File No. 120591

Committee Item No. _____
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee **Date** 6/25/12 and 6/27/12

Board of Supervisors Meeting **Date** _____

Cmte	Board	
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☐	☐	Legislative Digest
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☐	☐	Introduction Form (for hearings)
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☒	☐	Public Correspondence

OTHER (Use back side if additional space is needed)

☐	☐	_____
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Completed by: Victor Young **Date** June 22, 2012
Completed by: Victor Young **Date** _____

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

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAY 31 AM 11:48
PBC

CITY AND COUNTY OF SAN FRANCISCO

PROPOSED BUDGET

AND

ANNUAL APPROPRIATION ORDINANCE

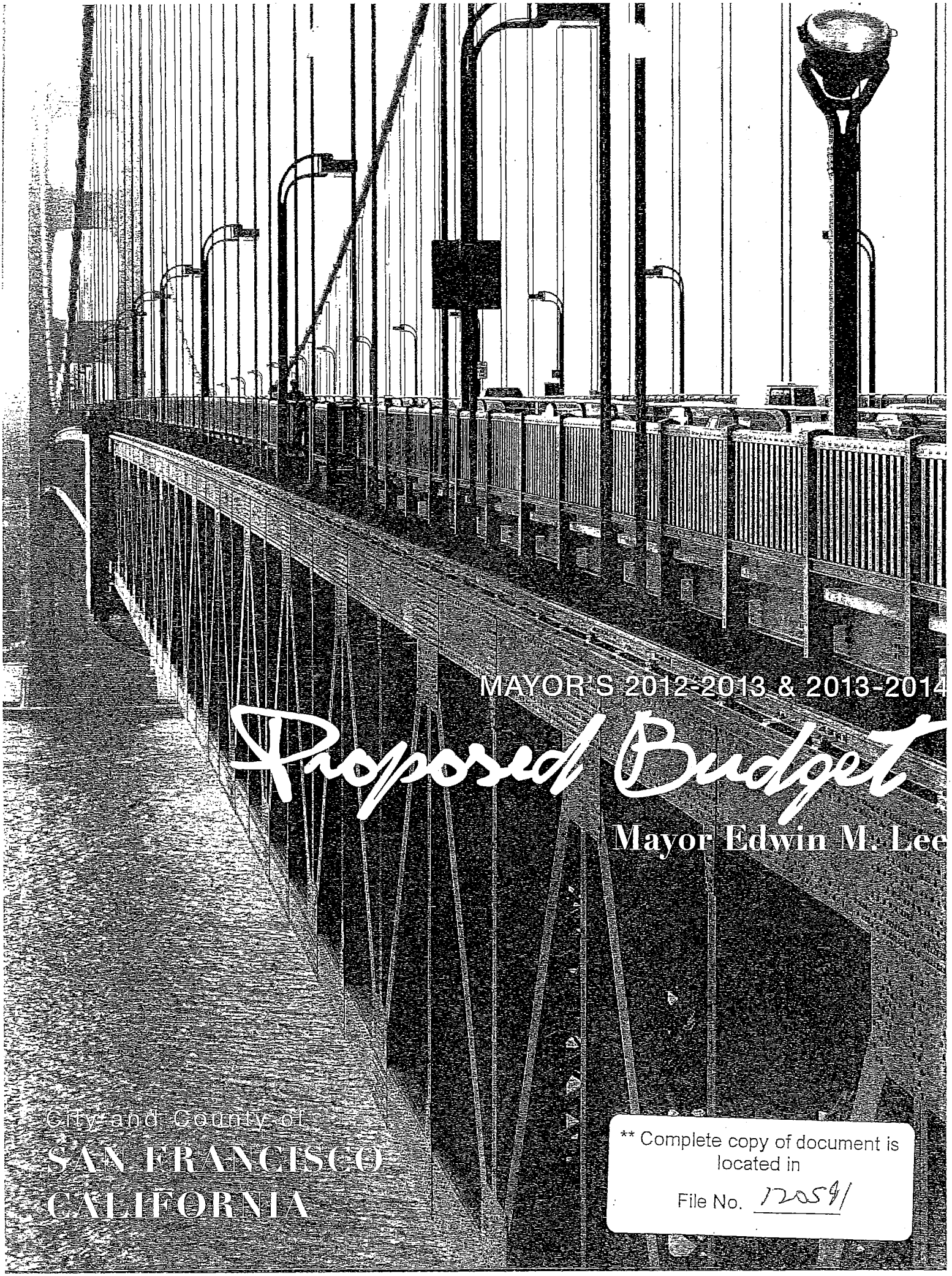
AS OF MAY 31, 2012

File No. 120591 Ordinance No. _____

FISCAL YEAR ENDING JUNE 30, 2013 and
FISCAL YEAR ENDING JUNE 30, 2014

** Complete copy of document is located in

File No. 120591



MAYOR'S 2012-2013 & 2013-2014

Proposed Budget

Mayor Edwin M. Lee

City and County of

SAN FRANCISCO

CALIFORNIA

** Complete copy of document is located in

File No. 120591

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 18, 2012

Supervisor Carmen Chu
Chair, Budget and Finance Committee
Board of Supervisors, City and County of San Francisco
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Technical adjustments to the Mayor's Proposed Budget

Supervisor Chu:

Per Charter Section 9.101, I am submitting the attached technical adjustments to the Mayor's Proposed Budget for FY 2012-13 and FY 2013-14. Significant changes include:

- Correctly balancing workorders in a number of departments including the Public Utilities Commission, Department of Human Resources Workers Compensation, Department of Public Works, and the City Attorney;
- Correcting project codes to allow for improved tracking by the Capital Planning Committee;
- Correcting the Local Operating Subsidy Program for supportive housing to reflect updated expenditure projections;
- Correctly reflect the use of previously accumulated impact fees to support approved capital spending;
- Reduce attrition at the Human Rights Commission to accurately reflect the current staffing level of the department positions post transfer of function; and
- Correcting entries related to the downward substitution of positions in the Sherriff's department.

Note that these technical adjustments result in no additional costs in FY 2012-13 and costs of $90,807 in FY 2013-14 which will be funded by the Technical adjustment reserve. The attached tables detail these changes. The figures may change slightly once they are entered into the budget system.

Please contact me at 554-6515 with any questions or concerns.

Sincerely,

Kate Howard
Mayor's Budget Director

cc: Members of the Budget and Finance Committee
Harvey Rose
Controller

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

FY 2012-13 and FY 2013-14 Technical Adjustment #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Char	Obj	Sobj	BY Change	BY Savings/(Cost)	BY+1 Change	BY+1 Savings/(Cost)
Self Supporting	ENV	ENV01	CIG	2SPWFSWN	220005			081	081	081WG	190,856	(190,856)	95,428	95,428
Self Supporting	ENV	ENV01	CIG	2SPWFSWN	220005			600	601	60148	190,856	190,856	95,428	95,428
Self Supporting	ENV	ENV01	CIP	2SENVGNC	220162		EVPGEB10	021	027	02799	125,000	(125,000)	-	-
Self Supporting	ENV	ENV01	CIP	2SENVGNC	220162		EVPGEB10	001	001	00101	75,000	(75,000)	-	-
Self Supporting	ENV	ENV01	CIP	2SENVGNC	220162		EVPGEB10	013	013	01301	25,000	(25,000)	-	-
Self Supporting	ENV	ENV01	CIP	2SENVGNC	220162		EVPGEB10	750	799	79999	225,000	225,000	-	-
Self Supporting	ENV	ENV01	CIS	2SPWFSWP	220222	ENVNOW12		06P	06P	06P00	1,285,425	(1,285,425)	1,271,560	(1,271,560)
Supporting	ENV	ENV01	CIG	2SPWFSWN	220005			038	038	03801	(150,000)	150,000	-	-
Self Supporting	ENV	ENV01	CIG	2SPWFSWN	220005			086	087	087UL	150,000	(150,000)	-	-
GFS	SHF	SHF	AFP	1GAGFAAA	062420			021	027	02700	(60,000)	60,000	(60,000)	60,000
GFS	SHF	SHF	AFP	1GAGFAAA	062420			038	038	03800	60,000	(60,000)	60,000	(60,000)
GFS	MYR	MYR17	CAN	1GAGFWOF	MYRMOHLOSP			038	038	03801	111,060	(111,060)	-	-
GFS	MYR	MYR17	CAN	1GAGFWOF	MYRMOHLOSP			086	086	086HC	(117,700)	117,700	-	-
GFS	MYR	MYR17	CAN	1GAGFWOF	MYRMOHLOSP			086	086	086SS	6,640	(6,640)	-	-
GFS	MYR	MYR17	FAB	1GAGFAAA	MYR171GAAA			038	038	03801	(400,000)	400,000	-	-
GFS	MYR	MYR17	FAB	1GAGFAAP	MYR171GAAP	PMOCLS2013		038	038	03801	100,000	(100,000)	-	-
GFS	MYR	MYR17	FAB	1GAGFAAP	MYR171GAAP	PMOMDT2013		038	038	03801	300,000	(300,000)	-	-
GFS	DPW	DPWSR	BAW	1GAGFACP	PWS331GGFACP	FBRDPWFMBU99		06F	06F	06F00	(350,000)	350,000	(367,500)	367,500
GFS	DPW	DPWBR	BAW	1GAGFACP	PWB331GGFACP	FBRDPWFMBU99		06F	06F	06F00	350,000	(350,000)	367,500	(367,500)
GFS	DPW	DPWSE	BAZ	1GAGFAAA	DPW782003			086	086	086AD	303,972	(303,972)	328,883	(328,883)
GFS	DPW	DPWUF	BAW	1GAGFACP	PWF331GGFACP	CUFTRNTRBU99		060	06R	06R00	(303,972)	303,972	(328,883)	328,883
	DPW	DPWSE	BAZ	1GAGFAAA	DPW782003			086	086	086EV	13,100	(13,100)	13,100	(13,100)
GFS	DPW	DPWSE	BAZ	1GAGFAAA	DPW782003			081	081	081DA	(20,107)	20,107	(20,107)	20,107
Self Supporting	ADM	ADM23	FER	2SNDFBBF	700023	PAD00700		081	081	081WC	(180,000)	180,000	-	-
Self Supporting	ADM	ADM23	FER	2SNDFBBF	700023	PAD00700		06P	06P	06P00	180,000	(180,000)	-	-
Self Supporting	DPH	DPHLH	DA5	5LAAAAAA	HLH448837			038	038	03801	50,000	(50,000)	-	-
Self Supporting	HRD	HRD06	FDE	2SGSFAAA	335001			021	051	05100	65,560	(65,560)	116,892	(116,892)
Self Supporting	HRD	HRD06	FDE	2SGSFAAA	335001			086	086	086PO	(231,905)	231,905	(253,849)	253,849
Self Supporting	HRD	HRD06	FDE	2SGSFAAA	335001			086	087	08799	166,345	(166,345)	136,957	(136,957)
GFS	ECD	ECD03	BIR	1GAGFACP	770316	CED01601		081	081	081CI	(75,000)	75,000	(75,000)	75,000
GFS	ECD	ECD03	BIR	1GAGFACP	770316	CED01601		081	081	081C5	75,000	(75,000)	75,000	(75,000)
GFS	CON	CON01	FEB	1GAGFACP	CONSDR	PCOSDR01		021	027	02700	35,105	(35,105)	-	-

Non Position

FY 2012-13 and FY 2013-14 Technical Adjustment #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Char	Obj	Sobj	BY Change	BY Savings/(Cost)	BY+1 Change	BY+1 Savings/(Cost)
Self Supporting	CSS	CSS01	CAF	2SCSSANP	170018			086	086	086BE	210,681	(210,681)	218,023	(218,023)
Self Supporting	CSS	CSS02	CAF	2SCSSANP	170019			087	087	087BE	(210,681)	210,681	(218,023)	218,023
GFS	ECN	ECN01	BL1	1GAGFAAP	210043	PBE008		081	081	081CH	99,751	(99,751)	101,797	(101,797)
GFS	ECN	ECN01	BL1	1GAGFAAP	210043	PBE008		038	038	03801	(99,751)	99,751	(101,797)	101,797
Self Supporting	CFC	CFC01	CFC	2SCFCGPC	641216	PCIPRH01	CISCSP_13	450	454	45417	(20,649)	(20,649)	-	-
Self Supporting	HRD	HRD06	FDE	2SGSFAAA	335001			086	086	086FC	51,466	(51,466)	51,466	(51,466)
Self Supporting	HRD	HRD06	FDE	2SGSFAAA	335001			086	086	086PC	56,072	(56,072)	56,072	(56,072)
Self Supporting	HRD	HRD06	FDE	2SGSFAAA	335001			086	087	08799	(107,538)	107,538	(107,538)	107,538
Self Supporting	CPC	CPC01	FAH	2SNDFMOC	290021	PGEMOCSF00		750	754	75415	220,000	220,000		
Self Supporting	CPC	CPC01	FAH	2SNDFMOC		PGEMOCSF00		091			220,000	(220,000)		
GFS	DPW			1GAGFACP				910			220,000	220,000		
Self Supporting	WTR	WTR05	BDK	5WAAAAAA	471308			081	081	081UH	-	-	(30,000)	30,000
Self Supporting	WTR	WTR05	BDM	5WAAAAAA	475617			081	081	081W6	(2,504)	2,504	(2,504)	2,504
Self Supporting	HHP	HHP09	BDI	5TAAAAAA	326198			086	086	086PT	-	-	30	(30)
Self Supporting	HHP	HHP09	BDI	5TAAAAAA	326198			086	086	086AD	(265,830)	265,830	(322,896)	322,896
GFS	ADM	ADM24	FFH	1GAGFAAA	705033			081	081	081UL	165,925	(165,925)	213,672	(213,672)
GFS	ADM	ADM24	FFH	1GAGFAAA	705033			087	087	087TC	(118,179)	118,179	(118,179)	118,179
GFS	ADM	ADM24	FFH	1GAGFAAA	705028	PRECCC00		081	081	081UL	27,238	(27,238)	54,475	(54,475)
Self Supporting	HHP	HHP09	BDI	5TAAAAAA	326198			086	086	087PW	(90,199)	90,199	(363,727)	363,727
Self Supporting	WTR	WTRAA	BDA	5WAAAAAA	UWUWZZZJ955W			095	095	0955W	(2,423,803)	2,423,803	(5,414,919)	5,414,919
Self Supporting	WTR	WTRAA	BCA	5WAAAWCF	UWUWZZZJ505W			950	950	9505W	2,423,803	(2,423,803)	5,414,919	(5,414,919)
Self Supporting	WTR	WTRAA	BDA	5WAAAWCF	*WTR5WAAAWCF			098	098	098GR	2,423,803	(2,423,803)	5,414,919	(5,414,919)
Self Supporting	HHP	HHPAA	BDA	5TAAAAAA	320000			600	687	68611	(606,698)	(606,698)	(607,008)	(607,008)
Self Supporting	HHP	HHPAA	BDA	5TAAAAAA	320000			600	687	68612	566,624	566,624	566,040	566,040
Self Supporting	HHP	HHPAA	BDA	5TAAAAAA	320000			750	799	79940	(60,260)	(60,260)	(125,326)	(125,326)
Self Supporting	CWP	CWP01	BAX	5CAAAAAA	920102			081	081	081W6	(7,700)	7,700	(7,700)	7,700
GFS	CAT	CAT01	FC2	1GAGFAAA	035004			086	087	08799	550,000	(550,000)	550,000	(550,000)
GFS	DAT	DAT01	AIE	1GAGFWOF	045019			086	086	086AP	(54,258)	54,258	(54,258)	54,258

Non Position

FY 2012-13 and FY 2013-14 Technical Adjustment #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Char	Obj	Sobj	BY Change	BY Savings/(Cost)	BY+1 Change	BY+1 Savings/(Cost)
GFS	CRT	CRT06	AML	1GAGFAAA	115038			021	026	02600	(200,000)	200,000	(200,000)	200,000
GFS	CRT	CRT06	AML	1GAGFAAA	115038			021	052	05241	200,000	(200,000)	200,000	(200,000)
GFS	REG	REGAA	FCH	1GAGFAAA	805002		NonPosition: Equipment	060	064	06400	(14,839)	14,839	-	-
GFS	REG	REGAA	FCH	1GAGFAAA	805002		NonPosition: Equipment	060	064	06400	(20,644)	20,644	-	-
GFS	REG	REGAA	FCH	1GAGFAAA	805002		NonPosition: Equipment	060	060	06000	14,839	(14,839)	-	-
GFS	REG	REGAA	FCH	1GAGFAAA	805002		NonPosition: Equipment	060	060	06000	20,644	(20,644)	-	-
GFS	JUV	JUV01	ASC	1GAGFAAA	125009		NonPosition: Equipment	060	061	06100	(6,000)	6,000	-	-
GFS	JUV	JUV02	ASC	1GAGFAAA	125010		NonPosition: Equipment	060	060	06061	6,000	(6,000)	-	-
GFS	FIR	FIR20	AFC	1GAGFAAP	310090	CFC115		06F	06F	06F00	-	-	(226,522)	226,522
GFS	FIR	FIR20	AFC	1GAGFAAP	310090	FFC106		06F	06F	06F00	-	-	226,522	(226,522)
GFS	FIR	FIR99	AGE	1GAGFACP	315051	PFC00700		021	021	02100	(150,000)	150,000	-	-
GFS	FIR	FIR99	AGE	1GAGFACP	315051	PFC00700		021	027	02700	150,000	(150,000)	-	-
GFS	SHF	SHF01	AMC	1GAGFWOF	062701			086	087	087TC	(951,091)	951,091	(985,458)	985,458
Self Supporting	CFC	CFC01	CFC	2SCFCGPC	641216	PCIPRH00	CIPPOP12							
GFS	DSS	DSSHS	FAL	1GAGFAAA	45CCGF			038	038	03801	(71,585)	71,585	(71,585)	71,585
GFS	DSS	DSSHS	FAL	1GAGFAAA	45CCWAGESPL			038	038	03801	(263,415)	263,415	(263,415)	263,415
GFS	DSS	DSSHS	CGU	1GAGFAAA	45CCSTAGE1CB			038	038	03801	(275,000)	275,000	(275,000)	275,000
GFS	DSS	DSSHS	CGU	1GAGFAAA	45CCDCYF			038	038	03801	(200,000)	200,000	(200,000)	200,000
[illegible]	DSS	DSSHS	FAL	1GAGFAAA	45CCGF			036	036	03621	71,585	(71,585)	71,585	(71,585)
[illegible]	DSS	DSSHS	FAL	1GAGFAAA	45CCWAGESPL			036	036	03621	263,415	(263,415)	263,415	(263,415)
GFS	DSS	DSSHS	CGU	1GAGFAAA	45CCSTAGE1CB			036	036	03621	275,000	(275,000)	275,000	(275,000)
GFS	DSS	DSSHS	CGU	1GAGFAAA	45CCDCYF			036	036	03621	200,000	(200,000)	200,000	(200,000)
GFS	DSS	DSSAG	CIF	1GAGFAAA	45ASGF			081	081	081MR	(109,000)	109,000	(109,000)	109,000
GFS	DSS	DSSAG	CIF	1GAGFAAA	45ASAD			081	081	081HH	109,000	(109,000)	109,000	(109,000)
GFS	DSS	DSSHS	CGV	1GAGFAAA	45ESJOBS			036	036	03644	(800,000)	800,000	-	-
GFS	DSS	DSSAM	CAO	1GAGFAAA	45ADREVS			601	601	60199	(800,000)	(800,000)	-	-
Self Supporting	DSS	DSSHS	CGV	2SHWFGNC	45MDRC			036	036	03644	800,000	(800,000)	-	-
Self Supporting	DSS	DSSHS	CGV	2SHWFGNC	45MDRC			449	449	44931	800,000	800,000	-	-
Self Supporting	DSS	DSSHS	CAL	2SHWFGNC	45FCFDC		SSFDCP13	038	038	03801	625,000	(625,000)	-	-
Self Supporting	DSS	DSSHS	CAL	2SHWFGNC	45FCFDC		SSFDCP13	449	449	44939	625,000	625,000	-	-
GFS	DSS	DSSHS	CAN	1GAGFAAA	45HLHOUSE			038	038	03801	70,000	(70,000)	100,000	(100,000)

