

File No. 081324

Committee Item No. 8

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee BUDGET AND FINANCE

Date 3/3/10

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
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| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
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| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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Completed by: Gail Johnson

Date 2/26/10

Completed by: _____

Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

City and County of San Francisco

Office of the Controller

FY 2009-10 Biannual and Monthly Overtime Report



February 16, 2010



City and County of San Francisco

Office of the Controller

FY 2009-10 Biannual and Monthly Overtime Report

February 16, 2010

A. Purpose

Administrative Code Section 18.13-1 and 18.13-5 requires the Controller to submit monthly and biannual overtime reports to the Board of Supervisors and the Mayor's Budget Director. This report combines those two requirements, and apprises the City's policy makers of the status of current and projected budgetary overtime costs for the largest departments and the largest users of overtime hours.

B. Summary

Budgeted overtime is projected to be overspent by \$16.8 million based on a straight-line projection. This is \$2.3 million or 1.6% less than actual overtime expenditures in FY 2008-09. The Controller's Office anticipates that departments that are projected to overspend their budgeted overtime will cover these shortfalls with savings in regular salaries or other areas of their budgets.

The five City departments that use the most overtime (Municipal Transportation Agency, Fire, Police, Public Health, and Sheriff) collectively account for 87% of total Citywide overtime hours.

As of the pay period ending January 8, 2010, 49 employees have exceeded the 624-hour overtime cap established through Ordinance No. 197-08. Of the employees who exceeded the 624-hour overtime cap in the current fiscal year, 48 have exemptions from the Director of Human Resources or the Director of the Municipal Transportation Agency. This is comparable to the previous year, in which 38 employees had exceeded the 624-hour threshold from July 1, 2008 to December 12, 2008.

C. December 2009 Monthly Overtime Report

Administrative Code Section 18.13-1, enacted through Ordinance No. 197-08, requires the Controller to submit a monthly overtime report to the Board of Supervisors and the Mayor's Budget Director listing the five City departments using the most overtime in the preceding month.

The Monthly Overtime Report (Appendix 1) shows that the five City departments using the most overtime during December 2009 and cumulatively during FY 2009-10 were: (1) Municipal

Transportation Agency, (2) Fire, (3) Police, (4) Public Health, and (5) Sheriff. Collectively, these five departments' overtime averaged 5.8% of regular hours and accounted for 87.5% of total Citywide overtime for December 2009. The December data includes pay periods ending November 27, 2009; December 11, 2009; and December 25, 2009.

D. Biannual Maximum Permissible Overtime Report

Administrative Code Section 18.13-1 also requires the Controller and the Director of Human Resources to submit a biannual report to the Board of Supervisors documenting whether departments have complied with the maximum permissible overtime rule. This ordinance states that employees not exceed 30% of their regular hours with overtime hours in a fiscal year, or 624 hours for a full-time 2,080 hours per year employee. The Department of Human Resources provided the following qualified exemptions to classifications listed below:

- Sheriff's Department Deputy Sheriffs, Institutional Police Officers, and Sheriff's Cadets;
- Fire Department Firefighters;
- Public Utilities Commission job classes 7480 Power Generation Technicians I, 7482 Power Generation Technicians II, and 7484 Senior Power Generation Technician.

Exemptions are for overtime hours occurring as a part of mandatory training, overtime hours occurring where there is only a small pool of qualified personnel to perform the work, or overtime hours necessary to avoid creating mandatory overtime hours for other personnel.

In addition, the Municipal Transportation Agency (MTA) has provided exemptions to the maximum permissible overtime rule for the following classifications:

- 9163 Transit Operator,
- 9139 Transit Supervisor,
- 9150 Train Controller,
- 9102 Transit Car Cleaner,
- 9104 Transit Car Cleaner Assistant Supervisor,
- 9110 Fare Collection Receiver,
- 8214 Parking Control Officer, and
- 7371 Electrical Transit System Mechanic.

The Biannual Maximum Permissible Overtime Report (Appendix 2) provides details for employees that have exceeded the 624 overtime hours threshold. This report represents 53% of the fiscal year, or 13.8 out of 26.1 pay periods. As of January 8, 2010, 49 employees had already exceeded the 624 overtime hours threshold for the fiscal year in the Fine Arts Museum, Fire Department, Municipal Transportation Agency, and Sheriff Department. Forty-eight of these 49 employees are exempt from the maximum permissible overtime rule. The remaining employee is an 8226 Museum Guard. In the previous year, 38 employees had exceeded the 624-hour threshold from July 1, 2008 to December 12, 2008.

