through June 30, 2013. However, as shown below, based on the Department-provided projections which indicate a total need for overtime expenditures of \$40,108,989 in FY 2012-13, the request should be reduced by \$19,894 to \$446,354.

**Total Overtime Expenditure Projections in FY 2012-13**

Overtime expenditures for all pay periods from July 1, 2013 through 6/7/2013 pay period	\$37,598,687
Department projection for pay period ending 6/21/2013	1,530,672
Department projection of pay period 6/22/2013 - 6/30/2013	979,630
<b>Total Overtime</b>	<b>\$40,108,989</b>
Current Overtime Budget	-\$39,662,635
<b>Department-Estimated Overtime Funding Shortfall</b>	<b>\$446,354</b>

The Department advises that overtime expenditures have exceeded budgeted amounts because of:

- The reactivation of Engine 35 in July, 2012, which added four additional overtime shifts to the Department's staffing model;
- 11 retirements in June, 2013; and
- An increase in overtime in Fire Prevention, reimbursable by fee revenues, due to an increase in construction projects.

A motion is pending before the Board of Supervisors, directing the Budget and Legislative Analyst to conduct a performance audit of the San Francisco Fire Department's recruitment and retention of uniform staff and use of overtime to meet fire suppression and ambulance staffing requirements.

**Recommendation:** Amend the proposed ordinance to reduce the requested supplemental appropriation by \$19,894, from \$466,248 to \$446,354, consistent with the Department's projected overtime expenditures through June 30, 2013; and approve the proposed ordinance as amended.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** FIR-FIRE

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$987,202 in FY 2013-14. Of the \$987,202 in recommended reductions, \$568,728 are ongoing savings and \$418,474 are one-time savings. These reductions would still allow an increase of \$7,246,089 or 2.2% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$15,339 to the General Fund.

Together, these recommendations will result in \$1,002,541 savings to the City's General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$869,751 in FY 2014-15. Of the \$869,751 in recommended reductions, \$763,424 are ongoing savings and \$106,327 are one-time savings. These reductions would still allow an increase of \$11,036,760 or 3.3% in the Department's FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**FIR - Fire**

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		GF	IT	FTE		Amount		GF	IT		
	From	To	From	To			From	To	From	To			Savings	
Stationary Engineer	1.00	0.00	\$76,556	\$0	\$76,556	x			\$77,497	\$0			\$77,497	x
Mandatory Fringe Benefits			\$36,358	0	\$36,358	x			\$39,539	\$0			\$39,539	x
			<i>Total Savings</i>		\$112,914				<i>Total Savings</i>		\$117,036			
	Delete vacant 7334 Stationary Engineer position which has been vacant since July 1, 2011. The Budget and Legislative Analyst's total recommended General Fund salary reductions of \$739,185 (\$76,556 for the Stationary Engineer, \$100,000 in Miscellaneous Salaries, \$342,955 in Uniform Premium Pay, and \$219,674 in Uniform Attrition Savings) equal 0.3 % of the Department's total General Fund salary budget in FY 2013-14 of \$218,984,444.													
Attrition Savings - Miscellaneous	(1.04)	(2.11)	(\$97,537)	(\$197,537)	\$100,000	x		(1.04)	(2.09)	(\$99,074)	(\$199,074)		\$100,000	
Mandatory Fringe Benefits			(\$41,993)	(\$5,046)	\$43,053	x				(\$45,780)	(\$91,987,89)		\$46,208	
			<i>Total Savings</i>		\$143,053				<i>Total Savings</i>		\$146,208			
	Increase attrition savings for civilian (miscellaneous) salaries, based on a projected salary surplus in FY 2012-13 for civilian employees and expected hiring of civilian employees in FY 2013-14. The Budget and Legislative Analyst's total recommended General Fund salary reductions of \$739,185 (\$76,556 for the Stationary Engineer, \$100,000 in Miscellaneous Salaries, \$342,955 in Uniform Premium Pay, and \$219,674 in Uniform Attrition Savings) equal 0.3 % of the Department's total General Fund salary budget in FY 2013-14 of \$218,984,444.													
	Ongoing savings.													



**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**FIR - Fire**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	9/27/2012	5,000.00	2,500.00
THE PRESIDIO TRUST	Other Building Maintenance Services	Yes	2011	4/26/2013	9,500.00	4,746.00
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	11/16/2012	10,000.00	3,500.00
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	9/27/2012	9,000.00	4,000.00
CALIFORNIA DIESEL & POWER	Other Equipment Maintenance	Yes	\$2,012	9/27/2012	1,942.00	433.00
CALIFORNIA DIESEL & POWER	Other Equipment Maintenance Supplies	Yes	\$2,012	9/27/2012	718.00	160.00

**Total Amount Return to Fund Balance** 15,339.00  
**General Fund** 15,339.00  
**Non-General Fund** -

Note: The above encumbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$527,568,477 budget for FY 2013-14 is \$37,622,269 or 7.7% more than the original FY 2012-13 budget of \$489,946,208.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 2,733.06 FTEs, which are 78.39 FTEs more than the 2,654.67 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$120,136,541 in FY 2013-14 are \$3,443,173 or 3.0% more than FY 2012-13 revenues of \$116,693,368. General Fund support of \$407,431,936 in FY 2013-14 is \$34,179,096 or 9.2% more than FY 2012-13 General Fund support of \$373,252,840.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$529,674,847 budget for FY 2014-15 is \$2,106,370 or 0.4% more than the Mayor's proposed FY 2013-14 budget of \$527,568,477.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,742.88 FTEs, which are 9.82 FTEs more than the 2,733.06 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$122,235,018 in FY 2014-15 are \$2,098,477 or 1.7% more than FY 2013-14 estimated revenues of \$120,136,541. General Fund support of \$407,439,829 in FY 2014-15 is \$7,893 or 0.0% more than FY 2013-14 General Fund support of \$407,431,936.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: POL – POLICE DEPARTMENT**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,790,616 in FY 2013-14. Of the \$1,790,616 in recommended reductions, \$1,016,195 are ongoing savings and \$774,421 are one-time savings. These reductions would still allow an increase of \$35,831,653 or 7.3% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$52,027 to the General Fund.

Together, these recommendations will result in \$1,842,643 savings to the City's General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,016,195 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$1,090,175 or 0.2% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: POL – POLICE DEPARTMENT**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>POLICE</b>					
AIRPORT POLICE	47,645,035	49,622,941	1,977,906	51,074,186	1,451,245
CRIME CONTROL	0	0	0	0	0
INVESTIGATIONS	78,528,877	82,049,722	3,520,845	83,494,757	1,445,035
OFFICE OF CITIZEN COMPLAINTS OPERATIONS AND ADMINISTRATION	4,610,850	4,876,485	265,635	5,036,106	159,621
PATROL	69,261,206	90,089,595	20,828,389	82,262,669	(7,826,926)
POLICE OPERATIONS	275,603,051	290,293,469	14,690,418	297,167,261	6,873,792
WORK ORDER SERVICES	0	0	0	0	0
	14,297,189	10,636,265	(3,660,924)	10,639,868	3,603
<b>POLICE</b>	<b>489,946,208</b>	<b>527,568,477</b>	<b>37,622,269</b>	<b>529,674,847</b>	<b>2,106,370</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$37,622,269 largely due to:

- Increased salaries and benefits, largely the result of the 2-year Re-civilianization Plan. This plan, which was approved in FY 2012-13, provides for the replacement of 52 positions that are currently filled by uniform officers with civilian staff. Twenty-one positions were approved to be civilianized in FY 2012-13, and 31 positions were approved to be civilianized in FY 2013-14. In addition, the Department will hold three Police Academy Recruit Classes in FY 2013-14.
- Increased costs related to the new Public Safety Building. As part of the City’s plan to replace the Hall of Justice, the Police Department will relocate to a new Public Safety Building located at 3<sup>rd</sup> Street and Mission Rock Street. The construction of the Public Safety Building is currently scheduled to be completed by June 2014. The FY 2013-14 budget shows increased costs related to the Furniture, Fixtures and Equipment for the project.
- Increased costs related to equipment purchases. The Department presented a Vehicle Replacement Plan to the Mayor in May 2012 to replace 138 vehicles and motorcycles, or 17% of the fleet annually. In FY 2013-14, the Department will replace 30 vehicles.

**FY 2014-15**

The Department’s proposed FY 2014-15 budget has increased by \$2,106,370 largely due to:

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: POL – POLICE DEPARTMENT**

- Increased costs related to moving the Department from the Hall of Justice to the new Public Safety Building for Rent, Facility Services, and Maintenance. FY 2014-15 expenditures will increase by \$2,183,486 for these services.
- Increased costs related to equipment purchases. The Department presented a Vehicle Replacement Plan to the Mayor in May 2012 to replace 138 vehicles and motorcycles, or 17% of the fleet annually. In FY 2014-15, the Department will replace 60 vehicles.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 2,733.06 FTEs, which are 78.39 FTEs more than the 2,654.67 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

The increase in FTEs is primarily the result of the 2-year Re-civilianization Plan. This plan, which was approved in FY 2012-13, provides for the replacement of 52 positions that are currently filled by uniform officers with civilian staff. Twenty-one positions were approved to be civilianized in FY 2012-13, and 31 positions were approved to be civilianized in FY 2013-14. In addition, the Department will hold three Police Academy Recruit Classes in FY 2013-14.

The Department has also requested one new position – an 1823 – which was not approved as part of the original civilianization plan, but would civilianize the position, which provides contract administration for the Department. The uniform officer who had most recently filled this capacity retired in May 2013.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,742.88 FTEs, which are 9.82 FTEs more than the 2,733.06 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

These changes are primarily the result of the Re-civilianization Plan, and do not reflect new positions.

**INTERIM EXCEPTIONS**

The Department has requested approval of 2 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 1 position as an interim exception and disapproval of 1 position.

- The interim exception for the Q082 Captain III position is recommended because it is a grant-funded position that was incorrectly omitted from the ASO. This is a technical adjustment.
- The interim exception for the 1823 Senior Administrative Analyst is not recommended because there is no critical need to fill this position as of July 1, 2013. The position was not



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** POL – POLICE DEPARTMENT

approved in 2012 as part of the Re-civilianization Plan, and the Department has not even started interviewing for the position.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$120,136,541 in FY 2013-14 are \$3,443,173 or 3.0% more than FY 2012-13 revenues of \$116,693,368. General Fund support of \$407,431,936 in FY 2013-14 is \$34,179,096 or 9.2% more than FY 2012-13 General Fund support of \$373,252,840.

Specific changes in the Department's FY 2013-14 revenues include the following increases offset by other reductions:

- An increase of \$3,934,500 in Public Safety sales tax allocation;
- An increase of \$482,188 in various permit fees, service fees and court fines; and
- An increase in federal and state grants of \$715,421.

**FY 2014-15**

The Department's revenues of \$122,235,018 in FY 2014-15 are \$2,098,477 or 1.7% more than FY 2013-14 estimated revenues of \$120,136,541. General Fund support of \$407,439,829 in FY 2014-15 is \$7,893 or 0.0% more than FY 2013-14 General Fund support of \$407,431,936.

Specific changes in the Department's FY 2014-15 revenues include an increase of \$1,519,000 in Public Safety sales tax allocation and other increases.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,790,616 in FY 2013-14. Of the \$1,790,616 in recommended reductions, \$1,016,195 are ongoing savings and \$774,421 are one-time savings. These reductions would still allow an increase of \$35,831,653 or 7.3% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$52,027 to the General Fund.

Together, these recommendations will result in \$1,842,643 savings to the City's General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,016,195 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$1,090,175 or 0.2% in the Department's FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**POL - Police Department**

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF	
	From	To	From	To			From	To	From	To			
<b>ACB - Investigations</b>													
Attrition Savings - Miscellaneous	(2.89)	(4.89)	(\$238,330)	(\$403,264)	\$164,934	x	x						
Mandatory Fringe Benefits			(\$106,617)	(\$180,400)	\$73,783	x	x						
			<i>Total Savings</i>		\$238,717								
	<p>Increase Attrition Savings to reflect actual hiring dates for current vacant positions. The Investigations Division currently has 12 vacant positions. According to the Department, at least 8 of the vacant positions will not be filled until November 2013.</p>												
	<b>ACM - Operations and Administration</b>												
Attrition Savings - Miscellaneous	(8.76)	(12.69)	(\$712,618)	(\$1,032,618)	\$320,000	x	x						
Mandatory Fringe Benefits			(\$321,111)	(\$411,233)	\$90,122	x	x						
			<i>Total Savings</i>		\$410,122								
	<p>Increase Attrition Savings to reflect actual hiring dates for 48 current vacant positions in the Operations &amp; Administration Division. These include 11 positions approved for Year 1 (FY 2012-13) of the Recivilianization Plan, 21 positions approved for Year 2 (FY2013-14) of the Recivilianization Plan, and 16 other vacant positions.</p>												
Senior Admin Analyst	1.00	0.77	\$97,356	\$74,964	\$22,392	x	x						
Mandatory Fringe Benefits			\$41,681	\$32,094	\$9,587	x	x						
			<i>Total Savings</i>		\$31,979								
	<p>Disapprove the interim exception for the 1823 Senior Administrative Analyst. The Department is requesting this new position as part of its Recivilianization, although it was not approved as part of the 2 Year Recivilianization Plan in 2012. That plan approved the civilianization of 52 positions. Of the 21 positions approved for civilianization in 2012-13, only 6 have been filled. There is no urgent need to fill this 1823 position as of July 1, 2013, and given the challenges that the Department has faced in the civilianization process, reducing the new 1823 to .77 FTE reflects a realistic and sufficient hiring timeline for the department.</p>												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**POL - Police Department**