Non Position

FY 2012-13 and FY 2013-14 Technical Adjustment #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Char	Obj	Sobj	BY Change	BY Savings/(Cost)	BY+1 Change	BY+1 Savings/(Cost)
GFS	DSS	DSSHS	CAN	1GAGFAAA	45HLHOUSE			081	081	081MO	(6,639)	6,639	-	-
Self Supporting	DSS	DSSAS	CIF	2SSCPGNC	45ASTC		AGTCP 12	038	038	03801	(67,436)	67,436	(67,436)	67,436
Self Supporting	DSS	DSSHS	CAH	2SHWFGNC	45FSFSP2		SSFSP2 AC	038	038	03801	850,000	(850,000)	-	-
Self Supporting	DSS	DSSHS	CAH	2SHWFGNC	45FSFSP2		SSFSP2 AC	400	449	44939	850,000	850,000	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP13	038	038	03801	(5,594)	5,594	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP13	021	021	02100	(100)	100	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP13	021	022	02200	(200)	200	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP13	021	024	02401	(200)	200	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP13	021	030	03031	(2,000)	2,000	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP13	036	036	03621	8,094	(8,094)	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPACG		SSCPACGR13	036	036	03621	585,606	(585,606)	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPACG		SSCPACGR13	038	038	03801	(585,606)	585,606	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP14	021	021	02100	-	-	(100)	100
Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP14	021	022	02200	-	-	(200)	200
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP14	021	024	02401	-	-	(200)	200
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP14	021	030	03031	-	-	(2,000)	2,000
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP14	038	038	03801	-	-	(5,594)	5,594
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPAC		SSCPACLP14	036	036	03621	-	-	8,094	(8,094)
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPACG		SSCPACGR14	038	038	03801	-	-	(585,606)	585,606
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCCPACG		SSCPACGR14	036	036	03621	-	-	585,606	(585,606)
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCSFFN		SSSFFN13	038	038	03801	(15,000)	15,000	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCSFFN		SSSFFN13	036	036	03621	15,000	(15,000)	-	-
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCSFFN		SSSFFN14	038	038	03801	-	-	(15,000)	15,000
Self Supporting	DSS	DSSHS	CGU	2SHWFGNC	45CCSFFN		SSSFFN14	036	036	03621	-	-	15,000	(15,000)
GFS	DSS	DSSHS	CGU	1GAGFAAA	45CCCAPP			036	036	03621	(12,975)	12,975	(12,975)	12,975
GFS	DSS	DSSAM	CAO	1GAGFAAA	45ADREVS			450	451	45150	(12,975)	(12,975)	(12,975)	(12,975)
Self Supporting	ADM	ADMCR	CRD	2SROFACP	702081	PADHPSP2AA		081	081	081ED	(60,000)	60,000	(60,000)	60,000
Self Supporting	ADM	ADMCR	CRD	2SROFACP	702081	PADHPSP2AA		081	081	081CA	60,000	(60,000)	60,000	(60,000)
GFS	ADM	ADM24	BK6	1GAGFWOF	705034			086	086	086CR	(60,000)	60,000	(60,000)	60,000
Supporting	ADM	ADMCR	CRD	2SROFACP	702081	PADHPSP2AA		081	081	081WE	105,680	(105,680)	105,680	(105,680)
Self Supporting	ADM	ADMCR	CRD	2SROFACP	702081	PADHPSP2AA		750	799	79994	105,680	105,680	105,730	105,730
GFS	SHF	SHF01	ASP	1GAGFAAA	062812			060	06R	06R00	(150,000)	150,000	(385,000)	385,000
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJC	CSHRNW01		060	06R	06R00	150,000	(150,000)	-	-
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJC	CSHRNW02		060	06R	06R00	-	-	310,000	(310,000)
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJC	CSHRNW03		060	06R	06R00	-	-	75,000	(75,000)
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJR	CSHROF00		060	06R	06R00	(285,000)	285,000	(447,000)	447,000
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJC	CSHJFP 12		060	06R	06R00	285,000	(285,000)	-	-
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJC	CSHJFP 5W		060	06R	06R00	-	-	447,000	(447,000)
GFS	SHF	SHF01	ASP	1GAGFAAP	060049	FSHFMP		060	067	06700	-	-	(322,000)	322,000
GFS	SHF	SHF01	ASP	1GAGFAAP	062814			060	067	06700	(222,000)	222,000	-	-
GFS	SHF	SHF01	ASP	1GAGFACP	067THC	CSHENH01		060	067	06700	222,000	(222,000)	322,000	(322,000)
GFS	SHF	SHF01	ASP	1GAGFAAP	062812			060	067	06700	-	-	(50,000)	50,000
GFS	SHF	SHF01	ASP	1GAGFACP	06HOJC	CSHENH02		060	067	06700	-	-	50,000	(50,000)

FY 2012-13 and FY 2013-14 Technical Adjustment #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Char	Obj	Sobj	BY Change	BY Savings/(Cost)	BY+1 Change	BY+1 Savings/(Cost)
GFS	SHF	SHF01	ASP	1GAGFAAP	062813			060	06R	06R00	(50,000)	50,000	-	-
GFS	SHF	SHF01	ASP	1GAGFACP	06SBJC	CSHRNW04		060	06R	06R00	50,000	(50,000)	-	-
GFS	SHF	SHF01	ASP	1GAGFAAP	062814			060	06R	06R00	(450,000)	450,000	-	-
GFS	SHF	SHF01	ASP	1GAGFACP	067THC	CSHRNW05		060	06R	06R00	450,000	(450,000)	-	-
GFS	AAM	AAM01	EEI	1GAGFAAP	620016	FAAFAC00		060	06R	06R00	-	-	(46,100)	46,100
GFS	AAM	AAM01	EEI	1GAGFAAP	620016	FAAFAC01		060	06R	06R00	-	-	46,100	(46,100)
GFS	ART	ART07	EEW	1GAGFACP	28FACILITYCP	FAR211		060	06R	06R00	-	-	(190,000)	190,000
GFS	ART	ART07	EEW	1GAGFACP	28FACILITYCP	FAR21201		060	06R	06R00	-	-	40,000	(40,000)
GFS	ART	ART07	EEW	1GAGFACP	28FACILITYCP	FAR21202		060	06R	06R00	-	-	150,000	(150,000)
GFS	FAM	FAMAA	EEC	1GAGFAAP	610063	FFA214		060	06R	06R00	(631,497)	631,497	(823,259)	823,259
GFS	FAM	FAMAA	EEC	1GAGFAAP	610063	FFA21501		060	06R	06R00	294,274	(294,274)	417,254	(417,254)
GFS	FAM	FAMAA	EEC	1GAGFAAP	610063	FFA21502		060	06R	06R00	139,423	(139,423)	-	-
GFS	FAM	FAMAA	EEC	1GAGFAAP	610063	FFA21503		060	06R	06R00	-	-	268,750	(268,750)
GFS	FAM	FAMAA	EEC	1GAGFAAP	610063	FFA21504		060	06R	06R00	-	-	137,255	(137,255)
GFS	FAM	FAMAA	EEC	1GAGFAAP	610063	FFA21505		060	06R	06R00	197,800	(197,800)	-	-
GFS	DSS	DSSAM	CAO	1GAGFACP	45ADFSS100	FSS100		060	06R	06R00	(3,084,000)	3,084,000	(70,000)	70,000
GFS	DSS	DSSAM	CAO	1GAGFACP	45ADFSS100	FSS10101		060	06R	06R00	3,000,000	(3,000,000)	-	-
GFS	DSS	DSSAM	CAO	1GAGFACP	45ADFSS100	FSS10102		060	06R	06R00	84,000	(84,000)	70,000	(70,000)
Self Supporting	ADM	ADM24	FFJ	6ICSFCSF	701001			040	040	04000	(43,027)	43,027	(56,410)	56,410
Self Supporting	ADM	ADM24	FFJ	6ICSFCSF	701001			081	081	081UL	43,027	(43,027)	56,410	(56,410)
GFS	DPH	DPHPH	DSP	1GAGFAAA	HCHSHHOUSGGF			081	081	081MO	117,700	(117,700)	-	-
Self Supporting	PRT	PRT01	BKZ	5PAAAAAA	390103			081	081	081UL	40,382	(40,382)	40,262	(40,262)
Self Supporting	PRT	PRT01	BKZ	5PAAAAAA	390103			999	999	99999B	40,382	40,382	40,262	40,262
Self Supporting	CFC	CFC01	CPH	2SCFCACP	640016	PCIPRH01		300	301	30150				
Self Supporting	CFC	CFC01	CPH	2SCFCACP	640016	PCIPRH01		999	999	99999R				
Self Supporting	CFC	CFC01	CPH	2SCFCACP	CICIPRHA201G	PCIPRH01		910	920	9201G				
Self Supporting	CHF	CHFAA	CAQ	2SCHFUSD	CHCH012A301G	PCH01200		910	930	9301G				
Self Supporting	CHF	CHFAA	CBK	2SCHFUSD	CHCHPRHA301G	PCIPRH01		910	930	9301G				
Self Supporting	CHF	CHFAA	FAL	2SCHFUSD	235097	PCH007		038	038	03801				
Supporting	REC	35	ECY	2SCRFRPN	RECYACHTEAST					62672	(339,350)	(339,350)	(324,350)	(324,350)
Supporting	REC	35	ECY	2SCRFRPN	RECYACHTWEST					62673	1,121,000	1,121,000	1,751,000	1,751,000
Self Supporting	REC	35	ECY	2SCRFRPN	RECYACHTNP					098GR	0	-	200,000	(200,000)
Self Supporting	REC	REC35	ECY	2SCRFRPN	RECYACHTNP			999	999	99999B	(781,650)	(781,650)	(1,226,650)	(1,226,650)
GFS	REC	33	EAP	1GAGFWOF	RECUFWO					03500	(50,000)		(50,000)	
GFS	REC	33	EAP	1GAGFWOF	RECUFWO					086UW	50,000		50,000	
Self Supporting	WTR	WTR03	BDK	5WAAAAAA	477302			081	081	081RP	(50,000)	50,000	(50,000)	50,000
GFS	REC	16	ECS	1GAGFACP	REC367656	CRPLMB01				06700	800,000	(800,000)	-	-
GFS	REC	16	ECS	1GAGFACP	REC367656	CRPLPG01				06700	250,000	(250,000)	-	-
GFS	REC	16	ECS	1GAGFACP	REC367656	CRPGBK01				06700	100,000	(100,000)	-	-
GFS	REC	REC16	ECS	1GAGFACP	CRPNPS01			060	067	06700	(900,000)	900,000		
GFS	REC	REC17	ECS	1GAGFACP	CRPNPG01			060	067	06700	(250,000)	250,000		

FY 2012-13 and FY 2013-14 Technical Adjustment #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Char	Obj	Sobj	BY Change	BY Savings/(Cost)	BY+1 Change	BY+1 Savings/(Cost)
Self Supporting	DPW	EN	BAA	3CSIF06A	PWE333CIF06A	CPWBLDSS49BU		060	067	06700	34,700	(34,700)	-	-
Self Supporting	DPW	EN	BAA	3CSIF06B	PWE333CIF06B	CPWBLDSS49BU		060	067	06700	149,546	(149,546)	-	-
Self Supporting	DPW	EN	BAA	3CSIF06B	PWE333CIF06B	CPWBLDSS49BU		060	067	06700	71,292	(71,292)	-	-
Self Supporting	DPW	EN	BAA	3CSIF06A	PWE333CIF06A	CPWBLDSS49BU		301	301	30150	34,700	34,700	-	-
Self Supporting	DPW	EN	BAA	3CSIF06B	PWE333CIF06B	CPWBLDSS49BU		999	999	99999B	149,546	149,546	-	-
Self Supporting	DPW	EN	BAA	3CSIF06B	PWE333CIF06B	CPWBLDSS49BU		301	301	30150	71,292	71,292	-	-
GFS	DPW	DPWEN	BAW	1GAGFACP	PWE331GGFACP	CPWBLDSS49BU		060	067	06700	(255,538)	255,538	-	-
GFS	DPW	DPWEN	BAW	1GAGFACP	PWE331GGFACP	PUFOFAVRBU99		06F	06F	06F00	-	-	(99,225)	99,225
GFS	SHF	SHF01	ASP	1GAGFAAA	062822			081	081	081C5	(50,000)	50,000	(50,000)	50,000
GFS	SHF	SHF01	ASP	1GAGFAAA	062820			021	027	02700	50,000	(50,000)	50,000	(50,000)

