

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

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June 25, 2012

TO: Budget and Finance Committee

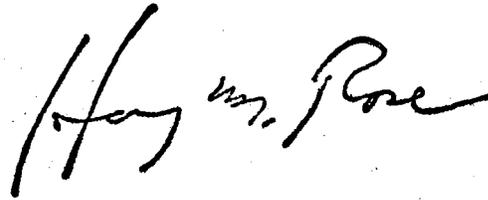
FROM: Budget and Legislative Analyst

SUBJECT: Recommendations of the Budget and Legislative Analyst for Amendment of the Mayor's Fiscal Year 2012-2013 to Fiscal Year 2013-2014 Budget.

Page

Descriptions for Departmental Budget Hearing, June 27, 2012 Meeting, 10:00 a.m.

HSS	Health Service System	1
LIB	Public Library	5
FIR	Fire Department	15
DEM	Department of Emergency Management	23
POL	Police Department.....	32
DAT	District Attorney	41
ADP	Adult Probation.....	48
JUV	Juvenile Probation.....	55
DPH	Department of Public Health	60
HSA	Human Services Agency.....	73



Harvey M. Rose

cc: Supervisor Chu
Supervisor Avalos
Supervisor Kim
Supervisor Cohen
Supervisor Wiener
President Chiu
Supervisor Campos
Supervisor Elsbernd
Supervisor Farrell
Supervisor Mar
Supervisor Olague
Clerk of the Board
Cheryl Adams
Mayor Lee
Controller
Kate Howard

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The Department’s proposed \$6,598,440 budget for FY 2012-13 is \$136,126 or 2.1% more than the original FY 2011-12 budget of \$6,462,314.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 35.10 FTEs, which are 0.28 FTEs more than the 34.82 FTEs in the original FY 2011-12 budget. This represents 0.8% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$6,598,440 in FY 2012-13, are \$136,126 or 2.1% more than FY 2011-12 revenues of \$6,462,314. The Department receives no direct General Fund support, but receives a recovery from General City Responsibility to support the General Fund Departments’ share of costs for Health Service Systems.

YEAR TWO: FY 2013-14

Budget Changes

The Department’s proposed \$6,768,040 budget for FY 2013-14 is \$169,600 or 2.6% more than the original FY 2012-13 budget of \$6,598,440.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 34.97 FTEs, which are 0.13 FTEs less than the 35.10 FTEs in the original FY 2012-13 budget. This represents 0.4% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$6,768,040 in FY 2013-14, are \$169,600 or 2.6% more than FY 2012-13 revenues of \$6,598,440. The Department receives no direct General Fund support, but receives a recovery from General City Responsibility to support the General Fund Departments’ share of costs for Health Service Systems.

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$46,204 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$89,922 or 1.4% in the Department’s FY 2012-13 budget.

These recommendations will result in \$24,026 savings to the City’s General Fund in FY 2012-13.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: HSS – HEALTH SERVICE SYSTEM

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$51,127 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$118,473 or 1.8% in the Department’s FY 2013-14 budget.

These recommendations will result in \$26,586 savings to the City’s General Fund in FY 2013-14.

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
HEALTH SERVICE SYSTEM					
HEALTH SERVICE SYSTEM	6,462,314	6,598,440	136,126	6,768,040	169,600
HEALTH SERVICE SYSTEM	6,462,314	6,598,440	136,126	6,768,040	169,600

FY 2012-13

The Department’s proposed FY 2012-13 budget has increased by \$136,126 largely due to increased salary and fringe benefit costs for existing staff and the proposed upward substitution of one vacant position.

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$169,000 largely due to increases in salary and fringe benefit costs for existing staff.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 35.10 FTEs, which are 0.28 FTEs more than the 34.82 FTEs in the original FY 2011-12 budget. This represents 0.8% increase in FTEs from the original FY 2011-12 budget.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 34.97 FTEs, which are 0.13 FTEs less than the 35.10 FTEs in the original FY 2012-13 budget. This represents 0.4% decrease in FTEs from the original FY 2012-13 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: HSS – HEALTH SERVICE SYSTEM

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$6,598,440 in FY 2012-13, are \$136,126 or 2.1% more than FY 2011-12 revenues of \$6,462,314. The Department receives no direct General Fund support, but receives a recovery from General City Responsibility to support the General Fund Departments' share of costs for Health Service Systems.

FY 2013-14

The Department's revenues of \$6,768,040 in FY 2013-14, are \$169,600 or 2.6% more than FY 2012-13 revenues of \$6,598,440. The Department receives no direct General Fund support, but receives a recovery from General City Responsibility to support the General Fund Departments' share of costs for Health Service Systems.

CHANGES TO HSS PROGRAMS IN FY 2012-13 AND FY 2013-14:

In FY 2011-12, the Health Service System was asked by Health Service Board to shift their enrollment period for employee health plans from April to January to coordinate the plan year with the calendar year. As a result, HSS has held two enrollment periods in FY 2011-12, as opposed to one, and the Department has postponed projects budgeted for in FY 2011-12 to FY 2012-13.

Overall, the needs of HSS in FY 2013-14 are unclear as the United States Supreme Court decision *Department of Health and Human Services, et al., Petitioners v. Florida, et al.* could change the nature, or associated compliance requirements, of HSS's provided services. Currently, HSS complies with the Patient Protection and Affordable Care Act of 2010.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$46,204 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$89,922 or 1.4% in the Department's FY 2012-13 budget.

These recommendations will result in \$24,026 savings to the City's General Fund in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$51,127 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$118,473 or 1.8% in the Department's FY 2013-14 budget.

These recommendations will result in \$26,586 savings to the City's General Fund in FY 2013-14.

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

HSS - Health Service System

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
FEE - Health Service System												
Memberships Fees			\$6,000	\$4,000	\$2,000	x			\$6,000	\$4,000	\$2,000	x
			<i>Total Savings</i>	<i>\$2,000</i>					<i>Total Savings</i>	<i>\$2,000</i>		
	A reduction in the membership fees budget reflects historic underspending.											
Other Current Expenses			\$28,747	\$23,747	\$5,000	x			\$28,747	\$23,747	\$5,000	x
			<i>Total Savings</i>	<i>\$5,000</i>					<i>Total Savings</i>	<i>\$5,000</i>		
	A reduction in the budget in software licensing fees reflects historic underspending.											
Manager I	1.00	0.00	\$111,066	\$0	\$111,066	x	1.00	0.00	\$113,042	\$0	\$113,042	x
Mandatory Fringe Benefits			\$45,864	\$0	\$45,864	x			\$50,288	\$0	\$50,288	x
Executive Secretary III	0.00	1.00	\$0	\$83,018	(\$83,018)	x	0.00	1.00	\$0	\$84,495	(\$84,495)	x
Mandatory Fringe Benefits			\$0	\$34,708	(\$34,708)	x			\$0	\$34,708	(\$34,708)	x
			<i>Total Savings</i>	<i>\$39,204</i>					<i>Total Savings</i>	<i>\$44,127</i>		
	Disapprove the upward substitution of the Executive Secretary III to Manager I. The Department currently has 7 managers out of 35 total employees.											

FY 2012-13

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$24,026
Non-General Fund	\$0	\$22,178
Total	\$0	\$46,204

FY 2013-14

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$26,586
Non-General Fund	\$0	\$24,541
Total	\$0	\$51,127

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The Department's proposed \$92,351,382 budget for FY 2012-13 is \$5,882,192 or 6.8 % more than the original FY 2011-12 budget of \$ 86,469,190.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 638.87 FTEs, which are 10.46 FTEs more than the 628.41 FTEs in the original FY 2011-12 budget. This represents a 1.7% change in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$39,601,382 in FY 2012-13, are \$562,192 or 1.5% more than FY 2010-11 revenues of \$39,039,190. General Fund support of \$52,750,000 in FY 2012-13 is \$5,320,000 or 11.2% more than FY 2011-12 General Fund support of \$47,430,000.

YEAR TWO: FY 2013-14

Budget Changes

The Department's proposed \$96,969,890 budget for FY 2013-14 is \$4,618,508 or 5.0% more than the proposed FY 2012-13 budget of \$92,351,382.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 641.59 FTEs, which are 2.72 FTEs more than the 638.87 FTEs in the proposed FY 2012-13 budget. This represents a 0.4% change in FTEs from the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$42,289,890 in FY 2013-14, are \$2,688,508 or 6.8% more than FY 2012-13 revenues of \$39,601,382. General Fund support of \$54,680,000 in FY 2013-14 is \$1,930,000 or 3.7% more than FY 2012-13 General Fund support of \$52,750,000.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: LIB-LIBRARY

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$444,070 in FY 2012-13. Of the \$444,070 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$5,438,122 or 6.3% in the Department's FY 2012-13 budget. None of these recommendations are General Fund reductions.

The Budget and Legislative Analyst also includes Policy Recommendations totaling a savings of \$167,003

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$457,070 in FY 2013-14. Of the \$457,070 in recommended reductions, \$444,070 are ongoing savings and \$13,000 are one-time savings. These reductions would still allow an increase of \$4,161,438 or 4.5% in the Department's FY 2013-14 budget. None of these recommendations are General Fund reductions.

The Budget and Legislative Analyst also includes Policy Recommendations totaling a savings of \$228,357.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: LIB-LIBRARY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
PUBLIC LIBRARY					
ADULT SERVICES	400,000	400,000	0	400,000	0
BRANCH PROGRAM	17,901,499	19,445,957	1,544,458	20,579,045	1,133,088
CHILDREN'S BASELINE	8,764,765	8,635,577	(129,188)	8,929,540	293,963
CHILDREN'S SERVICES	1,008,861	1,168,384	159,523	1,206,544	38,160
COMMUNICATIONS, COLLECTIONS & ADULT SERVICES	7,883,842	1,400,466	(6,483,376)	1,459,406	58,940
FACILITES	11,690,074	12,482,803	792,729	13,241,087	758,284
INFORMATION TECHNOLOGY	5,408,558	6,492,583	1,084,025	6,702,177	209,594
LIBRARY ADMINISTRATION	11,598,871	11,989,484	390,613	12,580,633	591,149
MAIN PROGRAM	16,306,276	16,867,541	561,265	17,645,446	777,905
TECHNICAL SERVICES	5,506,444	13,468,587	7,962,143	14,226,012	757,425
PUBLIC LIBRARY	86,469,190	92,351,382	5,882,192	96,969,890	4,618,508

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$5,882,192 largely due to:

- Increases in salaries and associated mandated fringe benefit costs because of negotiated labor, retirement and health benefits.
- The requested approval of 5 new part time positions in the Branch Program in order to extend the number of operating service hours at the Visitacion Valley and Portola Branch Libraries on Sundays and Mondays.
- Growth in the Information Technology (IT) Program's budget in order to expand the laptop lending program and implement updates to the Public Library's IT systems for internal management and public interface.
- The Communications, Collections & Adult Services and Technical Services budget increase by a net total of \$1,478,767 to budget for collections, materials, and electronic resources.
- Increased efforts to reach out to teens, including additional collections, SAT courses, writing tutorials, and homework assistance programs in the Children's Services program.
- The Facilities budget includes design funding for a "Teen Center" to be located at the Main Library. Further the Branch Library Improvement Program adds to the increase in the Facilities budget.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$4,618,508 largely due to:

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: LIB-LIBRARY

- All program's budgets are increasing as a result of a Department wide increase of \$2,617,380 in mandated fringe benefits from the proposed FY 2012-13 amount of \$24,075,494 to \$26,692,874.
- Further each programs budget is rising due to a Department wide increase of \$923,070 in salaries.
- A continued increase in the Department's Branch Program budget due to expanded services at various branch locations and increases in Salaries and Fringe Benefits.
- Facilities Program includes increased funding for various replacement vehicles and continued design work for the proposed "Teen Center".
- Electronic Resources for the Library's Collections budget is proposed to increase by \$532,000.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 638.87 FTEs, which are 10.46 FTEs more than the 628.41 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

- The Department is proposing the addition of 5 new part-time positions, budgeted at .38 each for FY2012-13. The Department advises that the additional positions are necessary to fulfill increased staffing requirements associated with providing 12 public service hours at 2 Branch Libraries.
- Increased positions by 9.10 FTEs due to reduced attrition savings.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 641.59 FTEs, which are 2.72 FTEs more than the 638.87 FTEs in the proposed FY 2012-13 budget. This represents a 0.4% increase in FTEs from the proposed FY 2012-13 budget.

- The increase in FTE count reflects the (a) annualization of the 5 part-time positions that were added in FY2012-13, and (b) an increase of 2.13 FTEs due to further reduction in attrition savings.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$39,601,382 in FY 2012-13, are \$562,192 or 1.4% more than FY 2010-11 revenues of \$39,039,190. General Fund support of \$52,750,000 in FY 2012-13 is \$5,320,000 or 11.2% more than FY 2011-12 General Fund support of \$47,430,000.

Specific changes in the Department's FY 2012-13 revenues include:

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: **LIB-LIBRARY**

- The Library receives a significant portion of its revenues from the Library Preservation Fund, which was initiated in 1994 under Proposition E, renewed in 2007 under Proposition D, and codified in Charter Section 16.109. This Charter Section requires the City to annually appropriate General Fund revenues to the Public Library equal to the percentage amount of General Fund revenues received by the Library in FY 2006-07. Therefore, as total General Fund revenues increase, the appropriation to the Library Preservation Fund increases. Revenues from the General Fund in FY 2012-13 will equal \$52,750,000 which is \$5,320,000 or 11.2% more than FY2011-12 General Fund support of \$47,430,000.
- In addition, as codified in Charter Section 16.109, the Library Preservation Fund receives \$0.025 for every \$100 of assessed property value in the City. The proposed revenue from Property Taxes to the Library Preservation Fund in FY 2012-13 is \$37,265,000, an increase of \$1,700,000 or 4.8% more than FY2011-12 budget of \$35,565,000.
- Reliance on the Library Preservation Fund's balance decreases from \$947,103 in FY 2011-12 by \$506,630 to \$440,473 in FY2012-13 as receipts from local tax revenues were greater than they were in FY2011-12.

FY 2013-14

The Department's revenues of \$42,289,890 in FY 2012-13, are \$2,688,508 or 6.8% more than FY 2011-12 revenues of \$39,601,382. General Fund support of \$54,680,000 in FY 2012-13 is \$1,930,000 or 3.7% more than the FY 2011-12 General Fund support of \$52,750,000.

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

- As noted above, the Charter regarding the Library Preservation Fund dictates the projected \$54,680,000 Public Library's General Fund support and \$38,358,000 Property Tax revenues paid to the Public Library for FY 2013-14.
- The Library has budgeted use of \$2,035,981 from the Library Preservation Fund's balance to offset the large increase in fringe benefit and salary costs.

OTHER ISSUES

The Public Library's proposed budget includes five new part-time positions to extend service to seven days at two additional Branch locations, Visitacion Valley and Portola, based on recommendation by the Library Commission. Since FY 2006-07, the Library has been increasing hours of service at various Branch Libraries from 5 days to 6 and/or 7 days. In accordance with the City's Charter provisions to conduct an assessment every five years, the Controller's Office will be conducting a study of Public Library service hours, by facility, in FY 2012-13. The proposed additional hours of service in FY 2012-13 and FY 2013-14 will require additional resources from the Library's Preservation Fund balance. Given that such a study will be completed within the next six months, the decision to expand additional staff and service hours to these two Branch Libraries at this time is a policy consideration for the Board of Supervisors.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: LIB-LIBRARY

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$444,070 in FY 2012-13. Of the \$444,070 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$5,438,122 or 6.3% in the Department's FY 2012-13 budget. None of these recommendations are General Fund reductions.

The Budget and Legislative Analyst also includes Policy Recommendations totaling a savings of \$167,003

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$457,070 in FY 2013-14. Of the \$457,070 in recommended reductions, \$444,070 are ongoing savings and \$13,000 are one-time savings. These reductions would still allow an increase of \$4,161,438 or 4.5% in the Department's FY 2013-14 budget. None of these recommendations are General Fund reductions.

The Budget and Legislative Analyst also includes Policy Recommendations totaling a savings of \$228,357.