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
ACX - Patrol														
Attrition Savings	(8.53)	(9.07)	(\$519,040)	(\$551,898)	\$32,858	x	x							
Mandatory Fringe Benefits			(\$263,792)	(\$280,492)	\$16,700	x	x							
			<i>Total Savings</i>	<i>\$49,558</i>										
	Increase Attrition Savings to reflect actual hiring dates for current vacant positions.													
Overtime			\$999,208	\$0	\$999,208	x				\$999,208	\$0	\$999,208	x	
Social Security			\$14,489	\$0	\$14,489	x				\$14,489	\$0	\$14,489	x	
Unemployment Insurance			\$2,498	\$0	\$2,498	x				\$2,498	\$0	\$2,498	x	
			<i>Total Savings</i>	<i>\$1,016,195</i>						<i>Total Savings</i>	<i>\$1,016,195</i>			
	<p>The Budget and Legislative Analyst completed a performance audit of the San Francisco Housing Authority (SFHA) in May 2013 and recommended that SFHA terminate the Memorandum of Understanding (MOU) with SFPD, based on the lack of demonstrated performance and effectiveness since 2004. Under the MOU, SFPD provided dedicated police staffing for several SFHA housing sites. SFPD scheduled police officers to 12 hour shifts, of which 10 hours were regular pay included in the SFPD operating budget and two hours were overtime pay reimbursed by SFHA. The Mayor's proposed budget deletes the revenue reimbursements from SFHA to the SFPD for police overtime but maintains these overtime expenditures. Under our recommendation, SFPD could continue to provide dedicated police staffing to the select SFHA housing sites on regular 10 hour shifts without the use of overtime, in the same manner that SFPD provides dedicated police staffing to the 6th Street Corridor and the San Francisco Unified School District, including scheduling dedicated police staff during the hours of the day and on the days of the week in which police presence is most needed.</p> <p align="right">Ongoing savings</p>													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**POL - Police Department**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>ACV - Office of Citizen Complaints</b>												
Deputy Director I	1.00	0.90	\$112,996	\$101,696		x						
Mandatory Fringe Benefits			\$49,336	\$44,402		x						
			<i>Total Savings</i>	<i>\$16,233</i>								
	Reduce FTE to reflect actual hiring timeline.											
Equipment Purchase			\$27,812	\$0		x						
	Disapprove the purchase of one new vehicle. The Department seeks to replace a vehicle with approximately 50,000 miles, in accordance with the Healthy Air and Clean Transportation Ordinance (HACTO). However, HACTO does not simply require that 12-year-old vehicles be replaced by 2015, but that fleets be reduced and transit-first strategies be implemented. The Department should therefore seek to implement alternative travel strategies, including public transit and carpools, to meet this legislative requirement.											

**FY 2013-14**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$774,421	\$1,016,195	\$1,790,616
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$774,421</b>	<b>\$1,016,195</b>	<b>\$1,790,616</b>

**FY 2014-15**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$1,016,195	\$1,016,195
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$1,016,195</b>	<b>\$1,016,195</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**POL - Police**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
NO VENDOR	04941 MINOR FURNISHINGS	Yes	1997	09/27/2012	28,964.15	1,837.99
SEROLOGICAL RESEARCH INSTITUTE	05321 LITIGATION EXPENSES	Yes	2012	09/27/2012	10,000.00	1,764.98
SPRINT NEXTEL	04341 COMMUNICATION SUPPLIES	Yes	2012	09/27/2012	5,000.00	5,000.00
COLD STORAGE MFG INC	02999 OTHER EQUIP MAINT	Yes	2011	09/27/2012	5,170.00	4,535.58
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	638.12
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	5,636.51
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	957.51
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	817.68
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	1,055.41
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	5,659.06	1,312.00
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	6,288.30
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	4,236.90
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	5,218.65
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	5,007.19
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	1,420.85
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	3,740.52	623.42
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	74,051.84	3,379.77
NO VENDOR	6029 AUTOMOTIVE & OTHER VEHICLE	No	2008	09/27/2012	96,031.25	96,031.25
L C ACTION POLICE SUPPLY	04521 ORDNANCE	Yes	2012	11/07/2012	4,306.33	47.12
BAUER COMPRESSORS	02999 OTHER EQUIP MAINT	Yes	2012	02/04/2013	2,150.00	975.00
ORACLE AMERICA INC	03596 SOFTWARE LICENSING FEES	Yes	2012	03/04/2013	5,095.71	1,273.92
<b>Total Amount Return to Fund Balance</b>						<b>148,058.15</b>
<b>General Fund</b>						<b>52,026.90</b>
<b>Non-General Fund</b>						<b>96,031.25</b>

Note: The above encumbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$46,895,842 budget for FY 2013-14 is \$4,238,221 or 9.9% more than the original FY 2012-13 budget of \$42,657,621.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 254.77 FTEs, which are 9.80 FTEs more/less than the 244.97 FTEs in the original FY 2012-13 budget. This represents a 4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$6,103,358 in FY 2013-14, are \$44,658 or 0.73% less than FY 2012-13 revenues of \$6,148,016. General Fund support of \$40,792,484 in FY 2013-14 is \$4,282,879 or 11.7% more than FY 2012-13 General Fund support of \$36,509,605.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$47,094,087 budget for FY 2014-15 is \$198,245 or 0.42% more than the Mayor's proposed FY 2013-14 budget of \$46,895,842.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 251.54 FTEs, which are 3.23 FTEs less than the 254.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.26% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$5,430,741 in FY 2014-15 are \$672,617 or 11.0% less than FY 2013-14 estimated revenues of \$6,103,358. General Fund support of \$41,663,346 in FY 2014-15 is \$870,862 or 2.1% more than FY 2013-14 General Fund support of \$40,792,484.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: DAT – DISTRICT ATTORNEY**

**SUMMARY OF PROGRAM EXPENDITURES:**

<u>Program</u>	<u>FY 2012-2013 Budget</u>	<u>FY 2013-2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>	<u>FY 2014-2015 Proposed</u>	<u>Increase/ Decrease from FY 2013- 2014</u>
<b>DISTRICT ATTORNEY</b>					
ADMINISTRATION - CRIMINAL & CIVIL	2,030,382	2,072,446	42,064	1,916,088	(156,358)
CAREER CRIMINAL PROSECUTION	1,002,495	1,041,013	38,518	1,074,144	33,131
CHILD ABDUCTION	914,780	998,165	83,385	1,030,297	32,132
FAMILY VIOLENCE PROGRAM	1,216,414	1,595,359	378,945	1,643,409	48,050
FELONY PROSECUTION	24,466,391	27,887,076	3,420,685	28,362,190	475,114
MISDEMEANOR PROSECUTION	1,915,546	1,995,815	80,269	2,063,431	67,616
SUPPORT SERVICES	6,172,219	6,514,328	342,109	6,717,826	203,498
WORK ORDERS & GRANTS	4,939,394	4,791,640	(147,754)	4,286,702	(504,938)
<b>DISTRICT ATTORNEY</b>	<b>42,657,621</b>	<b>46,895,842</b>	<b>4,238,221</b>	<b>47,094,087</b>	<b>198,245</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$4,238,221 largely due to the following reasons:

- Annualization of 9 new limited term positions approved by the Board of Supervisors in FY 2012-13 through a supplemental appropriation for the District Attorney’s Domestic Violence unit, mandated salary step and fringe benefit increases, and reductions in attrition savings to allow for the hire of vacant positions;
- The purchase of 12 replacement vehicles in compliance with the Healthy Air and Clean Transportation Ordinance (HACTO); and
- A 48% increase of the rent for the Department’s site at 732 Brannan Street

**FY 2014-15**

The Department’s proposed FY 2014-15 budget has increased by \$198,245 largely due to adjustments to fringe benefits. A request for 10 additional replacement vehicles at a cost of \$294,480 represents a decrease of \$66,464 from the vehicle request in 2013-14.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 254.77 FTEs, which are 9.80 FTEs more than the 244.97 FTEs in the original FY 2012-13 budget. This represents a 4% increase in FTEs from the original FY 2012-13 budget.

Of the 9.8 additional FTEs in FY 2013-14, 9 are new limited duration FTEs funded by the Domestic Violence supplemental appropriation/ordinance 32-13.





**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

DAT - District Attorney	FY 2013-14						FY 2014-15							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
	<b>AIH - Child Abduction (IG-AGF-ACP)</b>													
		\$998,165	\$993,165	\$5,000	x	x								
	Reduce by \$5,000 to reflect the Budget and Legislative Analyst's projection of a surplus in FY 2012-13 to be carried forward in FY 2013-14.													
	<b>ALJ - Family Violence Program (IG-AGF-ACP)</b>													
		\$1,595,359	\$1,495,359	\$100,000	x	x								
	Reduce by \$100,000 to reflect the Budget and Legislative Analyst's projection of a surplus in FY 2012-13 to be carried forward in FY 2013-14.													
	<b>AIA - Felony Prosecution Program (IG-AGF-AAA)</b>													
Attrition Savings - Misc		(\$1,605,548)	(\$1,805,548)	\$200,000	x					(\$1,830,042)	(\$1,980,042)	\$150,000	x	
Mandatory Fringe Benefits		(\$567,062)	(\$637,700)	\$70,638	x					(\$701,570)	(\$759,074)	\$57,504	x	
		<i>Total Savings</i>		\$270,638						<i>Total Savings</i>		\$207,504		
	<p>The Mayor's proposed budget increases General Fund salaries by \$2.0 million in FY 2013-14 compared to the original FY 2012-13 budget, which includes (1) \$0.8 million for new positions approved in FY 2012-13 through a supplemental appropriation, (2) \$0.26 million for positions transferred from grant-funded and other programs and positions substitutions, (3) \$0.16 million for FY 2012-13 deficit in General Fund salaries, and (4) \$0.2 million for step adjustments. The balance of \$0.58 million is to hire existing vacant positions for various functions. The Budget and Legislative Analyst's proposed increase of \$0.2 million in attrition savings would still give the District Attorney's Office an increase of \$380,000 to hire existing vacancies.</p> <p align="center">Ongoing savings.</p>													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

**DAT - District Attorney**

Object Title	FY 2013-14						FY 2014-15								
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT	
	From	To	From	To				From	To	From	To				
<b>AIA - Felony Prosecution Program (1G-AGF-AAA)</b>															
Equipment Purchase-Budget			\$360,944	\$298,264	\$62,680	x					\$294,480	\$206,136	\$88,344	x	
IS-Purch-Central Shops-Auto			\$72,875	\$64,875	\$8,000	x					\$75,048	\$63,048	\$12,000	x	
Maint															
			<i>Total Savings</i>			\$70,680					<i>Total Savings</i>			\$100,344	
	Department plans to retire 12 vehicles this year and to replace them, citing the Healthy Air and Clean Transportation Ordinance. The Budget and Legislative Analyst recommends against the purchase of one of the 2 requested SUVs and canceling the purchase of one of the 10 requested Interceptors. This will allow for a nearly full restoration of the fleet despite historically declining crime trends and a decline of cases by 36% over the last 5 years.														
	Department plans to retire 10 vehicles and to replace them with 10 Interceptors, citing the Healthy Air and Clean Transportation Ordinance. The Budget and Legislative Analyst recommends against the purchase of three of the 10 requested Interceptors. This will still allow for a nearly full restoration of the fleet. Furthermore, one of the vehicles cited for replacement is only 6 years old.														

**FY 2013-14**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$175,680	\$270,638	\$446,318
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$175,680</b>	<b>\$270,638</b>	<b>\$446,318</b>

**FY 2014-15**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$100,344	\$207,504	\$307,848
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$100,344</b>	<b>\$207,504</b>	<b>\$307,848</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department’s proposed \$180,828,832 budget for FY 2013-14 is \$6,105,283 or 3.5% more than the original FY 2012-13 budget of \$174,723,549.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 993.29 FTEs, which are 19.91 FTEs less than the 1,013.20 FTEs in the original FY 2012-13 budget. This represents a 2.0% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$39,921,380 in FY 2013-14, are \$2,339,978 or 6.2% more than FY 2012-13 revenues of \$37,581,402. General Fund support of \$140,907,452 in FY 2013-14 is \$3,765,305 or 2.7% more than FY 2012-13 General Fund support of \$137,142,147.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department’s proposed \$187,610,805 budget for FY 2014-15 is \$6,781,973 or 3.8% more than the Mayor’s proposed FY 2013-14 budget of \$180,828,832.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,008.15 FTEs, which are 14.86 FTEs more than the 993.29 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 1.5% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$39,628,356 in FY 2014-15, are \$293,024 or 0.7% less than FY 2013-14 estimated revenues of \$39,921,380. General Fund support of \$147,982,449 in FY 2014-15 is \$7,074,997 or 5.0% more than FY 2013-14 General Fund support of \$140,907,452.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: SHF – SHERIFF’S DEPARTMENT**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>SHERIFF</b>					
COURT SECURITY AND PROCESS	14,049,521	12,154,845	(1,894,676)	12,206,780	51,935
CUSTODY	96,062,330	100,807,599	4,745,269	104,946,321	4,138,722
FACILITIES & EQUIPMENT	13,307,008	13,637,926	330,918	14,418,153	780,227
HALL OF JUSTICE JAILS	0	0	0	0	0
NON PROGRAM	0	0	0	0	0
SECURITY SERVICES	16,224,272	16,223,656	(616)	16,794,592	570,936
SHERIFF ADMINISTRATION	8,981,113	13,934,477	4,953,364	13,922,693	(11,784)
SHERIFF FIELD SERVICES	7,976,044	9,047,254	1,071,210	9,123,415	76,161
SHERIFF FIELD SERVICES	0	0	0	0	0
GRANTS					0
SHERIFF PROGRAMS	12,294,272	11,723,055	(571,217)	11,749,651	26,596
SHERIFF RECRUITMENT & TRAINING	5,828,989	3,300,020	(2,528,969)	4,449,200	1,149,180
<b>SHERIFF</b>	<b>174,723,549</b>	<b>180,828,832</b>	<b>6,105,283</b>	<b>187,610,805</b>	<b>6,781,973</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$6,105,283 largely due to:

- Increased overtime and workers compensation costs;
- Increased debt service costs related to the replacement of County Jails 3 and 4; and
- Increased State revenues for the implementation of public safety realignment.