FY 2012-13 and FY 2013-14 Technical Adjustement #1

GFS	Dept	Div	Prog	FundStr	Index	Proj	Grant	Class	Ret	Status	Action	Ref	Char	BY Change FTE	BY Change Amt	BY Savings (Cost)	BY+1 Change FTE	BY+1 Change Amt	BY+1 Savings (Cost)
Self Supporting	ENV	ENV01	CIS	2SPWFSWP	220222	ENVNOW12		9993M_Z	Z	A			001	2.09	199,526	(199,526)	2.09	213,391	(213,391)
Self Supporting	ENV	ENV01	CIS	2SPWFSWP	220222	ENVNOW12		TEMPM_E	E	A			001	(16.72)	(1,484,951)	1,484,951	(16.73)	(1,484,951)	1,484,951
GFS	ADP	ADP01	ASH	1GAGFAAA	135005			1246_C	C	A	N		001	(1.00)	(161,659)	161,659	(1.00)	(168,594)	168,594
GFS	ADP	ADP01	ASH	1GAGFAAA	135005			1823_C	C	A	N		001	0.77	103,309	(103,309)	1.00	140,000	(140,000)
GFS	ADP	ADP01	ASH	1GAGFAAA	135005			1823_C	C	A	S	APD03	001	(1.00)	(134,167)	134,167	(1.00)	(140,000)	140,000
GFS	ADP	ADP01	ASH	1GAGFAAA	135005			1246_C	C	A	S	APD03	001	1.00	161,659	(161,659)	1.00	168,594	(168,594)
GFS	HRD	HRD01	FCW	1GAGFAAA	335007			9995M_Z	Z	A				(3.00)	-	-	(3.00)	-	-
Self Supporting	ECD	ECD08	BIV	2SPPFHLS	771016		IECG1010ED	0931_C		O	D			1.00	-	-	1.00	-	-
Self Supporting	ECD	ECD08	BIV	2SPPFHLS	771012		UASI1010SF	8603_C		G	N			(1.00)	(139,005)	139,005	(1.00)	(145,048)	145,048
Self Supporting	ECD	ECD08	BIV	2SPPFHLS	771016		IECG1010ED	0931_C		O	S	EM6		(1.00)	-	-	(1.00)	-	-
Self Supporting	ECD	ECD08	BIV	2SPPFHLS	771016		IECG1010ED	8603_C		G	S	EM6		1.00	139,005	(139,005)	1.00	145,048	(145,048)
Self Supporting	ECD	ECD08	BIV	2SPPFHLS	771016		IECG1010ED	8603_C		G	R	EM6		(1.00)	(139,005)	139,005	(1.00)	(145,048)	145,048
Self Supporting	ECD	ECD08	BIV	2SPPFHLS	771012		UASI1010SF	8603_C		G	R	EM6		1.00	139,005	(139,005)	1.00	145,048	(145,048)
GFS	CON	CON01	FEB	1GAGFACP	CONSDR	PCOSDR01		1824_C		A	N			(0.23)	(35,106)	35,106	-	-	-
GFS	HRC	HRC01	CAD	1GAGFAAA	345003			9993M_Z	Z	A				2.68	344,375	(344,375)	2.38	317,711	(317,711)
Self Supporting	CHF	CHFAA	CAQ	2SCHFGNC	235090		CHCPAC13LPC	1842_C	C	G	R	CHF17	001	-	-	-	0.45	33,883	(33,883)
Self Supporting	CHF	CHFAA	CAQ	2SCHFGNC	235090		CHCPAC14LPC	1842_C	C	G	R	CHF13	001	-	-	-	(0.45)	(34,321)	34,321
Self Supporting	PRT	PRTAA	BKY	5PAAAACP	392601	CPO76910		5241_C	C	O	D		001	(1.00)	-	-	-	-	-
Self Supporting	PRT	PRTAA	BKY	5PAAAACP	392601	CPO76910		6318_C	C	O	D		001	(1.00)	-	-	-	-	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R030_E	E	A	R	SBH02	001	(1.00)	(86,322)	86,322	(1.00)	(86,322)	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R740_E	E	A	R	SBH01	001	(1.00)	(111,066)	111,066	(1.00)	(111,066)	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R840_E	E	A	R	SBH03	001	(3.00)	(177,918)	177,918	(3.00)	(177,918)	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R865_E	E	A	R	SBH04	001	(1.60)	(80,929)	80,929	(1.60)	(80,929)	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R890_E	E	A	R	SBH05	001	(2.00)	(97,047)	97,047	(2.00)	(97,047)	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R030_E	E	A	N	SBH02	001	1.00	86,322	(86,322)	1.00	86,322	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R740_E	E	A	N	SBH01	001	1.00	111,066	(111,066)	1.00	111,066	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R840_E	E	A	N	SBH03	001	3.00	177,918	(177,918)	3.00	177,918	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R865_E	E	A	N	SBH04	001	1.60	80,929	(80,929)	1.60	80,929	-
Self Supporting	PRT	PRT03	BKD	5PSBHAAP	393003	PPO1030101		R890_E	E	A	N	SBH05	001	2.00	97,047	(97,047)	2.00	97,047	-
Self Supporting	CFC	CFC01	CFC	2SCFCGPC	641216	PCIPRH01	CISCSP_13	9774_C	C	G	N		001	(0.23)	(20,649)	20,649	-	-	-
Self Supporting	CFC	CFC01	CFC	2SCFCGPC	641216	PCIPRH01	CIPPOP12	9774_C	C	G			001						
Self Supporting	DSS	DSSAG	CIF	2SSCPGNC	45ASTC		AGTCP 12	1823_C	C	G	N		001	0.50	47,827	(47,827)	0.50	47,827	(47,827)
GFS	ADM	ADM24	FFQ	1GAGFWOF	700172			2992_C	C	A	S	RCT16TA	001/013	1.00	130,710	(130,710)	1.00	136,393	(136,393)
GFS	ADM	ADM24	FFQ	1GAGFWOF	700172			2996_C	C	A	S	RCT16TA	001/013	(1.00)	(125,943)	125,943	(1.00)	(125,240)	125,240
Self Supporting	HHP	HHP09	BDI	5TAAAAAA	326198	N/A	N/A	7318_C	C	A	S	UHI	001/013	(1.00)	(101,088)	101,088	(1.00)	(101,088)	101,088
Self Supporting	HHP	HHP09	BDI	5TAAAAAA	326198	N/A	N/A	7345_C	C	A	S	UHI	001/013	1.00	91,335	(91,335)	1.00	91,335	(91,335)
GFS	JUV	JUV02	AKE	1GAGFAAA	125007			8340_S	S	A	T	JV17	001/01	(1.00)	(121,676)	121,676	(1.00)	(124,865)	124,865
GFS	JUV	JUV02	AKE	1GAGFAAA	125007			0922_C	C	A	T	JV17	001/01	1.00	156,930	(156,930)	1.00	163,330	(163,330)
GFS	DAT	DAT01	AIE	1GAGFWOF	045019			9993M_Z	Z	A			001/013		54,258	(54,258)		54,258	(54,258)
Self Supporting	DAT	DAT01	AIE	2SPPFGNC	041313		DAVIWI13	8129_C	C	G	R	DR9	001/01	(1.00)	(102,289)	102,289	-	-	-
Self Supporting	DAT	DAT01	AIE	2SPPFGNC	041313		DAVIWI13	9993M_Z	Z	A					102,289	(102,289)	-	-	-
GFS	FIR	FIR08	AEC	1GAGFAAA	315014			9993U_Z	Z	A			001/013	-	-	-		2,846,667	(2,846,667)
GFS	FIR	FIR08	AEC	1GAGFAAA	315014			OVERU_X	X	A			001/013	-	-	-		(3,289,405)	3,289,405
GFS	FIR	FIR08	AEC	1GAGFAAA	315014			PREMU_X	X	A			001/013	-	-	-		442,738	(442,738)
GFS	SHF	SHF01	AMC	1GAGFWOF	062702			8306_S	S	A	S	SHF127	001	7.00	951,091	(951,091)	7.00	985,458	(985,458)
GFS	SHF	SHF01	AFC	1GAGFAAA	062CJ5			8306_S	S	A		SHF127	001	(1.00)	(135,870)	135,870	(1.00)	(138,608)	138,608

FY 2012-13 and FY 2013-14 Technical Adjustement #1

GFS	Dept	Div	Prog	FundStr	Index	Prof	Grant	Class	Ret	Status	Action	Ref	Char	BY Change FTE	BY Change Amt	BY Savings (Cost)	BY+1 Change FTE	BY+1 Change Amt	BY+1 Savings (Cost)
GFS	SHF	SHF01	AFC	1GAGFAAA	062CJ1			8306_S	S	A		SHF127	001	(1.00)	(135,870)	135,870	(1.00)	(138,608)	138,608
GFS	SHF	SHF01	AFC	1GAGFAAA	062CJ4			8306_S	S	A		SHF127	001	(1.00)	(135,870)	135,870	(1.00)	(138,608)	138,608
GFS	SHF	SHF01	AFC	1GAGFAAA	062CLS			8306_S	S	A		SHF127	001	(1.00)	(135,870)	135,870	(1.00)	(138,609)	138,609
GFS	SHF	SHF01	AFC	1GAGFAAA	062201			8306_S	S	A		SHF127	001	(1.00)	(135,870)	135,870	(1.00)	(138,608)	138,608
GFS	SHF	SHF01	AFC	1GAGFAAA	062510			8306_S	S	A		SHF127	001	(2.00)	(271,740)	271,740	(2.00)	(277,217)	277,217
GFS	SHF	SHF01	AFC	1GAGFAAA	062100			9993U_Z	Z	A			001/013		274,053	(274,053)		-	-

Position

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 12, 2012

To: Honorable Members of the Board of Supervisors' Budget and Finance Committee
Angela Calvillo, Clerk of the Board of Supervisors
Harvey Rose, Board of Supervisors' Budget Analyst

From: Kate Howard, Mayor's Budget Director

Re: Interim Exceptions to the Annual Salary Ordinance

I herein present exceptions to the Interim Annual Salary Ordinance (ASO) for consideration by the Budget and Finance Committee of the Board of Supervisors. The City's standard practice is to budget new positions at 0.77 FTE. Where there is justification for expedited hiring, however, the Board may authorize exceptions to the Interim ASO, which allow new positions to be filled in the first quarter of the fiscal year, prior to final adoption of the budget. Exceptions are being requested for the following positions:

Redevelopment Related Positions (53.60 FTE)

- **Office of the City Administrator (35.00 FTE).** The City Administrator's Office is adding 35 positions due to the increase in work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. This includes one 0932 Manager IV, one 0933 Manager V, one 0953 Deputy Director III, three R030 Management Assistant III positions, three R035 Management Assistant II positions, two R535 Development Services Managers, two R550 Senior Project Managers, one R565 Senior Civil Engineer, one R585 Contract Compliance Supervisor, one R586 Contract Compliance Specialist III, three R590 Project Managers, two R615 Development Specialists, one R630 Senior Financial Analyst, one R635 Architect, one R640 Contract Compliance Specialist II, one R695 Accountant III, one R720 Senior Programmer Analyst, one R730 Associate Planner, one R775 Accountant II, one R855 Records Specialist II, two R880 Records Specialist I positions, one R930 Staff Associate V, one R970 Accounting Supervisor, and two R990 Assistant Project Managers.

- **The Mayor's Office of Housing (10.00 FTE).** The Mayor's Office of Housing is adding ten positions due to the increase in work associated with the transition of the former Redevelopment Agency (RDA) to the City and County of San Francisco. These interim exceptions are needed to transition former RDA employees to the Mayor's Office of Housing to continue implementing housing obligations and responsibilities. The positions include one 1657 Accountant, one 5502 Project Manager I, one R035 Management Assistant II, one R590 Project Manager, three R615 Development Specialists, one R670 Financial Systems Accountant, one R705 Assistant Development Specialist, and one R895 Office Assistant I.

- **Port (8.60 FTE).** The Port is adding ten positions due to the increase in work associated with the transition of the former Redevelopment Agency (RDA) to the City and County of San

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
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Francisco. The Port is absorbing one R030 Management Assistant III, one R740 Harbormaster, three R840 Harbor Attendants, two 80%-time R865 Harbor Office assistants, and two R890 Harbor Security Officers from the Redevelopment Agency for the maintenance and management of South Beach Harbor.

- In addition there are several departments (listed below) that are requesting additional positions due to increased work related to the City taking on the functions of the former SFRA, including the City Attorney's Office (3.0 FTE), the Treasurer Tax Collector (1.0 FTE), and the City Administrator (1.0 FTE).

General Fund Positions (73.00 FTE)

- **Art Commission (2.50 FTE).** The Art Commission has budgeted two new full-time positions and one 0.5 new part-time position as part of their Department reorganization, including one full-time 0951 Deputy Director I, one full-time 1842 Management Assistant, and one part-time 3549 Arts Program Assistant. All of these positions are currently filled with temporary employees.

- **Department of the Assessor-Recorder (5.00 FTE).** The Assessor-Recorder has budgeted five new limited-tenure positions, including three 4213 Assessor-Recorder Office Assistants, one 4265 Real Property Appraiser and one 4267 Principal Real Property Appraiser, to work on Real Property assessment and appeals backlogs. These positions are all currently in the Department's budget as limited-term positions that were set to expire in the budget year, thus the "new" action actually reflects renewal of the limited terms. These require interim exceptions because: the 4265 is currently filled; the 4267 recruitment process is underway and an eligible list is expected to be ready by mid-May 2012; and the three 4213s are part of the Office Assistant reorganization for which the budget contains a set amount of attrition for all positions not currently filled.

- **Office of the City Administrator (2.00 FTE).** The City Administrator's Office is adding two interim exception positions; one is a 0931 Manager III position due to the increase in human resources work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. The Department is also adding an 1824 Principal Administrative Analyst to the Office of Immigrant Affairs; this position is currently filled with a temporary employee and will be filled on a permanent basis starting in July.

- **Office of the City Attorney (5.00 FTE).** The City Attorney's Office is adding two 8177 Attorney positions and one 8169 Legislative Assistant position due to the increase in work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. The Department is also adding one 8177 Attorney and one 8169 Legislative Assistant to start its revenue generating Consumer Protection Unit.

- **City Planning (2.00 FTE).** The City Planning Department requires one new limited-tenure 5298 Environmental Planner III and one new limited-tenure 5291 Planner III to provide environmental review and other planning services for the Warriors project; if these two positions are not approved as interim exceptions the work will be delayed for this project. These positions will be fee-funded.

- **Human Services Agency (4.00 FTE).** The Human Services Agency budgeted four new interim exception positions. This includes one 9704 Employment & Training Specialist III to manage a 3-year Department of Labor grant to provide subsidized employment for non-custodial parents identified by Department of Child Support Services. The Department's budget also includes two 1822 Administrative Analyst positions for the federally-funded Broadband Technology Opportunities Program; these positions will focus on increasing broadband access and adoption for seniors and clients with disabilities. Delays in hiring for these positions will slow down the spending of the grant monies and the implementation of these important programs. Finally, the Department budgeted one new 0922 Manager I to lead the new Lesbian, Gay, Bisexual and Transgender Seniors Task Force introduced to the Board of Supervisors by Supervisors Wiener, Campos and Olague. If approved, the Task Force will begin its work in July 2012, with a focus on making its first set of planning and policy recommendations to the Board within an 18 month time period. This position will staff the Task Force and manage the group's efforts in addition to working to implement the Excellence in Dementia Care Plan; if this position is not approved as an interim exception it would be difficult for the Task Force to meet the above mentioned times lines.

- **Department of Public Health (1.00 FTE).** The Department of Public Health has budgeted one 2930 Psychiatric Social Worker to start on July 1. This position will work with the Child Abuse Intervention Program (CAIP), which is a new requirement established in the Penal Code to address child abuse. The Department is already recruiting for this position and intends to fill it shortly after the start of the new fiscal year to ensure compliance.

- **Department of Public Works (46.00 FTE).** The Department of Public Works is adding 46 project-funded, off-budget/limited term positions for various bonds, Certificate of Participation, and work order funded projects. These projects include the Earthquake Safety and Emergency Response bond; the Road Repaving and Streets Safety bond; the San Francisco General Hospital Rebuild bond; the War Memorial Veterans Building rebuild; and various capital projects for the Public Utilities Commission, the Library, the Fire Department, and other departments. The positions are: one 0932 Manager IV, one 1822 Administrative Analyst, one 1840 Junior Management Assistant, one 1842 Management Assistant, ten 5203 Assistant Engineers, five 5207 Associate Engineers, six 5260 Architectural Assistant I positions, six 5262 Landscape Architectural Associate I positions, two 5502 Project Managers, one 5508 Project Manager IV, one 5620 Regulatory Specialist, eight 6318 Construction Inspectors, one 6331 Building Inspector, one 7282 Street Repair Supervisor II, and one 9254 Assistant to the Director, Public Affairs. The recruitment process has begun in anticipation of filling these positions at the beginning of Fiscal Year 2012-13 to meet project time line needs.

- **Sheriff's Department (4.00 FTE).** The Sheriff's Department is adding four 8504 Deputy Sheriff positions to perform security work at the new Public Utilities Commission (PUC) building (construction recently finished). The PUC is funding these positions through a work order; hiring them at the start of the fiscal year will help control overtime costs at the Sheriff's Department.

- **Office of the Treasurer & Tax Collector (1.50 FTE).** The Office of the Treasurer and Tax-Collector is budgeting one new 1654 Accountant III due to the increase in banking related work associated with the transition of the former Redevelopment Agency to the City and County of San Francisco. The Department is also adding one new 0.5 part-time 1840 Junior

Management Assistant to work on the Kindergarten to College and financial literacy program. This position is complimented by a new grant-funded 0.5 1840 described in Non-General Fund Positions below, thus 1.0 FTE will split their time between two different financial programs. This position is also currently filled by a temporary employee, and the General Fund half will be funded by a work order from the Department of Children, Youth and their Families (DCYF).

Non-General Fund Positions (36.00 FTE)

- **Airport (3.00 FTE).** The Airport is proceeding with a Federally-required Airfield project during the summer construction season and has budgeted three new off-budget 9212 Airport Security Officers to complete this project. Current staffing levels are not sufficient to ensure completion of the project in the planned time frame and hiring must commence immediately.

- **Art Commission (0.50 FTE).** The Art Commission has budgeted one 0.5 part-time 3549 Arts Program Assistant which is funded by the Community Arts and Education Youth Arts project. The position is currently filled with a temporary employee, and if this interim exception is not approved we would need to adjust temporary salaries to continue seamless programming.

- **Office of the City Administrator (8.00 FTE).** The City Administrator's Office is adding eight 2708 Custodian positions for the opening of the new PUC building. The PUC is funding these positions through a work order, and they are needed July 1 since building construction has finished.

- **Department of Emergency Management (3.00 FTE).** The Department of Emergency Management has budgeted three new grant funded positions as part of an exempt transition project in coordination with the Department of Human Resources. These positions include one 5291 Planner III, one 0931 Manager III that is budgeted between two index codes, and one 0932 Manager IV that is also budgeted between two index codes. Immediate hiring is needed to perform this important work and spend down grant funds.

- **Human Services Agency (5.00 FTE).** The Human Services Agency budgeted five new grant-funded positions. This includes four 2920 Medical Social Workers, and one 2924 Medical Social Work Supervisor. These positions will support the Community-Based Care Transitions Program funded by the federal government, and the Center for Medicare and Medicaid Innovation grant to develop new payment and delivery models. Each of these positions is currently being recruited for and is expected to be filled by the beginning of the fiscal year. If the interim exceptions for these positions are not approved, the Department's assumed grant revenue should be reduced accordingly.

- **Police Department (1.00 FTE).** The Police Department is budgeting one new off-budget 1824 Principal Administrative Analyst to support police positions funded by an Urban Areas Security Initiative (UASI) grant and to plan and provide analysis on UASI projects. Immediate hiring is needed to perform this important work and spend down grant funds.

- **Port (2.00 FTE).** The Port is budgeting one new 1244 Senior Personnel Analyst and one new 1054 Principal IS-Business Analyst. The 1244 is currently filled by an existing temporary employee, and if this interim exception is not approved the Department will need to adjust

temporary salaries to continue the current work being done. The 1054 has been budgeted to perform critical software upgrades to the Department's Oracle system and is needed immediately to perform this important work.

- **Office of the Public Defender (1.00 FTE).** The Public Defender's Office is adding one off-budget 2910 Social Worker. This position will be funded by the Edward Byrne Memorial JAG grant; it is needed July 1 to perform the work required by the grant and to spend down the grant funds.

- **Department of Public Health (6.00 FTE).** The Department of Public Health budgeted six grant funded positions to start on July 1; the process to hire these employees began in FY 2011-12, and the Department will be ready to start spending these funds in July of 2012. The positions include one 2586 Health Worker II to implement a pilot that started in FY 2011-12 to integrate Primary Care into Substance Abuse program settings; one 2818 Health Program Planner to complete work for a Community Transformation Grant to integrate evidence-based strategies to reduce death and disability due to tobacco use, obesity, and heart disease and stroke; and four 2830 Public Health Nurses that will start making home visits in July to families living within at-risk communities to implement a grant received from the State.

- **Department of Public Works (1.00 FTE).** The Department of Public Works is adding one project-funded limited-term 1822 Administrative Analyst position for the implementation of the Road Repaving and Streets Safety bond. The recruitment process has begun in anticipation of filling this position at the beginning of Fiscal Year 2012-13 to meet project timeline needs.

- **Recreation and Park Department (5.00 FTE).** The Recreation and Park Department included five new 3410 Apprentice Gardeners in their budget submission. The Department plans to have these employees start immediately with a new cohort of apprentice gardeners.

- **Office of the Treasurer & Tax Collector (0.50 FTE).** The Office of the Treasurer and Tax-Collector is budgeting one new grant-funded part-time 1840 Junior Management Assistant to work on financial literacy programs. This position is complimented by a new 0.5 1840 described in General Fund Positions above, thus 1.0 FTE will split their time between two different financial programs. The position is needed July 1 to perform this important work and spend down grant funds.

Please do not hesitate to contact me if you have any questions regarding the requested interim exceptions to the ASO.