E. Biannual Overtime Report

Administrative Code Section 18.13-5 requires the submission of the Biannual Overtime Report to include budgeted, actual, and projected salaries and overtime. The projections shown on the reports are straight-line projections representing 13.8 out of 26.1 pay periods of the fiscal

year. Please note that straight-line projections are only a starting point as a number of seasonal factors may affect some departments.

The Overtime Spending Chart (Appendix 3) shows overtime spending as a percent of gross salaries since fiscal year 2003-04. The FY 2009-10 projected overtime spending as a percent of gross salaries is not expected to change substantially compared to FY 2008-09, when it equaled 5.4% of projected spending in FY 2009-10, the same as actual spending in FY 2008-09. The Overtime Spending Summary (Appendix 4) highlights the Top Five user departments that historically account for 85% of all overtime costs and provides a projection for the current fiscal year. The FY 2009-10 straight-line projection estimates a \$16.8 million shortfall for all departments, of which \$13.1 million is for the Top Five user departments.¹ Compared to the previous year, the projected overtime shortfall is \$2.3 million less and \$2.7 million less for the Top Five user departments. The Controller anticipates that departments exceeding their overtime budget will cover their shortfall with savings in salaries or other areas.

F. Appendices

1. Monthly Overtime Report
2. Biannual Maximum Permissible Overtime Report
3. Overtime Spending Chart
4. Overtime Spending Summary

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¹ Slightly over \$1.9 million of the Police Department's overtime in this report is for one-time comp time payouts for employees who received promotions. These payouts may be from time worked in previous fiscal years. The dollar amounts related to these comp time payouts do not necessarily reflect the particular reporting period in which the overtime report shows the charge. The dollar value of new comp time earned during the current period is unknown.

City and County of San Francisco
 Controller's Office
Appendix 1: Monthly Overtime Report

July 2009					
Department	Regular Hours	Overtime Hours	Percentage Overtime vs. Regular Hours	Percent of Total Citywide Overtime	Overtime Pay
MTA	655,925	63,804	9.7%	43.9%	2,994,479
Fire	250,518	31,655	12.6%	21.8%	2,099,735
Police	382,784	12,551	3.3%	8.6%	1,058,831
Public Health	807,147	11,972	1.5%	8.2%	552,153
Sheriff	144,681	8,868	6.1%	6.1%	521,906
Total	2,241,054	128,850	6.7%	88.6%	\$7,227,104

August 2009					
Department	Regular Hours	Overtime Hours	Percentage Overtime vs. Regular Hours	Percent of Total Citywide Overtime	Overtime Pay
MTA	733,610	77,954	10.6%	43.8%	3,692,482
Fire	286,750	38,428	13.4%	21.6%	2,529,373
Public Health	941,332	15,694	1.7%	8.8%	733,294
Police	438,137	13,966	3.2%	7.8%	1,335,742
Sheriff	166,324	10,813	6.5%	6.1%	647,139
Total	2,566,154	156,854	7.1%	88.1%	\$8,938,030

September 2009					
Department	Regular Hours	Overtime Hours	Percentage Overtime vs. Regular Hours	Percent of Total Citywide Overtime	Overtime Pay
MTA	743,472	84,243	11.3%	47.6%	3,989,812
Fire	286,063	32,245	11.3%	18.2%	2,157,102
Police	435,986	15,856	3.6%	9.0%	1,639,233
Public Health	915,887	13,275	1.4%	7.5%	616,654
Sheriff	169,679	9,853	5.8%	5.6%	600,536
Total	2,551,087	155,472	6.7%	87.8%	\$9,003,337

October 2009					
Department	Regular Hours	Overtime Hours	Percentage Overtime vs. Regular Hours	Percent of Total Citywide Overtime	Overtime Pay
MTA	729,545	86,149	11.8%	45.6%	4,059,353
Fire	285,015	30,675	10.8%	16.3%	2,200,770
Police	435,237	20,140	4.6%	10.7%	1,671,903
Public Health	916,610	13,845	1.5%	7.3%	632,033
Sheriff	169,860	10,812	6.4%	5.7%	654,315
Total	2,536,267	161,621	7.0%	85.6%	\$9,218,374

City and County of San Francisco
 Controller's Office
Appendix 1: Monthly Overtime Report