**FY 2014-15**

The Department’s proposed FY 2014-15 budget has increased by \$6,781,973 largely due to:

- Increased salary and fringe benefit costs.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 993.29 FTEs, which are 19.91 FTEs less than the 1,013.20 FTEs in the original FY 2012-13 budget. This represents a 2.0% decrease in FTEs from the original FY 2012-13 budget.

This decrease is due largely to a 26.6 FTE increase in attrition savings to account for vacant positions. This decrease is partially offset by an increase in non-uniform IT staff to support the civilianization of the department’s IT functions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                                SHF – SHERIFF’S DEPARTMENT**

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,008.15 FTEs, which are 14.86 FTEs more than the 993.29 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 1.5% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

This increase is due largely to a 15.5 FTE decrease in attrition savings to account for planned hiring of uniform positions in FY 2014-15.

**DEPARTMENT REVENUES:**

FY 2013-14

The Department's revenues of \$39,921,380 in FY 2013-14, are \$2,339,978 or 6.2% more than FY 2012-13 revenues of \$37,581,402. General Fund support of \$140,907,452 in FY 2013-14 is \$3,765,305 or 2.7% more than FY 2012-13 General Fund support of \$137,142,147.

Specific changes in the Department’s FY 2013-14 revenues include increased state funding to support public safety realignment.

FY 2014-15

The Department's revenues of \$39,628,356 in FY 2014-15, are \$293,024 or 0.7% less than FY 2013-14 revenues of \$39,921,380. General Fund support of \$147,982,449 in FY 2014-15 is \$7,074,997 or 5.0% more than FY 2013-14 General Fund support of \$140,907,452.

Specific changes in the Department’s FY 2014-15 revenues include reductions in federal and state revenues offset by other Department revenue increases.

**OTHER ISSUES:**

**Ordinance Appropriating \$720,626 to Overtime and De-appropriating \$720,626 in Permanent Salaries in the Sheriff’s Department’s Work Orders/Overhead Budget**

**File 13-0613.** This ordinance would appropriate \$720,626 to overtime and de-appropriate \$720,626 in permanent salaries in the Sheriff’s Department’s work orders/overhead budget in order to support the Department’s projected increases in overtime as required per ordinance No. 194-11, which requires the Sheriff’s Department to obtain a separate supplemental appropriation to exceed budgeted appropriations for overtime expenditures. In addition, as required under Section 3.15 of the City’s Administrative Code, approval of this ordinance requires a two-thirds vote of all members of the Board of Supervisors because the proposed supplemental appropriation would appropriate monies for overtime salaries previously rejected by the Mayor and Board of Supervisors in the FY 2012-13 Annual Appropriation Ordinance.





**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**SHF - Sheriff**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>ASP - Facilities &amp; Equipment</b>												
IT Operations Support Administrator III	1.54	1.00	\$128,859	\$83,675	\$45,184	x	x					
Mandatory Fringe Benefits			\$57,956	\$37,634	\$20,322	x	x					
			<i>Total Savings</i>	<i>\$65,506</i>								
Reduce salaries and fringe benefits to reflect actual hire date of new IT Operations Support Administrator III.												
IT Operations Support Administrator II	0.77	0.27	\$53,019	\$18,591	\$34,428	x	x					
Mandatory Fringe Benefits			\$25,604	\$8,978	\$16,626	x	x					
			<i>Total Savings</i>	<i>\$51,054</i>								
Reduce salaries and fringe benefits to reflect actual hire date of new IT Operations Support Administrator II.												
Attrition Savings	0.00	(0.23)	\$0	(\$29,178)	\$29,178	x	x					
Mandatory Fringe Benefits	0.00	(0.23)	\$0	(\$11,253)	\$11,253	x	x					
			<i>Total Savings</i>	<i>\$40,431</i>								
Increase attrition savings to reflect actual hire date of a vacant IS Engineer-Senior, which was substituted from an IS Business Analyst-Senior.												
Other Current Expenses			\$75,000	\$55,000	\$20,000	x			\$75,000	\$55,000	\$20,000	x
Reduce 021 Other Current Expenses by \$20,000 based on actual expenditures.												
Materials & Supplies Budget Only			\$20,000	\$15,000	\$5,000	x			\$20,000	\$15,000	\$5,000	x
Reduce 040 Materials & Supplies Budget Only by \$5,000 based on actual expenditures.												
Materials & Supplies Budget Only			\$125,000	\$119,000	\$6,000	x			\$125,000	\$119,000	\$6,000	x
Reduce 040 Materials & Supplies Budget Only by \$6,000 based on actual expenditures.												
<b>AFP - Sheriff Programs</b>												
Professional & Specialized Services			\$529,187	\$429,187	\$100,000	x			\$529,187	\$429,187	\$100,000	x
Reduce 027 Professional & Specialized Services based on actual expenditures.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**SHF - Sheriff**

Object Title	FY 2013-14				FY 2014-15									
	FTE		Amount		FTE		Amount							
	From	To	From	To	From	To	From	To						
Rents & Leases-Buildings & Structures			\$221,321	\$190,092										
Reduce 030 Rents & Leases-Buildings & Structures by \$31,229 to reflect actual lease amount. This is one-time savings due to anticipated increased rent costs in FY 2014-15.														
<b>AFT - Security</b>														
Attrition Savings			\$380	\$0			\$380							
Mandatory Fringe Benefits			\$77	\$0			\$77							
<i>Total Savings</i> \$457														
Increase attrition savings to correct for erroneous positive attrition savings.														

**FY 2013-14**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$188,677	\$131,000	\$319,677
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$188,677</b>	<b>\$131,000</b>	<b>\$319,677</b>

**FY 2014-15**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$131,000	\$131,000
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$131,000</b>	<b>\$131,000</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**SHF - Sheriff's Department**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
AIRGAS NCN INC	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		200	135
LEXINEXIS MATTHEW BENDER	04975 BOOKS -NON LIBRARY ONLY	Yes	FY 2011-12		3,300	3,300
CHEVRON U S A INC	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		7,500	2,134
HEALTHRIGHT 360	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		94,631	7,176
MISSION COUNCIL ON ALCOHOL ABUSE/SPANISH	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		172,973	4,513
SANTORA SALES	04483 CLEANING SUPPLIES	Yes	FY 2011-12		8,182	8,182
WESTERN STATES OIL	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		26,500	11,561
ALLSTAR FIRE EQUIPMENT INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		500	500
UPTIME RESOURCES	04951 OTHER OFFICE SUPPLIES	Yes	FY 2011-12		9,600	9,600
THE GARDEN PROJECT	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		341,073	24,772
SIEMENS INDUSTRY INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		838	838
SIEMENS INDUSTRY INC	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		195	195
SIEMENS INDUSTRY INC	04341 COMMUNICATION SUPPLIES	Yes	FY 2011-12		853	853
EN POINTE TECHNOLOGIES SALES INC	03596 SOFTWARE LICENSING FEES	Yes	FY 2011-12		1,872	1,872
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		250	79
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		15,300	593
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,000	295
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		3,800	676
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,800	450
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		8,000	95
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,000	227
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,500	254
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		300	75
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		300	456
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		495	495
TOTAL FILTRATION SERVICES INC	04299 OTHER BLDG MAINT SUPPLIES	Yes	FY 2011-12		368	368
CALSTEAM A WOLSELEY CO	04261 PLUMBING SUPPLIES	Yes	FY 2011-12		145	145
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		5,360	5,360
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		2,761	2,761
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04299 OTHER BLDG MAINT SUPPLIES	Yes	FY 2011-12		377	312
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		1,120	1,120
S & R MECHANICAL INC	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		775	775
JANET M DEMPSEY	02799 OTHER PROFESSIONAL SERVICES	Yes	FY 2011-12		30,000	14,275
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		9,500	8,380
S & R MECHANICAL INC	06029 AUTOMOTIVE & OTHER VEHICLES	Yes	FY 2011-12		8,950	4,622
NO VENDOR	03551 COPY MACHINE	No	FY 2010-11		27,384	27,384
XEROX CORPORATION	04699 FOOD	Yes	FY 2011-12		97,258	889
ARAMARK CORRECTIONAL SVCS LLC	02911 DP/WP EQUIPMENT MAINT	Yes	FY 2011-12		720,000	6,613
FIRESPRING		Yes	FY 2011-12		1,301	450
<b>Total Amount Return to Fund Balance</b>						<b>152,779</b>
<b>General Fund</b>						<b>125,395</b>
<b>Non-General Fund</b>						<b>27,384</b>

Note: The above encumbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$27,008,742 budget for FY 2013-14 is \$2,032,690 or 8.1% more than the original FY 2012-13 budget of \$24,976,052.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 141.12 FTEs, which are 3.02 FTEs more than the 138.10 FTEs in the original FY 2012-13 budget. This represents a 2.2% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$11,880,397 in FY 2013-14, are \$648,735 or 5.8% more than FY 2012-13 revenues of \$11,231,662. General Fund support of \$15,128,345 in FY 2013-14 is \$1,383,955 or 10.1% more than FY 2012-13 General Fund support of \$13,744,390.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$27,762,322 budget for FY 2014-15 is \$753,580 or 2.8% more than the Mayor's proposed FY 2013-14 budget of \$27,008,742.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 141.44 FTEs, which is 0.32 FTE more than the Mayor's proposed FY 2013-14 budget. This represents 0.2% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$10,849,505 in FY 2014-15 are \$1,030,892 or 8.7% less than FY 2013-14 estimated revenues of \$11,880,397. General Fund support of \$16,912,817 in FY 2014-15 is \$1,784,472 or 11.8% more than FY 2013-14 General Fund support of \$15,128,345.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** ADP – ADULT PROBATION DEPARTMENT

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$399,690 in FY 2013-14. Of the \$399,690 in recommended reductions, \$180,812 are ongoing savings and \$218,878 are one-time savings. These reductions would still allow an increase of \$1,633,000 or 6.5% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$3,362 to the General Fund.

Together, these recommendations will result in \$403,052 savings to the City's General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$180,812 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$572,768 or 2.1% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: ADP – ADULT PROBATION DEPARTMENT**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>ADULT PROBATION</b>					
ADMINISTRATION - ADULT PROBATION	4,263,091	4,447,047	183,956	4,611,842	164,795
COMMUNITY SERVICES	9,635,653	9,236,431	(399,222)	9,578,718	342,287
ONE STOP RE ENTRY SERVICES	1,415,630	1,581,602	165,972	1,613,411	31,809
PRE - SENTENCING INVESTIGATION REALIGNMENT SERVICES-POST RELEASE COMM.	2,939,817	2,954,571	14,754	3,050,829	96,258
WORK ORDERS & GRANTS	600,000	0	(600,000)	0	0
<b>ADULT PROBATION</b>	<b>24,976,052</b>	<b>27,008,742</b>	<b>2,032,690</b>	<b>27,762,322</b>	<b>753,580</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$2,032,690 largely due to:

- Increases in salary and fringe benefit costs. The Adult Probation Department is proposing to hire 3 new positions, all of which will support the continued implementation of Public Safety Realignment, including: a Senior Community Development Specialist I, a Senior Community Development Specialist II, and an IS Programmer Analyst. The Programmer Analyst would assist in the launch and implementation of the Department’s new case management system (Smart Probation) and ensure its integration with the Citywide JUSTIS system. The Community Development Specialist I would perform research for new funding opportunities to support the reentry and realignment populations, and write grants for appropriate projects. The Community Development Specialist II would provide administrative support to the Reentry Council and Community Corrections Partnership, as well as develop and distribute outreach materials.
- Increase in work orders for Service of Other Departments. The Adult Probation Department proposes to increase work orders to the Department of Public Health to expand residential treatment service opportunities for the realignment population.
- Increase in rent and program costs related the Community Assessment and Services Center. This is a central component of the Department’s plan to manage the realignment population and will offer a one-stop shop for supervision, case management, and educational opportunities for AB109 offenders.

**FY 2014-15**

The Department’s proposed FY 2014-15 budget has increased by \$753,580 largely due to:

- Increases in salary and fringe benefit costs to meet ongoing programmatic needs related to the realignment population.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    ADP – ADULT PROBATION DEPARTMENT**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 141.12 FTEs, which are 3.02 FTEs more than the 138.10 FTEs in the original FY 2012-13 budget. This represents a 2.2% increase in FTEs from the original FY 2012-13 budget.

ADP is proposing to hire the following new positions:

- one IT Analyst to assist in the implementation of the Department's new case management system and the final interface with the Citywide JUSTIS system. This is a limited tenure position for one year.
- one Senior Community Development Specialist I to research fundraising opportunities and apply for grants to support department activities.
- one Senior Community Development Specialist II to provide administrative support to the Reentry Council and the Community Corrections Partnership and to distribute outreach materials.