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAY 31 PM 1:34

May 31, 2012

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Kate Howard, Mayor's Budget Director
Date: May 31, 2012
Re: Mayor's FY 2012-2013 and FY 2013-14 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's June 1st proposed budget, corresponding legislation and related materials for Fiscal Year 2012-2013 and Fiscal Year 2013-14.

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

- Five copies of the Mayor's Budget Book.
- The budget for the Treasure Island Development Authority for FY 2012-2013 and FY 2013-14.
- 17 separate pieces of legislation (see list attached).
- A Transfer of Function letter detailing the transfer of 36.13 positions within the Executive Branch.
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years.

If you have any questions, please contact me at (415) 554-6515, or Naomi Drexler at (415) 554-7631.

Best,

Kate Howard
Mayor's Budget Director

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

Legislation Introduced with the Mayor's Proposed FY 2012-13 and FY 2013-14 Budget

Description of Legislation
Treasure Island Development Authority Budget
Treasure Island Development Authority Interim Budget
Adjusting the Access Line Tax with the Consumer Price Index of 2012
Continuing Prop J Contract/Certification of Specified Contracted Out Services Previously Approved
Police - Car Park Garage Permit Fee
Allocation plan for the Human Services Care Fund
Contract modification between the Human Services Agency and Children's Council of San Francisco
Resolution retroactively approving the contract between the Human Services Agency and Conard House Inc.
Resolution approving the administration of direct aid payments to clients of the San Francisco Human Services Agency under Administrative Code Chapter 20.1
Resolution approving the contract between the Human Services Agency and Episcopal Community Services
Resolution approving the contract between the Human Services Agency and St. Vincent De Paul Society
DPH Patient Rates for FY 2012-13 and FY 2013-14
Accept and Expend Resolution for DPH State Grants
Administrative Code - Mayor's Office of Disability Fee Update
Fire Code - Fee Update
Park Code - Golf Fee Update
Park Code - Tennis Lessons Fee Update
Resolution approving expenditures from the Budget Savings Incentive Fund for FY 2012-13 and FY 2013-14
Business & Tax Regulations and Health Codes -- Food Product and Marketing Establishment License Fees
Public Education Enrichment Fund allocation plan -- SFUSD
Public Education Enrichment Fund allocation plan -- CFC

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Leg Dep, cpage

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAY 31 PM 1:35
BY

May 31, 2012

Ms. Angela Calvillo
Clerk of the Board of Supervisors
San Francisco Board of Supervisors
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Notice of Transfer of Function under Charter Section 4.132

Dear Madam Clerk:

This letter constitutes a notice to the Board of Supervisors under Charter Section 4.132 of a transfer of function between departments within the Executive. All positions are regular positions unless otherwise specified. The positions including the following:

- 28.13 positions (1.0 FTE 0931, 1.0 FTE 0932, 1.0 FTE 1404, 1.0 FTE 1426, 1.0 FTE 1824, 4.0 FTE 2978, 14.13 FTE 2992, 4.0 FTE 2996, 1.0 FTE 2996 – off budget position) will transfer from the Human Rights Commission to the City Administrator so that the City Administrator oversees the Contract Monitoring Unit.
- One position (1.0 FTE 2978 Contract Compliance Officer II) will transfer from the Human Rights Commission to the City Administrator so that the City Administrator oversees the Surety Bond Program.
- One position (1.0 FTE 5291) will transfer from the City Planning Department to the Port to perform Port-related planning functions.
- Two positions (2.0 FTE 1043) will transfer from the Controller's Office to the Department of Technology to support the new integrated Human Resources, Benefits Administration and Payroll system.
- One position (1.0 FTE 1822) will transfer from the Human Services Agency to the Department of Children, Youth & Their Families to perform work relating to transitional age youth.
- One position (1.0 FTE 0951) will transfer from the First Five Commission to the Human Services Agency to direct the Office of Early Care and Education.
- Two positions (1.0 FTE 1823, 1.0 FTE 1842) will transfer from the Department of Children, Youth & Their Families to the Human Services Agency as part of the Office of Early Care and Education.

If you have any questions please feel free to contact me at 554-6515.

Sincerely,

Kate Howard
Mayor's Budget Director

cc: Members of the Budget and Finance Committee
Harvey Rose
Controller

BOARD of SUPERVISORS

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

MEMORANDUM

Date: May 31, 2012

To: Honorable Members, Board of Supervisors

From: Angela Calvillo, Clerk of the Board

Subject: Notice of Transfer of Function Under Charter Section 4.132

Pursuant to Charter Section 4.132, Mayor Edwin Lee has issued a notice to the Board of Supervisors, dated May 31, 2012, announcing a plan to reorganize duties and functions between departments and other units of government within the executive branch. The notice attached describes the specific positions begin transferred.

Such reorganization shall become effective 30 days after its issuance unless disapproved by the Board of Supervisors during that time. If you would like to hold a hearing on any of these transfer of function items, please let me know by Friday, June 8.

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAY 31 PM 1:35

May 31, 2012

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Kate Howard, Mayor's Budget Director
Date: May 31, 2012
Re: Mayor's FY 2012-2013 and FY 2013-14 Budget Submission

Madam Clerk,

As required under the San Francisco Administrative Code, SEC 12P.3 (ii), this letter provides notice to the Board of Supervisors that the Mayor's Proposed Budget for Fiscal Years (FY) 2012-13 and 2013-14 does not contain funding for consumer price index increases for nonprofit corporations and public entities in either FY 2012-13 or FY 2013-14, nor for prior years. The Mayor's Proposed Budget does include a 1.0 percent increase for nonprofit corporations and public entities for the coming two fiscal years. Because the City's Joint Report, issued on March 7, 2012, projects a $170 million shortfall in FY 2012-13 and a $312 million shortfall in FY 2013-14, it would not be feasible to provide consumer price index increases through other budgetary reductions without jeopardizing City operations.

If you have any questions, please contact my office.

Sincerely,

Kate Howard
Mayor's Budget Director

cc: Members of the Board of Supervisors

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Kate Howard, Mayor's Budget Director
Date: June 5th, 2012
Re: Revised list of legislation to be submitted with the Mayor's FY 2012-2013 and FY 2013-14 Budget Submission

Madam Clerk,

Attached please find four additional pieces of legislation assumed in the Mayor's June 1st proposed budget (listed below), and an updated list of all budget trailing legislation (21 pieces in total).

- Resolution approving expenditures from the Budget Savings Incentive Fund for FY 2012-13 and FY 2013-14
- Department of Public Health (DPH) -- Business & Tax Regulations and Health Codes – Food Product and Marketing Establishment License Fees
- Department of Children, Youth & Their Families (DCYF) – Resolution approving the San Francisco Unified School District expenditure plan for the Public Education Enrichment Fund for FY 2012-13
- First 5 (CFC) -- Resolution approving the San Francisco Children and Families Commission expenditure plan for the Public Education Enrichment Fund for FY 2012-13

If you have any questions, please contact me at (415) 554-6515, or Naomi Drexler at (415) 554-7631.

Best,

Kate Howard
Mayor's Budget Director

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 JUN -5 PM 2:15
BY

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

Legislation Introduced with the Mayor's Proposed FY 2012-13 and FY 2013-14 Budget

Introduced	Description of Legislation
1-Jun	Treasure Island Development Authority Budget
1-Jun	Treasure Island Development Authority Interim Budget
1-Jun	Adjusting the Access Line Tax with the Consumer Price Index of 2012
1-Jun	Continuing Prop J Contract/Certification of Specified Contracted Out Services Previously Approved
1-Jun	Police - Car Park Garage Permit Fee
1-Jun	Allocation plan for the Human Services Care Fund
1-Jun	Contract modification between the Human Services Agency and Children's Council of San Francisco
1-Jun	Resolution retroactively approving the contract between the Human Services Agency and Conard House Inc.
1-Jun	Resolution approving the administration of direct aid payments to clients of the San Francisco Human Services Agency under Administrative Code Chapter 20.1
1-Jun	Resolution approving the contract between the Human Services Agengy and Episcopal Community
1-Jun	Resolution approving the contract between the Human Services Agency and St. Vincent De Paul Society
1-Jun	DPH Patient Rates for FY 2012-13 and FY 2013-14
1-Jun	Accept and Expend Resolution for DPH State Grants
1-Jun	Administrative Code - Mayor's Office of Disability Fee Update
1-Jun	Fire Code - Fee Update
1-Jun	Park Code - Golf Fee Update
1-Jun	Park Code - Tennis Lessons Fee Update

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET AND LEGISLATIVE ANALYST

1390 Market Street, Suite 1150, San Francisco, CA 94102 (415) 552-9292
FAX (415) 252-0461

June 21, 2012

TO: Budget and Finance Committee

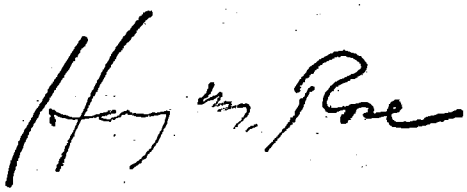
FROM: Budget and Legislative Analyst

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 25, 2012 Meeting, 10:00 a.m.

CPC	Planning Department	1
ECN	Department of Economic and Workforce Development	9
DBI	Department of Building Inspection	17
ASR	Assessor/Recorder	27
TTX	Treasurer/Tax Collector	33
CON	Controller	40
GEN	General City Responsibility	47
CAT	City Attorney	52
GSA ADM	City Administrator and Community Redevelopment	61
GSA DT	Department of Technology	72
GSA DPW	Department of Public Works	80
ETH	Ethics Commission	88



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

DEPARTMENT: CPC– DEPARTMENT OF CITY PLANNING

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed $30,660,752 budget for FY 2012-13 is $6,056,353 or 24.6 % more than the original FY 2011-12 budget of $24,604,399.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 152.54 FTEs, which are 1.71 FTEs more than the 150.83 FTEs in the original FY 2011-12 budget. This represents a 1.1% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 2 positions as interim exceptions to support planning efforts for the development of the proposed Warrior stadium on Piers 30-32. The Budget and Legislative Analyst recommends disapproval of both positions as interim exceptions.

Revenue Changes

The Department's revenues of $25,654,071 in FY 2012-13, are $2,954,982 or 13.0% more than FY 2011-12 revenues of $22,699,089. General Fund support of $5,006,681 in FY 2012-13 is $3,101,371 or 162.8% more than FY 2010-11 General Fund support of $1,905,310.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $28,224,069 budget for FY 2013-14 is $2,436,683 or 7.9% less than the original FY 2012-13 budget of $30,660,752.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 152.29 FTEs, which are .25 FTEs fewer than the 152.54 FTEs in the original FY 2012-13 budget. This represents 0.2% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $24,355,938 in FY 2013-14, are $2,954,982 or 5.1% less than FY 2012-13 revenues of $25,654,071. General Fund support of $3,868,131 in FY 2012-13 is $1,138,550 or 22.7% less than FY 2012-13 General Fund support of $5,006,681.

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

DEPARTMENT: CPC – CITY PLANNING DEPARTMENT

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $601,822 in FY 2012-13. Of the $601,822 in recommended reductions, $412,583 are ongoing savings and $189,239 are one-time savings. Of the total $601,822 recommended reductions, $472,549 are General Fund savings. The overall reductions would still allow an increase of $5,454,531 or 22.2% 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 $516,069 in FY 2013-14. Of the $516,069 in recommended reductions, $371,021 are ongoing General Fund savings.

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

DEPARTMENT: CPC – CITY PLANNING DEPARTMENT

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
CITY PLANNING					
ADMINISTRATION/PLANNING	7,643,600	9,928,716	2,285,116	9,727,478	(201,238)
CITYWIDE PLANNING	4,095,107	6,866,859	2,771,752	4,542,850	(2,324,009)
CURRENT PLANNING	7,361,946	7,159,972	(201,974)	7,885,871	725,899
ENVIRONMENTAL PLANNING	4,099,077	5,136,999	1,037,922	4,425,236	(711,763)
ZONING ADMINISTRATION AND COMPLIANCE	1,404,669	1,568,206	163,537	1,642,634	74,428
CITY PLANNING	**24,604,399**	**30,660,752**	**6,056,353**	**28,224,069**	**(2,436,683)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $6,056,353 largely due to:

- Planning requirements for the construction of the 17th and Folsom Park as part of the Eastern Neighborhoods Program, funded by the Eastern Neighborhoods impact fee;
- Completing the Environmental Impact Report (EIR) for the City's Transit Effectiveness Project and development of environmental review procedures for the Transportation Sustainability Program, in coordination with the Municipal Transportation Agency, San Francisco County Transportation Authority, and Office of Economic and Workforce Development;
- Continued implementation of the integrated Permit & Project Tracking System (jointly with the Department of Building Inspection), which will standardize permit processing;
- Planning and environmental review for the new Warriors basketball team stadium to be located at Piers 30 & 32; and
- Increased work order costs from the City Attorney's office due increased litigation related to Environmental Impact Reports (EIR) and other planning issues.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $2,436,683 largely due to:

- An anticipated reduction in capital project expenses following completion of the planning work for the 17th and Folsom Park in the Eastern Neighborhoods Program; and
- A reduction in contract expenses due to completion of the Transportation Sustainability Program EIR.

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

DEPARTMENT: CPC – CITY PLANNING DEPARTMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 152.54 FTEs, which are 1.71 FTEs more than the 150.83 FTEs in the original FY 2011-12 budget. This represents a 1.1% increase in FTEs from the original FY 2011-12 budget.

The Department is adding 10 new positions, offset by other adjustments, including:

- Two new planner positions for environmental reviews of public projects.
- Two new planners in administration: one for legislative affairs and one to act as support staff for the Planning and Historic Preservation Commissions.
- One new limited tenure environmental planner for the Central Corridor EIR.
- One new limited tenure planner position for the Strengthening Neighborhoods Program.
- One limited tenure planner position and one limited tenure environmental planner position related to the Warriors basketball team proposed stadium project for Piers 30 & 32.
- Two new administrative positions: one for website work related to community engagement and the Permit & Project Tracking System, and one to assist with personnel and payroll.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 152.29 FTEs, which are 0.25 FTEs less than the 152.54 FTEs in the original FY 2012-13 budget. This represents a .16% decrease in FTEs from the original FY 2012-13 budget. In FY 2013-14, the Department is substituting one manager position in the Planning Commission staff and is annualizing new positions added in FY2012-13.

INTERIM EXCEPTIONS

The Department has requested approval of 2 positions as an interim exception. The Budget and Legislative Analyst recommends disapproval of these 2 positions as an interim exception. These positions are one limited tenure planner and one limited tenure environmental planner related to the Warriors basketball team proposed stadium project for Piers 30 & 32.

DEPARTMENT: **CPC – CITY PLANNING DEPARTMENT**

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $25,654,071 in FY 2012-13, are $2,954,982 or 13.0% more than FY 2011-12 revenues of $22,699,089. General Fund support of $5,006,681 in FY 2012-13 is $3,101,371 or 162.8% more than FY 2011-12 General Fund support of $1,905,310.

The Department projects increases in planning permit fee revenues in FY 2012-13 due to increases in construction activity and planned projects.

FY 2013-14

The Department's revenues of $24,355,938 in FY 2013-14, are $1,298,133 or 5.1% less than FY 2012-13 revenues of $25,654,071. General Fund support of $3,868,131 in FY 2013-14 is $1,138,550 or 22.7% less than FY 2012-13 General Fund support of $5,006,681.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $601,822 in FY 2012-13. Of the $601,822 in recommended reductions, $412,583 are ongoing savings and $189,239 are one-time savings. These reductions would still allow an increase of $5,454,531 or 22.2% in the Department's FY 2012-13 budget.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $516,069 in FY 2013-14. Of the $516,069 in recommended reductions, $371,021 are ongoing General Fund 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

CPC - City Planning

Object Title	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
	FAH - Citywide Planning													
Planner III	1.00	0.92	$99,476	$91,518	$7,958		x							
Mandatory Fringe Benefits			$39,528	$36,367	$3,161		x							
			Total Savings	*$11,119*										
	The Department proposes to create a limited term Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-13. The Budget Analyst recommends disapproval of the interim exception and recommends a hire date of August 1, 2012 instead of July 1, 2012.													
	FDP - Current Planning													
Temporary Salaries	2.53	1.92	$208,100	$158,100	$50,000	x		2.53	1.62	$208,100	$133,100	$75,000	x	
Mandatory Fringe Benefits			$16,439	$12,489	$3,950	x				$16,439	$10,514	$5,925	x	
			Total Savings	*$53,950*						*Total Savings*	*$80,925*			
	The Department anticipates having reduced Temporary Salary needs in FY 2012-13 and FY 2013-14.							Ongoing reduction.						
	FEF - Administration/Planning													
Planner III	0.77	0.00	$76,597	$0	$76,597	x		1.00	0.00	$101,246	$0	$101,246	x	
Mandatory Fringe Benefits			$30,437	$0	$30,437	x				$43,802	$0	$43,802	x	
			Total Savings	*$107,034*						*Total Savings*	*$145,048*			
	The Department requests a Planner III for Legislative Affairs. The Department had a Planner III in Legislative Affairs in FY 2011-12, and then reassigned the position to Current Planning. Therefore, the Budget and Legislative Analyst recommends denying this request for another new Planner III for Legislative Affairs in FY 2012-13.							Ongoing reduction.						

GF = General Fund
1T = One Time

CPC - City Planning

Object Title	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
Planner III	0.77	0.00	$76,597	$0	$76,597			1.00	0.00	$101,246	$0	$101,246		
Mandatory Fringe Benefits			$30,437	$0	$30,437					$43,802	$0	$43,802		
	Total Savings		*$107,034*					*Total Savings*		*$145,048*				
	Department currently has three staff assigned to the Planning Commission, one Manager IV, one Senior Clerk Typist, and one Executive Secretary. The Department is requesting a new Planner III due to anticipated staff reorganization. The Budget and Legislative Analyst recommends rejecting the addition of a new Planner III to what would effectively be an administrative support role for the Commission.							Ongoing reduction.						
	FFP - Environmental Planning													
Planner III - Env. Review	1.00	0.92	$99,476	$91,518	$7,958		x							
Mandatory Fringe Benefits			$39,529	$36,367	$3,162		x							
	Total Savings		*$11,120*											
	The Department proposes to create an Environmental Planner III position at 1.0 FTE to work on the proposed Warriors basketball team stadium. The Department is also requesting interim exemption for this position in FY 2012-13. The Budget Analyst recommends disapproval of the interim exception and recommends a hire date of August 1, 2012 instead of July 1, 2012.													