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

LIB-Library

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To			
EGH-Facilities													
Equipment			\$0	\$0	\$0				\$35,000	\$32,000	\$3,000		x
			<i>Total Savings</i>		\$0				<i>Total Savings</i>		\$3,000		
Maintenance SVCS- Buildings & Structures			\$92,000	\$77,000	\$15,000				\$92,000	\$77,000	\$15,000		
			<i>Total Savings</i>		\$15,000				<i>Total Savings</i>		\$15,000		
	Reduction of \$3,000 reflects difference between proposed budget and actual costs of the requested vehicle.												
Maintenance SVCS- Buildings & Structures			\$26,000	\$23,500	\$2,500				\$26,000	\$23,500	\$2,500		
			<i>Total Savings</i>		\$2,500				<i>Total Savings</i>		\$2,500		
	Over the past five years, the Department expended an annual average of \$47,544. Our recommended reduction of \$15,000 would provide \$77,000, which is \$29,456 or 38% more than the 5 year average.												
	Ongoing savings.												
	Historically the Department has not fully utilized the Maintenance SVCS-Buildings and Structures budget.												
	EEF- Main Program												
Other Current Expenses			\$400,000	\$390,000	\$10,000				\$410,000	\$400,000	\$10,000		
Other Current Expenses									\$400,000	\$390,000	\$10,000		x
			<i>Total Savings</i>		\$10,000				<i>Total Savings</i>		\$20,000		
	Department has expended a 5 year annual average of \$299,035 per year. Our recommended reduction of \$10,000 provides for \$390,000, an increase of \$90,965 or 30%.												
	Ongoing and one-time savings.												
	EIB-Library Administration												
Professional & Specialized Services			\$10,000	\$5,000	\$5,000				\$10,000	\$5,000	\$5,000		
			<i>Total Savings</i>		\$5,000				<i>Total Savings</i>		\$5,000		
	Historically the Department has not fully utilized the Professional & Specialized Services budget.												
	Ongoing savings.												

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

LIB-Library

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Other Current Expenses		\$16,000	\$12,000	\$4,000						\$16,000	\$12,000	\$4,000		
		<i>Total Savings</i>	<i>\$4,000</i>							<i>Total Savings</i>	<i>\$4,000</i>			
Training		\$94,440	\$81,940	\$12,500						\$94,440	\$81,940	\$12,500		
		<i>Total Savings</i>	<i>\$12,500</i>							<i>Total Savings</i>	<i>\$12,500</i>			
Other Current Expenses		\$11,500	\$9,500	\$2,000						\$11,500	\$9,500	\$2,000		
		<i>Total Savings</i>	<i>\$2,000</i>							<i>Total Savings</i>	<i>\$2,000</i>			
Other Materials & Supplies		\$842,791	\$817,791	\$25,000						\$831,398	\$806,398	\$25,000		
		<i>Total Savings</i>	<i>\$25,000</i>							<i>Total Savings</i>	<i>\$25,000</i>			
GF-TIS-TELEPHONE(AAO)		\$651,235	\$283,165	\$368,070						\$651,623	\$283,941	\$368,070		
		<i>Total Savings</i>	<i>\$368,070</i>							<i>Total Savings</i>	<i>\$368,070</i>			

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$444,070	\$444,070
Total	\$0	\$444,070	\$444,070

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$13,000	\$444,070	\$457,070
Total	\$13,000	\$444,070	\$457,070

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

LIB-Library

Object Title	FY 2012-13				FY 2013-14				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
Policy Recommendations									
EGH-Facilities									
Custodian	38.38	38.00	\$2,028,675	\$2,008,589	38.50	38.00	\$2,061,340	\$2,034,569	\$26,771
Mandatory Fringe Benefits			\$1,023,868	\$1,013,731			\$1,129,569	\$1,114,899	\$14,670
			<i>Total Savings</i>	<i>\$30,223</i>			<i>Total Savings</i>	<i>\$41,441</i>	
<p>The additional half-time Custodian position (0.38 FTE) is proposed to enable the Library to extend service hours to 2 branch locations, Visitacion Valley and Portola, based on recommendation by the Library Commission. Since FY 2006-07, the Library has been increasing hours of service at various Branch Libraries from 5 days to 6 and/or 7 days. In accordance with the City's Charter provisions to conduct an assessment every five years, the Controller's Office will be conducting a study of Public Library service hours, by facility, in FY 2012-13. Given that such a study will be completed within the next six months, the decision to expand additional staff and service hours to these two Branch Libraries at this time is a policy consideration for the Board of Supervisors.</p>									
EEG-Branch Program									
Librarian I	0.38	0.00	\$30,040	\$0	0.50	0.00	\$40,038	\$0	\$40,038
Mandatory Fringe Benefits			\$12,792	\$0			\$18,632	\$0	\$18,632
			<i>Total Savings</i>	<i>\$42,832</i>			<i>Total Savings</i>	<i>\$58,670</i>	
<p>The additional half-time Librarian I position (0.38 FTE) is proposed to enable the Library to extend service to 2 branch locations, Visitacion Valley and Portola, based on recommendation by the Library Commission. Since FY 2006-07, the Library has been increasing hours of service at various Branch Libraries from 5 days to 6 and/or 7 days. In accordance with the City's Charter provisions to conduct an assessment every five years, the Controller's Office will be conducting a study of Public Library service hours, by facility, in FY 2012-13. Given that such a study will be completed within the next six months, the decision to expand additional staff and service hours to these two Branch Libraries at this time is a policy consideration for the Board of Supervisors.</p>									

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

LIB-Library

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Library Page	0.77	0.00	\$36,201	\$0	\$36,201			1.00	0.00	\$47,623	\$0	\$47,623		
Mandatory Fringe Benefits			\$20,247	\$0	\$20,247					\$29,240	\$0	\$29,240		
			<i>Total Savings</i>	\$56,448						<i>Total Savings</i>	\$76,863			
Library Technical Assistant I	0.38	0.00	\$25,830	\$0	\$25,830			0.50	0.00	\$34,426	\$0	\$34,426		
Mandatory Fringe Benefits			\$11,670	\$0	\$11,670					\$16,957	\$0	\$16,957		
			<i>Total Savings</i>	\$37,500						<i>Total Savings</i>	\$51,383			
<p>The additional 2 part-time Library Page positions (0.77 FTE) are proposed to enable the Library to extend service to 2 branch locations, Visitacion Valley and Portola, based on recommendation by the Library Commission. Since FY 2006-07, the Library has been increasing hours of service at various Branch Libraries from 5 days to 6 and/or 7 days. In accordance with the City's Charter provisions to conduct an assessment every five years, the Controller's Office will be conducting a study of Public Library service hours, by facility, in FY 2012-13. Given that such a study will be completed within the next six months, the decision to expand additional staff and service hours to these two Branch Libraries at this time is a policy consideration for the Board of Supervisors.</p> <p>Ongoing savings.</p>														
<p>The additional half-time Library Technical Assistant (0.38 FTE) is proposed to enable the Library to extend service to 2 branch locations Visitacion Valley and Portola, based on recommendation by the Library Commission. Since FY 2006-07, the Library has been increasing hours of service at various Branch Libraries from 5 days to 6 and/or 7 days. In accordance with the City's Charter provisions to conduct an assessment every five years, the Controller's Office will be conducting a study of Public Library service hours, by facility, in FY 2012-13. Given that such a study will be completed within the next six months, the decision to expand additional staff and service hours to these two Branch Libraries at this time is a policy consideration for the Board of Supervisors.</p> <p>Ongoing savings.</p>														

FY 2012-13

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$167,003	\$167,003
Total	\$0	\$0	\$167,003

FY 2013-14

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$228,357	\$228,357
Total	\$0	\$0	\$228,357

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department’s proposed \$326,893,048 budget for FY 2012-13 is \$25,640,380 or 8.5% more than the original FY 2011-12 budget of \$301,252,668.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 1,467.63 FTEs, which are 6.13 FTEs less than the 1,473.76 FTEs in the original FY 2011-12 budget. This represents a 0.4% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$110,944,430 in FY 2012-13, are \$14,547,246 or 15.1% more than FY 2011-12 revenues of \$96,397,184. General Fund support of \$215,948,618 in FY 2012-13 is \$11,093,134 or 5.4% more than FY 2011-12 General Fund support of \$204,855,484.

YEAR TWO: FY 2013-14

Budget Changes

The department’s proposed \$332,922,061 budget for FY 2013-14 is \$6,029,013 or 1.8% more than the original FY 2012-13 budget of \$326,893,048.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,453.78 FTEs, which are 13.85 FTEs less than the 1,467.63 FTEs in the original FY 2012-13 budget. This represents a 0.9% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$115,067,383 in FY 2013-14, are \$4,122,953 or 3.7% more than FY 2012-13 revenues of \$110,944,430. General Fund support of \$217,854,678 in FY 2013-14 is \$1,906,060 or 0.9% more than FY 2012-13 General Fund support of \$215,948,618.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: FIR – FIRE

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,768,704 in FY 2012-13. Of the \$1,768,704 in recommended reductions, \$1,574,666 are ongoing savings and \$194,038 are one-time savings. These reductions would still allow an increase of \$23,871,676 or 7.9% in the Department's FY 2012-13 budget.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,623,499 in FY 2013-14. Of the \$1,623,499 in recommended reductions, \$1,611,595 are ongoing savings and \$11,904 are one-time savings. These reductions would still allow an increase of \$4,405,514 or 1.4% in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: FIR – FIRE

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011-2012	FY 2012-2013	Increase/ Decrease from	FY 2013-2014	Increase/ Decrease from
	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
FIRE DEPARTMENT					
ADMINISTRATION & SUPPORT SERVICES	31,940,284	32,974,760	1,034,476	33,174,123	199,363
CUSTODY	615,735	715,735	100,000	646,522	(69,213)
FIRE GENERAL	475,000	1,290,000	815,000	990,000	(300,000)
FIRE SUPPRESSION	253,486,682	275,826,229	22,339,547	281,649,802	5,823,573
GRANT SERVICES	0	0	0	0	0
PREVENTION & INVESTIGATION	10,740,043	11,919,164	1,179,121	12,193,791	274,627
TRAINING	3,994,924	4,167,160	172,236	4,267,823	100,663
WORK ORDER SERVICES	0	0	0	0	0
FIRE DEPARTMENT	301,252,668	326,893,048	25,640,380	332,922,061	6,029,013

FY 2012-13

The Department’s proposed FY 2012-13 budget has increased by \$25,640,380 largely due to:

- A significant increase in salary and fringe benefit costs, resulting from a 3% salary increase occurring on July 1, 2012 based on the City’s agreement with the Firefighter’s Union and a 4% salary increase in FY 2011-12, of which 3% was effective July 1, 2011 and 1% was effective January 1, 2012. The 4% FY 2011-12 salary increase was not included in the FY 2011-12 budget based on ongoing negotiations with the Firefighter’s Union which weren’t finalized until after the budget was approved.
- The re-activation of Fire Engine 35, located at Station 35 at Pier 22 ½ along the Embarcadero. Since July 1, 2009, this Engine has been deactivated and not staffed due to safety issues with the facility itself, and specifically the facility’s ability to handle a Fire Engine and crew safely. There have been some improvements made to the facility, and the Department anticipates being able to re-staff the station effective July 1st, 2012.
- In January, 2012, the State agency, the Emergency Medical Services Authority allowed for San Francisco to become an exclusive operating area for 911 emergency response, limiting the number of ambulance providers within San Francisco’s ambulance system to the Fire Department as the main provider and two private ambulance companies. In order for the Fire Department to maintain its position as the main provider of ambulance services within the City, it must maintain at least 80% market share. The Fire Department currently has a 70-72% market share. The Fire Department’s current goal is to achieve 85-90% of emergency ambulance transports, which would require an academy class for H-3 Firefighter/Paramedics, consisting of 20 Level 1 (entry level) Firefighter/Paramedics, and the purchase of new equipment, such as ambulances, defibrillators, and gurneys.

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$6,029,013 largely due to:

- An increase in fringe benefit costs.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: FIR – FIRE

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 1,467.63 FTEs, which are 6.13 FTEs less than the 1,473.76 FTEs in the original FY 2011-12 budget. This represents a 0.4% decrease in FTEs from the original FY 2011-12 budget. The 6.13 decrease in FTE count is due to increases in Attrition.

The Department and the Mayor's Office are proposing the re-activation of Fire Engine 35, located at Station 35 at Pier 22 ½ along the Embarcadero effective July 1st, 2012. This will result in 4 additional members per day on 24-hour duty.

The Fire Department plans to conduct one H-3 Firefighter/Paramedic academy class to meet its 85 – 90% market share goal for emergency ambulance transport, consisting of 20 Level 1 Firefighter/Paramedics, scheduled to begin on July 9, 2012.

The Department and the Mayor's Office are proposing one entry-level H-2 Firefighter academy class, consisting of 42 entry-level firefighters, to begin training in September, 2012, allowing for a January, 2013 entry into the work force.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,453.78 FTEs, which are 13.85 FTEs less than the 1,467.63 FTEs in the original FY 2012-13 budget. This represents a 0.9% decrease in FTEs from the original FY 2012-13 budget.

The Department and the Mayor's Office are proposing one entry-level H-2 Firefighter academy class, consisting of 42 entry-level firefighters, to begin training in July, 2013 allowing for an October, 2013 entry into the work force.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$110,944,430 in FY 2012-13, are \$14,547,246 or 15.1% more than FY 2011-12 revenues of \$96,397,184. General Fund support of \$215,948,618 in FY 2012-13 is \$11,093,134 or 3.7% more than FY 2011-12 General Fund support of \$204,855,484.

Specific changes in the Department's FY 2012-13 revenues include:

- A supplemental reimbursement of federal funds for Medi-Cal ambulance transports as a result of a State assembly bill in 2011, which increased reimbursement rates from current rates for ambulance transports to match Federal Medicare reimbursement rates. The supplemental reimbursement is retroactive to January, 2010, and will result in increased reimbursement of \$300 per ambulance transport to the Department. The retroactive supplemental reimbursement will be divided between FY 2012-13 and FY 2013-14. The increased supplemental reimbursement for ambulance transports is ongoing.
- An 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 2012-13 AND FY 2013-14**

DEPARTMENT: FIR – FIRE

FY 2013-14

The Department's revenues of \$115,067,383 in FY 2013-14, are \$4,122,953 or 3.7% more than FY 2012-13 revenues of \$110,944,430. General Fund support of \$217,854,678 in FY 2013-14 is \$1,906,060 or 0.9% more than FY 2012-13 General Fund support of \$215,948,618.

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

- A retroactive supplemental reimbursement and continuing supplemental reimbursement for Medi-Cal ambulance transports, as noted above.
- 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.

Fee Legislation

Projected revenues for FY 2012-13 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2011-12 Original Revenue	Change in FY 2012-13	Annualized Revenue Thereafter	% Cost Recovery
12-0607	Increases Overtime fee from \$128 to \$131 per hour.	Overtime - \$1,000,000	Overtime Increase - \$0	Total OT revenue - \$1,000,000	Overtime Cost Recovery - 100%;
12-0607	Increases Plan Review Fees based on the valuation amount.	Plan Review - \$2,949,120	Plan Review increase - \$886,880 (\$538,153 due to increased volume and activity in the Bureau, \$348,727 due to increased fees required for cost recovery)	Plan Review Revenue - \$3,836,000	Plan Review Cost Recovery - 98%
Total		\$3,949,120	\$886,880	\$4,836,000	

Recommendation: Approval of the proposed fee legislation is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed (Fire Department) budget is balanced based on the assumption that the fee legislation shown above will be approved.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,768,704 in FY 2012-13. Of the \$1,768,704 in recommended reductions, \$1,574,666 are ongoing savings and \$194,038 are one-time savings. These reductions would still allow an increase of \$23,871,676 or 7.9% in the Department's FY 2012-13 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: FIR – FIRE

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,623,499 in FY 2013-14. Of the \$1,623,499 in recommended reductions, \$1,611,595 are ongoing savings and \$11,904 are one-time savings. These reductions would still allow an increase of \$4,405,514 or 1.4% in the Department's FY 2013-14 budget.