ADP is also proposing to transfer 2 Deputy Probation Officers that had been funded from the Second Chance Reentry Grant to General Fund positions.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 141.44 FTEs, which is 0.32 FTE more than the Mayor's proposed FY 2013-14 budget. This represents 0.2% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

**INTERIM EXCEPTIONS**

The Department has requested approval of 3 positions as an interim exception. The Budget and Legislative Analyst recommends disapproval of all 3 positions. The Budget and Legislative Analyst is recommending disapproval of one of the positions (the Senior Community Development Specialist II), and does not believe that there is an urgent need to fill the Senior Community Development Specialist I position as of July 1, 2013. The Department will not be able to hire the IS Programmer Analyst immediately, so that FTE has been reduced to reflect an August 1, 2013 hire date.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$11,880,397 in FY 2013-14 are \$648,735 or 5.8% more than FY 2012-13 revenues of \$11,231,662. General Fund support of \$15,128,345 in FY 2013-14 is \$1,383,955 or 10.1% more than FY 2012-13 General Fund support of \$13,744,390.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    ADP – ADULT PROBATION DEPARTMENT**

Specific changes in the Department’s FY 2013-14 revenues include:

- Expiration of the Justice Assistance Grant (JAG) grant, which is a grant from the U.S. Department of Justice to support local community corrections programs.
- Reduction of SB678 funds from the State of California, which has supported evidence-based practices in local community corrections.
- Increase in AB109 funds from the State of California to support ongoing programs related to public safety realignment.

**FY 2014-15**

The Department's revenues of \$10,849,505 in FY 2014-15, are \$1,030,892 or 8.7% less than FY 2013-14 revenues of \$11,880,397. General Fund support of \$16,912,817 in FY 2014-15 is \$1,784,472 or 11.8% more than FY 2013-14 General Fund support of \$15,128,345.

Specific changes in the Department’s FY 2014-15 revenues include reduction in AB109 funds from the State.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$399,690 in FY 2013-14. Of the \$399,690 in recommended reductions, \$180,812 are ongoing savings and \$218,878 are one-time savings. These reductions would still allow an increase of \$1,633,000 or 6.5% in the Department’s FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$3,362 to the General Fund.

Together, these recommendations will result in \$403,052 savings to the City’s General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$180,812 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$572,768 or 2.1% in the Department’s FY 2014-15 budget.



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADP - Adult Probation**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
<b>AKB - Community Services</b>												
Attrition Savings	(4.10)	(4.35)	(\$393,505)	(\$417,499)	\$23,994	x	x					
Mandatory Fringe Benefits			(\$131,846)	(\$139,885)	\$8,039	x	x					
			<i>Total Savings</i>	\$32,034								
Adjust attrition savings to reflect actual hiring date of vacant 8434.												
<b>AOS - One-Stop Reentry Services</b>												
Senior Community Development Specialist II	1.00	0.77	\$108,137	\$83,265	\$24,872	x	x					
Mandatory Fringe Benefits			\$44,183	\$34,021	\$10,162	x	x					
			<i>Total Savings</i>	\$35,034								
Disapprove interim exception for 9775. This position does not fill an urgent need for a July 1, 2013 hiring date and should be filled through a regular hiring process.												
Professional Services			\$440,000	\$344,167	\$95,833	x	x					
Reduce Professional Services expenditures to reflect actual timeline for rolling out the Alternative Sentencing for Women and Children program and services.												
<b>ASH - Administration</b>												
IS Programmer Analyst - Principal	1.00	0.92	\$112,837	\$103,810	\$9,027	x	x					
Mandatory Fringe Benefits			\$45,695	\$42,039	\$3,656	x	x					
			<i>Total Savings</i>	\$12,683								
Disapprove the Interim Exception for the Programmer Analyst position. The Department is proposing to hire a limited tenure Programmer Analyst to support the implementation of the JUSTIS project. The Department has not begun recruiting for this position and cannot expect to fill it before August 1, 2013.												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADP - Adult Probation**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Senior Community Development Specialist I	1.00	0.00	\$91,124	\$0	x		1.00	0.00	\$91,124	\$0	x	
Mandatory Fringe Benefits			\$39,688	\$0	x				\$39,688	\$0	x	
			<i>Total Savings</i>						<i>Total Savings</i>			
			\$130,812						\$130,812			
	Disapprove Senior Community Development Specialist position. The department has not justified the need for this position. The Community Development Specialist II would provide administrative support to the Reentry Council and Community Corrections Partnership, as well as develop and distribute outreach materials. These activities are currently provided by 5 existing 1823s in the Reentry Division, and the Department has not demonstrated the increased need for support.											
Management Consulting			\$125,000	\$75,000	x				\$125,000	\$75,000	x	
	Reduce Management Consulting Services expenditures by \$50,000.											
	<b>ARS - Realignment</b>											
Professional Services			\$2,229,392	\$2,186,097	x	x			\$43,295			
	Decrease professional services budget to reflect actual contracted amounts and program timelines.											

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$218,878	\$180,812
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$218,878</b>	<b>\$180,812</b>

**FY 2014-15**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$180,812
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$180,812</b>

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**ADP - Adult Probation**

Object Title	FY 2013-14						FY 2014-15													
	FTE		Amount		Savings		GF		IT		Amount		Savings		GF		IT			
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To		
Professional Services			\$514,350	\$514,350	\$0	\$0							\$514,350	\$514,350	\$0	\$0				
<b>Reserve Recommendations</b>																				
<p>The Department is proposing to amend an existing contract to expand services for sex offenders. The Budget and Legislative Analyst recommends placing these program expenses on Budget and Finance Committee Reserve pending submission of amended contract and final budget details.</p>										<p>The Department is proposing to amend an existing contract to expand services for sex offenders. The Budget and Legislative Analyst recommends placing these program expenses on Budget and Finance Committee Reserve pending submission of amended contract and final budget details.</p>										

**FY 2013-14**

**Total Reserve Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**FY 2014-15**

**Total Reserve Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**ADP - Adult Probation**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
L C ACTION POLICE SUPPLY	OTHER SAFETY EXPENSES	Yes	2011	09/27/2012	3,770.42	415.60
GIVE SOMETHING BACK INC	MINOR VIDEO EQUIPMENT	Yes	2012	09/27/2012	947.97	947.97
GIVE SOMETHING BACK INC	MINOR VIDEO EQUIPMENT	Yes	2012	09/27/2012	947.96	947.96
SPRINT NEXTEL	COMMUNICATION SUPPLIES	Yes	2011	09/27/2012	115.02	115.02
SPRINT NEXTEL	COMMUNICATION SUPPLIES	Yes	2011	09/27/2012	112.25	112.25
EN POINTE TECHNOLOGIES SALES INC	SOFTWARE LICENSING FEES	Yes	2012	09/27/2012	6,428.90	23.15
LANGUAGELINE SOLUTIONS	INTERPRETERS	Yes	2011	09/27/2012	1,000.00	18.46
GRM INFORMATION MANAGEMENT SE	MISCELLANEOUS FACILITIES RENTAL	Yes	2011	09/27/2012	9,374.40	265.44
GRM INFORMATION MANAGEMENT SE	MISCELLANEOUS FACILITIES RENTAL	Yes	2011	09/27/2012	6,249.60	176.97
AT&T MOBILITY	COMMUNICATION SUPPLIES	Yes	2012	09/27/2012	138.24	138.24
GRM INFORMATION MANAGEMENT SE	MISCELLANEOUS FACILITIES RENTAL	Yes	2011	11/06/2012	3,600.00	201.30
<b>Total Amount Return to Fund Balance</b>					<b>3,362.36</b>	
<b>General Fund</b>					<b>3,362.36</b>	
<b>Non-General Fund</b>					<b>-</b>	

Note: The above encumbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$35,529,306 budget for FY 2013-14 is \$6,096,625 or 20.7% more than the original FY 2012-13 budget of \$29,432,681.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 212.81 FTEs, which are 11.07 FTEs more than the 201.74 FTEs in the original FY 2012-13 budget. This represents a 5.5% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$15,116,252 in FY 2013-14, are \$99,539 or 0.7% less than FY 2012-13 revenues of \$15,215,791. General Fund support of \$20,413,054 in FY 2013-14 is \$6,196,164 or 43.6% more than FY 2012-13 General Fund support of \$14,216,890.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$39,564,812 budget for FY 2014-15 is \$4,035,506 or 11.4% more than the Mayor's proposed FY 2013-14 budget of \$35,529,306.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 218.92 FTEs, which are 6.11 FTEs more than the 212.81 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 2.9% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$15,198,408 in FY 2014-15 are \$82,156 or 0.5% more than FY 2013-14 estimated revenues of \$15,116,252. General Fund support of \$24,366,404 in FY 2014-15 is \$3,953,350 or 19.4% more than FY 2013-14 General Fund support of \$20,413,054.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** TTX – TREASURER/TAX COLLECTOR

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$550,998 in FY 2013-14. Of the \$550,998 in recommended reductions, \$63,748 are ongoing savings and \$487,250 are one-time savings. These reductions would still allow an increase of \$5,545,627 or 18.8% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$8,570 to the General Fund.

Together, these recommendations will result in \$559,568 savings to the City's General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$79,727 in FY 2014-15. Of the \$79,727 in recommended reductions, \$13,616 are ongoing savings and \$66,111 are one-time savings. These reductions would still allow an increase of \$3,955,779 or 11.1% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** TTX – TREASURER/TAX COLLECTOR

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>TREASURER/TAX COLLECTOR</b>					
BUSINESS TAX	6,975,254	5,880,543	(1,094,711)	6,007,854	127,311
DELINQUENT REVENUE	7,691,639	8,790,901	1,099,262	9,012,419	221,518
GROSS RECEIPTS TAX	0	5,975,296	5,975,296	9,230,280	3,254,984
INVESTMENT	2,328,040	2,355,479	27,439	2,455,593	100,114
LEGAL SERVICE	441,801	519,184	77,383	535,949	16,765
MANAGEMENT	5,352,917	5,050,766	(302,151)	5,359,054	308,288
PROPERTY TAX/LICENSING	2,542,945	2,503,149	(39,796)	2,342,053	(161,096)
TAXPAYER ASSISTANCE	1,409,882	1,637,952	228,070	1,690,539	52,587
TRANSFER TAX	0	0	0	0	0
TREASURY	2,690,203	2,816,036	125,833	2,931,071	115,035
<b>TREASURER/TAX COLLECTOR</b>	<b>29,432,681</b>	<b>35,529,306</b>	<b>6,096,625</b>	<b>39,564,812</b>	<b>4,035,506</b>

**SUMMARY OF PROGRAM EXPENDITURES:**

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$6,096,625 largely due to the (a) implementation of the new Gross Receipts Tax; (b) the delinquent revenue collections enhancement project; and (c) the transfer of functions for alarm licenses previously administered by the Department of Emergency Management.

The new Gross Receipts Tax, approved by the voters in November 2012, will be effective on January 1, 2014. The Department is responsible for implementing the new tax and has budgeted \$5.9 million in FY 2013-14 and \$9.2 million in FY 2014-15 for implementation.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$4,035,506 largely due to continued efforts to implement the Gross Receipts Tax.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 212.81 FTEs, which are 11.07 FTEs more than the 201.74 FTEs in the original FY 2012-13 budget. This represents a 5.5% increase in FTEs from the original FY 2012-13 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: TTX – TREASURER/TAX COLLECTOR**

The increase is largely due to increased staffing needs for the Gross Receipts Tax system, the reinstatement of the Superior Court work order, and the increased frequency of the Public Utilities Commission billing cycle.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 218.92 FTEs, which are 6.11 FTEs more than the 212.81 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 2.9% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

This increase is largely due to increased staffing needs for the Gross Receipts Tax system.

**INTERIM EXCEPTIONS**

The Department has requested approval of 16.00 FTEs as interim exceptions. The Budget and Legislative Analyst recommends approval of these 16.00 FTEs as interim exceptions as follows:

*Gross Receipts Tax Implementation (3.0 FTEs)*

The Department is requesting approval to hire 3.0 FTEs on July 1, 2013, in order to ensure timely implementation of the Gross Receipts Tax system, as follows:

- 1823 Senior Administrative Analyst (1.00 FTE)
- 1408 Principal Clerk (2.00 FTE)

*Superior Court Work Order (11.5 FTEs)*

The Department is requesting approval to continue 11.5 limited term FTEs that are due to terminate on June 30, 2013. These positions are paid by a work order between the Treasurer/Tax Collector's Office and the Superior Court, which was originally expected to terminate in FY 2012-13 but was renewed for FY 2013-14. These positions are as follows:

- 4310 Commercial Division Assistant Supervisor (1.00 FTE)
- 1630 Account clerk (2.00 FTE)
- 1623 Senior Account Clerk (1.00 FTE)
- 4308 Senior Collections Officer (5.00 FTE)
- 4321 Cashier II (0.50 FTE)
- 4321 Cashier II (2.00 FTE)

*Other Requested Interim Exceptions (1.5 FTEs)*

- 1630 Account clerk (0.50 FTE) – This position, which is funded by a work order between the Treasurer/Tax Collector's Office and the Municipal Transportation Agency (MTA),



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: TTX – TREASURER/TAX COLLECTOR**

was hired in FY 2012-13 and paid by temporary salaries. According to the Department, failure to provide an interim exception would result in layoff of existing staff.

- 8173 Legal Assistant (1.00 FTE) is a revenue generating position, responsible for collecting legal fines. The position is limited-term set to expire on June 30, 2013. The position is currently filled and not providing an interim exception would result in the lay-off of existing staff.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$15,116,252 in FY 2013-14, are \$99,539 or 0.7% less than FY 2012-13 revenues of \$15,215,791. General Fund support of \$20,413,054 in FY 2013-14 is \$6,196,164 or 43.6% more than FY 2012-13 General Fund support of \$14,216,890.