November 2009					
Department	Regular Hours	Overtime Hours	Percentage Overtime vs. Regular Hours	Percent of Total Citywide Overtime	Overtime Pay
MTA	739,056	79,913	10.8%	44.1%	3,814,635
Fire	284,180	28,641	10.1%	15.8%	1,859,065
Police	439,658	18,594	4.2%	10.3%	1,541,736
Public Health	916,278	15,652	1.7%	8.6%	716,610
Sheriff	169,382	12,005	7.1%	6.6%	751,983
Total	2,548,555	154,805	6.8%	85.5%	\$8,684,029

December 2009 (data include 3 pay periods)					
Department	Regular Hours	Overtime Hours	Percentage Overtime vs. Regular Hours	Percent of Total Citywide Overtime	Overtime Pay
MTA	1,136,123	110,183	9.7%	47.6%	5,341,682
Fire	425,954	36,959	8.7%	16.0%	2,400,713
Police	656,414	16,167	2.5%	10.0%	2,225,558
Public Health	1,385,934	23,037	1.7%	7.0%	996,295
Sheriff	256,494	16,039	6.3%	6.9%	966,907
Total	3,860,920	202,385	5.8%	87.5%	\$11,931,155

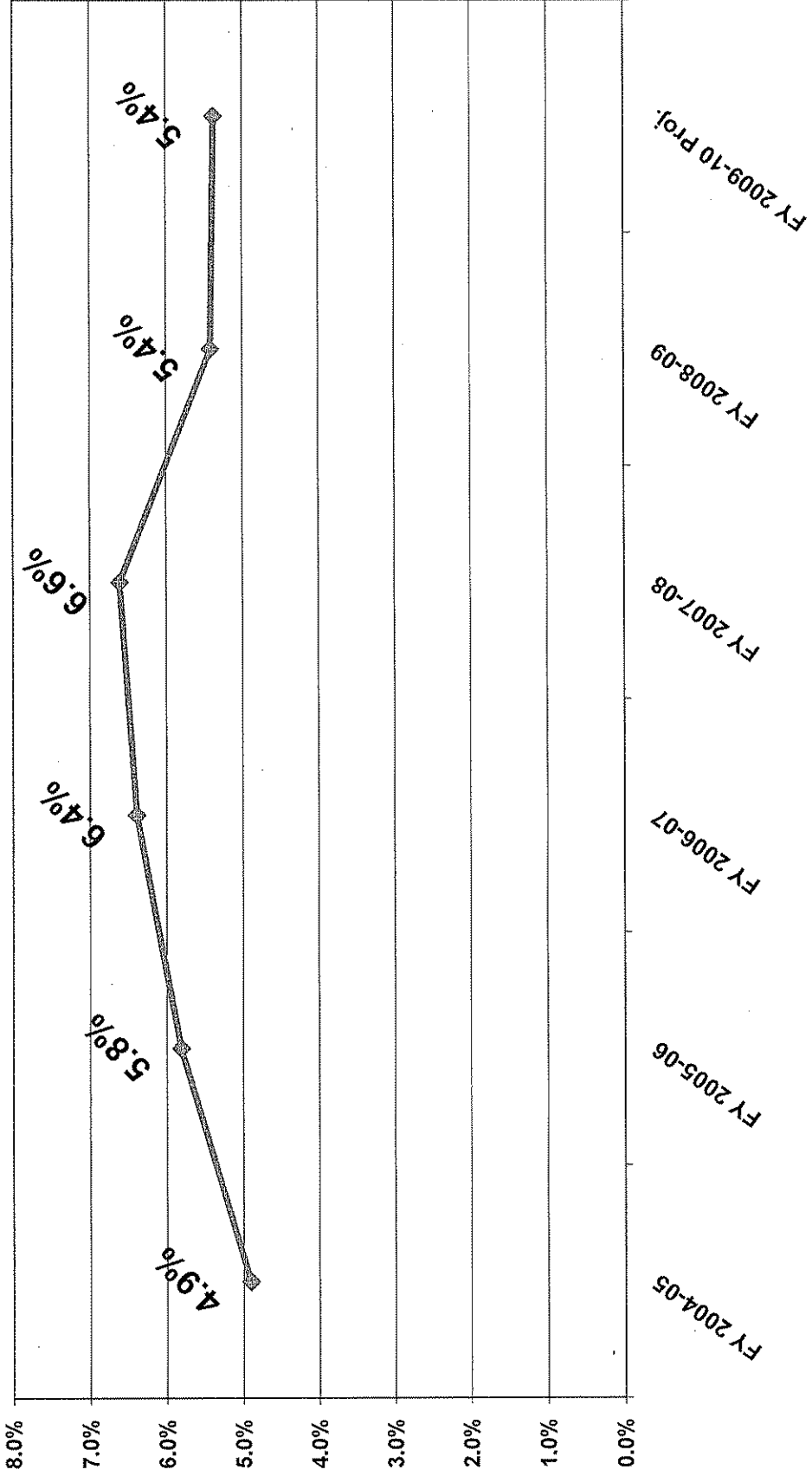
Fiscal Year 2009-10 Total To-Date					
Department	Cumulative Regular Hours	Cumulative Overtime Hours	Cumulative Percentage Overtime vs. Regular Hours	Cumulative Percent of Total Citywide Overtime	Cumulative Overtime Pay
MTA	4,741,392	502,248	10.6%	45.6%	23,892,443
Fire	1,818,928	198,608	10.9%	18.0%	13,246,758
Police	2,788,564	97,171	3.5%	8.8%	9,480,214
Public Health	5,866,436	93,812	1.6%	8.5%	4,247,039
Sheriff	1,076,228	68,275	6.3%	6.2%	4,142,999
Total	16,291,548	960,114	6.6%	87.1%	\$55,009,453