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

FIR - Fire

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
AEC - Fire Suppression												
Attrition Savings - Uniform			(\$37,822,832)	(\$38,922,832)	\$1,100,000	x			(\$39,640,706)	(\$40,740,706)	\$1,100,000	x
Mandatory Fringe Benefits			(\$11,827,666)	(\$12,171,650)	\$343,984	x			(\$13,726,966)	(\$14,107,879)	\$380,913	x
			<i>Total Savings</i>		<i>\$1,443,984</i>				<i>Total Savings</i>		<i>\$1,480,913</i>	
<p>The Department has increased uniform salaries, premium pay and overtime by \$17.9 million in FY 2012-13 to reflect (a) 3.5% pay increase in FY 2011-12, (b) 3.5% pay increase in FY 2012-13, (c) \$2.5 million in overtime to staff Station 35, (d) increased overtime to meet projected requirements for suppression, and (e) 42 new recruits who will enter training in September. The Department's budget for uniform salaries with the recommended increase to attrition savings will be more than sufficient to pay for uniform salaries, premium pay and overtime, including minimum staffing requirements, mandated pay increases, overtime staffing for Station 35 and hiring and training of new recruits.</p> <p align="center">Ongoing savings</p>												
AGE - Fire General												
Equipment - Defibrillators			\$200,000	\$191,632	\$8,368	x			\$200,000	\$191,632	\$8,368	x
Reduction based on quote supplied by Department.												
Equipment - Gurneys			\$40,000	\$36,464	\$3,536	x			\$40,000	\$36,464	\$3,536	x
Reduction based on quote supplied by Department.												

FY 2012-13

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$194,038	\$1,574,666	\$1,768,704
Non-General Fund	\$0	\$0	\$0
Total	\$194,038	\$1,574,666	\$1,768,704

FY 2013-14

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$11,904	\$1,611,595	\$1,623,499
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$1,611,595	\$1,623,499

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed \$47,707,342 budget for FY 2012-13 is \$4,158,481 or 9.5% more than the original FY 2011-12 budget of \$43,548,861.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 243.92 FTEs, which are 30.36 FTEs more than the 213.56 FTEs in the original FY 2011-12 budget. This represents a 14.2% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$5,624,360 in FY 2012-13 are \$3,377,783 or 150.4% more than FY 2011-12 revenues of \$2,246,577. General Fund support of \$42,082,982 in FY 2012-13 is \$780,698 or 1.9% more than FY 2011-12 General Fund support of \$41,302,284.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$47,132,872 budget for FY 2013-14 is \$574,470 or 1.2% less than the original FY 2012-13 budget of \$47,707,342.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 239.25 FTEs, which are 4.67 FTEs less than the 243.92 FTEs in the original FY 2012-13 budget. This represents a 1.9% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$5,521,602 in FY 2013-14 are \$102,758 or 1.8% less than FY 2012-13 revenues of \$5,624,360. General Fund support of \$41,611,270 in FY 2013-14 is \$471,712 or 1.1% less than FY 2012-13 General Fund support of \$42,082,982.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$54,009 in FY 2012-13. Of the \$54,009 in recommended reductions, \$35,251 are ongoing savings and \$18,758 are one-time savings. These reductions would still allow an increase of \$4,098,853 or 9.4% in the Department's FY 2012-13 budget.

In addition, approval of the Budget and Legislative Analyst's policy recommendations would result in savings of \$59,628 in FY 2012-13, which are ongoing savings.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$35,607 in FY 2013-14, which are ongoing savings.

In addition, approval of the Budget and Legislative Analyst's policy recommendations would result in savings of \$145,048 in FY 2013-14, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
911 PROJECT	0	0	0	0	0
EMERGENCY COMMUNICATIONS	39,768,742	40,348,997	580,255	39,528,971	(820,026)
EMERGENCY MANAGEMENT - EMSA	0	0	0	0	0
EMERGENCY SERVICES	2,903,724	6,471,790	3,568,066	6,710,490	238,700
FALSE ALARM PREVENTION	770,950	754,297	(16,653)	761,359	7,062
OUTDOOR PUBLIC WARNING SYSTEM	105,445	132,258	26,813	132,052	(206)
DEPARTMENT OF EMERGENCY MANAGEMENT	43,548,861	47,707,342	4,158,481	47,132,872	(574,470)

FY 2012-13

The Department’s proposed FY 2012-13 budget has increased by \$4,158,481 largely due to:

- Upgrade the Computer Aided Dispatch (CAD) system.
Tiburon Stratus CAD, which went live in April 2000, is the City’s main 9-1-1 call processing application. It will no longer be supported by the vendor after March, 2015. In FY 2011-12, the Department received Committee on Information Technology (COIT) approval to update the existing Tiburon Stratus CAD system to the latest version of Tiburon Command CAD. Project costs are estimated to be \$3,643,257 and will be incurred in FY 2012-13 and FY 2013-14.
- BayWEB Project:
BayWEB is a new regional interoperability communications network that will allow first responders throughout the Bay Area to communicate during a disaster and on an ongoing basis using advanced technologies. The network is primarily funded by federal grants, with City General Fund support proposed to be \$226,764 in FY 2012-13.
- City’s Earthquake Early Warning System:
Effective March 1, 2012, the Department (through coordination with the Controller’s Office) entered into a three-year agreement with the Regents of the University of California to participate as a member in the Berkeley Seismological Lab’s Earthquake Research Affiliates Program, which will give the City access to the program’s ground motion data feed. The data provided by this program is expected to assist the Department in issuing early alerts in the event of an earthquake. The City will pay an annual membership fee of \$60,000.
- A reduction in attrition savings, as described in more detailed below.

FY 2013-14

The Department’s proposed FY 2013-14 budget has decreased by \$574,470 largely due to a decreases CAD system update project costs, pending future approval by COIT.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 243.92 FTEs, which are 30.36 FTEs more than the 213.56 FTEs in the original FY 2011-12 budget. This represents a 14.2% increase in FTEs from the original FY 2011-12 budget. General Fund supported positions have increased by 6.86 FTEs, largely due to an attrition adjustment, as described below.

The primary position changes include:

- Recognition of 20 FTEs previously off-budget positions:

The Department’s FY 2012-13 budget recognizes 20 FTEs that were shown as “off-budget” positions in the FY 2011-12 budget. These positions are funded by federal Homeland Security grants. Along with the recognition of the positions, the Department’s budget also identifies the specific grant funding source.

- Four new grant-funded positions.

- Exempt Transition Project:

As a result of a Department of Human Resources (DHR) audit conducted in 2011, DHR informed the Department of Emergency Management that of 33 positions hired as Civil Service exempt positions, 10 of these positions had exceeded their three year limit for Civil Service exempt status. At the direction of the Civil Service Commission, the Department has worked with DHR to review the Department of Emergency Management’s staffing needs, identify positions that should be transitioned to regular permanent positions, and develop examinations for permanent positions. As of June 2012, all of the proposed position transitions have been approved by DHR. As part of this process, DHR developed a new classification series “Emergency Services Coordinator” (8600-8604) to more appropriately serve the needs of the Department, which currently uses the City’s Planner series to meet its emergency services personnel needs.

Five upward substitutions have been approved by DHR as part of this exempt transition process, two of which are positions supported by the General Fund, as follows:

- 1 FTE Class 5291 Planner III, transition to Class 0922 Manager I (to serve as Public Information Officer)
- 1 FTE Class 0932 Manager IV, transition to Class 0933 Manager V (to serve as Assistant Deputy Director)

The Budget and Legislative Analyst does not recommend approval of the upward substitution of the Class 0922 Manager I for the Class 5291 Planner III, since the position would not have supervisory responsibility. Instead, the Class 5291 Planner III should be replaced with the new Class 8603 Emergency Services Coordinator III classification.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: **ECD – EMERGENCY MANAGEMENT**

- **Attrition Reduction and Corresponding Overtime Reduction:**

The proposed FY 2012-13 budget includes a reduction to attrition savings of \$350,996. The Department requested this r to account for a lower separation/retirement rate than previously anticipated, based on a lower than typical separation/retirement rate experienced in FY 2011-12. Since the Department had lower overtime expenditures as a result of lower attrition in FY 2011-12, the proposed FY 2012-13 budget included a reduction of \$345,709 in overtime costs.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 239.25 FTEs, which are 4.67 FTEs less than the 243.92 FTEs in the original FY 2012-13 budget. This represents a 1.9% decrease in FTEs from the original FY 2012-13 budget.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$5,624,360 in FY 2012-13 are \$3,377,783 or 150.4% more than FY 2011-12 revenues of \$2,246,577. General Fund support of \$42,082,982 in FY 2012-13 is \$780,698 or 1.9% more than FY 2011-12 General Fund support of \$41,302,284.

Specific changes in the Department's FY 2012-13 revenues include an increase in federal Homeland Security grants to coincide with the recognition of 20 FTEs that were previously shown as "off-budget".

FY 2013-14

The Department's revenues of \$5,521,602 in FY 2013-14 are \$102,758 or 1.8% less than FY 2012-13 revenues of \$5,624,360. General Fund support of \$41,611,270 in FY 2013-14 is \$471,712 or 1.1% less than FY 2012-13 General Fund support of \$42,082,982.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$54,009 in FY 2012-13. Of the \$54,009 in recommended reductions, \$32,251 are ongoing savings and \$18,758 are one-time savings. These reductions would still allow an increase of \$4,098,853 or 9.4% in the Department's FY 2012-13 budget.

In addition, approval of the Budget and Legislative Analyst's policy recommendations would result in savings of \$59,628 in FY 2012-13, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$35,607 in FY 2013-14, which are ongoing savings.

In addition, approval of the Budget and Legislative Analyst’s policy recommendations would result in savings of \$145,048 in FY 2013-14, which are ongoing savings.

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

Object Title	FY 2012-13						FY 2013-14											
	FTE		Amount		GF	IT	Savings		FTE		Amount		GF	IT				
	From	To	From	To			From	To	From	To	From	To						
BIR - Emergency Communications																		
Public Safety Communications Dispatcher	175.00	170.00	\$14,885,575	\$14,460,273			\$425,302	x		175.00	170.00	\$15,078,114	\$14,647,311			\$430,803	x	
Mandatory Fringe Benefits			\$6,171,483	\$5,995,155			\$176,328	x				\$6,838,926	\$6,643,528			\$195,398	x	
Attrition Savings	(39.51)	(35.01)	(\$3,456,231)	(\$3,881,533)			(\$425,302)	x		(43.67)		(\$3,871,455)	(\$4,302,258)			(\$430,803)	x	
Mandatory Fringe Benefits			(\$1,419,615)	(\$1,595,943)			(\$176,328)	x				(\$1,739,460)	(\$1,934,858)			(\$195,398)	x	
			<i>Total Savings</i>				\$0				<i>Total Savings</i>				\$0			
<p>The Department has 15 vacancies at the 8238 Public Safety Communications Dispatcher level, including four positions that have been vacant since 2008 or earlier and one vacant since 2009. Furthermore, the Department states that it will not hold an Academy class for Dispatcher positions until at least FY 2014-15 and its hiring plan only accommodates hiring 10 dispatchers per year. Therefore, these vacant positions would not be filled until at least FY 2014-15. Eliminating the longest vacant five of the 15 vacant positions will not have a programmatic impact.</p>																		
Temp-Regular-Misc			\$89,630	\$82,815			\$6,815	x				\$89,630	\$82,815			\$6,815	x	
Mandatory Fringe Benefits			\$7,081	\$1,220			\$5,861	x				\$7,081	\$1,220			\$5,861	x	
			<i>Total Savings</i>				\$12,676				<i>Total Savings</i>				\$12,676			
<p>Because these 8238 Public Safety Communications Dispatchers were factored into the Department's Attrition Savings calculation, offset Attrition by the amount of the salary and fringe benefits reduction, \$601,630, for a net reduction of \$0.</p>																		
Ongoing savings.																		
<p>The Department anticipates utilizing a lower classification position (Class 9914) in place of a higher cost Class PT 1426 in its temporary salary budget. Reduce by a total of \$12,676 to reflect the anticipated temporary staff utilization.</p>																		
Other Materials & Supplies			\$106,907	\$102,258			\$4,649	x				\$94,649	\$90,000			\$4,649	x	
Other Materials & Supplies			\$102,258	\$90,000			\$12,258	x										
			<i>Total Savings</i>				\$16,907				<i>Total Savings</i>				\$4,649			
<p>The Department's actual spending in the current fiscal year is projected to be \$73,997, including encumbrances. Spending in this subobject has not reached \$90,000 in the last three fiscal years. Reduce to \$90,000, which permits more than historic spending.</p>																		
Ongoing savings.																		

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

ECD - Emergency Management Department

Object Title	FY 2012-13				FY 2013-14							
	FTE		Amount		FTE		Amount					
	From	To	From	To	From	To	From	To				
Training		\$52,150	\$45,650	\$6,500	x	x						
		<i>Total Savings</i>	<i>\$6,500</i>				<i>Total Savings</i>	<i>\$0</i>				
The Department pays dispatcher recertification fees, a component of its training budget, on a two-year cycle and has already paid these fees for FY 2012-13. Reduce by \$6,500 to reflect anticipated actual spending.												
BIV - Emergency Services (1G-AGF-AAA)												
Manager I	1.00	0.00	\$111,066	\$0	\$111,066	x	1.00	0.00	\$113,042	\$0	\$113,042	x
Mandatory Fringe Benefits			\$45,864	\$0	\$45,864	x			\$50,288	\$0	\$50,288	x
Emergency Services Coordinator III	0.00	1.00	\$0	\$99,476	(\$99,476)	x	0.00	1.00	\$0	\$101,246	(\$101,246)	x
Mandatory Fringe Benefits			\$0	\$39,528	(\$39,528)	x			\$0	\$43,802	(\$43,802)	x
			<i>Total Savings</i>	<i>\$17,926</i>					<i>Total Savings</i>	<i>\$18,282</i>		
Although DHR has approved this position substitution, disapprove this upward substitution due to insufficient justification. The proposed manager position would not have supervisory responsibility.												

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$18,758	\$35,251	\$54,009
Non-General Fund	\$0	\$0	\$0
Total	\$18,758	\$35,251	\$54,009

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$35,607	\$35,607
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$35,607	\$35,607

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

Object Title	FY 2012-13				FY 2013-14								
	FTE		Amount		FTE		Amount						
	From	To	From	To	From	To	From	To					
			Savings			GF	IT			Savings		GF	IT

Policy Recommendations

BIV - Emergency Services (1G-AGF-AAA)													
Emergency Services Coordinator II	0.50	0.00	\$41,938	\$0	\$41,938	x	x						
Mandatory Fringe Benefits			\$17,690	\$0	\$17,690	x	x						
Emergency Services Coordinator III								1.00	0.00	\$101,246	\$0	\$101,246	x
Mandatory Fringe Benefits										\$43,802	\$0	\$43,802	x
<i>Total Savings</i>										<i>\$145,048</i>			
<p>In FY 2013-14, an additional 0.5 FTE is proposed to be funded with General Fund monies, for a total of 1.0 new FTE positions as compared to FY 2011-12. Furthermore, the 1.0 FTE is proposed to be filled at the higher Emergency Services Coordinator III level, which represents an increase from the Emergency Services Coordinator II level in FY 2011-12.</p>													
<p>Due to reductions in grant funding, the Department is proposing to replace grant funding with General Fund monies to continue funding 0.5 FTE filled positions in FY 2012-13.</p>													

FY 2012-13

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$59,628	\$59,628
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$59,628	\$59,628

FY 2013-14

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$145,048	\$145,048
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$145,048	\$145,048

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed \$492,124,231 budget for FY 2012-13 is \$30,317,040 or 6.6 % more than the original FY 2011-12 budget of \$461,807,191.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 2,665.88 FTEs, which are 0.96 FTE more than the 2,664.92 FTEs in the original FY 2011-12 budget. This represents a 0.04% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 1.00 FTE position, which will be grant funded, as an interim exception. The Budget and Legislative Analyst recommends approval of 1.00 FTE position as an interim exception, as this position is necessary to expend the grant funds and this position was approved by the Board on April 24, 2012 as a 0.33 FTE position amendment to the FY 2011-12 Annual Salary Ordinance.