Specific changes in the Department's FY 2013-14 revenues include decreases in hotel room tax, and passport fees; offset by increases in interest earned on pooled cash and delinquent business tax collection fees.

**FY 2014-15**

The Department's revenues of \$15,198,408 in FY 2014-15 are \$82,156 or 0.5% more than FY 2013-14 estimated revenues of \$15,116,252. General Fund support of \$24,366,404 in FY 2014-15 is \$3,953,350 or 19.4% more than FY 2013-14 General Fund support of \$20,413,054.

Specific changes in the Department's FY 2014-15 revenues include increases in interest earned on pooled cash.

**RELATED LEGISLATION**

File 13-0551 is an ordinance amending the Police Code, to (1) transfer administration of the Police Emergency Alarm Ordinance from the Department of Emergency Management to the Tax Collector, and 2) clarify license renewal and appeal procedures.

Article 37 of the Police Code (“the Police Emergency Alarm Ordinance”) requires companies and individuals that have emergency alarms at their homes and businesses to obtain an annual license and to meet certain operating standards, in order to reduce the number of false alarms that the Police Department must respond to each year. The Department of Emergency Management and the Tax Collector's Office share responsibility for administration of the Alarm Ordinance. The proposed amendment transfers the administration of the Police Emergency Alarm ordinance from the Department of Emergency Management to the Tax Collector. The Department of Emergency Management would remain responsible for certain technical requirements of the Alarm Ordinance and for the emergency dispatch system. The proposed ordinance would also

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: TTX – TREASURER/TAX COLLECTOR**

clarify the procedures for the annual renewal of alarm licenses and for appealing the imposition of a penalty fee or the revocation or suspension of a permit license.

Recommendation: Approve the proposed ordinance.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$550,998 in FY 2013-14. Of the \$550,998 in recommended reductions, \$63,748 are ongoing savings and \$487,250 are one-time savings. These reductions would still allow an increase of \$5,545,627 or 18.8% in the Department’s FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$8,570 to the General Fund.

Together, these recommendations will result in \$559,568 savings to the City’s General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$79,727 in FY 2014-15. Of the \$79,727 in recommended reductions, \$13,616 are ongoing savings and \$66,111 are one-time savings. These reductions would still allow an increase of \$3,955,779 or 11.1% in the Department’s FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**TTX - Treasurer/Tax Collector**

Object Title	FY 2013-14						FY 2014-15												
	FTE		Amount		Savings		GF		IT		Amount		Savings		GF		IT		
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	
<b>FCS - Delinquent Revenue</b>																			
Programmatic projects-budget			\$1,186,654		\$989,111		\$197,543	x	x										
Projected actual need of \$989,111																			
<b>FEF - Management</b>																			
Attrition Savings - Miscellaneous (2.26)	(2.70)		(\$249,841)		(\$298,482.61)		\$48,642	x	x										
Mandatory Fringe Benefits			(\$102,063)		(\$121,934)		\$19,871	x	x										
			<i>Total Savings</i>		<i>\$68,512</i>														
Adjust attrition savings for vacancy.																			
<b>FCN - Property Tax/Licensing</b>																			
Attrition Savings - Miscellaneous (3.40)	(4.09)		(\$237,767)		(\$286,019.71)		\$48,253	x	x										
Mandatory Fringe Benefits			(\$114,309)		(\$137,507.00)		\$23,198	x	x										
			<i>Total Savings</i>		<i>\$71,451</i>														
Adjust attrition savings for vacancies.																			
Department Overhead			\$35,039		\$0		\$35,039	x	x					\$13,616		\$0		\$13,616	x
Technical correction.																			
<b>FCL - Treasury</b>																			
Cashier 2	2.31	1.81	\$132,137		\$103,536		\$28,601	x	3.00	2.50		\$174,532		\$145,443		\$29,089		\$15,950	x
Mandatory Fringe Benefits			\$68,475		\$53,654		\$14,821	x				\$95,698		\$79,748		\$15,950			x
			<i>Total Savings</i>		<i>\$43,423</i>							<i>Total Savings</i>		<i>\$45,038</i>					
Delete 0.5 FTE 4321 Cashier II, which has been vacant since 7/1/09.																			
Attrition Savings - Miscellaneous	0.04	0.00	\$2,499		\$0		\$2,499	x	0.04	0.00		\$2,535		\$0		\$2,535			x
Mandatory Fringe Benefits			\$1,199		\$0		\$1,199	x				\$1,282		\$0		\$1,281			x
			<i>Total Savings</i>		<i>\$3,698</i>							<i>Total Savings</i>		<i>\$3,816</i>					
Technical adjustment to delete positive attrition savings																			
<b>FCQ - Taxpayer Asst</b>																			
Principal Clerk	11.66	11.50	\$820,521		\$809,261		\$11,260	x	11.66	11.50		\$834,507		\$823,056		\$11,451		\$5,806	x
Mandatory Fringe Benefits			\$391,093		\$385,726		\$5,367	x				\$423,078		\$417,272		\$5,806			x
			<i>Total Savings</i>		<i>\$16,627</i>							<i>Total Savings</i>		<i>\$17,257</i>					
Delete 0.16 FTE 1408 Principal Clerk which has been vacant since 7/1/10.																			
<b>FCO - Business Tax</b>																			
Attrition Savings (4.32)	(5.47)		(\$265,430)		(\$336,088.45)		\$70,658	x	x										
Mandatory Fringe Benefits			(\$165,462)		(\$209,508.60)		\$44,047	x	x										
			<i>Total Savings</i>		<i>\$114,705</i>														
Adjust attrition savings for vacancies.																			

		FY 2013-14			FY 2014-15		
		One-Time	Ongoing	Total	One-Time	Ongoing	Total
General Fund		\$452,211	\$98,787	\$550,998	\$13,616	\$66,111	\$79,727
Non-General Fund		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>		<b>\$487,250</b>	<b>\$63,748</b>	<b>\$550,998</b>	<b>\$13,616</b>	<b>\$66,111</b>	<b>\$79,727</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**TTX - Treasurer/Tax Collector**

Vendor Name	Subobject Title	General Fund		Date of Last Recorded Transaction	Original Amount	Unexpended Balance	
		Savings	Appropriation				
NO VENDOR	NKEY NO PROJECT	X	07/19/2005		651	651	
NO VENDOR	NKEY NO PROJECT	X	07/19/2005		495	495	
ACE LEGAL ASSISTANCE	NKEY NO PROJECT	X	08/16/2011		500	143	
ACE LEGAL ASSISTANCE	NKEY NO PROJECT	X	08/16/2011		8,500	6,605	
GIVE SOMETHING BACK INC	NKEY NO PROJECT	X	08/02/2011		3,500	57	
VERIZON WIRELESS	NKEY NO PROJECT	X	01/12/2011		65	65	
VERIZON WIRELESS	NKEY NO PROJECT	X	01/21/2011		98	49	
VERIZON WIRELESS	NKEY NO PROJECT	X	01/21/2011		98	49	
VERIZON WIRELESS	NKEY NO PROJECT	X	01/11/2012		138	138	
GIVE SOMETHING BACK INC	NKEY NO PROJECT	X	08/02/2011		4,000	296	
XTECH	NKEY NO PROJECT	X	05/08/2012		45,000	10	
XTECH	NKEY NO PROJECT	X	05/08/2012		45,000	10	
					<b>Total Amount Return to Fund Balance</b>	8,569.65	
					<b>General Fund</b>	8,569.65	
					<b>Non-General Fund</b>	-	

Note: The above encumbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$17,146,710 budget for FY 2013-14 is \$897,240 or 5.5% more than the original FY 2012-13 budget of \$16,249,470.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 111.14 FTEs, which are 1.28 FTEs more than the 109.86 FTEs in the original FY 2012-13 budget. This represents a 1.2% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$3,324,650 in FY 2013-14, are \$5,680,117 or 63.1% less than FY 2012-13 revenues of \$9,004,767. General Fund support of \$13,822,060 in FY 2013-14 is \$6,577,357 or 90.8% more than FY 2012-13 General Fund support of \$7,244,703.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$17,901,792 budget for FY 2014-15 is \$755,082 or 4.4% more than the Mayor's proposed FY 2013-14 budget of \$17,146,710.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 110.94 FTEs, which are 0.2 FTEs less than the 111.14 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.2% reduction in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$3,356,574 in FY 2014-15 are \$31,924 or 1.0% more than FY 2013-14 estimated revenues of \$3,324,650. General Fund support of \$14,545,218 in FY 2014-15 is \$723,158 or 5.2% more than FY 2013-14 General Fund support of \$13,822,060.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                                    FAM – FINE ARTS MUSEUM**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$38,641 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$858,599 or 5.3% in the Department’s FY 2013-14 budget.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$38,641 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$716,441 or 4.2% in the Department’s FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** FAM – FINE ARTS MUSEUM

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>FINE ARTS MUSEUMS</b>					
ADMISSIONS	3,230,767	3,145,650	(85,117)	3,177,574	31,924
OPER & MAINT OF MUSEUMS	13,018,703	14,001,060	982,357	14,724,218	723,158
<b>FINE ARTS MUSEUM</b>	<b>16,249,470</b>	<b>17,146,710</b>	<b>897,240</b>	<b>17,901,792</b>	<b>755,082</b>

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$897,240 due mainly to increases in overtime pay, premium pay and holiday pay. According to Ms. Michele Gutierrez, Chief Financial Officer at the Fine Arts Museum, the Department is increasing its holiday openings from one day in FY 2012-13 to ten holiday openings in FY 2013-14.

The increase in holiday openings requires increased overtime for permanent museum guards and security guards because the Memorandum of Understanding (MOU) between the City and SEIU Local 1021, which represents security guards and museum guards, requires that overtime assignments be made by seniority. Therefore, potentially less costly temporary guards cannot be used when a permanent guard volunteers for overtime.

**FY 2014-15**

The Department’s proposed FY 2014-15 budget has increased by \$755,082 largely due to increases in mandatory fringe benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 111.14 FTEs, which are 1.28 FTEs more than the 109.86 FTEs in the original FY 2012-13 budget. This represents a 1.2% increase in FTEs from the original FY 2012-13 budget. The increase is due to a part time associate museum registrar becoming full time.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 110.94 FTEs, which are .20 FTEs less than the 111.14 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 0.2% decrease in FTEs from the Mayor’s proposed FY 2013-14 budget. The decrease is due to a decrease in temporary positions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                                    FAM – FINE ARTS MUSEUM**

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$3,324,650 in FY 2013-14, are \$5,680,117 or 63.1% less than FY 2012-13 revenues of \$9,004,767. General Fund support of \$13,822,060 in FY 2013-14 is 6,577,357 or 90.8% more than FY 2012-13 General Fund support of \$7,244,703.

The change in Department revenues is due to replacement of Hotel Tax revenues with General Fund revenues. An ordinance is pending before the Board of Supervisors to amend the Business and Tax Regulation Code to remove certain allocations of the Hotel Tax, including the specified reduction to the Fine Arts Museums (File 13-0545).

**FY 2014-15**

The Department's revenues of \$3,356,574 in FY 2014-15 are \$31,924 or 1.0% more than FY 2013-14 estimated revenues of \$3,324,650. General Fund support of \$14,545,218 in FY 2014-15 is \$723,158 or 5.2% more than FY 2013-14 General Fund support of \$13,822,060.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$38,641 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$858,599 or 5.3% in the Department's FY 2013-14 budget.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$38,641 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$716,411 or 4.2% in the Department's FY 2014-15 budget.



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**FAM Fine Arts Museum**

Object Title	FY 2013-14						FY 2014-15											
	From		To		Savings		GF		IT		Amount		Savings		GF		IT	
Holiday Pay		\$129,312	\$111,312	\$18,000	x							\$129,312.00	\$111,312	\$18,000.00	x			
Fringe Benefits		\$9,854	\$8,482	\$1,372	x							\$9,854	\$8,482	\$1,372	x			
		<i>Total Savings</i>		\$19,372								<i>Total Savings</i>		\$19,372				
	Reduce Holiday Pay at the Legion of Honor to reflect estimated expenditures in FY 2013-14.																	
Premium Pay			\$331,209	\$313,304	\$17,905	x												
Fringe Benefits			\$25,238	\$23,874	\$1,364	x												
		<i>Total Savings</i>		\$19,269								<i>Total Savings</i>		\$19,269				
	Reduce Premium Pay at the Legion of Honor to reflect estimated expenditures in FY 2013-14.																	

