

File No. 150578

Committee Item No. 7

Board Item No. 35

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 18, 2015

Board of Supervisors Meeting

Date July 21, 2015

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
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Completed by: Linda Wong Date June 12, 2015
 Completed by: Linda Wong Date July 9, 2015

1 [Approval of Expenditure Plans - Human Services Care Fund - FYs 2015-2016 and 2016-
2 2017]

3 **Resolution approving the Expenditure Plans for the Human Services Care Fund for FYs**
4 **2015-2016 and 2016-2017.**

5
6 WHEREAS, Administrative Code, Section 10.100-77, established the Department of
7 Human Services Care Fund for the purpose of providing housing, utilities, meals and other
8 services for formerly homeless County Adult Assistance Program (CAAP) recipients; and

9 WHEREAS, If planned annual expenditures from the Human Services Care Fund
10 exceeds \$11,900,000, Administrative Code, Section 10.100-77(f), requires the Department of
11 Human Services to submit to the Board of Supervisors a plan explaining how the Department
12 intends to spend the money; and

13 WHEREAS, The Administrative Code requires the Board of Supervisors to approve the
14 expenditure plan by resolution before adopting the ordinance appropriating funds for these
15 expenditures; and

16 WHEREAS, The FYs 2015-2017 budgets for the Department of Human Services
17 includes proposed expenditures from the Human Services Care Fund in excess of
18 \$11,900,000; and

19 WHEREAS, The Department of Human Services has submitted to the Board of
20 Supervisors FYs 2015-2017 expenditure plans for the Human Services Care Fund; now,
21 therefore, be it

22 RESOLVED, That the Board of Supervisors hereby approves the FYs 2015-2017
23 expenditure plans for the Human Services Care Fund as submitted by the Department of
24 Human Services pursuant to Administrative Code, Section 10.100-77(f).

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Kate Howard, Mayor's Budget Director
Date: June 1, 2015
Re: Mayor's FY 2015-16 and FY 2016-17 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's June 1st proposed budget, corresponding legislation, and related materials for Fiscal Year 2015-16 and Fiscal Year 2016-17.

In addition to the Annual Salary Ordinance and Annual Appropriation Ordinance, the following items are included in the Mayor's submission:

- The budget for the Treasure Island Development Authority for FY 2015-16 and FY 2016-17.
- The budget for the Office of Community Investment and Infrastructure for FY 2015-16.
- 19 separate pieces of legislation (see list attached).
- A Transfer of Function letter detailing the transfer of 1.0 position within the Executive Branch.
- An Interim Exception letter.
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years.

If you have any questions, please contact me at (415) 554-6515.

Best Regards,

A handwritten signature in black ink, appearing to read "Kate H.", written over a horizontal line.

Kate Howard
Mayor's Budget Director

cc: Members of the Board of Supervisors
Harvey Rose
Controller

Legislation Introduced with the Mayor's Proposed FY 2015-16 and FY 2015-16 Budget			
DEPT	Description of Local Legislation	Type of Legislation	Budget & Finance Committee Calendar Date
AIR	Appropriation – \$2,673,349 to the Airport Commission - FY2015-2016	Ordinance	15-Jun
CON	Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2015	Resolution	15-Jun
CON	Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling	Ordinance	15-Jun
CON	Designation of Hinderliter, de Llamas and Associates ("Contractor") as City's Authorized Representative in Sales and Use Tax Records Examination	Resolution	15-Jun
CON	Proposition J Contract Certification Specified Contracted-Out Services Previously Approved	Resolution	15-Jun
CPC	Administrative Code – California Environmental Quality Act Procedures and Fees (Fee Elimination)	Ordinance	15-Jun
CPC	Planning, Building Codes – Fee Waiver for Legalization of Secondary Dwelling Units	Ordinance	15-Jun
DBI	Building Code - Fees	Ordinance	18-Jun
DPH	Accept and Expend Grants- Recurring State Grant Funds - Department of Public Health- FY2015-2016	Resolution	18-Jun
DPH	Public Health Rates for FY 2015-16 and FY 2016-17	Ordinance	18-Jun
DPH	Administrative Code - Department of Public Health Group Purchasing Organizations	Ordinance	18-Jun
DPW	Public Works Code – Fees for Nighttime Work Permit and Preapplication Meetings	Ordinance	17-Jun
FIR	Business and Tax Regulations Code - Fire Department Licensing Fees	Ordinance	17-Jun
FIR	Fire Code – Fire Department Fines and Fees	Ordinance	17-Jun
H.S.A.	Approval of FY15-16 and FY16-17 Expenditure Plans for the Human Services Care Fund	Resolution	18-Jun
MOHCD	Administrative, Planning, Subdivision Codes - Citywide Affordable Housing Fund, Mayor's Housing Programs Fees Fund	Ordinance	15-Jun
MOHDC	Certificates of Participation – Housing Trust Fund – Reimbursement of Certain Expenditures	Resolution	15-Jun
PUC	Appropriation Amendment - \$2,177,552 to the Public Utilities Commission Operating Budget - FY2015-2016	Ordinance	15-Jun
PUC	Public Employment – Amendment to the Annual Salary Ordinance, FY2015-2016 and FY 2016-2017 – Public Utilities Commission Water Enterprise Department	Ordinance	15-Jun

MEMORANDUM

May 4, 2015

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

FROM: Trent Rhorer, Executive Director
Dan Kaplan, Deputy Director for Administration



SUBJECT: Proposed FY 2015-16 and FY2016-17 Human Services Care Fund Budget

This memo notifies the Office of the Controller that pursuant to Administrative Code Section 10.100-7(e), the Human Services Commission has approved the Department of Human Services' projection for the FY 2015-16 and FY2016-17 Human Services Care Fund Budget.