Revenue Changes

The Department's revenues of \$116,893,368 in FY 2012-13, are \$9,075,238 or 8.4% more than FY 2011-12 revenues of \$107,818,130. General Fund support of \$375,230,863 in FY 2012-13 is \$21,244,802 or 6.0% more than FY 2011-12 General Fund support of \$353,986,061.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$513,050,156 budget for FY 2013-14 is \$20,925,925 or 4.3% more than the original FY 2012-13 budget of \$492,124,231.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 2,720.82 FTEs, which are 54.94 FTEs more than the 2,665.88 FTEs in the original FY 2012-13 budget. This represents a 2.1% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$120,624,031 in FY 2013-14, are \$3,730,663 or 3.2% more than FY 2012-13 revenues of \$116,893,368. General Fund support of \$392,425,125 in FY 2013-14 is \$17,194,262 or 4.6% more than FY 2012-13 General Fund support of \$375,230,863.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: POL – POLICE

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,980,023 in FY 2012-13. Of the \$1,980,023 in recommended reductions, \$628,452 are ongoing savings and \$1,351,571 are one-time savings. These reductions would still allow an increase of \$28,337,017 or 6.1% in the Department's FY 2012-13 budget.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,738,304 in FY 2013-14. Of the \$1,738,304 in recommended reductions, \$1,178,784 are ongoing savings and \$559,520 are one-time savings. These reductions would still allow an increase of \$19,187,621 or 3.9% in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: POL – POLICE

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
POLICE					
AIRPORT POLICE	45,679,752	47,645,035	1,965,283	49,827,889	2,182,854
INVESTIGATIONS	76,251,103	78,850,377	2,599,274	80,366,927	1,516,550
OFFICE OF CITIZEN COMPLAINTS	4,321,169	4,705,802	384,633	4,953,595	247,793
OPERATIONS AND ADMINISTRATION	63,874,326	70,714,277	6,839,951	80,369,840	9,655,563
PATROL	258,177,215	275,711,551	17,534,336	282,651,876	6,940,325
POLICE OPERATIONS	0	0	0	0	0
WORK ORDER SERVICES	13,503,626	14,497,189	993,563	14,880,029	382,840
POLICE	461,807,191	492,124,231	30,317,040	513,050,156	20,925,925

FY 2012-13

The Department’s proposed FY 2012-13 budget has increased by \$30,317,040 largely due to:

- Increases in salary and fringe benefit costs. The Department anticipates significant retirements in FY 2012-13 and FY 2013-14 due, in part, to the expiration of the Deferred Retirement Option Program (DROP). To address attrition, the Department has developed a 6-year hiring plan to gradually increase the number of new officers in its force, including three General Fund supported Police Academy classes of 50 recruits each year in order to backfill retirements and increase the size of the force. In FY 2012-13, the Airport will also fund a class of 30 recruits to address its increased needs. The hiring plan also includes the hiring of civilian staff to allow the Department to move officers currently performing non-sworn functions back into the field.
- A new public safety building, currently under construction, that will be furnished with new furniture, fixtures, and equipment. The building, which will contain the new Police headquarters and house new police and fire stations, is scheduled to open in 2014 in the Mission Bay neighborhood.
- Technological improvements, including an expansion of the pilot *Cameras on Officers* program, the creation of a robust data warehouse, equipping officers with property technology tools, creating a technology help desk, and building a technology team.
- Two additional positions in the Office of Citizen Complaints to assist with investigating police misconduct allegations.

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$20,925,925 largely due to:

- Continued increases in salary and fringe benefit costs due to anticipated retirements in FY 2012-13-. As noted above, to address attrition, the Department has developed a 6-year hiring plan to gradually increase the number of new officers in its force, including three General Fund supported Policy Academy classes of 50 recruits each year in order to

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: POL – POLICE

backfill retirements and increase the size of the force. The hiring plan also includes the hiring of civilian staff to allow the Department to move officers currently performing non-sworn functions back into the field.

- Continued increased costs for the new public safety building, scheduled to open in 2014.
- Continued increased costs for technological improvements, noted above.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 2,665.88 FTEs, which are 0.96 FTEs more than the 2,664.92 FTEs in the original FY 2011-12 budget. This represents a 0.04% increase in FTEs from the original FY 2011-12 budget.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 2,720.82 FTEs, which are 54.94 FTEs more than the 2,665.88 FTEs in the original FY 2012-13 budget. This represents a 2.06% increase in FTEs from the original FY 2012-13 budget.

INTERIM EXCEPTIONS

The Department has requested approval of 1.00 FTE 1824 Principal Administrative Analyst position as an interim exception. The Budget and Legislative Analyst recommends approval of 1.00 FTE position as an interim exception as:

- This position would not affect the general fund in FY 2012-13 as it will be funded by an Urban Areas Security Initiative (UASI) grant which would provide funding through April 30, 2014.
- The Board approved a motion to accept and expend the UASI grant in the amount of \$35,546,960 from the U.S. Department of Homeland Security to assist in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from threats and acts of terrorism (File No. 12-0321).
- The position was approved by the Board on April 24, 2012 as an amendment to the FY 2011-12 Annual Salary Ordinance reflecting a 0.33 FTE increase (File No. 12-0321).

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$116,893,368 in FY 2012-13, are \$9,075,238 or 8.4% more than FY 2011-12 revenues of \$107,818,130. General Fund support of \$375,230,863 in FY 2012-13 is \$21,244,802 or 6.0% more than FY 2011-12 General Fund support of \$353,986,061.

Specific changes in the Department's FY 2012-13 revenues include:

- Public safety sales tax increases that are projected to result in additional revenue.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: POL – POLICE

- Increases in budgeted work orders from other departments, including the Airport.

FY 2013-14

The Department's revenues of \$120,624,031 in FY 2013-14, are \$3,730,663 or 3.2% more than FY 2012-13 revenues of \$116,893,368. General Fund support of \$392,425,125 in FY 2013-14 is \$17,194,262 or 4.6% more than FY 2012-13 General Fund support of \$375,230,863.

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

- Additional projected increases in public safety sales tax revenues.
- Increases in budgeted work orders from other departments, including the Airport.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: POL – POLICE

Fee Legislation

Projected revenues for FY 2012-13 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2011-12 Original Revenue	FY 2012-13 Proposed	Change in FY 2012-13	Annualized Revenue Thereafter	% Cost Recovery
12-0597	Various Permit and License Fees	4,603,000	4,783,000	180,000	4,783,000	<50%

Total

Recommendation: Approval of the proposed fee resolution is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed Police Department budget is balanced based on the assumption that the fee legislation shown above will be approved.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,980,023 in FY 2012-13. Of the \$1,980,023 in recommended reductions, \$628,452 are ongoing savings and \$1,351,571 are one-time savings. These reductions would still allow an increase of \$28,337,017 or 6.1% in the Department’s FY 2012-13 budget.

FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,738,304 in FY 2013-14. Of the \$1,738,304 in recommended reductions, \$1,178,784 are ongoing savings and \$559,520 are one-time savings. These reductions would still allow an increase of \$19,187,621 or 3.9% in the Department’s FY 2013-14 budget.

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

POL - Police

Object Title	FY 2012-13				FY 2013-14									
	FTE		Amount		FTE		Amount							
	From	To	From	To	From	To	From	To						
ACB - Investigations														
Membership Fees			\$8,000	\$3,000	\$5,000	x		\$8,000	\$3,000			\$5,000	x	
	Reduce to reflect historical expenditures and projected expenditures in FY 2012-13.													
Professional Services			\$20,000	\$10,000	\$10,000	x		\$20,000	\$10,000			\$10,000	x	
	Reduce to reflect historical expenditures and projected expenditures in FY 2012-13.													
Rents & Leases- Equipment			\$72,000	\$0	\$72,000	x		\$72,000	\$0			\$72,000	x	
	Reduce to reflect historical expenditures and projected expenditures in FY 2012-13.													
Other Current Expenses			\$236,500	\$200,000	\$36,500	x		\$236,500	\$200,000			\$36,500	x	
	Reduce to reflect historical expenditures and projected expenditures in FY 2012-13.													
Materials & Supplies			\$581,000	\$381,000	\$200,000	x		\$581,000	\$381,000			\$200,000	x	
	The Department has spent \$3.6 million in FY 2009-10, \$3.9 million in FY 2010-11, and projected \$4.5 million in FY 2011-12 in materials and supplies. The total General Fund budget for materials and supplies in FY 2012-13 is \$5.3 million. With the recommended reduction of \$200,000, the Department would have an increase of approximately \$460,000 for materials and supplies expenditures in FY 2012-13, consistent with proposed staffing increases in FY 2012-13.													
	ACM - Operations and Administration													
Assistant Materials Coordinator	7.69	0.00	\$727,025	\$0	\$727,025	x	x							
Mandatory Fringe Benefits			\$285,555	\$0	\$285,555	x	x							
			<i>Total Savings</i>		\$1,012,580									
	Delete 10 new Assistant Materials Coordinator positions in FY 2012-13 (7.69 FTEs). The Department proposes to hire these positions on July 1, 2013. This is a one-time recommendation, which retains 10.0 FTE Materials Coordinator positions in FY 2013-14, allowing for a July 1, 2013 hire date, consistent with the Department's plan.													

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

POL - Police

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Vehicle Maintenance Operator	1.54	0.00	\$94,934	\$0	\$94,934	x	x							
Mandatory Fringe Benefits			\$45,490	\$0	\$45,490	x	x							
	<i>Total Savings \$140,424</i>													
	Delete 2 new Vehicle Maintenance Operator positions in FY 2012-13 (1.54 FTEs). The Department proposes to hire these positions on July 1, 2013. This is a one-time recommendation, which retains 2.0 FTE Vehicle Maintenance Operator positions in FY 2013-14, allowing for a July 1, 2013 hire date, consistent with the Department's plan.													
Programmatic Projects			\$490,067	\$400,000	\$90,067	x	x			\$8,559,520	\$8,000,000	\$559,520	x	x
	Reduce by \$90,067 in new expenditures in FY 2012-13 for which the Department has not provided sufficient justification.													
Professional Services			\$1,235,795	\$1,225,795	\$10,000	x				\$1,235,795	\$1,225,795	\$10,000	x	
	Reduce to reflect historical expenditures and projected expenditures in FY 2012-13.													
Professional Services			\$533,611	\$333,611	\$200,000	x				\$533,611	\$333,611	\$200,000	x	
	Reduce to reflect historical expenditures and projected expenditures in FY 2012-13.													
	ACV - Office of Citizen Complaints													
Investigator, OCC	17.54	16.77	\$1,533,336	\$1,466,024	\$67,313	x		18.00	17.00	\$1,593,903	\$1,505,353	\$88,550	x	
Mandatory Fringe Benefits			\$629,594	\$601,955	\$27,639	x				\$716,275	\$676,536	\$39,739	x	
	<i>Total Savings \$94,952</i>													
	The Department has requested two new Investigator, Office of Citizen Complaints, positions in FY 2012-13. We recommend approval of one of two requested new positions, which is sufficient to meet the Office of Citizen Complaints caseload. The Department's number of new cases has declined from approximately 990 new cases in 2009, to 854 new cases in 2010, and to 784 new cases in 2011, a reduction of 21% over 3 years.													
	<i>Total Savings \$128,289</i>													
	Estimated ongoing reduction.													
	Estimated ongoing reduction.													

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

POL - Police

Object Title	FY 2012-13						FY 2013-14								
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT	
	From	To	From	To				From	To	From	To				
Overtime															
Mandatory Fringe Benefits										\$6,564,265	\$6,064,265	\$500,000	x		
										\$111,591	\$94,596	\$16,995	x		
										<i>Total Savings</i>					
										\$516,995					
Equipment Purchase			\$813,750	\$705,250	\$108,500	x	x								
	<p>The Department has requested 30 new marked police vehicles, including 15 vehicles which are lease-financed and 15 vehicles in the Department budget in FY 2012-13. We recommend a reduction of 2 of the 15 new marked police vehicles in the Department's budget, for a total of 13 new marked police vehicles and we are recommending 15 vehicles which are lease-financed, totaling 28 new vehicles in FY 2012-13.</p>														
	<p>The FY 2013-14 budget contains \$9,547,450 in General Fund expenditures for overtime for uniform personnel. This recommended reduction of \$500,000 will still result in an increase of \$1,911,793 in uniform overtime in the FY 2013-14 budget from FY 2011-12.</p>														

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$1,351,571	\$628,452	\$1,980,023
Non-General Fund	\$0	\$0	\$0
Total	\$1,351,571	\$628,452	\$1,980,023

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$559,520	\$1,178,784	\$1,738,304
Non-General Fund	\$0	\$0	\$0
Total	\$559,520	\$1,178,784	\$1,738,304

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed \$42,754,688 budget for FY 2012-13 is \$2,099,517 or 5.2% more than the original FY 2011-12 budget of \$40,655,171.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 244.96 FTEs, which are 6.44 FTEs more than the 238.52 FTEs in the original FY 2011-12 budget. This represents a 2.7% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$6,084,020 in FY 2012-13 are \$1,823,982 or 23.1% less than FY 2011-12 revenues of \$7,908,002. General Fund support of \$36,670,668 in FY 2012-13 is \$3,923,496 or 12.0% more than FY 2011-12 General Fund support of \$32,747,172.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$42,978,871 budget for FY 2013-14 is \$224,183 or 0.5% more than the original FY 2012-13 budget of \$42,754,688.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 237.81 FTEs, which are 7.15 FTEs less than the 244.96 FTEs in the original FY 2012-13 budget. This represents a 2.9% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$5,698,395 in FY 2013-14 are \$385,625 or 6.3% less than FY 2012-13 revenues of \$6,084,020. General Fund support of \$37,280,476 in FY 2013-14 is \$609,808 or 1.7% more than FY 2012-13 General Fund support of \$36,670,668.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DAT – DISTRICT ATTORNEY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
DISTRICT ATTORNEY					
ADMINISTRATION - CRIMINAL & CIVIL	1,822,906	2,030,382	207,476	2,043,593	13,211
CAREER CRIMINAL PROSECUTION	963,088	1,002,495	39,407	1,046,325	43,830
CHILD ABDUCTION	979,991	979,544	(447)	1,011,487	31,943
FAMILY VIOLENCE PROGRAM	767,784	1,287,598	519,814	1,332,087	44,489
FELONY PROSECUTION	23,021,431	24,466,391	1,444,960	24,709,274	242,883
MISDEMEANOR PROSECUTION	1,833,091	1,915,546	82,455	2,003,654	88,108
SUPPORT SERVICES	5,784,859	6,197,334	412,475	6,358,053	160,719
WORK ORDERS & GRANTS	5,482,021	4,875,398	(606,623)	4,474,398	(401,000)
DISTRICT ATTORNEY	40,655,171	42,754,688	2,099,517	42,978,871	224,183

FY 2012-13

The Department’s proposed FY 2012-13 budget has increased by \$2,099,514 largely due to:

- Seven FTE’s moved from grant support to General Fund support, as described below.
- First year cost of a two-year project to upgrade the District Attorney’s case management system (DAMION) to the latest version which will allow the Office to improve statistical monitoring. The Committee on Information Technology (COIT) approved the project for \$320,428 in the first year and \$243,480 in the second year.
- Five Replacement Vehicles at a total cost of \$146,905. In order to comply with the Healthy and Clean Air Ordinance (HACTO), which requires subject departmental fleets to remove from service all light duty vehicles that are 12 or more years old, the District Attorney’s Office plans to replace several of its vehicles by 2014. The Department currently maintains a vehicle fleet of approximately 35 vehicles, 25 of which are 12 or more years old.

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$224,183 largely due to the second year cost of a two-year project to upgrade the District Attorney’s case management system, as described above.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 244.96 FTEs, which are 6.44 FTEs more than the 238.52 FTEs in the original FY 2011-12 budget. This represents a 2.7 percent increase in FTEs from the original FY 2011-12 budget.

**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 2012-13				FY 2013-14				
	FTE From	FTE To	Amount From	Amount To	FTE From	FTE To	Amount From	Amount To	
AID - Career Criminal Prosecution (IG-AGF-ACP)			\$1,002,495	\$945,735			\$56,760	x	x
<i>Total Savings</i>				\$56,760					
The Budget and Legislative Analyst projects a surplus of approximately \$56,760 in FY 2011-12 to be carried forward in FY 2012-13. Reduce by \$56,760 to reflect the anticipated carryforward, historical spending, and projected expenditures in FY 2012-13.									
AIH - Child Abduction (IG-AGF-ACP)			\$979,544	\$971,540			\$8,004	x	x
<i>Total Savings</i>				\$8,004					
The Budget and Legislative Analyst projects a surplus of approximately \$8,004 in FY 2011-12 to be carried forward in FY 2012-13. Reduce by \$8,004 to reflect the anticipated carryforward, historical spending, and projected expenditures in FY 2012-13.									
AJ - Family Violence Program (IG-AGF-ACP)			\$1,287,598	\$1,251,414			\$36,184	x	x
<i>Total Savings</i>				\$36,184					
The Budget and Legislative Analyst projects a surplus of approximately \$36,184 in FY 2011-12 to be carried forward in FY 2012-13. Reduce by \$36,184 to reflect the anticipated carryforward, historical spending, and projected expenditures in FY 2012-13.									
Judgments & Claims			\$161,876	\$126,876			\$35,000	x	x
<i>Total Savings</i>				\$35,000					
Reduce to \$126,876 to reflect projected expenditures in FY 2012-13.									
AII - Support Services (IG-AGF-AAA)									
Step Adjustments-Miscellaneous			(\$272,930)	(\$292,795)			\$19,865	x	
Mandatory Fringe Benefits			(\$72,120)	(\$78,477)			\$6,357	x	
<i>Total Savings</i>				\$26,222					
Increase Step Adjustments to account for the appropriate hire step for the new Manager I position, reclassified from an Executive Secretary.									
Ongoing savings.									