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$38,641	\$38,641
Non-General Fund	-	-
<b>Total</b>	<b>\$38,641</b>	<b>\$38,641</b>

**FY 2014-15**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$38,641	\$38,641
Non-General Fund	-	-
<b>Total</b>	<b>\$38,641</b>	<b>\$38,641</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$36,986,627 budget for FY 2013-14 is \$1,298,790 or 3.6% more than the original FY 2012-13 budget of \$35,687,837.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 239.43 FTEs, which are 3.41 FTEs more than the 236.02 FTEs in the original FY 2012-13 budget. This represents a 1.4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$7,291,562 in FY 2013-14, are \$1,051,086 or 16.8% more than FY 2012-13 revenues of \$6,240,476. General Fund support of \$29,695,065 in FY 2013-14 is \$247,704 or 0.8% more than FY 2012-13 General Fund support of \$29,447,361.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$38,225,158 budget for FY 2014-15 is \$1,238,531 or 3.3% more than the Mayor's proposed FY 2013-14 budget of \$36,986,627.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 239.17 FTEs, which are 0.26 FTEs less than the 239.43 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.1% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$7,374,518 in FY 2014-15 are \$82,956 or 1.1% more than FY 2013-14 estimated revenues of \$7,291,562. General Fund support of \$30,850,640 in FY 2014-15 is \$1,155,757 or 3.9% more than FY 2013-14 General Fund support of \$29,695,065.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** JUV – JUVENILE PROBATION

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$212,927 in FY 2013-14. Of the \$212,927 in recommended reductions, \$105,901 are ongoing savings and \$107,026 are one-time savings. These reductions would still allow an increase of \$1,085,863 or 3% in the Department's FY 2013-14 budget.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$135,566 in FY 2014-15. Of the \$135,566 in recommended reductions, \$107,260 are ongoing savings and \$28,306 are one-time savings. These reductions would still allow an increase of \$1,102,965 or 3.0% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: JUV – JUVENILE PROBATION**

**SUMMARY OF PROGRAM EXPENDITURES:**

<b>Program</b>	<b>FY 2012- 2013 Budget</b>	<b>FY 2013- 2014 Proposed</b>	<b>Increase/ Decrease from FY 2012- 2013</b>	<b>FY 2014- 2015 Proposed</b>	<b>Increase/ Decrease from FY 2013- 2014</b>
<b>JUVENILE PROBATION</b>					
ADMINISTRATION	7,112,485	7,168,723	56,238	7,288,308	119,585
CHILDREN'S BASELINE	1,001,571	1,010,999	9,428	1,012,158	1,159
JUVENILE HALL	11,472,100	11,649,687	177,587	12,286,201	636,514
JUVENILE HALL REPLACEMENT DEBT PAYMENT	2,660,351	2,667,374	7,023	2,665,174	(2,200)
LOG CABIN RANCH	3,001,666	3,290,352	288,686	3,331,528	41,176
PROBATION SERVICES	10,439,664	11,199,492	759,828	11,641,789	442,297
<b>JUVENILE PROBATION</b>	<b>35,687,837</b>	<b>36,986,627</b>	<b>1,298,790</b>	<b>38,225,158</b>	<b>1,238,531</b>

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$1,298,790 largely due to increases in salary expenditures, professional/contract services, vehicle replacements, and capital improvement projects. The department is in the process of filling 10 counselor vacancies in Juvenile Hall and Log Cabin Ranch. Associated training and overtime costs have been included the FY 2013-14 budget.

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$1,238,531 largely due to capital projects and building improvements totaling \$692,000 and mandated salary and fringe benefit increases.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 239.43 FTEs, which are 3.41 FTEs more than the 236.02 FTEs in the original FY 2012-13 budget. This represents a 1.4% increase in FTEs from the original FY 2012-13 budget.

In addition to decreases in attrition savings, Juvenile Probation is requesting to shift one 2910 Social Worker position from grant funds to the General Fund. Only a portion of the position will be funded through the General Fund, of which up to 50% will be reimbursable through Federal Title IV-E monies.

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 239.17 FTEs, which are 0.26 FTEs less than the 239.43 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.1% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.



**Recommendations of the Budget and Finance Committee  
For Amendment of Budget Items in the FY 2012-13 and FY 2013-14 Two-Year Budget**

Object Title	FY 2013-14						FY 2014-15																													
	FTE		Amount		GF 1T		FTE		Amount		GF 1T																									
	From	To	From	To	Savings	GF 1T	From	To	From	To	Savings	GF 1T																								
<b>AKC - Probation Services</b>																																				
Professional & Specialized Svcs-Budget			\$223,000.00	\$187,000.00	\$36,000	x			\$252,000	\$216,000	\$36,000	x																								
	The Mayor's proposed budget includes \$156,000 to pay the State's fees for youth incarcerated in the California Youth Authority (CYA). Based on the Department's average annual admissions to CYA of 4 to 5 youth, the Budget and Legislative Analyst recommends \$120,000 (\$2,000 per month for youth or \$10,000 per month for 5 youth) instead of \$156,000.																																			
	Ongoing savings.																																			
	<table border="1"> <tr> <td><b>Total Recommended Reductions</b></td> <td><b>One-Time</b></td> <td><b>Ongoing</b></td> <td><b>Total</b></td> </tr> <tr> <td>General Fund</td> <td>\$107,026</td> <td>\$105,901</td> <td>\$212,927</td> </tr> <tr> <td>Non-General Fund</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$107,026</b></td> <td><b>\$105,901</b></td> <td><b>\$212,927</b></td> </tr> </table>												<b>Total Recommended Reductions</b>	<b>One-Time</b>	<b>Ongoing</b>	<b>Total</b>	General Fund	\$107,026	\$105,901	\$212,927	Non-General Fund	\$0	\$0	\$0	<b>Total</b>	<b>\$107,026</b>	<b>\$105,901</b>	<b>\$212,927</b>								
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	<p>The Department requests to replace five of its 28 vehicles in FY 2013-14, citing the Healthy Air and Clean Transportation Ordinance. However, this ordinance emphasizes the need for Departments to reduce fleet size wherever possible. Furthermore, vehicle utilization information provided by the Department shows some vehicles with low average annual mileage, including as low as 8,576 miles or an average of 780 miles per year. The Budget and Legislative Analyst recommends approval of the requested one replacement van and one replacement automobile and disapproval of 3 replacement automobiles.</p>																																			
	<p>The Department requests to replace two vehicles in FY 2014-15, citing the Healthy Air and Clean Transportation Ordinance. However, this ordinance emphasizes the need for Departments to reduce fleet size wherever possible. Based on vehicle utilization information provided by the Department, which shows some vehicles with low average annual mileage, the Budget and Legislative Analyst recommends approval of one requested replacement car and disapproval of one car.</p>																																			
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**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$144,071,065 budget for FY 2013-14 is \$20,658,107 or 16.7% more than the original FY 2012-13 budget of \$123,412,958.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 37.42 FTEs, which are 4.04 FTEs more than the 33.38 FTEs in the original FY 2012-13 budget. This represents a 12.1% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$116,553,754 in FY 2013-14, are \$20,900,921 or 21.9% more than FY 2012-13 revenues of \$95,652,833. General Fund support of \$27,517,311 in FY 2013-14 is \$242,814 or 0.9% less than FY 2012-13 General Fund support of \$27,760,125.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$131,712,371 budget for FY 2014-15 is \$12,358,694 or 8.6% less than the Mayor's proposed FY 2013-14 budget of \$144,071,065.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 37.11 FTEs, which are 0.31 FTEs less than the 37.42 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.8% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$104,655,061 in FY 2014-15, are \$11,898,693 or 10.2% less than FY 2013-14 estimated revenues of \$116,553,754. General Fund support of \$27,057,310 in FY 2014-15 is \$460,001 or 1.7% less than FY 2013-14 General Fund support of \$27,517,311.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: CHF – CHILDREN, YOUTH & THEIR FAMILIES**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$491,446 in FY 2013-14, all of which are ongoing savings and \$350,000 of which are savings to the City's General Fund in FY 2013-14. These reductions would still allow an increase of \$20,166,661 or 16.3% in the Department's FY 2013-14 budget.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$659,266 in FY 2014-15, all of which are ongoing savings. These recommendations will result in \$350,000 savings to the City's General Fund in FY 2014-15.



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: CHF – CHILDREN, YOUTH & THEIR FAMILIES**

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
<b>CHILDREN, YOUTH &amp; THEIR FAMILIES</b>					
CHILDREN'S BASELINE	31,363,590	31,803,066	439,476	30,516,223	(1,286,843)
CHILDREN'S FUND PROGRAMS	45,758,046	53,216,726	7,458,680	53,002,825	(213,901)
CHILDREN'S SVCS – NON – CHILDREN'S FUND	6,396,880	6,018,778	(348,102)	5,429,620	(589,158)
PUBLIC EDUCATION FUND (PROP H)	33,362,000	47,450,000	14,088,000	37,180,000	(10,270,000)
VIOLENCE PREVENTION	6,532,442	5,582,495	(949,947)	5,583,703	1,208
<b>CHILDREN, YOUTH &amp; THEIR FAMILIES</b>	<b>123,412,958</b>	<b>144,071,065</b>	<b>20,658,107</b>	<b>131,712,371</b>	<b>(12,358,694)</b>

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$20,658,107 largely due to:

A \$14.1 million increase in transfer funds to SFUSD as stipulated by Proposition H, and an increase in funding for grants to community-based organizations as provided by the Department's new three-year Children's Services Allocation Plan.

FY 2014-15

The Department's proposed FY 2014-15 budget has decreased by \$12,358,694 largely due to:

A \$10.3 million decrease in Proposition H transfer funds to SFUSD in FY2014-15 and a \$1.5 million reduction in funding to community-based organizations through the Children's Baseline.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 37.42 FTEs, which are 4.04 FTEs more than the 33.38 FTEs in the original FY 2012-13 budget. This represents a 12.1% increase in FTEs from the original FY 2012-13 budget.

The Department requested four new positions to provide clerical and analytical support to the Department, chiefly in the Planning and Policy Division and in the Grants and Programs Division.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 37.11 FTEs, which are 0.31 FTEs less than the 37.42 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.8% reduction in FTEs from the Mayor's proposed FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: CHF – CHILDREN, YOUTH & THEIR FAMILIES**

**INTERIM EXCEPTIONS**

The Department has requested approval of one position, a 1444 Secretary I, as an interim exception. The Budget and Legislative Analyst recommends disapproval of this position. According to the Department, for the past fiscal year a temporary position has provided staff support to committee meetings staffed by the Department. While the Department requests to transition this temporary position to a permanent position, the Department has not shown that the Department's workload justifies the new position.

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$116,553,754 in FY 2013-14, are \$20,900,921 or 21.9% more than FY 2012-13 revenues of \$95,652,833. General Fund support of \$27,517,311 in FY 2013-14 is \$242,814 or 0.9% less than FY 2012-13 General Fund support of \$27,760,125.

Specific changes in the Department's FY 2013-14 revenues include:

A \$14.1 million increase in transfer funds to SFUSD as stipulated by Proposition H, and a \$3.2 million increase in the Department's Children's Fund revenues.

**FY 2014-15**

The Department's revenues of \$104,655,061 in FY 2014-15, are \$11,898,693 or 10.2% less than FY 2013-14 estimated revenues of \$116,553,754. General Fund support of \$27,057,310 in FY 2014-15 is \$460,001 or 1.7% less than FY 2013-14 General Fund support of \$27,517,311.

Specific changes in the Department's FY 2014-15 revenues include:

A \$10.3 million decrease in Proposition H transfer funds to SFUSD in FY 2014-15 in addition to a \$1.5 million reduction in the Department's Children's Baseline in FY 2014-15.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT: CHF – CHILDREN, YOUTH & THEIR FAMILIES**

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$491,446 in FY 2013-14, all of which are ongoing savings and \$350,000 of which are savings to the City's General Fund in FY 2013-14. These reductions would still allow an increase of \$20,166,661 or 16.3% in the Department's FY 2013-14 budget.

**FY 2014-15**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$659,266 in FY 2014-15, all of which are ongoing savings. These recommendations will result in \$350,000 savings to the City's General Fund in FY 2014-15.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**CHF - Children, Youth & Their Families**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		Savings	GF 1T	FTE		Amount		Savings	GF 1T
	From	To	From	To			From	To	From	To		
<b>CBI - Children's Fund Programs</b>												
Junior Management Analyst	0.00	1.00	\$0	\$67,342	(\$67,342)		1.00	0.00	\$0	\$68,490	(\$68,490)	
Mandatory Fringe Benefits			\$0	\$32,644	(\$32,644)				\$0	\$35,277	(\$35,277)	
Administrative Analyst	1.00	0.00	\$83,091	\$0	\$83,091		0.00	1.00	\$84,507	\$0	\$84,507	
Mandatory Fringe Benefits			\$37,308	\$0	\$37,308				\$40,522	\$0	\$40,522	
			<i>Total Savings</i>		\$20,413				<i>Total Savings</i>		\$21,262	
	The Department did not demonstrate any change in workflow such that an upward substitution of the Junior Management Analyst position is not justified.											
Community Development Specialist	0.00	1.00	\$0	\$78,719	(\$78,719)		0.00	1.00	\$0	\$80,061	(\$80,061)	
Mandatory Fringe Benefits			\$0	\$36,015	(\$36,015)				\$0	\$39,065	(\$39,065)	
Senior Community Development Specialist I	1.00	0.00	\$91,124	\$0	\$91,124		1.00	0.00	\$92,677	\$0	\$92,677	
Mandatory Fringe Benefits			\$39,688	\$0	\$39,688				\$43,197	\$0	\$43,197	
			<i>Total Savings</i>		\$16,078				<i>Total Savings</i>		\$16,748	
	Starting in February 2013, the Department was granted an Acting Assignment Pay Request by Human Resources to allow a Community Development Specialist (9772) to temporarily fill the roles and responsibilities of a Senior Community Development Specialist I (9774) in the Grants Unit because, per the request, the Department was experiencing a temporary staffing shortage with a vacant 9775 in the Unit and a temporary increase in work in the Unit. As the 9775 position is scheduled to be hired on July 1, 2013, the Department has not provided a reason that the Community Development Specialist should not resume the original roles and responsibilities, in keeping with the Acting Assignment Pay Request.											
Professional & Specialized Services			\$1,708,500	\$1,603,545	\$104,955				\$1,708,500	\$1,437,244	\$271,256	
	Reduce to reflect planned FY 2013-14 expenditures.											
	Reduce to reflect planned FY 2014-15 expenditures.											
<b>CAQ -</b>												
City Grant Programs			\$1,723,771	\$1,573,771	\$150,000	x			\$1,623,051	\$1,473,051	\$150,000	x
	Reduce to reflect historical underexpenditure of this line item.											
	Ongoing savings.											