City and County of San Francisco
 Controller and Human Resources
 Appendix 2: FY 2009-10 Biannual Maximum Permissible Overtime - Employees Exceeding 624 Overtime Hours
 for Distribution

Department	Union	Job Class	Job Class Title	Hourly Rate	YTD Overtime Hours through PPD 1/08/10	Exempted by Human Resources
Fine Arts Museum	790	8226	Museum Guard	\$ 26.81	630.25	Not Exempt
Fire	798	H 2	Firefighter	\$ 40.53	1,053.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	896.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	792.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	776.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	752.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	720.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	672.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	672.00	Firefighters
Fire	798	H 2	Firefighter	\$ 28.95	672.00	Firefighters
Fire	799	H 50	Assistant Chief Of Department, (Fire Department)	\$ 74.62	672.00	Firefighters
Fire	798	H 2	Firefighter	\$ 40.53	649.00	Firefighters
MTA	253	9163	Transit Operator	\$ 27.92	911.66	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	907.13	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	880.00	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	859.00	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	856.00	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 42.34	842.00	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	834.00	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	783.20	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	765.71	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	744.00	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	737.99	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 42.34	733.75	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	732.64	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	721.10	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 42.34	716.67	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	711.25	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	709.65	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 42.34	704.90	Exempt by MTA
MTA	006	7371	Electrical Transit System Mechanic	\$ 38.09	702.00	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 42.34	699.67	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	698.33	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	692.16	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 40.33	684.31	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	683.50	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	683.15	Exempt by MTA
MTA	200	9139	Transit Supervisor	\$ 38.09	679.00	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	651.08	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	650.97	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	645.27	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	636.76	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	634.47	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	633.49	Exempt by MTA
MTA	253	9163	Transit Operator	\$ 27.92	627.37	Exempt by MTA
Sheriff	498	8304	Deputy Sheriff	\$ 41.75	901.00	Deputy Sheriff
Sheriff	790	8204	Institutional Police Officer	\$ 31.34	798.00	Institutional Police
Sheriff	498	8304	Deputy Sheriff	\$ 41.75	787.75	Deputy Sheriff
Sheriff	498	8304	Deputy Sheriff	\$ 41.75	757.00	Deputy Sheriff

Appendix 3: Biannual Overtime Report - Overtime Spending Chart

Overtime as a Percent of Gross Salaries
(All Cash Compensation)



City and County of San Francisco
 Controller's Office

Appendix 4: Biannual Overtime Report - Overtime Spending Summary

Overtime Spending - All Funds by Major Department
 USS Millions, for Overtime Pay