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$100,948	\$61,222	\$162,170
Non-General Fund	\$0	\$0	\$0
Total	\$100,948	\$61,222	\$162,170

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$65,893	\$65,893
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$65,893	\$65,893

**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 2012-13						FY 2013-14																
	FTE		Amount		Savings		GF		IT		FTE		Amount		Savings		GF		IT				
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To			
Policy Recommendations																							
AIJ - Family Violence Program (IG-AGF-ACP)																							
Victim/Witness Investigator I	7.90	4.90	\$531,774	\$329,835	\$201,939	x																	
Mandatory Fringe Benefits			\$241,205	\$149,608	\$91,597	x																	
			<i>Total Savings</i>			\$293,536																	
<p>The Department proposes three position reassignments that would replace three previously grant-funded positions. The proposed reassignments would result in new General Fund support for the positions.</p> <p>Ongoing savings.</p>																							

FY 2012-13

Total Policy Recommendations

One-Time	\$0	\$293,536	\$293,536
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$293,536	\$293,536
Total	\$0	\$293,536	\$293,536

FY 2013-14

Total Policy Recommendations

One-Time	\$0	\$307,967	\$307,967
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$307,967	\$307,967
Total	\$0	\$307,967	\$307,967

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed \$25,442,701 budget for FY 2012-13 is \$10,800,310 or 73.8% more than the original FY 2011-12 budget of \$14,642,391.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 141.94 FTEs, which are 33.94 FTEs more than the 108.00 FTEs in the original FY 2011-12 budget. This represents a 31.4% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$11,231,662 in FY 2012-13 are \$9,617,839 or 596% more than FY 2010-11 revenues of \$1,613,823. General Fund support of \$14,211,039 in FY 2012-13 is \$1,182,471 or 9.1% more than FY 2011-12 General Fund support of \$13,028,568.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$25,435,518 budget for FY 2013-14 is \$7,183 or .02% less than the original FY 2012-13 budget of \$ 25,442,701.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 142.56 FTEs, which is .62 FTE more than the 141.9 FTEs in the original FY 2012-13 budget. This represents 0.4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$11,231,662 in FY 2013-14 are equal to FY 2012-13 revenues of \$11,231,662. General Fund support of \$14,203,856 in FY 2013-14 is \$7,183 or .05% less than FY 2012-13 General Fund support of \$14,211,039.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: ADP – ADULT PROBATION

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$708,246 in FY 2012-13. Of the \$708,246 in recommended reductions, \$366,960 are ongoing savings and \$341,386 are one-time savings. These reductions would still allow an increase of \$10,092,064 or 68.9% increase in the Department's FY 2012-13 budget.

These recommendations will result in \$708,246 savings to the City's General Fund in FY 2012-13.

The Budget and Legislative Analyst includes a Reserve Recommendation of \$500,000.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$420,810 in FY 2013-14, which are ongoing savings.

These recommendations will result in \$420,810 savings to the City's General Fund in FY 2013-14.

The Budget and Legislative Analyst includes a Reserve Recommendation of \$500,000.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: ADP – ADULT PROBATION

SUMMARY OF PROGRAM EXPENDITURES:

	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
ADULT PROBATION					
ADMINISTRATION - ADULT PROBATION	2,944,879	4,574,398	1,629,519	4,029,339	(545,059)
COMMUNITY SERVICES	8,280,561	9,635,653	1,355,092	9,729,984	94,331
ONE STOP RE ENTRY SERVICES	0	1,415,630	1,415,630	1,454,188	38,558
PRE - SENTENCING INVESTIGATION	2,885,695	2,939,817	54,122	3,031,387	91,570
REALIGNMENT SERVICES-POST RELEASE COMM.	0	6,277,203	6,277,203	6,590,620	313,417
WORK ORDERS & GRANTS	531,256	600,000	68,744	600,000	0
ADULT PROBATION	14,642,391	25,442,701	10,800,310	25,435,518	(7,183)

FY 2012-13

The Department’s proposed FY 2012-13 budget has increased by \$10,800,310 largely due to the anticipated need for increased services as a result of the 2011 Public Safety Realignment Act (AB 109). This State legislation transferred supervisory responsibilities for non-serious, non-violent and non-sex offenders from the California Department of Corrections and Rehabilitation to the counties, beginning October 1, 2011. Realignment requires the coordination of several departments in San Francisco, including Adult Probation, Sheriff, Police, Public Health, District Attorney and Public Defender’s office.

To comply with AB109, the Adult Probation Department is specifically charged with post-release community supervision. The department has focused programs on pre-release planning, post-release supervision, and service coordination with other departments to ensure that clients are able to access housing, employment, mental health and substance abuse resources during their transition from incarceration.

Based on the state funding formula, the Adult Probation Department expects to receive \$8,539,301 in FY 2012-13 for AB109 Realignment programs. The department will also receive \$1,356,567 from the City’s Community Corrections Performance Incentive Fund.

FY 2013-14

The Department’s proposed FY 2013-14 budget has decreased by \$7,183 largely due to the completion of the COMPAS case management data tracking system implementation.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 141.94 FTEs, which are 33.94 FTEs more than the 108.00 FTEs in the original FY 2011-12 budget. This represents a 31.4% increase in FTEs from the original FY 2011-12 budget.

Most of these position changes are related to increased staffing needs to support Public Safety Realignment. In September 2011, the Board of Supervisors approved a supplemental

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

ADP - Adult Probation

Object Title	FY 2012-13				FY 2013-14					
	FTE		Amount		FTE		Amount			
	From	To	From	To	From	To	From	To		
ASH - Administration										
Temporary - Miscellaneous	5.34	1.21	\$440,000	\$100,000	\$340,000	x		\$100,000	\$340,000	x
Mandatory Fringe Benefits			\$34,760	\$7,900	\$26,860	x		\$7,900	\$26,860	x
Temporary - Miscellaneous					\$100,000			\$50,000	\$50,000	x
Mandatory Fringe Benefits					\$7,900			\$3,950	\$3,950	x
			<i>Total Savings</i>	<i>\$366,860</i>				<i>Total Savings</i>	<i>\$420,810</i>	
<p>The Department has not provided sufficient justification for the increase in this expenditure. The Department funded existing temporary staff positions in FY 2011-12 with salary savings from FY 2010-11. Those positions include a Management Assistant, Director of Education and Community Restoration, Senior Policy Analyst, Project Manager, Summer Youth Program staff and Prop F Deputy Probation Officers. The Department states that these existing temporary positions will be needed for FY 2012-14. The Department's projected salary savings from FY 2011-12 are \$1,000,000, which is more than sufficient to fund the temporary positions for the two years for which the services will be needed. The reduced amount for temporary salaries will still allow for unanticipated additional staffing needs related to AB109.</p>										
Attrition Savings	(1.08)	(1.85)	(\$96,477)	(\$165,262)	\$68,785	x	x			
Mandatory Fringe Benefits			(\$39,599)	(\$67,832)	\$28,233	x	x			
			<i>Total Savings</i>	<i>\$97,017</i>						
<p>Increase attrition savings to reflect actual hire date of four vacant positions: Senior Account Clerk, Senior Admin Analyst, Clerk Typist and IS Business Analyst.</p>										
Ongoing savings										

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

ADP - Adult Probation

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To			
ARS - Realignment Services													
Deputy Probation Officers	1.54	0.77	\$132,452	\$66,226	\$66,226	x	x						
Mandatory Fringe Benefits			\$45,602	\$22,801	\$22,801	x	x						
Supervising Probation Officers	0.77	0.00	\$80,200	\$0	\$80,200	x	x						
Mandatory Fringe Benefits			\$26,814	\$0	\$26,814	x	x						
			<i>Total Savings</i>	<i>\$196,041</i>									
	<p>Approve one new Deputy Probation Officer (DPO), and disapprove one new DPO and one new Supervising Probation Officer (SPO) position. The Department was approved for 15 DPOs and 2 SPOs in FY 2011-12. The Department currently has vacancies for 8 DPOs in this program. In addition, the recommended caseload is 50 clients to 1 DPO. With our recommendation, the Department would have a total of 16 DPOs to serve the expected total of 719 clients from AB109 for FY 2012-13. This would allow 14 DPOs to serve approximately 50 clients each, and 2 DPOs to serve smaller caseloads of the highest risk clients.</p>												
Automobiles	3.00	1.00	\$69,759	\$21,431	\$48,328	x	x						
			<i>Total Savings</i>	<i>\$48,328</i>									
	<p>Disapprove two new automobiles and approve one new automobile, at the actual cost of that automobile. The Department requires 1 automobile per 2 Deputy Probation Officers. With the addition of one new DPO which we are recommending for FY 2012-13, the Department will require an additional 1, instead of 3, new automobiles to meet the increased needs related to AB 109.</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**

ADP - Adult Probation

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	Total	FTE		Amount		Savings	Total
	From	To	From	To			From	To	From	To		

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$341,386	\$366,860	\$708,246
Non-General Fund	\$0	\$0	\$0
Total	\$341,386	\$366,860	\$708,246

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$420,810	\$420,810
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$420,810	\$420,810

Reserve Recommendation

ASH - Administration	\$500,000	\$500,000											
Property Rent													

The Department does not currently have a lease in place for the Community Assessment and Service Center. The Department is seeking approximately 20,000 square feet for the Center in SOMA or Civic Center. Although the Department has budgeted \$500,000 for rent, current locations under consideration by the Department are significantly more expensive. According to the Real Estate Division, average rents in SOMA will cost between \$40-\$50/sf/year, and average rents in Civic Center will cost \$30-\$45/sf/year. We recommend that the Budget and Finance Committee reserve the \$500,000, pending submission to the Budget and Finance Committee of a lease and the related cost details for the Community Assessment and Service Center.

FY 2012-13

Total Reserve Recommendation

	One-Time	Ongoing	Total
General Fund	\$0	\$500,000	\$500,000
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$500,000	\$500,000

FY 2013-14

Total Reserve Recommendation

	One-Time	Ongoing	Total
General Fund	\$0	\$500,000	\$500,000
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$500,000	\$500,000

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed \$35,723,319 budget for FY 2012-13 is \$1,997,969 or 5.9 % more than the original FY 2011-12 budget of \$ 33,725,350.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 236.06 FTEs, which are .43 FTEs less than the 236.49 FTEs in the original FY 2011-12 budget. This represents .2% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$6,240,476 in FY 2012-13, are \$933,336 or 17.6% more than FY 2011-12 revenues of \$5,307,140. General Fund support of \$29,482,843 in FY 2012-13 is \$1,064,633 or 3.7% more than FY 2011-12 General Fund support of \$28,418,210.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$36,656,757 budget for FY 2013-14 is \$933,438 or 2.6 % more than the original FY 2012-13 budget of \$35,723,319.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 235.62 FTEs, which are .44 FTEs less than the 236.06 FTEs in the original FY 2012-13 budget. This represents .2% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$6,247,518 in FY 2013-14 are \$7,042 or .1% more than FY 2012-13 revenues of \$6,240,476. General Fund support of \$30,409,239 in FY 2013-14 is \$926,396 or 3.1% more than FY 2012-13 General Fund support of \$29,482,843.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: JUV – JUVENILE PROBATION

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$70,762 in FY 2012-13, of which \$16,787 are ongoing savings and \$53,975 are one-time savings. These reductions would still allow an increase of \$1,927,207 or 5.7% in the Department's FY 2012-13 budget.

These recommendations will result in \$70,762 savings to the City's General Fund in FY 2012-13.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$16,787 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$987,413 or 2.7% in the Department's FY 2013-14 budget.

These recommendations will result in \$16,787 savings to the City's General Fund in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: JUV – JUVENILE PROBATION

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
ADMINISTRATION	6,371,912	7,112,484	740,572	7,579,152	466,668
CHILDREN'S BASELINE	1,003,126	1,001,571	(1,555)	1,002,947	1,376
JUVENILE HALL	10,988,450	11,507,583	519,133	11,543,875	36,292
JUVENILE HALL REPLACEMENT	2,628,118	2,660,351	32,233	2,659,650	(701)
DEBT PAYMENT					
LOG CABIN RANCH	2,590,467	3,001,666	411,199	3,135,472	133,806
PROBATION SERVICES	10,143,277	10,439,664	296,387	10,735,661	295,997
JUVENILE PROBATION	33,725,350	35,723,319	1,997,969	36,656,757	933,438

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$1,997,969 largely due to:

- Funding for Capital and Information Technology Projects;
- Increased workers' compensation claims costs, and
- Additional funding for a needs assessment of the Log Cabin Ranch.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$933,438 largely due to:

- Funding for capital improvements.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 236.06 FTEs, which are .43 FTEs less than the 236.49 FTEs in the original FY 2011-12 budget. This represents .2% decrease in FTEs from the original FY 2011-12 budget.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 235.62 FTEs, which are .44 FTEs less than the 236.06 FTEs in the original FY 2012-13 budget. This represents .2% decrease in FTEs from the original FY 2012-13 budget.

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

JUV - Juvenile Probation

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Food			\$376,787	\$360,000	\$16,787	x					\$376,787	\$360,000	\$16,787	x
			<i>Total Savings</i>		\$16,787				<i>Total Savings</i>		\$16,787			
Overtime			\$817,952	\$767,952	\$50,000	x	x							
Mandatory Fringe Benefits			\$65,027	\$61,052	\$3,975	x	x							
			<i>Total Savings</i>		\$53,975				<i>Total Savings</i>		\$53,975			
Reduce expenditures to reflect historical spending rates and a reduced average daily population at the facility. Ongoing savings.														
The Department's projected salary savings in FY 2011-12 are \$400,000 due to delays in hiring permanent positions and a surplus in Overtime. A reduction in Overtime of \$50,000 will still provide sufficient funding to meet the Department's projected Overtime requirements in FY 2012-13.														

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$53,975	\$16,787	\$70,762
Non-General Fund	\$0	\$0	\$0
Total	\$53,975	\$16,787	\$70,762

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$16,787	\$16,787
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$16,787	\$16,787

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed \$1,675,635,053 budget for FY 2012-13 is \$98,357,186 or 6.2% more than the original FY 2011-12 budget of \$1,577,277,867.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 5,801.51 FTEs, which are 130.22 FTEs more than the 5,671.29 FTEs in the original FY 2011-12 budget. This represents a 2.3% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$1,229,266,935 in FY 2012-13, are \$15,237,600 or 1.3% more than FY 2011-12 revenues of \$1,214,029,335. General Fund support of \$446,368,118 in FY 2012-13 is \$83,119,586 or 22.9% more than FY 2010-11 General Fund support of \$363,248,532.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$1,748,585,152 budget for FY 2013-14 is \$72,950,099 or 4.4% more than the original FY 2012-13 budget of \$1,675,635,053.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 5,849.12 FTEs, which are 47.61 FTEs more than the 5,801.51 FTEs in the original FY 2012-13 budget. This represents .8% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$1,236,812,744 in FY 2013-14, are \$7,545,809 or 0.6% more than FY 2012-13 revenues of \$1,229,266,935. General Fund support of \$511,772,408 in FY 2013-14 is \$65,404,290 or 14.7% more than FY 2012-13 General Fund support of \$446,368,118.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DPH – PUBLIC HEALTH

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,114,132 in FY 2012-13. Of the \$1,114,132 in recommended reductions, \$670,450 are ongoing General Fund savings and \$443,682 are one-time savings. These reductions would still allow an increase of \$97,243,054 or 6.2% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$103,712 to the General Fund.