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**CHF - Children, Youth & Their Families**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
City Grant Programs			\$1,956,308	\$1,756,308	\$2,000,000	x			\$1,577,870	\$1,377,870	\$200,000	x
Reduce to reflect historical underexpenditure of this line item.												
Ongoing savings.												

**FY 2013-14**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$350,000	\$350,000
Non-General Fund	\$0	\$141,446	\$141,446
<b>Total</b>	<b>\$0</b>	<b>\$491,446</b>	<b>\$491,446</b>

**FY 2014-15**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$350,000	\$350,000
Non-General Fund	\$0	\$309,266	\$309,266
<b>Total</b>	<b>\$0</b>	<b>\$659,266</b>	<b>\$659,266</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14**

Budget Changes

The Department's proposed \$1,906,789,437 budget for FY 2013-14 is \$231,453,424 or 13.8% more than the original FY 2012-13 budget of \$1,675,336,013.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 6,138.87 FTEs, which are 338.65 FTEs more than the 5,800.22 FTEs in the original FY 2012-13 budget. This represents a 5.8% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$1,355,717,895 in FY 2013-14, are \$126,946,062 or 10.3% more than FY 2012-13 revenues of \$1,228,771,833. General Fund support of \$551,071,542 in FY 2013-14 is \$104,507,362 or 23.4% more than FY 2012-13 General Fund support of \$446,564,180.

**YEAR TWO: FY 2014-15**

Budget Changes

The Department's proposed \$1,951,536,130 budget for FY 2014-15 is \$44,746,693 or 2.3% more than the Mayor's proposed FY 2013-14 budget of \$ 1,906,789,437.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 6,199.76 FTEs, which are 60.89 FTEs more than the 6,138.87 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.0% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$1,354,750,855 in FY 2014-15 are \$967,040 or 0.1% less than FY 2013-14 estimated revenues of \$1,355,717,855. General Fund support of \$596,785,275 in FY 2014-15 is \$45,713,733 or 8.3% more than FY 2013-14 General Fund support of \$551,071,542.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                    DPH – DEPARTMENT OF PUBLIC HEALTH**

**RECOMMENDATIONS**

**YEAR ONE: FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,622,282 in FY 2013-14. Of the \$1,622,281 in recommended reductions, \$1,073,672 are ongoing savings and \$548,609 are one-time savings. These reductions would still allow an increase of \$229,831,142 or 13.7% in the Department’s FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$313,854 to the General Fund.

Together, these recommendations will result in \$1,936,136 savings to the City’s General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,213,260 in FY 2014-15. Of the \$1,213,260 in recommended reductions, \$1,096,204 are ongoing savings and \$117,056 are one-time savings. These reductions would still allow an increase of \$43,533,433 or 2.3% in the Department’s FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** DPH – DEPARTMENT OF PUBLIC HEALTH

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012-2013	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014
<b>PUBLIC HEALTH</b>					
CENTRAL ADMINISTRATION	152,192,421	214,369,599	62,177,178	215,820,010	1,450,411
CHILDREN'S BASELINE	47,823,044	53,229,227	5,406,183	54,631,694	1,402,467
COMM HLTH - COMM SUPPORT - HOUSING	24,852,099	30,017,815	5,165,716	30,752,635	734,820
COMM HLTH - PREV - MATERNAL & CHILD HLTH	27,057,827	28,168,874	1,111,047	28,767,341	598,467
COMM HLTH - PREVENTION - AIDS	58,469,635	58,319,655	(149,980)	57,300,381	(1,019,274)
COMM HLTH - PREVENTION - DISEASE CONTROL	19,731,308	19,610,043	(121,265)	20,037,454	427,411
COMM HLTH - PREVENTION - HLTH EDUCATION	5,955,393	7,594,655	1,639,262	7,618,765	24,110
EMERGENCY SERVICES AGENCY	1,400,000	1,228,050	(171,950)	1,200,000	(28,050)
ENVIRONMENTAL HEALTH SERVICES	19,097,927	19,955,613	857,686	20,377,283	421,670
FORENSICS - AMBULATORY CARE	28,831,213	29,515,090	683,877	30,433,326	918,236
HEALTH AT HOME	6,496,357	6,603,240	106,883	6,839,039	235,799
LAGUNA HONDA - LONG TERM CARE	203,354,724	220,560,383	17,205,659	233,623,367	13,062,984
LAGUNA HONDA HOSP - ACUTE CARE	3,874,554	3,755,942	(118,612)	3,898,828	142,886
LAGUNA HONDA HOSP - COMM SUPPORT CARE	(21,496)	0	21,496	(1)	(1)
MENTAL HEALTH - ACUTE CARE	3,462,797	3,462,797	0	3,462,797	0
MENTAL HEALTH - CHILDREN'S PROGRAM	38,425,920	38,672,491	246,571	38,293,955	(378,536)
MENTAL HEALTH - COMMUNITY CARE	152,343,350	171,340,803	18,997,453	159,244,263	(12,096,540)
MENTAL HEALTH - LONG TERM CARE	28,086,587	28,901,228	814,641	26,475,751	(2,425,477)
NON PROGRAM	0	0	0	2,250,393	2,250,393
OCCUPATIONAL SAFETY & HEALTH	1,846,839	1,930,468	83,629	1,972,270	41,802
PRIMARY CARE - AMBU CARE - HEALTH CNTRS	71,328,487	73,296,993	1,968,506	76,586,627	3,289,634
SFGH - ACUTE CARE - FORENSICS	3,437,973	3,056,502	(381,471)	3,174,469	117,967
SFGH - ACUTE CARE - HOSPITAL	603,946,169	698,553,453	94,607,284	731,086,498	32,533,045
SFGH - ACUTE CARE - PSYCHIATRY	26,127,815	25,794,682	(333,133)	26,386,738	592,056
SFGH - AMBU CARE - ADULT MED HLTH CNTR	27,739,879	38,097,241	10,357,362	39,313,859	1,216,618
SFGH - AMBU CARE - METHADONE CLINIC	1,638,208	2,809,528	1,171,320	2,917,562	108,034
SFGH - AMBU CARE - OCCUPATIONAL HEALTH	2,327,135	3,555,890	1,228,755	3,680,266	124,376
SFGH - EMERGENCY - EMERGENCY	24,472,046	33,457,049	8,985,003	35,218,882	1,761,833
SFGH - EMERGENCY - PSYCHIA TRIC SERVICES	9,133,300	7,736,875	(1,396,425)	7,921,064	184,189
SFGH - LONG TERM CARE - RF PSYCHIATRY	16,871,492	13,388,697	(3,482,795)	12,114,414	(1,274,283)
SUBSTANCE ABUSE - COMMUNITY CARE	65,033,010	69,806,554	4,773,544	70,136,200	329,646
<b>PUBLIC HEALTH</b>	<b>1,675,336,013</b>	<b>1,906,789,437</b>	<b>231,453,424</b>	<b>1,951,536,130</b>	<b>44,746,693</b>

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$231,453,424 largely due to:

- An \$88,705,169 increase in expenditures in the public health programs. The growth in expenditures in this program is primarily due to an increase in General Funds to match federal funds that reimburse hospitals that provide care to a disproportionate number of indigent clients who cannot pay. The General Fund match increases in FY 2013-2014 but should begin to decline as the State and City implement additional provisions of the federal Affordable Care Act of 2010.
- An \$11,189,804 increase at Laguna Honda Hospital and a \$38,815,160 increase at San Francisco General Hospital to correct a structural budgetary shortfall. According to the Department of Public Health, the structural shortfall is the net effect of decreased patient



**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                      DPH – DEPARTMENT OF PUBLIC HEALTH**

reimbursement revenues and inadequate funding for mental health services coupled with increased salary and fringe benefit costs to the Department.

- A \$49,000,000 budget for new fixtures, furniture and equipment for the new San Francisco General Hospital scheduled to open in winter 2015. The total budget is \$170,000,000, which includes \$49,000,000 in the FY 2013-14 budget and \$56,000,000 in the FY 2014-15 budget. The remaining \$65,000,000 will be provided by the San Francisco General Hospital Foundation.
- A \$6,862,681 investment in additional information management systems and staff to implement improvements for Phase II requirements for the Electronic Health Records system and related information technology efforts to meet various federal regulatory requirements and incentive program standards including achieving meaningful use by 2015 and avoiding federal penalties.
- A new initiative to create a Clinical Decision Unit at San Francisco General Hospital, which will create a 24-7 short-stay evaluative unit for patients who are not well enough to be safely discharged but also not so critical that they need to be admitted to the Emergency Department. Successfully implementing the Clinical Decision Unit should allow San Francisco General Hospital to better manage bed use and comply with State and Federal regulations.

**FY 2014-15**

The Department's proposed FY 2014-15 budget has increased by \$44,746,693 largely due to:

- Mandatory increases in salaries and fringe benefits.
- \$56 million for fixtures, furniture and equipment at the new San Francisco General Hospital scheduled to open in winter 2015. This is the second year funding for fixtures, furniture and equipment as noted above.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                      DPH – DEPARTMENT OF PUBLIC HEALTH**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 6,138.87 FTEs, which are 338.65 FTEs more than the 5,800.22 FTEs in the original FY 2012-13 budget. This represents a 5.8% increase in FTEs from the original FY 2012-13 budget.

The Department’s proposed FY 2013-14 budgeted positions increased by 338.65 FTEs largely due to

- An increase in budgeted in FTEs to reflect the Department’s solution to its ongoing structural shortfall. This increase includes: (1) reductions in the budgeted attrition rate to allow hiring of vacant positions at San Francisco General Hospital and Laguna Honda Hospital; (2) new porters, patient care assistants, and registered nurse positions; and (3) an increase in temporary staff and per diem nurses. The Department estimates that the increased position count and reduced attrition savings should eliminate the need for a supplemental appropriation in FY 2013-14.
- New positions to staff the Clinical Decision Unit 24 hours a day, seven days a week.
- New positions to meet Phase II requirements for the electronic health records management system required to comply with the federal Affordable Care Act.
- New positions to staff the Office of Managed Care to implement the federal Affordable Care Act.
- New positions to provide health service and case management to children in foster care.

FY 2012-13 FTE Enacted Budget	5,800.22
Structural Adjustment to Attrition	136.75
New, Reassigned, Converted	179.54
Deleted	(50.08)
Special Nurses and Temporary Staff	20.96
Annualized Positions and Natural Growth	51.48
<hr/> FY 2013-14 FTE Proposed Budget	<hr/> 6,138.87

**FY 2014-15**

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 6,199.76 FTEs, which are 60.89 FTEs more than the 6,138.87 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 1.0% increase in FTEs from the Mayor’s proposed FY 2013-14 budget, due largely to annualization of new positions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:                      DPH – DEPARTMENT OF PUBLIC HEALTH**

**DEPARTMENT REVENUES:**

**FY 2013-14**

The Department's revenues of \$1,355,717,895 in FY 2013-14, are \$126,946,062 or 10.3% more than FY 2012-13 revenues of \$1,228,771,833. General Fund support of \$551,071,542 in FY 2013-14 is \$104,507,362 or 23.4% more than FY 2012-13 General Fund support of \$446,564,180.

Specific changes in the Department's FY 2013-14 revenues include:

- Increased General Fund support in FY 2013-14 due to expenditures exceeding federal reimbursements for health care services, and increased responsibilities under the federal Affordable Care Act. While the Department will receive additional Medi-Cal revenues from the State, a significant portion of this revenue is tied to meeting specific milestones, which require additional investments to be made into DPH's delivery system.
- Declining federal support from Ryan White AIDS funding for HIV programs as well as reduced federal funding for tuberculosis screenings from the Centers for Disease Control. The Department is proposing to offset a portion of these reductions with General Funds.
- Significantly increased State funding for programs that are eligible for Proposition 63 funding, for mental health programs receiving funding from the state health and welfare sales tax, and for Medi-Cal funding for seniors and persons with disabilities.
- Increased workorder recoveries for services provided to other City departments through San Francisco General Hospital's Occupational Health Program. The Department is proposing to increase the rates to better reflect the actual costs of providing these services.

**FY 2014-15**

The Department's revenues of \$1,354,750,855 in FY 2014-15, are \$967,040 or 0.1% less than FY 2013-14 revenues of \$1,354,750,855. General Fund support of \$596,785,275 in FY 2014-15 is \$45,713,733 or 8.3% more than FY 2013-14 General Fund support of \$551,071,542.

Specific changes in the Department's FY 2014-15 revenues include:

- The Department anticipates changes in revenue and General Fund support in FY 2014-15 that are consistent with the revenue issues discussed above for FY 2013-14. Additional General Fund support will provide continued support of initiatives related to implementation of the federal Affordable Care Act, equipping the new San Francisco General Hospital that will open in July 2015; and increases in salaries and fringe benefits.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** DPH – DEPARTMENT OF PUBLIC HEALTH

**Fee Legislation**

The proposed ordinance (File 13-0547) would amend the Health Code to increase the fees charged for certain patient services to patients who are self-pay or privately insured. The Department advises that these fees mostly impact a small number of self-pay or privately insured patients who receive emergency care at San Francisco General Hospital.

Projected revenues for FY 2013-14 are based on the proposed fee ordinance as follows:

<b>File No.</b>	<b>Fee Description</b>	<b>FY 2012-13 Original Revenue</b>	<b>Increased Revenues in FY 2013-14</b>	<b>Annualized Revenue Thereafter</b>	<b>% Cost Recovery</b>
13-0547	Various patient rates and charges.	\$6,363,000	\$636,300	10 percent annual increase	70 %

**Total**

Recommendation: Approve the proposed ordinance. The Budget and Legislative Analyst notes that the proposed DPH budget is balanced based on the assumption that the patient rates shown above would be approved.

