

File No. 140773

Committee Item No. 14

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date July 16, 2014

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
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| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
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OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date July 11, 2014

Completed by: _____ Date _____

[Appropriation and De-Appropriation - Surplus Expenditures Supporting Increased Overtime Expenditures - FY2013-2014 - \$147,976]

Ordinance retroactively appropriating \$147,976 to overtime and de-appropriating \$147,976 consisting of \$115,313 in salaries and \$32,663 in contingency savings plan in the Department of Emergency Management’s Operating Budget in order to support the Department’s projected increases in overtime as required per Ordinance No.194-11 in FY2013-2014.

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

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

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

USES Appropriation

Fund	Index/Project Code	Subobject	Description	Amount
1G AGF AAA	770211	01101	SALARIES –	\$147,976
GENERAL FUND – NON			OVERTIME – MISC	
PROJECT CONTROLLED				
Total USES Appropriation				<u><u>\$147,976</u></u>

1 Section 2. The uses of funding outlined below are herein de-appropriated to reflect the
2 projected funding available for FY2013-2014.
3


4 **Uses De-Appropriation**

5	Fund	Index/Project Code	Subobject	Description	Amount
6	1G AGF AAA	770211	00101	SALARIES	(\$115,313)
7	GENERAL FUND - NON			MISC - REGULAR	
8	PROJECT CONTROLLED				
9					
10	1G AGF AAA	770218	08001	EXPENDITURE.	(\$32,663)
11	GENERAL FUND - NON			CONTINGENCY -	
12	PROJECT CONTROLLED			DEPARTMENTAL	
13				SAVINGS PLAN	
14					
15	Total USES De-Appropriation				<u>(\$147,976)</u>

16
17 Section 3. The Controller is authorized to record transfers between funds and adjust
18 the accounting treatment of sources and uses appropriated in this Ordinance as necessary to
19 conform with Generally Accepted Accounting Principles.
20

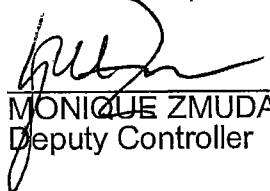
21
22 APPROVED AS TO FORM:
23 DENNIS J. HERRERA, City Attorney

24 By:


THOMAS OWEN
Deputy City Attorney

FUNDS AVAILABLE:
BEN ROSENFELD, Controller

25 By:


MONIQUE ZMUDA
Deputy Controller

Item 14 File 14-0773	Department: Department of Emergency Management (DEM)
EXECUTIVE SUMMARY	
<p>Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed ordinance would amend the Annual Appropriation Ordinance for FY 2013-14 to de-appropriate \$147,976 in surplus budget authority and to re-appropriate \$147,976 to overtime to pay for overtime costs related to a new Computer Aided Dispatch system and higher than anticipated call volumes at the Department of Emergency Management. <p>Key Points</p> <ul style="list-style-type: none"> • Starting in FY 2011-12, the Department of Emergency Management (DEM) began to upgrade its Computer Aided Dispatch (CAD) system, which tracks information pertaining to 9-1-1 calls in the City. • In April 2014, the Board of Supervisors approved a supplemental appropriation that allowed the DEM to re-appropriate surplus salary budget authority and surplus work-order encumbrances to overtime in order to pay for end-user training on the new CAD system. • In May, the DEM incurred additional unanticipated overtime costs due to (1) slower call times when the new CAD system was installed and (2) a higher than anticipated call volume in May. <p>Fiscal Impact</p> <ul style="list-style-type: none"> • The proposed ordinance would allow the DEM to de-appropriate \$147,976 in surplus budget authority and to re-appropriate \$147,976 to overtime. Based on actual overtime costs incurred through June 30, 2014, the Budget and Legislative Analyst's Office recommends reducing the requested supplemental appropriation by \$71,734 from \$147,976 to \$76,242. <p>Recommendations</p> <ul style="list-style-type: none"> • Amend the proposed ordinance to reduce the requested supplemental appropriation by \$71,734, from \$147,976 to \$76,242. • Approved the proposed ordinance as amended. 	