Fund/Service Area	FY 2005-04			FY 2004-05			FY 2005-06			FY 2006-07			FY 2007-08			FY 2008-09			FY 2009-10			FY 10 Projection		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
MTA																								
Municipal Railway	\$ 27.8	\$ 29.1	\$ 33.0	\$ 39.8	\$ 46.5	\$ 42.6	\$ 36.2	\$ 38.2	\$ 24.1	\$ 45.6	\$ (7.3)	\$ 3.0	7.0%											
Parking & Traffic	0.7	0.7	1.0	2.4	1.5	1.6	1.7	1.7	1.4	2.7	(1.0)	1.0	64.0%											
Subtotal - MTA	28.5	29.8	34.0	42.2	48.0	44.2	37.9	39.9	25.5	48.3	(8.3)	4.0	9.1%											
Police																								
General Fund Operations	13.2	12.7	18.3	23.9	26.0	20.0	15.1	12.2	8.8	16.6	(4.4)	(3.3)	-16.8%											
Special Law Enforcement Services (LOB)*	5.4	7.3	9.8	9.1	11.3	9.4	0.4	12.6	6.6	12.6	-	3.2	33.6%											
Grants & Other Non-10B Special Revenues	2.4	5.1	3.1	1.6	2.6	1.3	1.1	0.8	0.4	0.8	-	(0.5)	-38.7%											
Airport	1.6	1.7	1.8	2.3	1.8	2.0	1.5	1.5	1.0	1.9	(0.5)	(0.1)	-3.4%											
Subtotal - Police	22.6	26.9	33.1	36.9	41.7	32.7	18.0	27.1	16.9	31.9	(4.8)	(0.8)	-2.4%											
Public Health																								
All Other Non-Hospital Operations	0.8	0.7	0.7	0.9	1.0	0.8	0.8	0.8	0.5	0.9	(0.1)	0.1	14.4%											
Grants & Other Special Revenues	6.0	6.6	6.1	8.2	8.8	4.7	7.8	7.8	1.5	2.8	4.9	(1.9)	-40.1%											
Laguna Honda Hospital	4.4	4.9	7.5	7.5	7.2	4.9	4.2	3.3	2.6	4.9	(1.7)	0.7	17.1%											
Subtotal - Public Health	11.2	12.2	14.4	16.7	17.0	9.7	10.0	11.9	4.6	8.7	3.2	(1.1)	-10.8%											
Fire																								
General Fund Operations	8.7	5.6	7.2	16.2	20.8	24.7	21.2	20.6	12.7	23.9	(3.3)	(0.8)	-3.1%											
Grants & Other Special Revenues	1.1	1.4	1.7	1.8	1.7	2.7	1.7	1.7	1.3	2.4	(0.7)	(0.3)	-11.7%											
Airport	0.2	0.2	0.2	0.3	0.2	0.2	0.3	0.3	0.1	0.3	(0.0)	0.1	29.2%											
Subtotal - Fire	9.9	8.0	10.4	19.9	23.1	27.9	23.2	22.6	14.1	26.6	(4.1)	(1.2)	-4.3%											
Sheriff																								
All Funds	5.6	6.6	10.8	13.5	15.3	12.1	9.4	9.3	4.4	8.4	0.9	(3.7)	-30.7%											
Subtotal - Big 5	77.8	83.4	102.5	129.2	145.1	126.6	98.5	110.8	65.5	123.9	(13.1)	(2.7)	-2.2%											
Airport Commission	1.3	1.7	1.6	1.5	1.6	1.5	0.9	0.9	0.8	1.5	(0.6)	0.0	2.5%											
Emergency Management	0.4	0.4	0.7	0.6	0.7	0.7	1.0	1.7	0.7	1.2	0.4	0.1	5.8%											
Fine Arts Museum	1.5	1.2	1.3	2.2	2.2	1.4	1.1	1.1	0.5	0.9	0.2	(0.4)	-31.5%											
Juvenile Probation	5.9	6.1	6.5	6.7	6.4	4.5	3.4	3.4	2.7	5.2	(1.7)	0.7	15.3%											
Public Utilities Commission	0.8	0.9	1.9	2.3	2.2	1.6	1.8	2.0	0.8	1.6	0.4	0.0	0.6%											
Public Works	0.7	0.4	0.5	0.5	0.7	0.7	0.5	0.6	1.0	1.9	(1.3)	0.4	25.3%											
Recreation & Park	0.6	0.7	2.5	1.1	0.9	0.5	0.2	0.2	0.3	0.2	0.3	0.0	(0.5)	-71.7%										
Elections	5.9	6.4	9.6	7.4	2.6	2.0	1.8	1.7	1.0	1.8	(0.1)	0.0	1.4%											
Human Services Agency	93.6	100.0	124.2	151.5	167.7	142.1	109.8	123.0	73.9	139.8	(16.8)	(2.3)	-10.0%											
All Other Departments																								
Total	83.2%	83.4%	82.6%	85.3%	86.5%	89.1%	89.7%	90.1%	88.6%	88.6%	77.9%	120.4%												

Big 5 % of Total

Change from Prior Year Actual

Total Gross Salaries (Cash Compensation)

Overtime as a % of Total Gross Salaries

* Police 10B Revised Budget reflects self-appropriation levels equal to the straight-line projection.

** Adjusted Revised Budget reflects budgetary accounting of transfers for project and grant appropriation.

*** Straight line projections do not adjust for savings plans, seasonality or other one-time events.