Together, these recommendations will result in \$1,217,844 savings to the City's General Fund in FY 2012-13.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of \$164,202.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$516,937 in FY 2013-14, which are ongoing. These reductions would still allow an increase of \$72,433,162 or 4.3% in the Department's FY 2013-14 budget.

These recommendations will result in \$516,937 savings to the City's General Fund in FY 2013-14.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of \$222,410.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DPH – PUBLIC HEALTH

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011-2012 Budget	FY 2012-2013 Proposed	Increase/ Decrease from	FY 2013-2014 Proposed	Increase/ Decrease from
			FY 2011-2012		FY 2012-2013
PUBLIC HEALTH					
CENTRAL ADMINISTRATION	141,245,883	152,597,580	11,351,697	152,196,929	(400,651)
CHILDREN'S BASELINE	45,663,536	47,842,181	2,178,645	48,845,951	1,003,770
COMM HLTH - COMM SUPPORT - HOUSING	22,600,832	24,950,268	2,349,436	28,319,064	3,368,796
COMM HLTH - PREV - MATERNAL & CHILD HLTH	25,482,839	27,067,827	1,584,988	27,527,584	459,757
COMM HLTH - PREVENTION - AIDS	69,378,188	58,331,268	(11,046,920)	53,296,181	(5,035,087)
COMM HLTH - PREVENTION - DISEASE CONTROL	19,567,601	19,662,067	94,466	19,350,638	(311,429)
COMM HLTH - PREVENTION - HLTH EDUCATION	5,254,804	5,979,393	724,589	6,018,906	39,513
EMERGENCY SERVICES AGENCY	1,597,375	1,400,000	(197,375)	1,400,000	0
ENVIRONMENTAL HEALTH SERVICES	18,276,905	19,029,052	752,147	19,644,340	615,288
FORENSICS - AMBULATORY CARE	27,624,286	28,830,878	1,206,592	29,453,951	623,073
HEALTH AT HOME	5,889,937	6,496,357	606,420	6,650,199	153,842
LAGUNA HONDA - LONG TERM CARE	184,879,744	203,588,454	18,708,710	213,231,360	9,642,906
LAGUNA HONDA HOSP - ACUTE CARE	3,499,491	3,619,328	119,837	3,725,532	106,204
LAGUNA HONDA HOSP - COMM SUPPORT CARE	1	0	(1)	0	0
MENTAL HEALTH - ACUTE CARE	3,462,797	3,462,797	0	3,462,797	0
MENTAL HEALTH - CHILDREN'S PROGRAM	39,417,159	38,164,598	(1,252,561)	38,361,464	196,866
MENTAL HEALTH - COMMUNITY CARE	148,827,320	152,331,844	3,504,524	157,551,320	5,219,476
MENTAL HEALTH - LONG TERM CARE	27,979,616	28,086,587	106,971	28,170,683	84,096
OCCUPATIONAL SAFETY & HEALTH	1,765,354	1,846,839	81,485	1,893,408	46,569
PRIMARY CARE - AMBU CARE - HEALTH CNTRS	60,269,318	71,335,548	11,066,230	72,687,422	1,351,874
SFGH - ACUTE CARE - FORENSICS	3,378,616	3,437,973	59,357	3,514,032	76,059
SFGH - ACUTE CARE - HOSPITAL	556,455,037	604,231,329	47,776,292	656,712,891	52,481,562
SFGH - ACUTE CARE - PSYCHIATRY	26,157,339	26,127,815	(29,524)	26,483,933	356,118
SFGH - AMBU CARE - ADULT MED HLTH CNTR	24,191,367	27,739,879	3,548,512	28,172,742	432,863
SFGH - AMBU CARE - METHADONE CLINIC	1,578,382	1,638,208	59,826	1,675,319	37,111
SFGH - AMBU CARE - OCCUPATIONAL HEALTH	2,390,450	2,327,135	(63,315)	2,385,124	57,989
SFGH - EMERGENCY - EMERGENCY	22,805,573	24,472,046	1,666,473	25,050,828	578,782
SFGH - EMERGENCY - PSYCHIATRIC SERVICES	8,898,090	9,133,300	235,210	9,317,911	184,611
SFGH - LONG TERM CARE - RF PSYCHIATRY	16,487,143	16,871,492	384,349	17,531,668	660,176
SUBSTANCE ABUSE - COMMUNITY CARE	62,252,884	65,033,010	2,780,126	65,952,975	919,965
PUBLIC HEALTH	1,577,277,867	1,675,635,053	98,357,186	1,748,585,152	72,950,099

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$98,357,185 largely due to:

- An increase in expenditures for acute care at San Francisco General Hospital. The growth in expenditures for this program is primarily due to investments in its delivery system to expand capacity and services to meet the requirements of the State's Medi-Cal 1115 Waiver. The Medi-Cal Waiver was designed to prepare counties for Federal Health Care Reform and ties Medi-Cal revenues to achieving specific milestones. These investments include infrastructure development, and increased access to specialty care, among other improvements. Additionally, there are increased costs to the contract between DPH and the University of California, San Francisco (UCSF) due to increased salaries and fringe benefits for UCSF staff

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: **DPH – PUBLIC HEALTH**

working at the San Francisco General Hospital under collective bargaining agreements between UCSF and the respective labor unions.

- An increase in expenditures for the Low Income Health Program (LIHP) due to changes in federal policy. Patients with HIV or AIDS who are eligible for the LIHP must be dis-enrolled from the Federal Ryan White program and enrolled into LIHP. The increase in expenditures also reflects costs associated with medication paid for by Federal funding. In addition, counties are now responsible for the costs of out of network services incurred by their LIHP clients.
- In order to draw down Federal funding incentives, the Department is increasing expenditures for its implementation of electronic medical records. With the use of electronic medical records, the Department is hoping to achieve efficiencies in service delivery and improve health outcomes. Should the Department not achieve meaningful use by 2015, the federal government will reduce federal reimbursement until meaningful use is achieved.
- The Department is launching several initiatives to improve patient flow within the San Francisco General Hospital, Laguna Honda Hospital, and Behavioral Health Center. Expenditures include (a) increased staffing, (b) an increase in the number of non-acute beds to improve the utilization of beds and promote timely discharge of non-acute patients from San Francisco General Hospital, and (c) intensive community re-entry activities to ensure timely discharge from Laguna Honda Hospital.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$72,950,099 largely due to:

- The Department will invest \$40 million to procure furniture, fixtures, and equipment for the new San Francisco General Hospital, scheduled to be opened in 2015. These expenditures are not eligible to be included in the budgeted expenditures for future and previously appropriated bond funding.
- The Department will continue to increase expenditures due to requirements of the State's Medi-Cal 1115 Waiver and decrease in Federal funding for HIV and AIDS patients.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 5,801.51 FTEs, which are 130.22 FTEs more than the 5,671.29 FTEs in the original FY 2011-12 budget. This represents a 2.3% increase in FTEs from the original FY 2011-12 budget.

The Department's FY 2012-13 budget includes 79.45 FTE new positions, as well as annualization of new positions from FY 2011-12, to meet the milestones set out in the Medi-Cal 1115 Waiver in order to prepare for Federal Health Care Reform. The Department will also add 3.39 FTE positions to the Laguna Honda Hospital to implement a short stay program to improve patient flow for skilled nursing services. Additionally, the FY 12-13 budget includes 6.52 new FTE positions in the San Francisco General Hospital Acute Care program to meet regulatory requirements for nurse staffing for patient services where moderate sedation is required. These position increases are offset by the deletion of existing FTEs and other adjustments.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DPH – PUBLIC HEALTH

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 5,849.12 FTEs, which are 47.61 FTEs more than the 5,801.51 FTEs in the original FY 2012-13 budget. This represents a 0.8% increase in FTEs from the original FY 2012-13 budget.

The Department's FY 2013-14 budget includes 50.36 FTE new positions in FY 2013-14, as well as annualization of new positions from FY 2012-13, to meet the milestones set out in the Medi-Cal 1115 Waiver in order to prepare for Federal Health Care Reform. These increases are offset by other position adjustments.

INTERIM EXCEPTIONS

The Department has requested approval of one position as an interim exception. The Budget and Legislative Analyst recommends approval of this position because the Department has already filled this position.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$1,229,266,935 in FY 2012-13, are \$15,237,600 or 1.3% more than FY 2011-12 revenues of \$1,214,029,335. General Fund support of \$446,368,118 in FY 2012-13 is \$83,119,586 or 22.9% more than FY 2011-12 General Fund support of \$363,248,532.

Specific changes in the Department's FY 2012-13 revenues include:

- The Department's increased General Fund support in FY 2012-13 is due to the loss of Federal revenues and increased responsibilities under Federal Health Care Reform. While the Department will receive significant Medi-Cal revenues from the State, this revenue is tied to meeting specific milestones, which require additional investments to be made into DPH's delivery system.
- The Department anticipates losing \$6.6 million in Federal Ryan White and Centers for Disease Control funding for HIV and AIDS programs, which is fully backfilled by General Fund support.
- The Department anticipates an increase of \$36.8 million in revenue from service charges. This growth results from increases in State Medi-Cal funding as well as increases in baseline revenue for San Francisco General Hospital and Laguna Honda Hospital.

FY 2013-14

The Department's revenues of \$1,236,812,744 in FY 2013-14, are \$7,545,809 or 0.6% more than FY 2012-13 revenues of \$1,229,266,935. General Fund support of \$511,772,408 in FY 2013-14 is \$65,404,290 or 14.7% more than FY 2012-13 General Fund support of \$446,368,118.

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

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DPH – PUBLIC HEALTH

- The Department anticipates changes in revenue and General Fund support in FY 2013-14 that are consistent with the revenue issues discussed above for FY 2012-13. While the Department anticipates losing \$8 million in Federal Ryan White funding for HIV and AIDS programs in FY 2013-14, only \$4 million in General Fund support is included in the FY 2013-14 budget to support these programs. The Department will have to identify efficiencies and savings to help address the shortfall in funding for HIV and AIDS programs in FY 2013-14. Additionally, the Department anticipates an increase of \$14.1 million in revenue from service charges.

Fee Legislation

Projected revenues for FY 2012-13 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2011-12 Original Revenue	Change in FY 2012-13	Annualized Revenue Thereafter	% Cost Recovery
12-0638	Add or increase the fees for (a) food product and marketing establishments, and (b) food preparation and service establishments to (i) recover full costs, and (ii) reflect annual cost of living increases.	\$6,920,331	\$652,068	\$652,068	100%
12-0604	Patient Rates	As of the writing of this report, the Department has not provided this information	\$3,800,000	\$4,000,000	N/A
Total		\$6,920,331	\$4,452,068	\$4,652,068	

Recommendations: Approval of the fee ordinances are policy matters for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed DPH budget is balanced based on the assumption that the subject fees shown above will be approved.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,114,132 in FY 2012-13. Of the \$1,114,132 in recommended reductions, \$670,450 are ongoing General Fund savings and \$443,682 are one-time savings. These reductions would still allow an increase of \$97,243,054 or 6.2% in the Department’s FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$103,712 to the General Fund.

Together, these recommendations will result in \$1,217,844 savings to the City’s General Fund in FY 2012-13.

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

DPH - Public Health

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF
	From	To	From	To			From	To	From	To		
DIH - SFGH- Acute Care- Hospital												
IS Business Analyst-Principal	1.00	0.00	\$121,628	\$0	\$121,628	x	1.00	0.00	\$123,792	\$0	\$123,792	x
Mandatory Fringe Benefits			\$44,097	\$0	\$44,097	x			\$49,024	\$0	\$49,024	x
IS Programmer Analyst-Principal	0.00	1.00	\$0	\$110,864	(\$110,864)	x	0.00	1.00	\$0	\$112,837	(\$112,837)	x
Mandatory Fringe Benefits			\$0	\$41,956	(\$41,956)	x			\$0	\$46,495	(\$46,495)	x
			<i>Total Savings</i>		<i>\$12,905</i>				<i>Total Savings</i>		<i>\$13,484</i>	
Disapprove upward substitution. The Department has had 2.0 FTE IS Business Analyst-Principal positions vacant since 2010 due to retirements. Additionally, the Department requested 3 new IS Business Analyst -Principal positions for FY 2011-12 for this program, which have not yet been filled.												
Junior Clerk	2.00	0.00	\$92,933	\$0	\$92,933	x	2.00	0.00	\$94,135	\$0	\$94,135	x
Mandatory Fringe Benefits			\$52,268	\$0	\$52,268	x			\$58,106	\$0	\$58,106	x
Post M.D. I	0.00	0.46	\$0	\$26,326	(\$26,326)	x	0.00	2.00	\$0	\$114,462	(\$114,462)	x
Mandatory Fringe Benefits			\$0	\$10,531	(\$10,531)	x			\$0	\$48,074	(\$48,074)	x
			<i>Total Savings</i>		<i>\$108,344</i>				<i>Total Savings</i>		<i>(\$10,295)</i>	
Disapprove the 2.0 FTE Junior Clerk positions for the Pharmacy Residency Program. Instead, we recommend approval of two new Post M.D. I positions for the program. The recommendation reflects (a) the true classification for the proposed fellows in the Pharmacy Residency Program and (b) a starting date of April 1, 2013 for both positions.												
Professional and Specialized Services			\$94,179,685	\$93,964,685	\$215,000	x			\$92,463,551	\$92,248,551	\$215,000	x
			\$93,964,685	\$93,714,685	\$250,000	x						
			<i>Total Savings</i>		<i>\$465,000</i>				<i>Total Savings</i>		<i>\$215,000</i>	
The recommended reduction of \$465,000 is based on actual FY 2011-12 expenditures for IT, temporary staffing, maintenance and other contracts which are budgeted in FY 2012-13 at the same level as FY 2011-12. The Department has an unspent balance of \$798,809 for prior years' appropriations for these contracts.												
Ongoing reduction for contracts which are continuing into FY 2013-14.												

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

DPH - Public Health

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Materials and Supplies		\$57,752,769	\$57,702,769	\$50,000	x			\$57,871,250	\$57,821,250	\$50,000	x	
Equipment	Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13. The proposed recommendation will still be an increase of \$590,871 over FY 2011-12 expenditures.											
		\$2,122,004	\$2,018,425	\$103,579	x	x						
	Reduce Equipment Purchase to reflect vendor quotes.											
Maintenance Services - Equipment		\$488,602	\$438,602	\$50,000	x	x						
	DA5 - Laguna Honda - Long Term Care											
	Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.											
Other Current Expenses		\$12,574	\$11,000	\$11,000	x			\$12,574	\$11,574	\$11,000	x	
	Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.											
	FAM - Mental Health- Children's Program											
Other Current Expenses		\$9,204	\$2,204	\$7,000	x			\$9,204	\$2,204	\$7,000	x	
		\$5,400	\$1,400	\$4,000	x			\$5,400	\$1,400	\$4,000	x	
	<i>Total Savings \$11,000</i>											
	Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.											
	Ongoing reduction.											
	DMM - Mental Health- Community Care											
Manager II	1.00	\$119,128	\$0	\$119,128	x		1.00	\$121,248	\$0	\$121,248	x	
Mandatory Fringe Benefits		\$47,369	\$0	\$47,369	x			\$52,141	\$0	\$52,141	x	
Manager I	0.00	\$0	\$111,066	(\$111,066)	x		0.00	\$0	\$113,042	(\$113,042)	x	
Mandatory Fringe Benefits		\$0	\$45,864	(\$45,864)	x			\$0	\$50,288	(\$50,288)	x	
	<i>Total Savings \$9,567</i>											
	Disapprove upward substitution. The Department has had a Manager II position vacant since 2009 within this program. This position became vacant due to a retirement and a requisition is still pending approval.											
	Ongoing savings											

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

DPH - Public Health

Object Title	FY 2012-13						FY 2013-14								
	FTE		Amount		Savings	GF	IT		FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To	From	To			
DHP - Primary Care- Ambulatory Care- Health Centers															
Physician Specialist	0.15	0.00	\$28,710	\$0	\$28,710	x			0.15	0.00	\$29,459	\$0	\$29,459	x	
Mandatory Fringe Benefits			\$8,670	\$0	\$8,670	x					\$9,822	\$0	\$9,822	x	
Nurse Practitioner	0.00	0.15	\$0	\$27,464	(\$27,464)	x			0.00	0.15	\$0	\$27,464	(\$27,464)	x	
Mandatory Fringe Benefits			\$0	\$9,278	(\$9,278)	x					\$0	\$10,267	(\$10,267)	x	
			<i>Total Savings</i>		\$638					<i>Total Savings</i>		\$1,550			
	Disapprove upward substitution. The Department has determined that the requested upward substitution is no longer needed.														
	FAL - Children's Baseline														
Other Current Expenses			\$10,850	\$2,850	\$8,000	x					\$10,850	\$2,850	\$8,000	x	
	Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.														
	DHA - Central Administration														
Attrition Savings			(\$967,441)	(\$1,022,441)	\$55,000	x	x								
Mandatory Fringe Benefits			(\$386,279)	(\$408,239)	\$21,960	x	x								
			<i>Total Savings</i>		\$76,960					<i>Total Savings</i>		\$5,629,165	\$5,529,165	\$100,000	x
Professional and Specialized Services	The Department has created a new Manager VIII position, for which the Department has promoted and already filled with an existing Supervising Physician. The Department proposed to backfill the existing Supervising Physician position but has not determined when then position will be filled. The proposed increase in attrition savings allows for a hire date of January 1, 2013.														
			\$5,636,382	\$5,536,382	\$100,000	x					\$5,629,165	\$5,529,165	\$100,000	x	
	The Department has increased Professional and Specialized Services in Central Administration by \$2.1 million in FY 2012-13. The recommended reduction is for ongoing IT and consulting contracts for which the Department has an unspent balance of \$293,592 from prior years' appropriations.														
	Ongoing reduction.														