GF = General Fund
1T = One Time

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

CPC - City Planning

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
Planner III - Env. Review	1.54	0.50	$153,193	$49,738	$103,455	x		2.00	1.00	$202,492	$101,246	$101,246	x	
Mandatory Fringe Benefits			$60,874	$19,764.29	$41,110	x				$87,604	$43,802	$43,802	x	
			Total Savings	*$144,565*						*Total Savings*	*$145,048*			
	The Department has requested two new Planner III Environmental Review positions to process public projects, including Recreation and Park Department projects and the first phase of the Historic Preservation Element to the City's General Plan. The Department has not provided sufficient evidence that public or private project work load will increase sufficiently in FY 2012-13 to justify the requested two new Planner III Environmental Review positions. Caseload data provided by the Department indicate that in FY2011-12, environmental project caseload is approximately at its five-year average. At the same time, the Department currently has more positions (20.6 FTEs) for Planner III Environmental Review than any prior year of the past decade. The Department's FY 2012-13 budget also includes two new Planner III Environmental Review positions for the proposed Warriors' development on Piers 30-32 and the Central Corridor project, for which we are recommending approval. We recommend approval of one Planner III Environmental Review position to start in the third quarter of FY 2012-13.								Ongoing savings.					
Professional & Specialized Srvcs.			$334,000	$167,000	$167,000	x	x							
			Total Savings	*$167,000*										
	Reduce due to available carryforwards.													

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$167,000	$305,549	$472,549
Non-General Fund	$22,239	$107,034	$129,273
Total	$189,239	$412,583	$601,822

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$371,021	$371,021
Non-General Fund	$0	$145,048	$145,048
Total	$0	$516,069	$516,069

GF = General Fund
1T = One Time

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed $46,048,425 budget for FY 2012-13 is $13,538,115 or 41.6% more than the original FY 2011-12 budget of $32,510,310.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 76.48 FTEs, which are 11.62 FTEs more than the 64.86 FTEs in the original FY 2011-12 budget. This represents a 17.9% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $27,291,836 in FY 2012-13, are $2,196,988 or 8.8% more than FY 2011-12 revenues of $25,094,848. General Fund support of $18,756,589 in FY 2012-13 is $11,341,127 or 152.9% more than FY 2011-12 General Fund support of $7,415,462.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $38,167,350 budget for FY 2013-14 is $7,881,075 or 17.1% less than the original FY 2012-13 budget of $46,048,425.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 78.75 FTEs, which are 2.27 FTEs more than the 76.48 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $23,571,616 in FY 2013-14, are $3,720,220 or 13.6% less than FY 2012-13 revenues of $27,291,836. General Fund support of $14,595,734 in FY 2012-13 is $4,160,855 or 22.2% less than FY 2011-12 General Fund support of $18,756,589.

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

DEPARTMENT: ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $201,461 in FY 2012-13. Of the $201,461 in recommended reductions, $99,461 are ongoing savings and $102,000 are one-time savings. These reductions would still allow an increase of $13,336,654 or 41.0% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst's policy recommendation totals $1,000,000 in FY 2012-13. If the Board of Supervisors approves the policy recommendation, the recommended reductions to the proposed budget total $1,201,461 in FY 2012-13. These reductions would still allow an increase of $12,336,654 of 37.9% in the Departments 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 $122 to the General Fund.

Together, these recommendations will result in $1,194,652 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 $105,874 in FY 2013-14, all of which are ongoing savings.

DEPARTMENT: ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

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
ECONOMIC AND WORKFORCE DEVELOPMENT					
CHILDREN'S BASELINE	314,065	314,065	0	314,065	0
ECONOMIC DEVELOPMENT	16,578,112	24,578,342	8,000,230	20,196,120	(4,382,222)
FILM SERVICES	1,207,171	1,291,625	84,454	1,300,000	8,375
OFFICE OF SMALL BUSINESS AFFAIRS	707,907	787,895	79,988	819,192	31,297
WORKFORCE TRAINING	13,703,055	19,076,498	5,373,443	15,537,973	(3,538,525)
ECONOMIC AND WORKFORCE DEVELOPMENT	**32,510,310**	**46,048,425**	**13,538,115**	**38,167,350**	**(7,881,075)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $13,538,115 largely due to:

- Ongoing implementation of the Mayor's 17-Point Jobs Plan, which will include involving local nonprofits in providing technical skills training and job placement services to San Francisco residents.
- One-time funding for the City's Cruise Ship Terminal project, in preparation for the America's Cup. The Department's proposed FY 2012-13 budget also includes ongoing funding for positions and consultants related to planning for the 34th America's Cup.
- Annualization of the Mayor's small business loan program, which was created in FY 2011-12.
- Introduction of the Mayor's Improve Blighted Areas initiative, which will focus on Central Market and 6th Street areas.
- Increased funding for the City's Film Rebate Program, which provides rebates to companies producing feature films in San Francisco.
- New funding to absorb a job readiness initiative previously assigned to the San Francisco Redevelopment Authority.
- New efforts to bring the Golden State Warriors basketball team to San Francisco and additional coordination between the City and nightlife purveyors.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $7,881,075 largely due to:

- A reduction in capital project funding, following the anticipated completion of Phase I of the Cruise Ship Terminal project, which will be utilized as part of the 34th America's Cup.
- A reduction in Workforce Development multi-year Federal Grant Funds.
- These reductions are offset, in part, by the annualization of new positions.

DEPARTMENT: ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 76.48 FTEs, which are 11.62 FTEs more than the 64.86 FTEs in the original FY 2011-12 budget. This represents a 17.9% increase in FTEs from the original FY 2011-12 budget.

The proposed budget includes new positions working on economic development issues Citywide, as well as new positions that will focus on economic and workforce development issues for the City's Mid-Market district. The proposed budget's increase in FTEs also reflects the annualization of positions that were new in the department's FY 2011-12 budget.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 78.75 FTEs, which are 2.27 FTEs more than the 76.48 FTEs in the original FY 2012-13 budget. This represents 3.0% increase in FTEs from the original FY 2012-13 budget, resulting primarily from the annualization of new positions in the Department's FY 2012-13 budget.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $27,291,836 in FY 2012-13, are $2,196,988 or 8.8% more than FY 2011-12 revenues of $25,094,848. General Fund support of $18,756,589 in FY 2012-13 is $11,341,127 or 152.9% more than FY 2011-12 General Fund support of $7,415,462.

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

- New General Fund allocations to the components of the Mayor's 17-Point Jobs Plan.
- A one-time General Fund allocation for a portion of the cost of the Cruise Ship Terminal project. Additional funding for the project is budgeted separately and will come from the America's Cup Organizing Committee.
- Multi-year federal grant funds to technical skills training and job training initiatives.

FY 2013-14

The Department's revenues of $23,571,616 in FY 2013-14, are $3,720,220 or 13.6% less than FY 2012-13 revenues of $27,291,836. General Fund support of $14,595,734 in FY 2012-13 is $4,160,855 or 22.2% less than FY 2011-12 General Fund support of $18,756,589.

These changes reflect an anticipated reduction federal grant funds and a reduction in General Fund revenues for capital projects.

DEPARTMENT: ECN – ECONOMIC AND WORKFORCE DEVELOPMENT

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $201,461 in FY 2012-13. Of the $201,461 in recommended reductions, $99,461 are ongoing savings and $102,000 are one-time savings. These reductions would still allow an increase of $13,336,654 or 41.0% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst's policy recommendation totals $1,000,000 in FY 2012-13. If the Board of Supervisors approves the policy recommendation, the recommended reductions to the proposed budget total $1,201,461 in FY 2012-13. These reductions would still allow an increase of $12,336,654 of 37.9% in the Departments 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 $122 to the General Fund.

Together, these recommendations will result in $1,194,652 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 $105,874 in FY 2013-14, all of 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 Fixed Two-Year Budget

ECN - Economic and Workforce Development

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
BK5 - Economic Development														
Senior Community Development Specialist	2.31	1.54	$207,388	$138,259	$69,129	x		3.00	2.00	$272,818	$181,879	$90,939	x	
Mandatory Fringe Benefits			$84,370	$56,247	$28,123	x				$121,520	$81,013	$40,507	x	
Community Development Specialist	1.54	2.31	$119,128	$178,692	($59,564)	x		2.00	3.00	$157,095	$235,643	($78,548)	x	
Mandatory Fringe Benefits			$51,223	$76,835	($25,612)	x				$73,613	$110,420	($36,807)	x	
			Total Savings	*$12,076*						*Total Savings*	*$16,091*			
	The Department has requested six new Economic Development positions for the Mayor's new 17-Point Plan, including one new Manager III, three new Senior Community Development Specialists, and two Community Development Specialists. Downward substitute one Senior Community Development Specialists to a Community Development Specialist, which would still allow the Department to hire two new Senior Community Development Specialists and three new Community Development Specialists.							Ongoing savings.						
Attrition Savings	(0.62)	(1.00)	($72,827)	($117,827)	$45,000	x		(0.62)	(1.00)	($74,057)	($119,057)	$45,000	x	
Mandatory Fringe Benefits			($28,123)	($45,500)	$17,377	x				($31,077)	($49,961)	$18,884	x	
			Total Savings	*$62,377*						*Total Savings*	*$63,884*			
	The Department is projected to have $158,842 in salary surplus in this fund in FY 2011-12, and is increasing Economic Development salaries by $1,218,862 or 73.1% in FY 2012-13. An increase in Attrition Savings of $100,000 will allow for sufficient funding for staffing in FY 2012-13.							Ongoing savings.						
BL1 - Workforce Training														
Manager IV	1.00	0.00	$137,904	$0	$137,904	x		1.00	0.00	$140,358	$0	$140,358	x	
Mandatory Fringe Benefits			$51,014	$0	$51,014	x				$56,461	$0	$56,461	x	
Manager III	0.00	1.00	$0	$128,568	($128,568)	x		0.00	1.00	$0	$130,856	($130,856)	x	
Mandatory Fringe Benefits			$0	$49,204	($49,204)	x				$0	$54,314	($54,314)	x	
Manager II	0.50	0.00	$59,564	$0	$59,564	x		0.50	0.00	$60,624	$0	$60,624	x	
Mandatory Fringe Benefits			$23,683	$0	$23,683	x				$26,069	$0	$26,069	x	
Principal Administrative Analyst	0.00	0.50	$0	$55,354	($55,354)	x		0.00	0.50	$0	$56,339	($56,339)	x	
Mandatory Fringe Benefits			$0	$20,962	($20,962)	x				$0	$23,229	($23,229)	x	
Manager II	1.50	1.00	$178,692	$119,128	$59,564			1.50	1.00	$181,872	$121,248	$60,624		
Mandatory Fringe Benefits			$71,049	$47,366	$23,683					$78,207	$52,138	$26,069		
Principal Administrative Analyst	0.00	0.50	$0	$55,354	($55,354)			0.00	0.50	$0	$56,339	($56,339)		
Mandatory Fringe Benefits			$0	$20,962	($20,962)					$0	$23,229	($23,229)		
			Total Savings	*$11,146*						*Total Savings*	*$11,649*			
	Downward substitutions for job levels actually being performed.							Ongoing savings						

GF = General Fund
1T = One Time

ECN - Economic and Workforce Development

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
Community Based Organization Services			$5,257,582	$5,155,582	$102,000	x	x							
	Department has historically underspent this budget line item, and the Mayor has proposed a $1,179,187 increase in FY 2012-13. According to the Department, vacancies have contributed to the Department's inability to exhaust its Community Based Organization Services allocation. Acknowledging the Department's efforts to fill vacancies in the first quarter of FY 2012-13, a one-time reduction of $102,000 would allow sufficient funding for its Community Based Organization Services work.													

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$102,000	$92,530	$194,530
Non-General Fund	$0	$6,931	$6,931
Total	$102,000	$99,461	$201,461

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$98,749	$98,749
Non-General Fund	$0	$7,125	$7,125
Total	$0	$105,874	$105,874

Policy Recommendations

	BK5 - Economic Development													
Community Based Organization Services			$2,000,000	$1,000,000	$1,000,000	x	x			$2,000,000	$2,000,000	$0	x	
	The Small Business Revolving Loan Fund received a $1,000,000 supplemental appropriation, as approved by the Board of Supervisors on March 27, 2012 (File 12-0049). Of the $1,000,000 supplemental appropriation, $500,000 was placed on Budget and Finance Committee reserve, pending an update on the program. As of June 13, 2012, none of the $1,000,000 supplemental appropriation had been expended. As a continuing project, these funds can be carried over into subsequent years. Because these funds have not been expended, the Department provided a budget that increases the program budget from $2,000,000 per year to $2,500,000 per year. A reduction of $1,000,000 in the Department's FY 2012-13 budget would still allow $2,000,000 of funding for the Small Business Revolving Loan Fund in FY 2012-13 ($1,000,000 modified budget appropriation plus $1,000,000 continuing funds). Furthermore, the Budget and Legislative Analyst recommends placing the FY 2012-13 and FY 2013-14 appropriations on Budget and Finance Committee reserve, pending the anticipated update on the program. Reducing the department's FY 2012-13 budget and placing the FY 2012-13 and 2013-14 funds on reserve are policy matters for the Board of Supervisors.													

FY 2012-13
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	$1,000,000	$0	$1,000,000
Non-General Fund	$0	$0	$0
Total	$1,000,000	$0	$1,000,000

FY 2013-14
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	$0	$0	$0
Non-General Fund	$0	$0	$0
Total	$0	$0	$0

GF = General Fund
1T = One Time

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

ECN - Economic and Workforce Development

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
SAN FRANCISCO PARKS ALLIANCE	COMMUNITY BASED ORGANIZATION SERVICES	No	2010	6/8/2011	50,000.00	336.17
SF BAY AREA LABOR FOUNDATION	COMMUNITY BASED ORGANIZATION SERVICES	Yes	2011	6/22/2011	40,000.00	122.28
					Total Amount Return to Fund Balance	458.45
					General Fund	122.28
					Non-General Fund	336.17

Note: The above encurnbrance 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 $50,207,106 budget for FY 2012-13 is $2,304,499 or 4.8 % more than the original FY 2011-12 budget of $47,902,607.

Personnel Changes

The number of operating full-time equivalent positions (FTE) budgeted for FY 2012-13 are 264.09 FTEs, which are 21.33 FTEs more than the 242.76 FTEs in the original FY 2011-12 budget. This represents a 8.8% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $50,207,106 in FY 2012-13, are $2,304,499 or 4.8% more than FY 2011-12 revenues of $47,902,607. There is no General Fund support for the department.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $52,190,006 budget for FY 2013-14 is $1,982,900 or 3.9% more than the original FY 2012-13 budget of $50,207,106.

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 are 271.67 FTEs, which are 7.58 FTEs more than the 264.09 FTEs in the original FY 2012-13 budget. This represents 2.9% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $52,190,006 in FY 2013-14, are $1,982,900 or 3.9% more than FY 2012-13 revenues of $50,207,106. There is no General Fund support for the department.

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

DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $1,130,126 in FY 2012-13. Of the $1,130,126 in recommended reductions, $851,316 are one-time savings and $278,810 are ongoing savings. These reductions would still allow an increase of $1,174,373 or 2.5% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, for an additional one-time savings of $12,725.

Together, these recommendations will result in $1,142,851 savings in FY 2012-13.

The recommended salary savings (from Attrition Savings and related Mandatory Fringe Benefits) total $851,316 in FY 2012-13. None of these savings are in the City's General Fund. The Budget and Legislative Analyst recommends that the Board of Supervisors place these savings on Budget and Finance Committee reserve, to be released if the Department's actual staffing needs exceed projections.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $488,810 in FY 2013-14. All of the $488,810 in recommended savings are ongoing. These reductions would still allow an increase of $1,494,090 or 3.0% in the Department's FY 2013-14 budget.

DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION

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
DEPARTMENT OF BUILDING INSPECTION					
ADMINISTRATION/SUPPORT SERVICES	14,998,293	12,805,193	(2,193,100)	12,574,589	(230,604)
HOUSING INSPECTION/CODE ENFORCEMENT SVCS	7,672,711	8,448,348	775,637	8,912,212	463,864
INSPECTION SERVICES	15,045,486	16,774,160	1,728,674	17,853,911	1,079,751
PLAN REVIEW SERVICES	10,186,117	12,179,405	1,993,288	12,849,294	669,889
DEPARTMENT OF BUILDING INSPECTION	**47,902,607**	**50,207,106**	**2,304,499**	**52,190,006**	**1,982,900**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $2,304,499 largely due to:

- Continued recovery of construction activities following the unprecedented collapse in FY 2007-08, resulting in substantial new permit and plan checking requests. While the volume of permits has rebounded to a small extent, the number of large valuation issued permits (and more complex) projects has substantially increased. DBI is projecting growth in their permit workload of 5.0%.
- Personnel cost increases with the addition of 27 new operating and project-based positions. The Department's budget for FY 2012-13 also increases temporary and overtime, especially for the Plan Review and Building Inspection divisions, to allow for adequate staffing as it works to fill vacancies in positions added in FY 2011-12.
- The Department continues major projects to update the integration of technology in work functions with the ongoing effort to scan and digitize historical building records and newly submitted plans.
- The Department is restarting its vehicle replacement program on a 10-year cycle.
- The Department faces increasing work order expenses in FY 2012-13 related to legal costs, fuel, and vehicle maintenance fees.
- In order to keep inspectors current on changing codes, the Department is budgeting for a more robust program of training and development.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by $1,982,900 largely due to the continued recovery in the building industry, which leads DBI to project continued growth in their permit workload of 4.0%. The increase in the FY 2013-14 budget is due to the annualization of FTEs that were added in FY 2012-13, increased benefit costs and salary increases for permanent employees per the negotiated agreements with the Unions. The Department also has decreased

temporary salaries from their FY 2012-13 levels, reflecting gradual resolution of the hiring backlog and filling of vacancies.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent operating positions (FTE) budgeted for FY 2012-13 are 264.09 FTEs, which are 21.33 FTEs more than the 242.76 FTEs in the original FY 2011-12 budget. This represents an 8.8% increase in FTEs from the original FY 2011-12 budget.