MANDATE STATEMENT / BACKGROUND

Mandate Statement

City Charter Section 9.105 states that amendments to the Annual Appropriation Ordinance are subject to Board of Supervisors approval by ordinance after the Controller certifies the availability of funds.

City Administrative Code Section 3.17(a) states that the Annual Appropriation Ordinance must contain a separate appropriation for overtime within the operating budgets for the: Airport, Department of Emergency Management, Fire Department, Police Department, Department of Public Health, Public Utilities Commission, Department of Public Works, Recreation and Park, and the Sheriff's Department.

City Administrative Code Section 3.17(b) states that any supplemental appropriations to the overtime appropriation in the operating budgets of the departments listed in Section 3.17(a) shall be subject to approval by the Board of Supervisors after the Controller certifies the availability of funds.

Background

The Department of Emergency Management (DEM) Computer Aided Dispatch (CAD) system tracks and stores information pertaining to 9-1-1 calls. The original system was installed in 2000 and the contract vendor will cease to service the system after March 2015. In order to maintain a functional CAD system, the DEM upgraded the CAD system starting in FY 2011-12 and concluding in FY 2013-14.¹

During the upgrading process and during the migration from the previous iteration of the CAD system, the Department paid overtime to existing communications dispatchers in order to provide training on the new CAD system while maintaining required minimum staffing levels in the 9-1-1 dispatch center. In April 2014, the Board of Supervisors approved a supplemental appropriation that authorized the DEM to re-allocate surplus salary and work-order funds to overtime in the amount of \$420,993 in order to pay for the additional needed overtime.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would amend the Annual Appropriation Ordinance for FY 2013-14 to de-appropriate \$147,976 in salary surplus and closed-out work order encumbrances and re-appropriate \$147,976 for budgeted overtime related to the new CAD system and higher than anticipated 9-1-1 call volumes.

Computer Aided Dispatch System

According to Mr. William Lee, DEM Deputy Director for Administration and Support, the DEM began mandatory end-user trainings, prior to switching over to the upgraded CAD system, in

¹ The Board of Supervisors approved expenditures for the CAD system upgrade in the Annual Appropriation Ordinances for FY 2011-12, FY 2012-13, and FY 2013-14 based on a recommendation by the Committee on Information Technology.

February 2014 and which concluded in April 2014, a total of three months. Communication dispatcher training time was paid for on an overtime basis since the DEM has mandatory minimum staffing requirements for communication dispatchers and, therefore, could not provide staff training on the new CAD system during regularly-scheduled work time. In addition, 10 communication dispatcher-trainees graduated in mid-May 2014, which activated a three-month period, from approximately mid-May 2014 to approximately mid-August 2014, where the new graduates are paired with permanent staff to monitor call intake. During the three-month period, the Department uses overtime to provide sufficient permanent staff to meet minimum staffing requirements.

On May 7, 2014, the Department migrated from the previous iteration of the CAD system to the updated system. According to Mr. Lee, even with end-user trainings, there was a learning period during and shortly after the new CAD system was installed where call response times were longer than anticipated. The Department used overtime to provide for additional staff in order to reduce the call response time for 9-1-1 calls.

Higher than Anticipated Call Volumes

According to Mr. Lee, a portion of the additional overtime costs is related to higher than anticipated call volumes in May 2014, which increased by 12.9 percent over the previous year as shown in Table 1 below.

Table 1: Annual Change in 9-1-1 Call Volume*

	FY 2012-13	FY 2011-14	Change
July	92,858	97,317	4.8%
August	94,803	103,225	8.9%
September	89,711	103,649	15.5%
October	99,338	101,283	2.0%
November	89,949	90,280	0.4%
December	88,250	91,262	3.4%
January	90,136	94,026	4.3%
February	79,216	84,972	7.3%
March	88,388	97,938	10.8%
April	89,316	95,990	7.5%
May	91,972	103,808	12.9%
June	93,157	101,690	9.2%
Total	1,087,094	1,165,440	7.2%

* Includes emergency and non-emergency calls.