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

DPH - Public Health

Object Title	FY 2012-13				FY 2013-14						
	FTE		Amount		FTE		Amount				
	From	To	From	To	From	To	From	To			
Other Current Expenses	\$166,139	\$100,000	\$166,139	\$100,000			\$166,139	\$100,000	\$66,139	x	
Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.											
Taxes; Licenses; and Permits		\$23,056	\$11,056	\$12,000	x			\$23,056	\$11,056	\$12,000	x
This is a technical adjustment due to a double entry Taxes; Licenses; and Permits.											
DPH -Community Health -Prevention -Health Education											
Other Current Expenses		\$33,702	\$9,702	\$24,000	x			\$33,702	\$9,702	\$24,000	x
Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.											
DPM -Community Health -Prevention -Maternal & Child Health											
Other Current Expenses		\$20,000	\$10,000	\$10,000	x			\$20,000	\$10,000	\$10,000	x
Reduce to reflect historical spending since FY 2009-10 and projected expenditures in FY 2012-13.											
Charges for Services		(\$1,480,000)	(\$1,475,000)	(\$5,000)	x			(\$1,480,000)	(\$1,475,000)	(\$5,000)	x
Offsetting revenue reduction											

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$443,682	\$670,450	\$1,114,132
Non-General Fund		\$0	\$0
Total	\$443,682	\$670,450	\$1,114,132

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund		\$516,937	\$516,937
Non-General Fund	\$0		\$0
Total	\$0	\$516,937	\$516,937

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

DPH - Public Health

Object Title	FY 2012-13				FY 2013-14			
	FTE		Amount		FTE		Amount	
	From	To	From	To	From	To	From	To

Policy Recommendations

Object Title	FTE		Amount		FTE		Amount	
	From	To	From	To	From	To	From	To
	Senior Clerk	0.77	0.00	\$40,426	\$0	1.00	0.00	\$53,180
Mandatory Fringe Benefits			\$20,468	\$0			\$29,230	\$0
			<i>Total Savings</i>				<i>Total Savings</i>	
			\$60,894				\$82,410	

DSP -Community Health- Community Support- Housing

This position would provide administrative support to the Director of the Mayor's Housing Opportunities, Partnerships and Engagement (HOPE). In addition, this position would update and get feedback from stakeholders on HOPE initiatives, maintain familiarity with programmatic work within HOPE, and assist in preparing proposals, reports, and other key documents. This is a policy recommendation because it is for a new program that will result in ongoing General Fund expenditures.

Object Title	FTE		Amount		FTE		Amount	
	From	To	From	To	From	To	From	To
	Senior Administrative Analyst	0.77	0.00	\$73,654	\$0	1.00	0.00	\$97,356
Mandatory Fringe Benefits			\$29,654	\$0			\$42,644	\$0
			<i>Total Savings</i>				<i>Total Savings</i>	
			\$103,308				\$140,000	

This position would provide program support to the Director of the Mayor's Housing Opportunities, Partnerships and Engagement (HOPE). The Senior Administrative Analyst would research, analyze and make policy recommendations on projects related to coordinating and improving the City's response to homelessness and poverty issues. This is a policy recommendation because it is for a new program that will result in ongoing General Fund expenditures.

FY 2012-13

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$164,202	\$164,202
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$164,202	\$164,202

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$222,410	\$222,410
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$222,410	\$222,410

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

DPH - Public Health

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2008	2/25/2009	3,390.00	2,604.26
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2009	10/21/2010	3,600.00	732.20
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2009	4/13/2011	3,600.00	201.34
PIVOT INTERIORS INC	MINOR FURNISHINGS	Yes	2009	5/24/2010	37,724.47	37,724.47
PIVOT INTERIORS INC	MINOR FURNISHINGS	Yes	2009	5/24/2010	37,952.48	37,952.48
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2009	4/6/2011	3,700.00	446.76
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2010	4/27/2011	4,000.00	3,093.35
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2010	1/13/2011	1,500.00	1,354.02
KONICA MINOLTA BUSINESS SOLUTNS	COPY MACHINE	Yes	2010	6/30/2011	3,000.00	243.57
PULMONETIC SYSTEMS	MEDICAL EQUIPMENT REN	Yes	2010	11/12/2010	2,130.00	2,130.00
PACIFIC COAST TRANE SERVICE	OTHER BLDG MAINT SVCS	Yes	2010	2/7/2011	3,220.00	3,220.00
PACIFIC COAST TRANE SERVICE	OTHER BLDG MAINT SVCS	Yes	2010	3/21/2011	5,700.00	5,700.00
PACIFIC COAST TRANE SERVICE	OTHER BLDG MAINT SVCS	Yes	2010	5/6/2011	2,577.00	2,577.00
CAREFUSION 211 INC	MEDICAL EQUIP MAINT	Yes	2010	6/30/2011	2,355.00	2,355.00
JDI ELECTRICAL SERVICES INC	OTHER EQUIP MAINT	Yes	2010	6/30/2011	2,880.00	2,880.00
DPW	SR-DPW-BUILDING REPAIR	Yes	2010	8/26/2010	497.00	497.00
REGENTS OF THE UNIVERSITY OF CAL	OTHER MEDICAL SERVICE	Yes	2010	5/20/2011	19,000.00	0.17

Total Amount Return to Fund Balance 103,711.62
General Fund 103,711.62
Non-General Fund -

Note: The above encumbrance blanaces are from budget years prior to FY 2011-12. 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 2012-13

Budget Changes

The department's proposed \$699,618,530 budget for FY 2012-13 is \$6,062,538 or 0.9% more than the original FY 2011-12 budget of \$693,555,992.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 1,753.79 FTEs, which are 63.27 FTEs more than the 1,690.52 FTEs in the original FY 2011-12 budget. This represents 3.7% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 9 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 8 positions as an interim exception and disapproval of 1 position.

Revenue Changes

The Department's revenues of \$471,051,281 in FY 2012-13, are \$12,019,671 or 2.6% more than FY 2012-13 revenues of \$459,031,610. General Fund support of \$228,567,249 in FY 2012-13 is \$5,957,133 or 2.5% less than FY 2011-12 General Fund support of \$234,524,382.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed \$703,286,176 budget for FY 2013-14 is \$3,667,646 or 0.5% more than the original FY 2012-13 budget of \$699,618,530.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,742.92 FTEs, which are 10.87 FTEs less than the 1,753.79 FTEs in the original FY 2012-13 budget. This represents 0.6% change in FTEs from the original FY 2012-13 budget.

Revenue Changes

The department's revenues of \$470,932,595 in FY 2013-14, are \$118,686 or 0.03% less than FY 2012-13 revenues of \$471,051,281. General Fund support of \$232,353,581 in FY 2013-14 is \$3,786,332 or 1.7% more than FY 2012-13 General Fund support of \$228,567,249.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DSS– HUMAN SERVICES AGENCY

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$873,058 in FY 2012-13. Of the \$873,058 in recommended reductions, \$823,058 are ongoing savings and \$50,000 are one-time savings. These reductions would still allow an increase of \$5,189,480 or 0.7% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances totaling \$95,358, of which \$37,032 is General Fund.

Together, these recommendations will result in \$500,213 savings to the City's General Fund in FY 2012-13.

In addition, the Budget and Legislative Analyst includes a policy recommendation totaling a savings of \$140,421.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$872,094 in FY 2013-14. Of the \$872,094 in recommended reductions, \$831,177 are ongoing savings and \$40,917 are one-time savings. These reductions would still allow an increase of \$2,795,552 or 0.4% in the Department's FY 2013-14 budget.

These recommendations will result in \$473,450 savings to the City's General Fund in FY 2013-14.

In addition, the Budget and Legislative Analyst includes a policy recommendation totaling a savings of \$154,602.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DSS– HUMAN SERVICES AGENCY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2011- 2012 Budget	FY 2012- 2013 Proposed	Increase/ Decrease from FY 2011- 2012	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013
HUMAN SERVICES					
ADMINISTRATIVE SUPPORT	86,841,683	89,353,214	2,511,531	88,982,598	(370,616)
ADULT PROTECTIVE SERVICES	5,459,036	5,504,522	45,486	5,739,212	234,690
CALWORKS	51,788,965	46,985,371	(4,803,594)	47,054,278	68,907
CHILDREN'S BASELINE	24,770,087	28,098,013	3,327,926	28,253,880	155,867
COUNTY ADULT ASSISTANCE PROGRAM	53,226,971	52,028,814	(1,198,157)	52,948,921	920,107
COUNTY VETERANS SERVICES	400,809	419,939	19,130	439,710	19,771
DIVERSION AND COMMUNITY INTEGRATION PROG	3,588,517	3,656,139	67,622	3,607,578	(48,561)
DSS CHILDCARE	30,283,305	30,772,598	489,293	30,851,623	79,025
FAMILY AND CHILDREN'S SERVICE	129,814,751	118,782,295	(11,032,456)	120,620,722	1,838,427
FOOD STAMPS	20,418,009	20,370,441	(47,568)	20,447,149	76,708
HOMELESS SERVICES	81,005,617	85,821,505	4,815,888	88,669,863	2,848,358
IN HOME SUPPORTIVE SERVICES	127,721,722	127,436,807	(284,915)	128,821,305	1,384,498
INTEGRATED INTAKE	1,087,151	1,212,564	125,413	1,267,052	54,488
MEDI-CAL	24,351,460	24,703,735	352,275	25,753,929	1,050,194
OFFICE ON AGING	23,602,735	28,960,750	5,358,015	23,508,933	(5,451,817)
PUBLIC ADMINISTRATOR	1,432,265	1,518,043	85,778	1,587,542	69,499
PUBLIC CONSERVATOR	1,416,182	1,407,365	(8,817)	1,470,044	62,679
PUBLIC ED FUND - PROP H (MARCH 2004)	0	0	0	0	0
PUBLIC GUARDIAN	2,564,149	2,684,063	119,914	2,807,977	123,914
REPRESENTATIVE PAYEE	533,260	558,936	25,676	585,125	26,189
WELFARE TO WORK	23,249,318	29,343,416	6,094,098	29,868,735	525,319
WORKFORCE DEVELOPMENT	0	0	0	0	0
HUMAN SERVICES	693,555,992	699,618,530	6,062,538	703,286,176	3,667,646

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by \$6,062,538 largely due to:

- A net increase in administration, notably for the HVAC repair and replacement project at the offices on 170 Otis Street.
- An increase in Children's Baseline offset by work orders requested by Department of Children, Youth, and Families (DCYF) and Children and Families Commission (First Five). In FY 2012-13, the Mayor is consolidating childcare services into the Office of Early Care and Education under the Human Services Agency (HSA). Administrative staff and funding for early care and education is being transferred from the First Five and the DCYF to the Department. The Department is also proposing new funds to backfill State funding reductions for Title V childcare providers.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DSS– HUMAN SERVICES AGENCY

- A decrease in aid payments under Family and Children’s Services, mostly due to the lower than expected cost increases in foster care and child care, Kinship Guardian Assistance Payment Program (Kin-Gap), and adoption assistance aid.
- An increase in Homeless Services for an initiative to increase housing capacity for clients with schizophrenia. HSA is collaborating with the Department of Public Health (DPH) as part of a larger pilot program focused on determining the effectiveness of making schizophrenic/schizoaffective disorder a presumptive disability as defined by the Social Security Administration. The Department is working with DPH to provide services and greater access to housing for these clients.
- An increase in the Office of Aging and Adult Services (DAAS) to fund two grant-funded transitional care programs that create (a) a medical home for clients and (b) a support network for the most vulnerable patients within six weeks after being discharged from the hospital to reduce hospital readmissions. The proposed FY 2012-13 budget also includes increased General Fund monies for (a) nutritional services to backfill reductions in federal and state grants in the Home Delivered and Congregate Meals program; and (b) the Services Connection Project for older adults and adults with disabilities, residing in housing owned by the San Francisco Housing Authority to backfill the expired federal ROSS (Residential Opportunities for Self Sufficiency) Grant.
- An increase in Welfare to Work, primarily to pay for temporary salaries for the Jobs Now 4 subsidized employment program.

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$3,667,646 largely due to:

- An increase in Family and Children Services, mainly due to the increases in retirement benefits for employees and adoption aid payments.
- Increases in the Homeless Services, primarily due to additional funding for the Care Not Cash Program and the Housing Pipeline Projects. Five new supportive housing projects, sponsored by the Mayor’s Office of Housing, will be completed in FY 2013-14 for which HSA will fund operating and supportive services costs.
- Increases in the In-Home Supportive Services (IHSS) program due to increases in Community First Choice Option Program revenues offset by reductions in General Fund revenue. Established by the Affordable Care Act of 2010, this new State Plan Option provides San Francisco an additional six percent federal funding for IHSS services.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 1,753.79 FTEs, which are 63.27 FTEs more than the 1,690.52 FTEs in the original FY 2011-12 budget. This represents 3.7% increase in FTEs from the original FY 2011-12 budget. The increase in positions is due primarily to:

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DSS– HUMAN SERVICES AGENCY

- 50 positions in the Welfare to Work Program, funded by temporary salaries in FY 2012-13, to provide subsidized employment to low-income San Francisco residents as part of the Jobs Now Program;
- Transfer of three existing positions from First Five and DCYF for the new Office of Early Care and Education;
- The addition of 8 grant-funded positions for FY 2012-13; and
- Reductions in attrition savings to allow HSA to hire vacant positions.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,742.92 FTEs, which are 10.87 FTEs less than the 1,753.79 FTEs in the original FY 2012-13 budget. This represents 0.6% change in FTEs from the original FY 2012-13 budget.

The decrease in FTEs is mainly due to increases in attrition savings and deletion of grant-funded and other vacant positions.

INTERIM EXCEPTIONS

The Department has requested approval of 9 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 8 positions as an interim exception and disapproval of 1 position.

- The Budget and Legislative Analyst recommends approval of 2.0 FTE 1822 Administrative Analysts for the Broadband Technology Opportunities Program, 1.0 FTE Employment And Training Specialist III to manage a Department of Labor (DOL) grant that provides subsidized employment for non-custodial parents, and 4.0 FTE Medical Social Workers and 1.0 FTE Medical Social Worker Supervisor for the Community-Based Care Transition Program and the Center for Medicare and Medicaid Innovation grant to develop new payments and delivery models.
- The Department requested an interim exception for 1.0 FTE 0922 Manager I for the Lesbian, Gay, Bisexual and Transgender Seniors (LGBT) Task Force, which would be established if approved by the Board of Supervisors in a pending ordinance (File No. 12-0378), and the Dementia Care Plan. The Budget and Legislative Analyst recommends that this position, which has analytical and program coordination but not management responsibilities, be budgeted as 0.92 FTE 1824 Principal Administrative Analyst, which would allow for an August 1, 2012 hire date. Because this position would support a new program, approval of the proposed 0.92 FTE 1824 Principal Administrative Analyst is a policy matter for the Board of Supervisors.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of \$471,051,281 in FY 2012-13, are \$12,019,671 or 2.6% more than FY 2011-12 revenues of \$459,031,610. General Fund support of \$228,567,249 in FY 2012-13 is \$5,957,133 or 2.5% less than FY 2010-11 General Fund support of \$234,524,382.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DSS– HUMAN SERVICES AGENCY

Child Care Services Contract Modification

File No. 12-0599. This resolution would approve modification of the existing contract between the City and County of San Francisco and the Children’s Council of San Francisco to serve as the fiscal agent and administrator for childcare services funded by CalWorks and other childcare services, from July 1, 2012 to June 30, 2017, in the amount of \$240,869,365.