DBI will add 27 total positions (including project-based) in FY 2012-13 to accommodate the increase in workload from a construction industry that continues to recover, including:

- Four building inspectors, two plumbing inspectors and two electrical inspectors to alleviate field inspection workload from new projects and assist in code enforcement.
- Six clerks and one supervisor to continue records conversion and digitization which will result in less turnaround time for records requests.
- Six engineers and one clerk for plan review, and one engineer and one building inspector to assist with technical code related over-the-counter and phone inquires which allow customers to understand the requirements for permit approval
- One new personnel position to assist with hiring and two positions for technical information technology network management.

These positions amount to a net addition of 21.33 operating FTE after accounting for other adjustments for project-based positions. The Department is not deleting any positions in FY 2012-13.

DBI NEW POSITIONS (Change over prior year)	Δ FY12-13	Δ FY13-14
ADMINISTRATION/SUPPORT SERVICES		
1042 IS Engineer-Journey	1	-
1043 IS Engineer-Senior	1	-
1244 Senior Personnel Analyst	1	-
1408 Principal Clerk	6	-
1410 Chief Clerk	1	-
HOUSING INSPECTION/CODE ENFORCEMENT		
6331 Building Inspector	2	1
PLAN REVIEW SERVICES		
1410 Chief Clerk	1	-
5207 Associate Engineer	3	1
5241 Engineer	4	1
6331 Building Inspector	1	-
INSPECTION SERVICES		
6242 Plumbing Inspector	2	1
6248 Electrical Inspector	2	1
6331 Building Inspector	2	1
Grand Total	**27**	**6**

DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION

FY 2013-14

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 are 271.67 FTEs, which are 7.58 FTEs more than the 264.09 FTEs in the original FY 2012-13 budget. This represents a 2.87% increase in FTEs from the original FY 2012-13 budget.

DBI's budget for FY 2013-14 annualizes all 27 positions added in FY2012-13 and adds 6 new positions, including:

- One new building inspector, one new electrical inspector and one new plumbing inspector for field inspections, and one new inspector for building code enforcement.

Two new engineers for technical code related over-the-counter and phone inquires which allow customers to understand the requirements for permit approval. These positions amount to a net addition of 7.58 FTE after accounting for other adjustments for project-based positions.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $50,207,106 in FY 2012-13 are $2,304,499 or 4.8% more than FY 2011-12 revenues of $47,902,607. The Department receives no general fund support.

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

- An increase in revenue from fees related to the recovery of construction activity in the city. In current FY 2011-12, revenue from Charges for Services is well-above budget; the Department forecasts an increase to the account that funds work in future years that was paid for in FY 2011-12 and an increase to fund balance; and
- Increases in revenue from apartment license fees, 1 and 2 family apartment rental unit fees hotel license fees and hotel conversion fees.

FY 2013-14

The Department's revenues of $52,190,006 in FY 2013-14 are $1,982,900 or 3.9% more than FY 2012-13 revenues of $50,207,106. The Department receives no general fund support.

The Department's revenues for FY 2013-14 reflect the trends in FY2012-13. This includes strong increases in revenue from fees for plan checking, building permits, and plumbing permits. However, the Department notes that their revenue projection methodology takes a reasonable approach, including the current rapid increase in building activity but recognizing that some of these increases are part of a backlog built up during the recession.

DEPARTMENT: DBI – DEPARTMENT OF BUILDING INSPECTION

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $1,130,126 in FY 2012-13. Of the $1,130,126 in recommended reductions, $851,316 are one-time savings and $278,810 are ongoing savings. These reductions would still allow an increase of $1,174,373 or 2.5% in the Department's FY 2012-13 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, for an additional one-time savings of $12,725.

Together, these recommendations will result in $1,142,851 savings in FY 2012-13.

The recommended salary savings (from Attrition Savings and related Mandatory Fringe Benefits) total $851,316 in FY 2012-13. None of these savings are in the City's General Fund. The Budget and Legislative Analyst recommends that the Board of Supervisors place these savings on Budget and Finance Committee reserve, to be released if the Department's actual staffing needs exceed projections.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $488,810 in FY 2013-14. All of the $488,810 in recommended savings are ongoing. These reductions would still allow an increase of $1,494,090 or 3.0% in the Department's FY 2013-14 budget.

DBI - Building Inspection

Subobject	Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
		BAN - Administration/Support Services													
9993M	Attrition Savings	(0.85)	(2.12)	($73,854)	($184,562)	$110,708		x							
9993M	Mandatory Fringe Benefits			($30,422)	($72,346)	$41,924		x							
				Total Savings	*$152,632*										
		0931 Manager III has been vacant since 2009. It is currently being filled with an 1824 position. Budget analyst recommends increasing attrition by the amount of the 1824 position currently acting as Finance Services Manager.													
02200	Training			$45,500	$35,500	$10,000					$45,500	$35,500	$10,000		
		Reduce training based on historical expenditures. This reduction still leaves an increase over current use.							Ongoing reduction.						
03500	Other Current Expenses										$510,000	$300,000	$210,000		
									Reduce other current expenses budget for IT based on historical expenditures.						
04000	Materials and Supplies			$315,000	$215,000	$100,000					$315,000	$215,000	$100,000		
		Reduce materials and supplies based on historical expenditures. This reduction still leaves an increase over current use.							Ongoing reduction.						
		BHS - Housing Inspection & Code Enforcement													
9993	Attrition Savings			($290,105)	($440,105)	$150,000		x							
	Mandatory Fringe Benefits			($113,497)	($172,181)	$58,684		x							
				Total Savings	*$208,684*										
		The Department has a projected salary surplus of $1.7 million in FY 2011-12. The Department has requested 2 new Inspector positions in Housing Inspection and Code Enforcement to address increased site inspection workload. The Department acknowledges delays in hiring due to delays in Citywide position testing. We recommend increasing attrition savings to account for the Department's FY 2011-12 salary surplus and the time it will take in FY 2012-13 to test, interview, and hire new Inspector positions.													

GF = General Fund
1T = One Time

DBI - Building Inspection

Subobject	Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
		BIS - Inspection Services													
9993	Attrition Savings			($390,796)	($565,796)	$175,000		x							
9993	Attrition Savings			($224,109)	($399,109)	$175,000		x							
	Mandatory Fringe Benefits			($245,962)	($385,962)	$140,000		x							
				Total Savings	*$490,000*										
		The Department has a projected salary surplus of $1.7 million in FY 2011-12. The Department has requested 6 new Inspector positions in Inspection Services to address increased site inspection workload. The Department acknowledges delays in hiring due to delays in Citywide position testing. We recommend increasing attrition savings to account for the Department's FY 2011-12 salary surplus and the time it will take in FY 2012-13 to test, interview, and hire new Inspector positions.													
01101	Overtime			$120,626	$70,626	$50,000					$120,626	$70,626	$50,000		
		Reduce overtime based on historical expenditures. Department is requesting $100,000 increase relative to FY 2011-12, but projections indicate spending is on budget.							Ongoing reduction.						
01101	Overtime			$200,000	$175,000	$25,000					$200,000	$175,000	$25,000		
		Reduce overtime based on historical expenditures. Department is requesting $57,747 increase relative to FY 2011-12, but projections indicate spending is only over budget by $5,000.							Ongoing reduction.						
02200	Training			$73,607	$53,607	$20,000					$73,607	$53,607	$20,000		
		Reduce training based on historical expenditures. This reduction still leaves an increase over current use in order to meet new state requirement.							Ongoing reduction.						
02200	Training			$37,720	$22,720	$15,000					$37,720	$22,720	$15,000		
		Reduce training based on historical expenditures. This reduction still leaves an increase over current use.							Ongoing reduction.						
02200	Training			$22,887	$12,887	$10,000					$22,887	$12,887	$10,000		
		Reduce training based on historical expenditures. This reduction still leaves an increase over current use.							Ongoing reduction.						
02200	Training			$30,000	$1,190	$28,810					$30,000	$1,190	$28,810		
		Reduce training based on historical expenditures and quote provided by Department.							Ongoing reduction.						

GF = General Fund
1T = One Time

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

DBI - Building Inspection

		FY 2012-13							FY 2013-14						
		FTE		Amount					FTE		Amount				
Subobject	Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
		BPS - Plan Review Services													
02200	Training			$77,361	$57,361	$20,000					$77,361	$57,361	$20,000		
		Reduce training based on historical expenditures. This reduction still leaves an increase over current use in order to meet new state requirement.							Ongoing reduction.						

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$0	$0
Non-General Fund*	$851,316	$278,810	**$1,130,126**
Total	**$851,316**	**$278,810**	**$1,130,126**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$0	$0
Non-General Fund*	$0	$488,810	**$488,810**
Total	**$0**	**$488,810**	**$488,810**

* The recommended salary savings (from Attrition Savings and related Mandatory Fringe Benefits) total $851,316 in FY 2012-13. None of these savings are in the City's General Fund. The Budget and Legislative Analyst recommends that the Board of Supervisors place these savings on Budget and Finance Committee reserve, to be released if the Department's actual staffing needs exceed projections.

GF = General Fund
1T = One Time

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

DBI - Building Inspection

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
[DPW]	SR-DPW-ENGINEERING	No	FY 2008-09	10/16/2008	10,000.00	10,000.00
B M I IMAGING SYSTEMS	OTHER PROFESSIONAL SE	No	FY 2009-10	12/15/2009	300,000.00	2,637.44
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWII	No	FY 2010-11	1/21/2011	500.00	86.16
CITY STAMP & SIGN COMPANY	OTHER OFFICE SUPPLIES	No	FY 2011-12	2/8/2011	150.00	1.00
CITY STAMP & SIGN COMPANY	OTHER OFFICE SUPPLIES	No	FY 2011-12	3/10/2011	200.00	0.14
					-	-
					-	-
					-	-
				Total Amount Return to Fund Balance		12,724.74
				General Fund		-
				Non-General Fund		12,724.74

Note: The above encurnbrance 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 $21,886,424 budget for FY 2012-13 is $1,180,117 or 5.7 % more than the original FY 2011-12 budget of $20,706,307.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 147.83 FTEs, which are 1.16 FTEs more than the 146.67 FTEs in the original FY 2011-12 budget. This represents a 0.8% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as an interim exception, four of which are filled limited term positions. The Budget and Legislative Analyst recommends approval of 4 positions as an interim exception and disapproval of 1 position.

Revenue Changes

The Department's revenues of $5,484,611 in FY 2012-13, are $2,414,611 or 78.7% more than FY 2011-12 revenues of $3,070,000. General Fund support of $16,401,813 in FY 2012-13 is $1,234,494 or 7.0% less than FY 2011-12 General Fund support of $17,636,307.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $21,049,081 budget for FY 2013-14 is $837,343 or 3.8% less than the original FY 2012-13 budget of $21,886,424.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 147.83 FTEs, which is the same as the 147.83 FTEs in the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $3,929,000 in FY 2013-14, are $1,555,611 or 28.4% less than FY 2012-13 revenues of $5,484,611. General Fund support of $17,120,081 in FY 2013-14 is $718,268 or 4.4% more than FY 2012-13 General Fund support of $16,401,813.

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

DEPARTMENT: ASR – ASSESSOR-RECORDER

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $698,220 in FY 2012-13. Of the $698,220 in recommended reductions, $108,865 are ongoing savings and $589,355 are one-time savings. These reductions would still allow an increase of $481,897 or 2.3% 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 $108,865 in FY 2013-14. Of the $108,865 in recommended reductions, $108,865 are ongoing savings.

DEPARTMENT: ASR – ASSESSOR-RECORDER

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
ASSESSOR / RECORDER					
PERSONAL PROPERTY	2,867,656	3,053,631	185,975	3,185,942	132,311
REAL PROPERTY	7,324,618	7,876,476	551,858	8,228,412	351,936
RECORDER	1,565,000	3,389,611	1,824,611	1,834,000	(1,555,611)
TECHNICAL SERVICES	7,009,303	6,515,062	(494,241)	6,706,937	191,875
TRANSFER TAX	1,939,730	1,051,644	(888,086)	1,093,790	42,146
ASSESSOR / RECORDER	**20,706,307**	**21,886,424**	**1,180,117**	**21,049,081**	**(837,343)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $1,180,117 largely due to:

- The Department's investment in COIT-approved technology projects which will be funded from County Record Modernization special fund balances accumulated from prior years. These projects include (a) the development of a paperless process for bulk recording and all recorded documents at the Department window, (b) implementation of new imaging technology and redaction of Social Security numbers on historical documents, and (c) the development of an upgraded system software and hardware for the Clerk-Recorder Imaging Information System with a bridge to the Department reporting system currently in place.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $837,343 largely due to:

- The completion of the Department's one-year investment in technology projects described above.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 147.83 FTEs, which are 1.16 FTEs more than the 146.67 FTEs in the original FY 2011-12 budget. This represents a 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 147.83 FTEs, which are the same FTEs as the 147.83 FTEs in the original FY 2012-13 budget. This represents a 0% change in FTEs from the original FY 2012-13 budget.

There are no proposed changes to the Department's positions and therefore there is no change in the FTE count in FY 2013-14 from FY 2012-13.

DEPARTMENT: ASR – ASSESSOR-RECORDER

INTERIM EXCEPTIONS

The Department has requested approval of 5 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 4 positions as interim exceptions and disapproval of 1 position.

- 4 positions are existing limited-tenure positions within the Department which were set to expire in FY 2012-13. The Department has proposed these 4 existing positions, which are currently filled, as new permanent positions in FY 2012-13. Therefore, the interim requests for these 4 positions should be approved.
- One position is also a currently existing limited-tenure position within the Department which was set to expire in FY 2012-13. However, due to the fact that the position is currently vacant and no potential candidate has been interviewed or selected to date, the interim exception request for this position should not be allowed and the FTE for the vacant position should be reduced to allow for an August 1, 2012 hiring date instead of a July 1, 2012 hiring date.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $5,484,611 in FY 2012-13, are $2,414,611 or 78.7% more than FY 2011-12 revenues of $3,070,000. General Fund support of $16,401,813 in FY 2012-13 is $1,234,494 or 7.0% less than FY 2011-12 General Fund support of $17,636,307.

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

- County Record Modernization special fund balances accumulated from prior years are included in the FY 2012-13 budget to fund the Department's one-year investment in COIT-approved technology projects described above.

FY 2013-14

The Department's revenues of $3,929,000 in FY 2013-14, are $1,555,611 or 28.4% less than FY 2012-13 revenues of $5,484,611. General Fund support of $17,120,081 in FY 2013-14 is $718,268 or 4.4% more than FY 2012-13 General Fund support of $16,401,813.

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

- The County Record Modernization special fund balances accumulated from prior years, which are reflected in the FY 2012-13 budget, will have been expended by FY 2013-14 and are partially made up by General Fund monies in FY 2013-14.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $698,220 in FY 2012-13. Of the $698,220 in recommended reductions, $108,865 are ongoing savings and $589,355 are one-time savings. These reductions would still allow an increase of $481,897 or 2.3% in the Department's FY 2012-13 budget.

DEPARTMENT: ASR – ASSESSOR-RECORDER

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $108,865 in FY 2013-14. Of the $108,865 in recommended reductions, $108,865 are ongoing savings.

ASR - Assessor Recorder

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
	FCG - Recorder													
Other Current Expenses			$30,000	$10,000	$20,000					$30,000	$10,000	$20,000		
	Reduction based on historical expenditures from FY 2009-10 through FY 2011-12.							Ongoing savings						
	FDJ - Real Property													
Temporary Salaries	3.65	2.66	$300,000	$218,568	$81,432	x		3.65	2.66	$300,000	$218,568	$81,432	x	
Mandatory Fringe Benefits			$23,700	$17,267	$6,433	x				$23,700	$17,266.87	$6,433	x	
			Total Savings	*$87,865*						*Total Savings*	*$87,865*			
	Reduce Temporary Salaries, which is offset by the hiring of permanent positions in FY 2012-13.							Ongoing savings						
Principal Real Property Appraiser	1.00	0.92	$109,122	$100,029	$9,094	x	x							
Mandatory Fringe Benefits			$41,549	$38,086.58	$3,462	x	x							
			Total Savings	*$12,556*										
	Reduce new Limited Tenure position for hiring start date based on the Budget and Legislative Analyst's recommended disapproval of the Department's Interim Exception request. Position is currently vacant and no candidate has been interviewed or selected to date. Reduction in FTE will allow for August 1, 2012 hire date instead of July1, 2012 hire date.													
Attrition Savings	(0.81)	(1.74)	($319,704)	($686,314)	$366,610	x	x							
Mandatory Fringe Benefits			($133,259)	($286,069)	$152,810	x	x							
			Total Savings	*$519,420*										
	Real Property has 7 FTE vacancies it plans to fill in FY 2012-13. A one-time increase in attrition savings will still allow for full-staffing of the unit as scheduled.													
	FDK - Personal Property													
Attrition Savings	(1.32)	(1.60)	($193,240)	($233,653)	$40,413	x	x							
Mandatory Fringe Benefits			($81,123)	($98,089)	$16,966	x	x							
			Total Savings	*$57,379*										
	Increase attrition savings to adjust for the Senior Personal Property Auditor													
	FDL - Technical Services													
Training Costs Paid to Employees			$2,000	$1,500	$500	x				$2,000	$1,500	$500	x	
	Reduction based on historical expenditures from FY 2009-10 through FY 2011-12.							Ongoing savings						
Training Costs Paid to Vendors			$2,000	$1,500	$500	x				$2,000	$1,500	$500	x	
	Reduction based on historical expenditures from FY 2009-10 through FY 2011-12.							Ongoing savings						

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$589,355	$88,865	**$678,220**
Non-General Fund	$0	$20,000	**$20,000**
Total	**$589,355**	**$108,865**	**$698,220**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$88,865	**$88,865**
Non-General Fund	$0	$20,000	**$20,000**
Total	**$0**	**$108,865**	**$108,865**

GF = General Fund
1T = One Time

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The Department's proposed $29,681,678 budget for FY 2012-13 is $1,135,254 or 4.0% more than the original FY 2011-12 budget of $28,546,424.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 203.82 FTEs, which are 4.22 FTEs less than the 208.04 FTEs in the original FY 2011-12 budget. This represents a 2.0% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $15,215,791 in FY 2012-13, are $437,674 or 3.0% more than FY 2011-12 revenues of $$14,778,117. General Fund support of $14,465,887 in FY 2012-13 is $697,580 or 5.1% more than FY 2011-12 General Fund support of $13,768,307.