**COMMENTS:**

**FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,622,282 in FY 2013-14. Of the \$1,622,281 in recommended reductions, \$1,073,672 are ongoing savings and \$548,609 are one-time savings. These reductions would still allow an increase of \$229,831,142 or 13.7% in the Department’s FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$313,854 to the General Fund.

Together, these recommendations will result in \$1,936,136 savings to the City’s General Fund in FY 2013-14.

**FY 2014-15**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,213,260 in FY 2014-15. Of the \$1,213,260 in recommended reductions, \$1,096,204 are ongoing savings and \$117,056 are one-time savings. These reductions would still allow an increase of \$43,533,433 or 2.3% in the Department’s FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**DPH - Department of Public Health**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>DHA - Central Administration</b>												
Psychiatric Social Worker	1.00	-	\$88,464	\$0			1.0	0.0	\$89,971	\$0		
Fringe Benefits	-	-		\$34,138	x		0.0	0.0				\$34,720
			<i>Total Savings</i>	\$122,602					<i>Total Savings</i>	\$124,691		
<p>The Mayor's proposed FY 2013-14 budget includes 338.65 new FTES department wide to correct budgetary shortfalls at SFGH and LHH and to implement the Affordable Health Care Act. The Budget and Legislative Analyst has recommended approval of the new positions but recommends deletion of long-term vacancies as follows:</p> <p>- 1.0 Psychiatric Social Worker that has been vacant since 7/1/11</p>												
Financial Systems Supervisor	1.00	-	\$126,121	\$0			1.0	0.0	\$126,121	\$0		\$127,671
Health Care Analyst	-	1.00	\$0	\$84,492	x		0.0	1.0	\$0	\$85,935		\$85,935
Fringe Benefits	-	-					0.0	0.0				\$15,860
			<i>Total Savings</i>	\$57,448					<i>Total Savings</i>	\$57,596		
Attrition Savings				(\$246,654)								
Fringe Benefits	-	-		\$11,085	x							
			<i>Total Savings</i>	\$39,809								
<p>Downward substitution of one vacant Financial Systems Supervisor to one Health Care Analyst, including attrition savings adjustment to account for hiring date.</p>												
Attrition Savings				(983,308)	x				(\$996,727)	(\$1,036,727)		\$40,000
Fringe Benefits	-	-		\$15,200	x		0.0	0.0				\$15,200
			<i>Total Savings</i>	\$55,200					<i>Total Savings</i>	\$55,200		
<p>The Department reduced attrition savings in this program by \$40,000 although the Department's projected salary surplus in FY 2012-13 for General Fund programs (1G AGF AAA) is \$845,000. This recommendation adjusts FY 2013-14 attrition savings to the FY 2012-13 budgeted amount.</p>												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**DPH - Department of Public Health**

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT	
	From	To	From	To			From	To	From	To			
Equipment Purchase Budget	-	-	\$30,641	\$0	\$30,641	x	x	0.0	0.0	\$0	\$0	x	x
Eliminates one Civic GX automobile, which is not adequately justified. The Healthy Air Clean Transportation Ordinance requires the Department to strategically eliminate portions of its fleet and improve age and efficiency. The Department should re-evaluate this request taking into account its current fleet, future mandatory fleet reductions, and any alternatives to traditional car-based transportation.													
<b>DHP - Primary Care - Health Centers</b>													
Attrition Savings	(20.18)	0.10	\$95,540	\$7,077	\$100,000	x	x						
Fringe Benefits					\$38,590	x	x						
			<i>Total Savings</i> \$138,590										
The Department has increased salaries in the Primary Care Health Centers by \$1,859,001 in FY 2013-14, from \$40,263,268 in FY 2012-13 to \$42,122,269 in FY 2013-14 to allow for the hire of 10 new positions. The Department currently has 70.69 vacant FTEs in this program. The Budget and Legislative Analyst's recommendation adjusts for the vacant FTEs and the Department's plan to hire for the Primary Care Health Centers.													
Attrition Savings			(\$253,552)	(\$336,819)	\$83,267	x				(\$349,058)	(\$439,030)	\$89,972	x
Fringe Benefits					\$32,133	x						\$34,720	x
			<i>Total Savings</i> \$115,400										
			<i>Total Savings</i> \$124,692										
Adjust attrition savings for one vacant Senior Medical Social Worker position.													
Ongoing savings													

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**DPH - Department of Public Health**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
<b>DMF - Forensics - Ambulatory Care</b>												
Medical Records Clerk	3.00	2.00	\$181,957	\$121,305	\$60,652	x	3.0	2.0	\$185,059	\$123,373	\$61,686	x
Attrition Savings			(\$291,894)	(\$352,546)	(\$60,652)	x			(\$298,239)	(\$359,925)	(\$61,686)	x
			<i>Total Savings</i>	\$0					<i>Total Savings</i>	\$0		
Eliminates long-term vacancies in the DPH budget.												
<b>DMM - Mental Health - Community Care</b>												
Equipment Purchase Budget	-	-	\$55,624	\$0	\$55,624	x	0.0	0.0	\$0	\$0	\$0	x
Eliminates two Prius automobiles, which are not adequately justified. The Healthy Air Clean Transportation Ordinance requires the Department to strategically eliminate portions of its fleet and improve age and efficiency. The Department should re-evaluate this request taking into account its current fleet, future mandatory fleet reductions, and any alternatives to traditional car-based transportation.												
<b>DPB - Environmental Health Services</b>												
Equipment Purchase Budget	-	-	\$27,812	\$0	\$27,812	x	0.0	0.0	\$0	\$0	\$0	x
Eliminates one Prius automobile, which is not adequately justified. The Healthy Air Clean Transportation Ordinance requires the Department to strategically eliminate portions of its fleet and improve age and efficiency. The Department should re-evaluate this request taking into account its current fleet, future mandatory fleet reductions, and any alternatives to traditional car-based transportation.												
<b>FAL - Children's Baseline - Public Health Department</b>												
Attrition Savings	0.35	-	\$59,996	\$0	\$59,996	x	0.0	0.0	\$60,630	\$0	\$60,630	x
Fringe Benefits	-	-	\$22,279	\$0	\$22,279	x	0.0	0.0	\$24,396	\$0	\$24,396	x
			<i>Total Savings</i>	\$82,275					<i>Total Savings</i>	\$85,026		
This reduction reflects a technical correction to the Mayor's proposed budget.												
Ongoing savings												

**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget  
DPH - Department of Public Health**

Object Title	FY 2013-14						FY 2014-15									
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT		
	From	To	From	To			From	To	From	To	From	To				
<b>D1H - San Francisco General Hospital - Acute Care</b>																
Surgical Procedures Technician	17.60	16.60	\$1,281,166	\$1,208,372			\$72,794		17.6	16.6	\$1,303,004	\$1,228,970			\$74,034	x
CPD Technician	23.80	22.80	\$1,659,151	\$1,589,439			\$69,712		23.8	22.8	\$1,687,431	\$1,616,531			\$70,900	x
Diagnostic Imaging Tech III	6.60	5.60	\$773,323	\$656,153			\$117,170		6.6	5.6	\$786,505	\$667,338			\$119,167	x
Attrition Savings			(8,745,746)	(8,858,742)			\$112,996				(\$8,968,880)	(\$9,081,876)			\$112,996	
Fringe Benefits	-	-					\$143,814		0.0	0.0					\$145,522	x
			<i>Total Savings</i>		\$516,486						<i>Total Savings</i>		\$522,619			
	<p>The Mayor's proposed FY 2013-14 budget includes 338.65 new FTEs department wide to correct budgetary shortfalls at SFGH and LHH and to implement the Affordable Health Care Act. The Budget and Legislative Analyst has recommended approval of the new positions but recommends deletion of long-term vacancies as follows:</p> <ul style="list-style-type: none"> <li>- 1.0 Surgical Procedures Technician that has been vacant since 3/25/11;</li> <li>- 1.0 CPD Technician that has been vacant since 12/16/11;</li> <li>- 1.0 Diagnostic Imaging Technician III that has been vacant since 7/6/11.</li> </ul>															
	Ongoing savings															



**Recommendations of the Budget and Legislative Analyst  
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

**DPH - Department of Public Health**

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		Savings		FTE		Amount		Savings	
	From	To	From	To	From	To	From	To	From	To	From	To
<b>DA5 - Laguna Honda Hospital - Long-Term Care</b>												
Diagnostic Imaging Tech II	1.50	1.00	\$167,419	\$111,613	\$55,806	x	1.5	1.0	\$170,273	\$113,515	\$56,758	x
Health Care Billing Clerk II	8.50	8.00	\$575,540	\$541,685	\$33,855	x	8.5	8.0	\$585,350	\$550,918	\$34,432	x
Fringe Benefits	-	-			\$34,600	x	0.0	0.0			\$35,190	x
			<i>Total Savings</i>	<i>\$124,261</i>					<i>Total Savings</i>	<i>\$126,380</i>		
Attrition Savings					\$184,814	x						
Fringe Benefits	-	-			\$71,320	x						
			<i>Total Savings</i>	<i>\$256,134</i>								
Equipment Purchase Budget	0.00	0.00	\$0	\$0	\$0	x	0.0	0.0	\$304,500	\$187,444	\$117,056	x
<p>The Mayor's proposed FY 2013-14 budget includes 338.65 new FTES department wide to correct budgetary shortfalls at SFGH and LHH and to implement the Affordable Health Care Act. The Budget and Legislative Analyst has recommended approval of the new positions but recommends deletion of long-term vacancies as follows:</p> <ul style="list-style-type: none"> <li>- 0.5 Diagnostic Imaging Tech II that has been vacant since 1/1/11;</li> <li>- 0.5 Health Care Billing Clerk II that has been vacant since 6/15/10 (DPH will continue to have 4.0 vacant Health Care Billing Clerk II positions)</li> </ul> <p>Ongoing savings</p> <p>Reduces the Department's budget for two passenger vans to match the vendor quote provided by the Department.</p>												

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$548,609	\$1,073,672
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$548,609</b>	<b>\$1,073,672</b>

**FY 2014-15**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$117,056	\$983,208
Non-General Fund	\$0	\$112,996
<b>Total</b>	<b>\$117,056</b>	<b>\$1,096,204</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget**

**DPH Department of Public Health**

Vendor Name	Subobject	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
POSITIVE DIRECTIONS EQUALS CHANGE INC	02789 OTHER MEDICAL SERVICES	08/05/2010	09/27/2012	191,669.00	4,662.05
NEW LEAF SERVICES FOR OUR COMMUNITY	02789 OTHER MEDICAL SERVICES	08/06/2010	09/27/2012	278,125.00	32,382.10
NEW LEAF SERVICES FOR OUR COMMUNITY	02789 OTHER MEDICAL SERVICES	08/06/2010	09/27/2012	329,449.00	72,547.43
C V E INC	02789 OTHER MEDICAL SERVICES	12/22/2010	09/27/2012	1,030,554.00	5,044.64
C V E INC	02789 OTHER MEDICAL SERVICES	12/22/2010	09/27/2012	14,454.00	6,744.50
JOHN MUIR BEHAVIORAL HEALTH CENTER	02789 OTHER MEDICAL SERVICES	01/26/2011	09/27/2012	55,417.00	50,561.00
CITY COLLEGE OF SAN FRANCISCO	02789 OTHER MEDICAL SERVICES	03/03/2011	09/27/2012	64,806.00	396.35
SPECIAL SERVICE FOR GROUPS	02789 OTHER MEDICAL SERVICES	03/10/2011	09/27/2012	42,258.00	41.18
CATHOLIC CHARITIES CYO THE ARCHDIO OF SI	02789 OTHER MEDICAL SERVICES	03/15/2011	09/27/2012	630,051.00	3.45
DEVEREUX FLORIDA	02789 OTHER MEDICAL SERVICES	04/14/2011	09/27/2012	45,000.00	11,450.00
GOLDEN BEAR ASSOCIATES	02799 OTHER PROFESSIONAL SERVICE	04/20/2011	09/27/2012	36,510.00	20.00
SAINT FRANCIS MEMORIAL HOSPITAL	02789 OTHER MEDICAL SERVICES	06/01/2011	09/27/2012	376,662.00	8,229.00
JOHN MUIR BEHAVIORAL HEALTH CENTER	02789 OTHER MEDICAL SERVICES	06/08/2011	09/27/2012	36,727.00	36,727.00
TENDERLOIN HEALTH	02789 OTHER MEDICAL SERVICES	11/21/2011	09/27/2012	204,761.00	56,299.26
TENDERLOIN HEALTH	02789 OTHER MEDICAL SERVICES	04/03/2012	09/27/2012	34,775.00	641.00
MT ST JOSEPH-ST ELIZABETH	02789 OTHER MEDICAL SERVICES	08/04/2010	09/27/2012	61,453.00	9,827.20
EMQ FAMILIESFIRST INC	02789 OTHER MEDICAL SERVICES	12/03/2010	09/27/2012	111,080.00	13,444.89
UCSF LANGLEY PORTER PSYCHIATRIC INSTITU	02789 OTHER MEDICAL SERVICES	02/01/2011	09/27/2012	86,343.00	51.54
UCSF LANGLEY PORTER PSYCHIATRIC INSTITU	02789 OTHER MEDICAL SERVICES	02/01/2011	09/27/2012	411,315.00	4,781.54
<b>Total Amount Return to Fund Balance</b>					313,854.13