The State CalWorks Child Care Program, through the State Department of Education (CDE) and State Department of Social Services (CDSS), subsidizes child care for low income families through a three-stage program. The State has approved the Children’s Council of San Francisco as an Alternative Payment Provider to administer CalWorks child care funding. Currently, Children Council administers almost all subsidized child care payments and child care workforce funding in San Francisco County. Since 1998, the Department has contracted with Children’s Council as a sole source contract for administration of CalWorks Stage 1 childcare subsidies to CalWorks families, and for CalWorks Stage 2 childcare subsidies to families who are transitioning off cash aid. CDE directly contracts with the Children’s Council to administer Stage 3 subsidies to families who exceeded the two-year Stage 2 period.

HSA is proposing a five-year extension to the sole source contract in order to have a single administrator for CalWorks Stage 1 and Stage 2 childcare subsidies, funded by HSA, and CalWorks Stage 3 childcare subsidies, funded by CDE.

In November 2010, The Budget and Legislative Analyst conducted a performance audit of San Francisco’s early child care and education and recommended that HSA (a) develop a competitive solicitation for administration of the Wages Plus program, which was administered by the Children’s Council, for the June 2012 contract renewal, and (b) require Children’s Council to provide a summary report of reasons for under expenditures or over expenditures in each childcare funding stream. According to the Department, the Department has implemented the audit recommendations, including (a) receiving monthly accounting by spending categories from Children’s Council; and (b) issuing a Request for Proposals (RFP) jointly with DCYF and First 5 for C-WAGES, the successor to the WAGES Plus program.

Recommendations:

Amend the proposed resolution to specify the contract amount is not to exceed \$240,869,365.
Approve the proposed resolution as amended.

Conard House Inc. Retroactive Contract

File No. 12-0600. This resolution would retroactively approve a contract between the City and County of San Francisco and Conard House Inc., a nonprofit organization, to provide (a) master-leased housing under HSA’s Housing First Program to formerly homeless single adults and (b) money management services to elderly senior citizens. The contract is for 5 years and 3 months, from April 1, 2012 to June 30, 2017, for an amount not to exceed \$19,142,302.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2012-13 AND FY 2013-14**

DEPARTMENT: DSS– HUMAN SERVICES AGENCY

2009 through June 30, 2012, to provide emergency shelter services to homeless individuals in San Francisco for the five-year period from July 1, 2012 to June 30, 2017 for \$20,482,985. HSA selected St. Vincent to provide these services through a competitive RFP process in 2009.

St. Vincent will continue to provide emergency shelter services including sleeping facilities, meals and support services for up to 340 homeless adults per day at the Multi Service Center South Adult Shelter (525 Fifth Street), a City-owned building. Under the proposed contract, St. Vincent will also provide domestic violence counseling for CalWorks clients at the Riley Center.

Recommendations:

Amend the proposed resolution to specify not to exceed \$20,482,985.
Approve the proposed resolution as amended.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$873,058 in FY 2012-13. Of the \$873,058 in recommended reductions, \$823,058 are ongoing savings and \$50,000 are one-time savings. These reductions would still allow an increase of \$5,189,480 or 0.7% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances totaling \$95,358, of which \$37,032 is General Fund.

Together, these recommendations will result in \$500,213 savings to the City's General Fund in FY 2012-13.

In addition, the Budget and Legislative Analyst includes a policy recommendation totaling a savings of \$140,421.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$872,094 in FY 2013-14. Of the \$872,094 in recommended reductions, \$831,177 are ongoing savings and \$40,917 are one-time savings. These reductions would still allow an increase of \$2,795,552 or 0.4% in the Department's FY 2013-14 budget.

These recommendations will result in \$473,450 savings to the City's General Fund in FY 2013-14.

In addition, the Budget and Legislative Analyst includes a policy recommendation totaling a savings of \$154,602.

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

DSS - Human Services Agency

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
CGU - DSS Child Care													
Senior Community Development Specialist	1.00	0.00	\$89,778	\$0	\$89,778	x		1.00	0.00	\$90,939	\$0	\$90,939	x
Mandatory Fringe Benefits			\$36,524	\$0	\$36,524	x				\$40,506	\$0	\$40,506	x
Community Development Specialist	0.00	1.00	\$0	\$77,545	(\$77,545)	x		0.00	1.00	\$0	\$78,548	(\$78,548)	x
Mandatory Fringe Benefits			\$0	\$33,261	(\$33,261)	x				\$0	\$36,806	(\$36,806)	x
			<i>Total Savings</i>		<i>\$15,496</i>					<i>Total Savings</i>		<i>\$16,091</i>	
<p>HSA is requesting to transfer 1.0 FTE vacant Employment & Training Specialist III position to the new Office of Early Care and Education and substitute the position to a Senior Community Development Specialist. Based on the role, responsibilities, and workload of the position in the new Office of Early Care and Education, the Community Development Specialist is the appropriate classification for this position.</p>													
ClF - Department of Aging and Adult Services													
Manager I	1.00	0.00	\$111,066	\$0	\$111,066	x		1.00	0.00	\$113,042	\$0	\$113,042	x
Mandatory Fringe Benefits			\$45,864	\$0	\$45,864	x				\$50,288	\$0	\$50,288	x
Principal Administrative Analyst	0.00	0.92	0	101,851	(\$101,851)	x		0.00	1.00	\$0	\$112,678	(\$112,678)	x
Mandatory Fringe Benefits			0	38,570	(\$38,570)	x				\$0	\$41,924	(\$41,924)	x
			<i>Total Savings</i>		<i>\$16,509</i>					<i>Total Savings</i>		<i>\$8,728</i>	
<p>The Department requested an interim exception for 1.0 FTE 0922 Manager I for the Lesbian, Gay, Bisexual and Transgender Seniors (LGBT) Task Force and the Dementia Care Plan. We recommend substitution of a 0.92 FTE 1824 Principal Administrative Analyst, which would allow a hire date of August 1, 2012 rather than July 1, 2012. The Principal Administrative Analyst is the appropriate position for this new program, because the program position does not require management responsibilities. Approval of the proposed position, as noted below, is a policy matter for the Board of Supervisors because this is a new program which would result in new General Fund costs.</p>													
<p align="center">Ongoing savings</p>													
<p align="center">Ongoing reduction</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**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
CAL - Family and Children's Services												
Protective Services Worker	163.00	162.00	\$14,142,206	\$14,055,444			163.00	162.00	\$14,325,130	\$14,237,246		
Mandatory Fringe Benefits			\$5,879,808	\$5,843,736	x	x			\$6,515,474	\$6,475,502	x	x
			<i>Total Savings</i>	<i>\$122,834</i>					<i>Total Savings</i>	<i>\$127,856</i>		
Delete one vacant position, which has been vacant since 1/16/2010. The Department will still have 23 vacant positions for 2940 Protective Services Workers.												
Attrition Savings			(\$2,720,678)	(\$2,732,092)					(\$2,965,860)	(\$2,977,274)		
Mandatory Fringe Benefits			(\$1,164,483)	(\$1,169,368)	x	x			(\$1,386,254)	(\$1,391,589)	x	x
			<i>Total Savings</i>	<i>\$16,299</i>					<i>Total Savings</i>	<i>\$16,749</i>		
Increase attrition savings to reflect actual hire date of vacant positions.												
Aid Payments			\$18,445,954	\$18,395,954		x			\$18,853,820	\$18,803,820		x
Reduce 037 Aid Payments in Adoption by \$50,000 based on historical and projected actual expenditures as well as the reduced costs per case in Adoptions.												
Aid Payments			\$42,134,515	\$42,034,515		x			\$42,041,803	\$41,941,803		x
Reduce 037 Aid Payments in Foster Care by \$100,000 based on historical and projected actual expenditures.												
Aid Payments			\$2,831,932	\$2,781,932		x			\$3,114,869	\$3,064,869		x
Aid Payments									\$3,064,869	\$3,023,952		x
			<i>Total Savings</i>	<i>\$50,000</i>					<i>Total Savings</i>	<i>\$90,917</i>		
Reduce 037 Aid Payments in KinGAP, which is the guardian assistant payment program, by \$50,000 based on historical and projected actual expenditures.												
CAH - Food Stamps												
Attrition Savings			(\$990,190)	(\$1,040,190)		x			(\$1,212,608)	(\$1,262,608)		x
Mandatory Fringe Benefits			(\$455,985)	(\$479,010)		x			(\$608,499)	(\$633,590)		x
			<i>Total Savings</i>	<i>\$73,025</i>					<i>Total Savings</i>	<i>\$75,091</i>		
Increase attrition savings to reflect actual hire date of vacant positions.												

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

DSS - Human Services Agency

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
CAO - Administrative Support													
Attrition Savings			(\$149,167)	(\$157,574)	\$8,407	x				(\$151,821)	(\$160,378)	\$8,557	x
Mandatory Fringe Benefits			(\$57,649)	(\$60,898)	\$3,249	x				(\$63,985)	(\$67,591)	\$3,606	x
			<i>Total Savings</i>	<i>\$11,656</i>						<i>Total Savings</i>	<i>\$12,163</i>		
Increase attrition savings to reflect actual hire date of vacant positions.													
Attrition Savings			(\$1,591,974)	(\$1,649,636)	\$57,662	x				(\$1,616,542)	(\$1,674,950)	\$58,408	x
Mandatory Fringe Benefits			(\$682,704)	(\$707,432)	\$24,728	x				(\$758,828)	(\$786,246)	\$27,418	x
			<i>Total Savings</i>	<i>\$82,390</i>						<i>Total Savings</i>	<i>\$85,826</i>		
Increase attrition savings to reflect actual hire date of vacant positions.													
Attrition Savings			(\$451,792)	(\$485,661)	\$33,869	x				(\$458,764)	(\$492,791)	\$34,027	x
Mandatory Fringe Benefits			(\$193,771)	(\$208,297)	\$13,356	x				(\$215,377)	(\$231,352)	\$13,720	x
			<i>Total Savings</i>	<i>\$47,225</i>						<i>Total Savings</i>	<i>\$47,747</i>		
Increase attrition savings to reflect actual hire date of vacant positions.													
Senior Inventory Clerk	1.00	0.00	\$51,980	\$0	\$51,980	x				\$52,652	\$0	\$52,652	x
Mandatory Fringe Benefits			\$26,444	\$0	\$26,444	x				\$29,073	\$0	\$29,073	x
			<i>Total Savings</i>	<i>\$78,424</i>						<i>Total Savings</i>	<i>\$81,725</i>		
Delete one vacant position that has been vacant since 8/23/2008. The Department does not a candidate list.													
Training			\$50,000	\$30,000	\$20,000	x				\$50,000	\$30,000	\$20,000	x
Reduce 021 Training by \$20,000 according to on historical and projected actual expenditures.													
Travel			\$67,262	\$54,762	\$12,500	x				\$67,262	\$54,762	\$12,500	x
Reduce 021 Travel by \$12,500 based on historical and projected actual expenditures.													
Material & Supplies Budget Only			\$808,593	\$798,593	\$10,000	x				\$808,593	\$798,593	\$10,000	x
Reduce 040 Materials & Supplies Budget Only by \$10,000 according to historical and projected actual expenditures.													
Other Current Expenses			\$291,263	\$221,263	\$70,000	x				\$291,263	\$221,263	\$70,000	x
Reduce 021 Other Current Expenses by \$70,000 based on historical and projected actual expenditures.													

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

DSS - Human Services Agency

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Aid Payments			\$28,070,182	\$28,020,182	x	x						
	CAG - CalWorks Reduce 037 Aid Payments in CalWorks Program by \$50,000 based on historical and projected actual expenditures. The Department expects a decrease in CalWorks caseload. This is a one-time decrease. The Department has already decreased 037 Aid Payments in CalWorks in FY 2013-14.											
			\$28,070,182	\$28,020,182	x	x						
Aid Assistance			\$9,265,576	\$9,218,876	x	x			\$9,265,576	\$9,218,876		x
	FAL - Children's Baseline Reduce 036 Aid Assistance for Children's Baseline based on historical and projected actual expenditures and offsets from recoveries to Department of Children, Youth and Families. Request the Controller to apply these savings to reduce the excess appropriation over the amount required for the Children's Baseline, thereby creating a General Fund savings.											
			\$9,265,576	\$9,218,876	x	x			\$9,265,576	\$9,218,876		x

Ongoing savings

FY 2012-13

	Total Recommended Reductions ¹		Total
	One-Time	Ongoing	
General Fund	1,395	461,786	463,181
Non-General Fund	\$48,605	361,272	\$409,877
Total	\$50,000	823,058	873,058

¹ = round to the nearest dollar

FY 2013-14

	Total Recommended Reductions		Total
	One-Time	Ongoing	
General Fund	4,828	468,622	473,450
Non-General Fund	36,089	\$362,554	\$398,643
Total	\$40,917	831,177	872,094

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

DSS - Human Services Agency

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Policy Recommendations														
ClF - Department of Aging and Adult Services														
Principal Administrative Analyst	0.00	0.92	101,851	-	\$101,851	x	x	0.00	1.00	\$112,678	-	\$112,678	x	x
Mandatory Fringe Benefits			38,570	-	\$38,570	x	x			\$41,924	-	\$41,924	x	x
			<i>Total Savings</i>						<i>Total Savings</i>					
			\$140,421						\$154,602					
<p>The Department has proposed one new Manager I position for the Lesbian, Gay, Bisexual, and Transgender (LBGT) Seniors Task Force and Dementia Care Plan. As noted above, the Budget and Legislative Analyst recommends substitution of an 1824 Principal Administrative Analyst for this position. Approval of the new position for the LBGT Seniors Task Force and Dementia Care Plan is a policy matter for the Board of Supervisors because it is a new program with new General Fund costs.</p>														

FY 2012-13

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$80,040	\$80,040
Non-General Fund	\$0	\$60,381	\$60,381
Total	\$0	\$140,421	\$140,421

FY 2013-14

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$88,123	\$88,123
Non-General Fund	\$0	\$66,479	\$66,479
Total	\$0	\$154,602	\$154,602

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

DSS - Human Services Agency

Vendor Name	Subject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
BUILDING SRVS TECHNICIANS	FOOD	Yes	2004	10/26/2004	\$286.84	\$11.58
TENDERLOIN HOUSING CLINIC INC	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2009	10/22/2009	\$30,000.00	\$1.00
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2009	3/29/2010	\$3,400.00	\$1,079.94
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2009	7/13/2010	\$2,600.00	\$67.04
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2009	7/13/2010	\$2,000.00	\$68.11
	OTHER OFFICE SUPPLIES	Yes	2010	10/27/2010	\$51,960.80	\$51,960.80
KLW CONSTRUCTION INC	OTHER BLDG MAINT SVCS	Yes	2011	2/4/2011	\$1,927.00	\$1,927.00
KLW CONSTRUCTION INC	OTHER BLDG MAINT SVCS	Yes	2011	2/4/2011	\$2,197.00	\$2,197.00
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2009	3/23/2011	\$2,000.00	\$313.49
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2009	3/23/2011	\$2,200.00	\$103.55
RICOH AMERICAS CORPORATION	OTHER OFFICE SUPPLIES	Yes	2011	4/8/2011	\$489.79	\$489.79
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	2010	5/9/2011	\$30,000.00	\$15,627.99
SELF HELP FOR THE ELDERLY	COMMUNITY BASED ORGANIZATION SERVICES	No	2011	6/21/2011	\$16,402.10	\$1,912.54
SELF HELP FOR THE ELDERLY	COMMUNITY BASED ORGANIZATION SERVICES	No	2011	6/21/2011	\$8,831.90	\$2,720.00
	BOOKS - NON LIBRARY ONLY	Yes	2011	6/21/2011	\$16,878.19	\$16,878.19
Total Amount Return to Fund Balance					General Fund	\$95,358.02
					Non-General Fund	\$37,032.00
						\$58,326.02

Note: The above encumbrance balances are from budget years prior to FY 2011-12. 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.