YEAR TWO: FY 2013-14

Budget Changes

The Department's proposed $27,022,277 budget for FY 2013-14 is $2,659,401 or 9% less than the original FY 2012-13 budget of $29,681,678.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 182.31 FTEs, which are 21.51 FTEs less than the 203.82 FTEs in the original FY 2012-13 budget. This represents a 10.6% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $14,104,646 in FY 2013-14, are $1,111,145 or 7.3% less than FY 2012-13 revenues of $15,215,791. General Fund support of $12,917,631 in FY 2013-14 is $1,548,256 or 10.7% less than FY 2012-13 General Fund support of $14,465,887.

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

DEPARTMENT: TTX – TREASURER/TAX COLLECTOR

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $238,637 in FY 2012-13, which are one-time savings. These reductions would still allow an increase of $896,617 or 3.1% 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 $25,124 to the General Fund.

Together, these recommendations will result in $263,762 savings to the City's General Fund in FY 2012-13.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst does not have recommended reductions to the FY 2013-14 budget.

DEPARTMENT: TTX – TREASURER/TAX COLLECTOR

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
TREASURER/TAX COLLECTOR					
BUSINESS TAX	6,502,366	6,262,027	(240,339)	5,151,035	(1,110,992)
DELINQUENT REVENUE	8,736,301	9,004,848	268,547	7,553,165	(1,451,683)
INVESTMENT	1,981,380	2,338,400	357,020	2,452,538	114,138
LEGAL SERVICE	209,583	441,801	232,218	460,059	18,258
MANAGEMENT	4,959,869	5,352,917	393,048	5,413,989	61,072
PROPERTY TAX/LICENSING	2,280,186	2,181,600	(98,586)	1,946,662	(234,938)
TAXPAYER ASSISTANCE	1,167,976	1,409,882	241,906	1,472,145	62,263
TRANSFER TAX	0	0	0	0	0
TREASURY	2,708,763	2,690,203	(18,560)	2,572,984	(117,219)
TREASURER/TAX COLLECTOR	**28,546,424**	**29,681,678**	**1,135,254**	**27,022,577**	**(2,659,101)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $1.1 million, largely due to increases in salary and fringe benefit costs.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $2.7 million largely due to the reduction of $1.45 million in the work order between the Treasurer/Tax Collector's Office and the Superior Court. Under the work order reduction, the Superior Court will no longer pay the Treasurer/Tax Collector's Office a commission for delinquent traffic fine revenues collected by the Treasurer/Tax Collector's Office for the Superior Court, but rather, the Superior Court will reimburse the Treasurer/Tax Collector for actual collection costs, resulting in a reduction in reimbursements. Also, the Superior Court has reduced the number of delinquent traffic fines referred to the Treasurer/Tax Collector's Office for collection.

The proposed FY 2013-14 budget also reduces General Fund support by $1.55 million. Overall, the Treasurer/Tax Collector's Office has reduced staff through position deletions and increases in attrition savings as new technology is implemented and routine processes are streamlined.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 203.82 FTEs, which are 4.22 FTEs less than the 208.04 FTEs in the original FY 2011-12 budget. This represents a 2.0% decrease in FTEs from the original FY 2011-12 budget.

The Treasurer/Tax Collector's Office is proposing (1) one new Junior Management Assistant Position, funded jointly by grant funds and work order recoveries, and (2) one new Accountant III and one new Principal Administrative Analyst in the Investment division. The Treasurer/Tax Collector's Office is also deleting one position in the Legal Assistance division and three positions in the Business Tax division in FY 2012-13, offset by other adjustments.

DEPARTMENT: TTX – TREASURER/TAX COLLECTOR

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 182.31 FTEs, which are 21.51 FTEs less than the 203.82 FTEs in the original FY 2012-13 budget. This represents a 10.6% decrease in FTEs from the original FY 2012-13 budget.

The Treasurer/Tax Collector's Office is deleting positions in the Delinquent Revenue division, largely due to reductions in the work order between the Treasurer/Tax Collector's Office and the Superior Court, and increasing attrition savings, offset by other adjustments.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $15,215,791 in FY 2012-13, are $437,674 or 3.0% more than FY 2011-12 revenues of $$14,778,117. General Fund support of $14,465,887 in FY 2012-13 is $697,580 or 5.1% more than FY 2011-12 General Fund support of $13,768,307.

Changes in the Department's FY 2012-13 revenues include increased reimbursements from City departments and other agencies for handling, depositing, and investing funds for the City; and increases in revenues as a result of the Treasurer/Tax Collector's Office efforts to enforce payment of Business Tax and Unsecure Personal Property Tax accounts; offset by the reduction in the work order with the Superior Court.

FY 2013-14

The Department's revenues of $14,104,646 in FY 2013-14, are $1,111,145 or 7.3% less than FY 2012-13 revenues of $15,215,791. General Fund support of $12,917,631 in FY 2013-14 is $1,548,256 or 10.7% less than FY 2012-13 General Fund support of $14,465,887.

The Treasurer/Tax Collector's Office FY 2013-14 revenue reductions are due to the ongoing reduction in the Treasurer/Tax Collector's Office work order with the Superior Court.

OTHER ISSUES

The Treasurer/Tax Collector's Office has implemented new technology to streamline tax filing and collection and other procedures. This new technology includes:

1. The Treasury Workstation to manage approximately 400 bank accounts and automate bank account management;
2. Online tax statements and payments for hotel, payroll and business registration taxes;
3. The new cash management system, allowing automated posting of payment receipts to the City's general ledger system (FAMIS) and more accurate reporting of payment receipts; and
4. Standardized Citywide permit renewal invoices that consolidates Fire, Police, Entertainment, and Health permit renewals into one invoice, which was implemented in February 2012.

Budget Savings Incentive Reserve

DEPARTMENT: TTX – TREASURER/TAX COLLECTOR

The Mayor has allocated $1,000,000 in Budget Savings Incentive Reserve funds in FY 2012-13 to pay for the Business Tax System Replacement Project. This project will implement a new off-the-shelf system to facilitate taxpayers use of the Business Tax System and improve collection of delinquent Business Tax accounts. Phase one of the Business Tax System Replacement Project has a budget of $2,400,000, with expected implementation in FY 2011-12 through FY 2013-14. The Treasurer-Tax Collector's Office has encumbered $1,400,000 in FY 2011-12 for a contract with XTECH for system consulting and software licenses for the Business Tax System. The additional $1,000,000 in Budget Savings Incentive Reserve funds will complete funding for phase one of the Business Tax System Replacement Project.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $238,637 in FY 2012-13, which are one-time savings. These reductions would still allow an increase of $896,617 or 3.1% 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 $25,124 to the General Fund.

Together, these recommendations will result in $263,762 savings to the City's General Fund in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommended reductions to the 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 Fixed Two-Year Budget

TTX - Treasurer/Tax Collector's Office

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
	FCS - Delinquent Revenue													
Investigator	2.00	0.00	$168,530	$0	$168,530	x	x							
Fringe Benefits			$70,107	$0	$70,107	x	x							
				$238,637										
	The Department has 11 Investigator positions, of which 2 have been vacant since July 2010. The Department will continue to have 9 Investigator positions in the Delinquent Revenue Division.							The Department's FY 2013-14 budget does not contain these two positions.						
	FCM - Investment													
Accountant III	1.00	0.92	$91,962	$84,605	$7,357	x	x							
Fringe Benefits			$37,530	$34,528	$3,002	x	x							
Revenue Reducton					($10,359)	x	x							
				$0										
	The Department has requested one new Accountant III position in the Investment Division, which the Department has budgeted as 1.0 FTE with a hire date of July 1, 2012. This recommendation would reduce the position to 0.92 FTE with a hire date of August 1, 2012. This position is reimbursed by Pooled Interest; therefore, the reduction in salaries and fringe benefit cost is offset by reduced reimbursements.													

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$238,637	$0	$238,637
Non-General Fund	$0	$0	**$0**
Total	**$238,637**	**$0**	**$238,637**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$0	$0
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$0**	**$0**

GF = General Fund
1T = One Time

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

TTX - Treasurer Tax Collector

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	12/9/2009	9/29/2010	1,000	268
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	12/9/2009	9/29/2010	2,200	37
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	11/23/2010	500	290
CENVEO	PRINTING	yes	11/15/2010	1/19/2011	1,888	533
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	2/18/2011	200	67
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	3/21/2011	500	128
GIVE SOMETHING BACK LLC	OTHER OFFICE SUPPLIES	yes	7/1/2010	5/19/2011	2,000	164
GIVE SOMETHING BACK LLC	OTHER OFFICE SUPPLIES	yes	7/1/2010	5/19/2011	1,000	529
GIVE SOMETHING BACK LLC	OTHER OFFICE SUPPLIES	yes	7/1/2010	6/1/2011	3,500	62
TQS SYSTEMS INC	OFFICE EQUIP MAINT	yes	7/12/2010	6/3/2011	400	277
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	7/11/2011	7/11/2011	1,000	1,000
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	7/11/2011	7/11/2011	1,500	1,500
STAPLES INC & SUBSIDIARIES	OFFICE SUPPLIES-CITYWIDE CONTRAC	yes	7/11/2011	7/11/2011	1,000	1,000
DPHPH PUBLIC HEALTH	GF-CHS-TOXICS WASTE & HAZARD MAT SVC	yes	8/12/2011	8/12/2011	4,000	4,000
TIS TELECOMMUNICATION & INFORMATION S\	IS-TIS-ISD SERVICES	yes	8/26/2010	5/26/2011	19,183	4,769
DPW DEPARTMENT OF PUBLIC WORKS	SR-DPW-BUILDING REPAIR	yes	8/26/2010	8/26/2010	10,500	10,500
					50,371	25,124

Total Amount Return to Fund Balance	25,124
General Fund	25,124
Non-General Fund	-

Note: The above encurnbrance 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 $38,854,732 budget for FY 2012-13 is $729,106 or 1.9% more than the original FY 2011-12 budget of $38,125,626.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 198.61 FTEs, which are 2.07 FTEs less than the 200.68 FTEs in the original FY 2011-12 budget. This represents 1.0% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $27,556,879 in FY 2012-13, are $259,710 or .9% less than FY 2011-12 revenues of $27,816,589. General Fund support of $11,297,853 in FY 2012-13 is $988,816 or 9.6% more than FY 2011-12 General Fund support of $10,309,037.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $40,079,630 budget for FY 2013-14 is $1,224,898 or 3.2% more than the original FY 2012-13 budget of $38,854,732.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 197.61 FTEs, which is 1.00 FTE less than the 198.61 FTEs in the original FY 2012-13 budget. This represents .5% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $28,612,509 in FY 2013-14, are $1,055,630 or 3.8% more than FY 2012-13 revenues of $27,556,879. General Fund support of $11,467,121 in FY 2013-14 is $169,268 or 1.5% more than FY 2012-13 General Fund support of $11,297,853.

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

DEPARTMENT: CON – CONTROLLER

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $178,926 in FY 2012-13. Of the $178,926 in recommended reductions, $9,878 are ongoing savings and $169,048 are one-time savings. These reductions would still allow an increase of $550,180 or 1.4% 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 $87,931 to the General Fund.

Together, these recommendations will result in $266,857 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 $9,878 in FY 2013-14. Of the $9,878 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of $1,215,020 or 3.1% in the Department's FY 2013-14 budget.

These recommendations will result in $9,878 savings to the City's General Fund in FY 2013-14.

DEPARTMENT: CON – CONTROLLER

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
CONTROLLER					
ACCOUNTING OPERATIONS AND SYSTEMS	7,121,553	7,471,238	349,685	7,764,072	292,834
CITY SERVICES AUDITOR	12,144,435	12,363,860	219,425	13,205,825	841,965
ECONOMIC ANALYSIS	418,467	442,997	24,530	458,733	15,736
MANAGEMENT, BUDGET AND ANALYSIS	4,216,269	5,058,625	842,356	4,738,963	(319,662)
PAYROLL AND PERSONNEL SERVICES	13,704,221	12,962,964	-741,257	13,334,215	371,251
PUBLIC FINANCE	520,681	555,048	34,367	577,822	22,774
CONTROLLER	**38,125,626**	**38,854,732**	**729,106**	**40,079,630**	**1,224,898**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $729,106 largely due to salary and fringe benefit increases, and the Department's new Disaster Recovery project.

- The Department's new Disaster Recovery initiative will establish an offsite location to maintain and protect the City's core financial systems in order to ensure continuity of operations in the event of an emergency. This project is being developed in collaboration with the Department of Technology. COIT has approved $500,000 for this project.
- The Department will continue to support the implementation of the eMerge initiative, which transitioned from the Department of Human Resources in December 2009. Project eMerge will integrate recruitment, position management, benefits administration and payroll functions citywide.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by $1,224,898 largely due to salary and fringe benefit costs.

- Funding for the Accounting Operations and Systems division will increase to support a project to replace the City's financial accounting system (FAMIS).
- Payroll and Personnel Services funding will increase, primarily due to increased salary and fringe benefit costs related to ongoing implementation needs of the eMerge initiative.

DEPARTMENT: CON – CONTROLLER

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 198.61 FTEs, which are 2.07 FTEs less than the 200.68 FTEs in the original FY 2011-12 budget. This represents 1.0% decrease in FTEs from the original FY 2011-12 budget.

While the FTEs will decrease in FY 2012-13, the Department has requested 5 new positions (4.08 FTEs), offset by other reductions, including one filled position temporarily exchanged from a vacant position.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 197.61 FTEs, which is 1.00 FTE less than the 198.61 FTEs in the original FY 2012-13 budget. This represents .5% decrease in FTEs from the original FY 2012-13 budget.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $27,556,879 in FY 2012-13, are $259,710 or .9% less than FY 2011-12 revenues of $27,816,589. General Fund support of $11,297,853 in FY 2012-13 is $988,816 or 9.6% more than FY 2011-12 General Fund support of $10,309,037.

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

- Increases in revenue recovery from City, offset by
- Decreases in fund balance, due the use of attrition savings by the City Services Auditor Division as a result of an increased number of vacancies and slower than expected hiring.

FY 2013-14

The Department's revenues of $28,612,509 in FY 2013-14, are $1,055,630 or 3.8% more than FY 2012-13 revenues of $27,556,879. General Fund support of $11,467,121 in FY 2013-14 is $169,268 or 1.5% more than FY 2012-13 General Fund support of $11,297,853.

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

- Increases in revenue recovery from City, and
- Increases in fund balance.

DEPARTMENT: CON – CONTROLLER

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $178,926 in FY 2012-13. Of the $178,926 in recommended reductions, $9,878 are ongoing savings and $169,048 are one-time savings. These reductions would still allow an increase of $550,180 or 1.4% 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 $87,931 to the General Fund.

Together, these recommendations will result in $266,857 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 $9,878 in FY 2013-14. Of the $9,878 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of $1,215,020 or 3.1% in the Department's FY 2013-14 budget.

These recommendations will result in $9,878 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

CON - Controller's Office

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
	FDC - Payroll and Personnel													
Equipment			$126,565	$124,597	$1,968	x	x							
Equipment			$100,000	$92,534	$7,466	x	x							
			Total Savings	*$9,434*										
	Reduce to reflect actual quotes from vendors.													
	FEB - Management													
Attrition Savings	(2.26)	(2.49)	($242,917)	($267,639)	$24,722	x	x							
Mandatory Fringe Benefits			($93,334)	($102,833)	$9,499	x	x							
			Total Savings	*$34,220*										
	Increase attrition savings to reflect actual hire date of one 1649 Accountant. This position has been vacant since August 2011.													
	FDG - Accounting Operations and Systems													
Attrition Savings	(4.79)	(5.27)	($467,046)	($513,848)	$46,802	x	x							
Mandatory Fringe Benefits			($185,525)	($204,116)	$18,591	x	x							
			Total Savings	*$65,393*										
	Increase attrition savings to reflect actual hire date of three vacant positions 1652 Accountant II positions: two vacant since March 2012 and one vacant since November 2011.													
Systems Consulting Services			$85,000	$25,000	$60,000	x	x							
			Total Savings	*$60,000*										
	Reduce to reflect historical expenditures and actual programmatic needs. The Department will not require funding for these services, which will support the disaster recovery project, until FY 2013-14.													
	FFG - Public Finance													
Other Professional Services			$29,878	$20,000	$9,878	x				$29,878	$20,000	$9,878	x	
			Total Savings	*$9,878*						*Total Savings*	*$9,878*			
	Reduce to reflect historical expenditures.							Ongoing reduction.						

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$169,048	$9,878	$178,926
Non-General Fund	$0	$0	$0
Total	$169,048	$9,878	$178,926

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$9,878	$9,878
Non-General Fund	$0	$0	$0
Total	$0	$9,878	$9,878

GF = General Fund
1T = One Time

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

CON - Controller

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
MACIAS GINI & O'CONNELL LLP	AUDITING & ACCOUNTIN	Yes		12/13/2010	75,000.00	50,000.00
	IS-TIS-ISD SERVICES	Yes		8/3/2010	101,887.00	37,931.76
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
				Total Amount Return to Fund Balance		87,931.76
					General Fund	87,931.76
					Non-General Fund	-

Note: The above encurnbrance 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 $615,176,026 budget for FY 2012-13 is $40,022,627 or 7.0% more than the original FY 2011-12 budget of $575,153,399.

Revenue Changes

The Department's revenues of $196,285,280 in FY 2012-13, are $21,453,639 or 9.9% less than FY 2011-12 revenues of $217,738,919. General Fund support of $418,890,746 in FY 2012-13 is $61,476,266 or 17.2% more than FY 2011-12 General Fund support of $357,414,480.

YEAR TWO: FY 2013-14

Budget Changes

The Department's proposed $579,731,396 budget for FY 2013-14 is $35,444,630 or 5.8% less than the original FY 2012-13 budget of $615,176,026.

Revenue Changes

The Department's revenues of $192,183,046 in FY 2013-14, are $4,102,234 or 2.1% less than FY 2012-13 revenues of $196,285,280. General Fund support of $387,548,350 in FY 2013-14 is $31,342,396 or 7.5% less than FY 2012-13 General Fund support of $418,890,746.