According to Mr. Lee, when the Department submitted its April supplemental appropriation request, the Department did not include any assumption of call volume increases in the remaining year. Because of the unanticipated increase in call volume in May and June, the Department has insufficient overtime funds in FY 2013-14 and requires an additional

supplemental appropriation for overtime. Further, the Department expended more overtime related to training for the upgraded CAD system than originally anticipated.

FISCAL IMPACT

Based on actual overtime expenditures incurred through June 30, 2014, overtime expenditures in FY 2013-14 are \$1,607,305, or \$76,242 more than the previously approved overtime budget of \$1,531,063. Therefore, the Budget and Legislative Analyst’s Office recommends reducing the requested supplemental appropriation for overtime by \$71,734, from \$147,976 to \$76,242, as shown in Table 2 below.

Table 2: Estimated Need and Sources of Funds for Supplemental Overtime Appropriation

Total Estimated Overtime Expenditures for FY 2013-14	\$1,607,305
Previously Approved Budget for Overtime Expenditures in FY 2013-14	1,531,063
<hr/>	
Additional Needed Amount as Recommended by the Budget and Legislative Analyst’s Office	\$76,242

RECOMMENDATIONS

1. Amend the proposed ordinance to reduce the requested appropriation by \$71,734, from \$147,976 to \$76,242.
2. Approved the proposed ordinance as amended.

Item 15 File 14-0772	Department: Fire Department (Fire)
EXECUTIVE SUMMARY	
Legislative Objectives	
<ul style="list-style-type: none"> • The proposed ordinance would amend the FY 2013-14 Annual Appropriation Ordinance to re-appropriate surplus budget authority in order to pay for overtime costs. 	
Key Points	
<ul style="list-style-type: none"> • The FY 2013-14 Fire Department budget assumed that 30 staff would retire during the fiscal year and that the Department would have to use overtime in order to maintain service standard throughout the City. The actual number of retirements in FY 2013-14 was 43, 13 more than had been estimated. Consequently, the Fire Department used more overtime than was initially budgeted to maintain service standards. • In April 2014, the Board of Supervisors approved a supplemental appropriation to overtime for uniform staff at the Airport. Since April, the Fire Department assigned additional staff to the Airport but the number of staff was insufficient to avoid additional overtime costs related to retirements and vacancies. 	
Fiscal Impact	
<ul style="list-style-type: none"> • The proposed ordinance would amend the FY 2013-14 Annual Appropriation Ordinance to de-appropriate \$677,587 comprised of \$520,165 from the General Fund appropriations and \$157,422 in Airport Fund appropriations and would re-appropriate these funds for overtime. • Based on its analysis of overtime incurred through June 24, 2014, the Budget and Legislative Analyst's Office recommends reducing the requested supplemental appropriation by \$24,304 from \$677,587 to \$653,283. 	
Recommendations	
<ul style="list-style-type: none"> • Amend the proposed ordinance to reduce the requested supplemental appropriation by \$24,304. • Approve the proposed ordinance as amended. 	

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *EL* Mayor Edwin M. Lee *EL*
RE: Appropriation and De-Appropriation - Surplus Expenditures of \$147,976
Supporting Increased Overtime Expenditures - FY2013-2014
DATE: July 8, 2014

Attached for introduction to the Board of Supervisors is the ordinance appropriating \$147,976 to overtime and de-appropriating \$147,976 consisting of \$115,313 in salaries and \$32,663 in contingency savings plan in the Department of Emergency Management's Operating Budget in order to support the Department's projected increases in overtime as required per Ordinance No.194-11 in FY2013-2014.

I request that this item be calendared in ~~Budget and Finance Committee~~ on July 16th.

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
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