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

The FY 2015-16 Care Fund budget is based on a projected average monthly homeless caseload of 437. The Care Fund savings from reduction in CAAP homeless caseload is based on the following formula: (3,000-437 clients) x 12 months x average maximum grant for each CAAP program, where 3,000 is the baseline of total homeless CAAP clients established by CNC ordinance. The Care Fund savings from grant reductions is based on the following formula: average amount reduced from CAAP grant x 12 months x 437 clients. The FY 2016-17 Care Fund Budget is based on a projected average monthly caseload of 437 clients.

	FY 2015-16	FY 2016-17
Savings from caseload reduction	\$13,387,638	\$13,408,495
Savings from grant reduction	<u>\$ 1,612,584</u>	<u>\$ 1,613,047</u>
Total Care Fund	\$15,000,222	\$15,021,542

The proposed Human Services Care Fund spending plan of \$15,710,855 for FY 2015-16 and \$15,710,855 for FY 2016-17 (see Attachment) is shown below. It is supported by \$15,000,222 in projected Care Fund revenues and \$710,633 in General Fund in FY 2015-16 and by \$15,021,542 in projected Care Fund revenues and \$689,313 in General Fund in FY 2016-17.

	FY 2015-16	FY 2016-17
Housing	\$15,082,836	\$15,082,836
<u>Services</u>	<u>\$ 628,019</u>	<u>\$ 628,019</u>
Total	\$15,710,855	\$15,710,855



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

Human Services Care Fund (Housing First Program) FY15-16 and FY16-17 Expenditure Plan

This expenditure plan for the Human Services Care Fund for FY15-16 and FY16-17 is submitted to the Board of Supervisors pursuant to Section 10-100.77(f) of the San Francisco Administrative Code. The Administrative Code requires the Department of Human Services to submit this expenditure plan if annual proposed appropriations from the Human Services Care Fund exceed \$11.9 million. This plan must include estimates of the amounts to be spent for various purposes, as well as an explanation of who is to benefit from these expenditures, how many people will benefit, and how the proposed benefits will be provided.

Planned Expenditures: The budget for the Department of Human Services includes proposed expenditures from the Human Services Care Fund of \$15,710,855 in FY15-16 and of \$15,710,855 in FY16-17 (see Attachment). The proposed expenditures are divided into two general categories: housing and services. The proposed FY15-16 expenditures are supported by \$15,000,222 in projected FY15-16 Care Fund revenues, and \$710,633 in General Fund. The proposed FY16-17 expenditures are supported by \$15,021,541 in projected FY16-17 Care Fund revenues, and \$689,313 in General Fund.

Beneficiaries: The Housing First Program is funded by the Human Services Care Fund. The beneficiaries of the proposed spending under this plan are homeless and formerly-homeless CAAP clients of the Department of Human Services. Since the beginning of the Housing First Program in May 2004, a total of 4,483 homeless and formerly-homeless CAAP clients have been placed into permanent supportive housing (data through December 2014).

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



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FY15-16 and FY16-17 Housing First Program Budget

Budget Items	FY15-16	FY16-17	Notes
REVENUES			
Care Fund Revenues	\$15,000,222	\$15,021,541	
City General Fund	\$710,633	\$689,313	
Total Revenues	\$15,710,855	\$15,710,855	
EXPENDITURES			
Housing			
Mary Elizabeth Inn (MEI)	\$274,021	\$274,021	33 units.
McAllister (Conard House)	\$1,047,026	\$1,047,026	80 units.
Alder (ECS)	\$997,941	\$997,941	116 units.
Crosby Hotel (ECS)	\$1,215,668	\$1,215,668	124 units.
Elm (ECS)	\$925,000	\$925,000	81 units.
Hillsdale (ECS)	\$1,294,248	\$1,294,248	84 units.
Mentone (ECS)	\$998,537	\$998,537	71 units.
All Star (THC)	\$910,612	\$910,612	86 units.
Boyd (THC)	\$992,332	\$992,332	82 units.
California Drake (THC)	\$388,050	\$388,050	51 units.
Eik (THC)	\$1,002,082	\$1,002,082	88 units.
Graystone (THC)	\$866,151	\$866,151	74 units.
Pierre (THC)	\$946,180	\$946,180	87 units.
Royan (THC)	\$906,872	\$906,872	69 units.
Union (THC)	\$783,095	\$783,095	60 units.
Aranda (Conard House)	\$1,191,844	\$1,191,844	110 units.
MPP Services (THC)	\$343,177	\$343,177	Modified Payment Program services provided in CNC hotels.
Housing Sub-total	\$15,082,836	\$15,082,836	
Services			
Behavioral Health Roving Team	\$394,463	\$394,463	Psychiatrist and Nurse Practitioners.
Citywide Case Management - Roving Team	\$233,556	\$233,556	Roving team includes 1 SW supervisor, 1 SW, 1 SW associate, 2 clinical supervisor, 1 subst abuse spec, 0.10 prgrm dir, 5 case managers, 0.20 clerk.
Services Sub-total	\$628,019	\$628,019	
Total Expenditures	\$15,710,855	\$15,710,855	