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $106,153 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of $39,916,414 or 6.9% in the Department's FY 2012-13 budget.

These recommendations will result in $106,153 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 $106,153 in FY 2013-14, which are ongoing savings.

These recommendations will result in $106,153 savings to the City's General Fund in FY 2013-14.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY2011-2012 Budget	FY2012-2013 Proposed	Increase/ Decrease from FY2011-2012	FY2013-2014 Proposed	Increase/ Decrease from FY2012-2013
GENERAL CITY RESPONSIBILITY					
GENERAL CITY RESPONSIBILITIES	568,358,399	601,078,626	32,720,227	565,362,596	(35,716,030)
GENERAL FUND UNALLOCATED	0	0	0	0	0
INDIGENT DEFENSE/GRAND JURY	250,000	750,000	500,000	750,000	0
NON PROGRAM	0	3,177,400	3,177,400	3,088,800	(88,600)
RETIREE HEALTH CARE - PROP B	6,545,000	10,170,000	3,625,000	10,530,000	360,000
GENERAL CITY RESPONSIBILITY	**575,153,399**	**615,176,026**	**40,022,627**	**579,731,396**	**(35,444,630)**

The General City Responsibility budget is comprised of general expenditures and revenue transfers that are not the responsibility of other City departments, including General Fund supported debt service, reserves, and General Fund contributions to subsidized enterprise funds, such as San Francisco General Hospital and Laguna Honda Hospital.

FY 2012-13

Major changes to the General City Responsibility budget in FY 2012-13 include:

- $17,800,000 to the Budget Stabilization Reserve, which equals 75% of estimated Real Property Transfer Tax revenues in FY 2012-13 exceeding the 5-year average, as required by the Administrative Code. FY 2012-13 is the first year that funds have been allocated to the Budget Stabilization Reserve.
- $9,894,000 to the General Reserve, which will equal $32,200,000 in FY 2012-13, including the carry forward of unexpended FY 2011-12 General Reserve funds of approximately $22,306,000. The total General Reserve will equal 1% of General Fund revenues of $3,212,775,000 in FY 2012-13.
- $4,496,200 to pay for a 1% cost of living adjustment (COLA) for community based organizations.

The FY 2012-13 budget also includes (a) $700,000 for the Film Rebate Program, and (b) $3,000,000 for HOPE SF.

FY 2013-14

Major changes to the General City Responsibility budget in FY 2013-14 include:

- $7,280,000 to the Budget Stabilization Reserve, which equals 75% of estimated Real Property Transfer Tax revenues in FY 2013-14 exceeding the 5-year average, as required by the Administrative Code.
- $9,300,000 to the General Reserve to increase the General Reserve amount from $32,200,00 in FY 2012-13 to $41,500,000, which will equal 1.25% of estimated FY 2013-14 General Fund revenues of $3,325,500,000 in FY 2013-14.
- $4,496,200 to pay for a 1% cost of living adjustment (COLA) for community based organizations.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY

The FY 2013-14 budget also includes (a) $700,000 for the Film Rebate Program for total Film Rebate Program funding over two years of $1,400,000; and (b) $3,000,000 for HOPE SF.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $196,285,280 in FY 2012-13, are $21,453,639 or 9.9% less than FY 2011-12 revenues of $217,738,919. General Fund support of $418,890,746 in FY 2012-13 is $61,476,266 or 17.2% more than FY 2011-12 General Fund support of $357,414,480.

FY 2013-14

The Department's revenues of $192,183,046 in FY 2013-14, are $4,102,234 or 2.1% less than FY 2012-13 revenues of $196,285,280. General Fund support of $387,548,350 in FY 2013-14 is $31,342,396 or 7.5% less than FY 2012-13 General Fund support of $418,890,746.

FILE 11-0274 ACCESS LINE TAX

The San Francisco voters approved Proposition O in November 2008, establishing the Access Line Tax for telephone communication services. Currently, the monthly tax rate is set at $2.86 per access line, $21.48 per trunk line, and $386.63 per high capacity line. Business and Tax Code Section 782 allows the Controller to adjust the rate annually by the Consumer Price Index (CPI), which according to the Controller is 2.93% as of December 31, 2011. Based on the CPI adjustment, the Controller recommends increasing the FY 2012-13 Access Line Tax to $2.94 per access line, $22.11 per trunk line, and $397.96 per high capacity line.

As shown in the table below, the Controller estimates that the proposed increase in the Access Line Tax will result in increased revenues to the City of $1,300,000 in FY 2012-13 and FY 2013-14.

		FY 2011-12	FY 2012-13		FY 2013-14	
File No.	**Fee Description**	**Projected Revenue**	**Projected Revenue**	**Change from PY**	**Projected Revenue**	**Change from PY**
11-0274	Access Line Tax	$41,700,000	$43,000,000	$1,300,000	$44,300,000	$1,300,000
Totals		$41,700,000	$43,000,000	$1,300,000	$44,300,000	$1,300,000

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

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $106,153 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of $39,916,414 or 6.9% in the Department's FY 2012-13 budget.

DEPARTMENT: GEN – GENERAL CITY RESPONSIBILITY

These recommendations will result in $106,153 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 $106,153 in FY 2013-14, which are ongoing savings.

These recommendations will result in $106,153 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 Fixed Two-Year Budget

GEN - General City Responsibility

	FCO - Business Tax													
Object Title	**From**	**To**	**From**	**To**	**Savings**	**GF**	**1T**	**From**	**To**	**From**	**To**	**Savings**	**GF**	**1T**
	FCO - Business Tax													
Other Current Expenses			$5,606,153	$5,500,000	$106,153	x				$5,606,153	$5,500,000	$106,153	x	
	The Audit Reserve is intended to pay claims from prior years' audits. However, this Reserve is also used to meet shortfalls in internal service funds, work order recoveries and other uses. Audit Reserve Fund expenditures in FY 2011-12 are $4.9 million. Reducing the Audit Reserve to $5,500,000 would retain sufficient funds to meet expected claims in FY 2012-13 and FY 2013-14.							Ongoing Reductions						

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$106,153	$106,153
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$106,153**	**$106,153**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$106,153	$106,153
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$106,153**	**$106,153**

GF = General Fund
1T = One Time

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The Department's proposed $67,842,320 budget for FY 2012-13 is $2,852,454 or 4.4% more than the original FY 2011-12 budget of $ 64,989,866.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 304.16 FTEs, which are 4.87 FTEs more than the 299.29 FTEs in the original FY 2011-12 budget. This represents a 1.6% change in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as interim exceptions. The Budget and Legislative Analyst recommends approval of 3 Redevelopment Agency positions and disapproval of 2 positions as interim exceptions.

Revenue Changes

The Department's revenues of $61,305,736 in FY 2012-13, are $1,545,047 or 2.6% more than FY 2011-12 revenues of $59,760,689. General Fund support of $6,536,584 in FY 2012-13 is $1,307,407 or 25% more than FY 2011-12 General Fund support of $5,229,177.

YEAR TWO: FY 2013-14

Budget Changes

The Department's proposed $70,926,609 budget for FY 2013-14 is $3,084,289 or 4.6% more than the original FY 2012-13 budget of $ 67,842,320.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 304.16 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of $61,083,153 in FY 2013-14, are $222,583 or 0.4% less than FY 2012-13 revenues of $61,305,736. General Fund support of $9,843,456 in FY 2013-14 is $3,306,872 or 51% more than the FY 2012-13 General Fund support of $6,536,584.

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

DEPARTMENT: CAT – CITY ATTORNEY

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $185,213 in FY 2012-13. Of the $185,213 in recommended reductions $107,800 are ongoing reductions and $77,413 are one time savings. These reductions would still allow an increase of $2,667,241 or 4.1% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst also recommends additional one-time General Fund revenues of $35,523 that are anticipated to be received by the City Attorney's Office and can be credited to the City's General Fund.

Together, these recommendations would result in a total savings of $220,736.

The Budget and Legislative Analyst also includes a Policy Recommendation that would result in a total savings of $269,873.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $107,800 in FY 2013-14. All of the $107,800 are ongoing savings. These reductions would still allow an increase of $2,976,489 or 4.4% in the Department's FY 2013-14 budget.

The Budget and Legislative Analyst also includes a Policy Recommendation totaling a savings of $351,065.

DEPARTMENT: CAT – CITY 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
CITY ATTORNEY					
CLAIMS	$5,796,693	$6,060,764	$264,071	$6,342,941	$282,177
LEGAL SERVICES	56,458,173	59,046,556	2,588,383	61,848,668	2,802,112
AFFIRMATIVE LITIGATION	2,735,000	2,735,000	0	2,735,000	0
CITY ATTORNEY	**64,989,866**	**67,842,320**	**2,852,454**	**70,926,609**	**3,084,289**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $2,852,454 largely due to:

- Increases of $2,588,383 in Legal Services resulting from increases in mandated salaries, related fringe benefit costs, and services of other departments, as well as the addition of 5 new positions, including 3 from the Redevelopment Agency, and 2 for a new dedicated Consumer Protection Unit at a cost $902,712.
- Increases of $264,071 in Claims primarily resulting from increases in mandated salaries and related fringe benefit costs.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by $3,084,289 largely due to:

- Increases in salaries and mandatory fringe benefits.
- The ongoing cost for the addition in FY 2012-13 of 5 new positions, including 3 from the Redevelopment Agency, and 2 for a new dedicated Consumer Protection Unit.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 304.16 FTEs, which are 4.87 FTEs more than the 299.29 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

- The increase is associated with 5 new positions totaling $902,712, of which $666,900 is salaries and $235,812 is associated with fringe benefit costs. The 5 new positions include two new 8177 Attorneys and one 8169 Legislative Assistant (Paralegal) to address increased case and development project workload from the Redevelopment Agency. Additionally, the City Attorney is requesting one new 8177 Attorney and one new 8169 Legislative Assistant (Paralegal) in Legal Services for a new dedicated Consumer Protection Unit.
- The Department has requested approval of these 5 new positions as interim exceptions. The Budget and Legislative Analyst recommends approval of the 3 Redevelopment Agency transferred positions as interim exceptions.

DEPARTMENT: CAT – CITY ATTORNEY

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 304.16 FTEs, which is the same as the 304.16 FTEs in the proposed FY 2012-13 budget.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $61,305,736 in FY 2012-13, are $1,545,047 or 2.6% more than FY 2011-12 revenues of $59,760,689. General Fund support of $6,536,584 in FY 2012-13 is $1,307,407 or 25% more than FY 2011-12 General Fund support of $5,229,177.

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

- Recoveries from City departments that are provided City Attorney services are the largest source of funds for the City Attorney, which are expected to increase $2,308,469, or 4.0% from the original FY 2011-2012 budget of $57,160,689 to the proposed budget of $59,469,158.
- The largest increases in expected recoveries are from (a) Administrative Service, for $984,145 to account for non-housing responsibilities transferred from the Redevelopment Agency, (b) Mayor's Office for $400,000 for affordable housing responsibilities transferred from the Redevelopment Agency and (c) Recreation and Park Department for $400,000 for ongoing litigation matters. Also due to a large increase in the number of lawsuits which the Department of City Planning is facing, and expects in the near term, the City Attorney has increased its expected recoveries from the Department of City Planning by $500,000.
- A decrease of $1,025,000 in settlement revenue and $1,575,000 in consumer protection fines is anticipated for FY 2012-2013, which is proposed to be offset by $1,836,578 of new consumer protection fines, or a net decrease of $763,422 in revenues.
- General Fund support is proposed to increase by $1,307,407 or 25% in FY 2012-13 due to above noted decrease of $1,025,000 settlement revenue, which was previously used in lieu of General Fund support in FY 2011-12.

FY 2013-14

The Department's revenues of $61,083,153 in FY 2013-14, are $222,583 or 0.4% less than FY 2012-13 revenues of $61,305,736. General Fund support of $9,843,456 in FY 2013-14 is $3,306,872 or 51% more than FY 2012-13 General Fund support of $6,536,584.

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

- Revenues from recoveries are expected to decrease by $222,583 or 0.4%, from FY 2012-2013 budget of $59,469,158 to the proposed FY 2013-2014 budget of $59,246,575.
- General Fund support is proposed to increase by $3,306,872 or 51% more than FY 2012-13 General Fund support of $6,536,584 because the City Attorney's Office is projecting that General Fund departments such as Police, Fire, Public Works, the Mayor's Office

and the Board of Supervisors require significantly more City Attorney services in FY 2013-14.

OTHER ISSUES

- The existing FY 2011-12 Affirmative Litigation Program provides 12 FTE staff and $2,735,000 for the City Attorney to investigate and file public interest cases. Recent Affirmative Litigation cases include unfair business practices against Tower Car Wash, National Arbitration Forum and Money Mart.
- The City Attorney's Office is proposing to pilot a new dedicated Consumer Protection Unit, which would work closely with the existing Affirmative Litigation Program and collaborate with various City departments, including but not limited to the Office of Labor Standards Enforcement (OLSE), Department of Public Health (DPH) and the Police Department, to investigate and enforce consumer protection laws such as unfair business practices. The proposed FY 2012-13 budget includes the addition of 1 new Attorney and 1 new Legislative Assistant (Paralegal) for this new Program. The Program will be funded from penalties received from prior cases that pursuant to State law are restricted to use by the City Attorney to enforce Consumer Protection Laws. As a result of the City Attorney's growing dependence on General Fund support, the creation of this new Program within the City Attorney's Office requiring additional staff and funding is a policy consideration for the Board of Supervisors.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $185,213 in FY 2012-13. Of the $185,213 in recommended reductions $107,800 are ongoing reductions and $77,413 are one time savings. These reductions would still allow an increase of $2,667,241 or 4.1% in the Department's FY 2012-13 budget.

The Budget and Legislative Analyst also recommends additional one-time General Fund revenues of $35,523 that are anticipated to be received by the City Attorney's Office and can be credited to the City's General Fund.

Together, these recommendations would result in a total savings of $220,736.

The Budget and Legislative Analyst also includes a Policy Recommendation that would result in a total savings of $269,873.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $107,800 in FY 2013-14. All of the $107,800 are ongoing savings. These reductions would still allow an increase of $2,976,489 or 4.4% in the Department's FY 2013-14 budget.

The Budget and Legislative Analyst also includes a Policy Recommendation totaling a savings of $351,065

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

CAT-City Attorney

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
	FC2-Legal Services													
Attorney (Civil/Criminal)	3.00	2.77	$517,764	$478,069	$39,695	x	x							
Mandatory Fringe Benefits			$170,906	$157,803	$13,103	x	x							
			Total Savings	*$52,798*										
	One of the proposed new 8177 Attorney positions should not be filled as an interim exception as the position is to staff a new Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The other two of the requested three new Attorney positions are due to the increased workload associated with the transition of the former Redevelopment Agency to the City Attorney's Office and are being requested as interim exceptions, to be filled as of July 1, 2012, which the Budget and Legislative Analyst is recommending.													
Legislative Assistant	2.00	1.77	$149,136	$131,985	$17,151	x	x							
Mandatory Fringe Benefits			$64,906	$57,442	$7,464	x	x							
			Total Savings	*$24,615*										
	One of the proposed new 8169 Legislative Assistant (Paralegal) positions should not be filled as an interim exception as this position is to staff a new Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations, which would add to the City Attorney's existing Affirmative Litigation Program.This position was not included in the Department's request to the Mayor's Office. The other requested new 8169 Legislative Assistant (Paralegal) positions is due to the increased workload associated with the transition of the former Redevelopment Agency to the City Attorney's Office and is being requeted as an interim exception, to be filled as of July 1, 2012, which the Budget and Legislative Analyst is recommending.													

GF = General Fund
1T = One Time

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

CAT-City Attorney

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
Materials and Supplies Budget Only			$132,441	$124,641	$7,800	x				$132,441	$124,641	$7,800	x	
			Total Savings	$7,800						*Total Savings*	$7,800			
	The department has historically expended less than budgeted on materials and supplies.							Ongoing savings						
Professional & Specialized Services			$220,568	$195,568	$25,000	x				$220,568	$195,568	$25,000	x	
	The department has historically expended less than budgeted for Professional & Specialized Services.							Ongoing savings						
Litigation Expenses			$5,567,623	$5,492,623	$75,000	x				$5,567,623	$5,492,623	$75,000	x	
	The department has historically expended less than budgeted for Professional & Specialized Services.							Ongoing savings						
Expend Recovery for SVCS to AAO Funds.			($1,568,818)	($1,525,000)	($43,818)	x				($1,568,818)	($1,525,000)	($43,818)	x	
			Total Savings	($43,818)						*Total Savings*	($43,818)			
	To reflect a corresponding decrease in the Retirement System's work order budget with the City Attorney because these funds have historically never been expended.							Ongoing Savings						
Attrition Savings (Salaries)	(18.37)	(18.60)	($2,633,262)	($2,665,823)	$32,561	x		(18.37)	(18.59)	($2,678,175)	($2,709,941)	$31,766	x	
Attrition Savings (Benefits)			($910,392)	($921,649)	$11,257	x				($1,016,048)	($1,028,100)	$12,052	x	
			Total Savings	$43,818						*Total Savings*	$43,818			
	To adjust for the decrease in Retirement System's work order with the City Attorney.							Ongoing Savings						

GF = General Fund
1T = One Time

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

CAT-City Attorney

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
Consumer Protection Fines (Lead Paint Settlement)			$1,836,578	$1,872,101	$35,523	x	x					$0		
			Total Savings		$35,523					*Total Savings*		$0		

The proposed FY 2012-13 budget includes anticipated revenues from consumer protection fines. Based on ongoing negotiations and more current estimates, the City Attorney's Office anticipates recovering $35,523 more than is currently included in the FY 2012-13 budget. The Department anticipates receipt of these funds in the first quarter of FY 2012-13. The proposed recommendation would therefore offset an additional $35,523 of General Fund revenues currently budgeted in the City Attorney's budget.

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$112,936	$107,800	$220,736
Non-General Fund	$0	$0	**$0**
Total	**$112,936**	**$107,800**	**$220,736**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$107,800	$107,800
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$107,800**	**$107,800**

GF = General Fund
1T = One Time

CAT-City Attorney

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
Policy Recommendations														
FC2-Legal Services														
Attorney (Civil/Criminal)	2.77	2.00	$478,069	$345,176	$132,893	x		3.00	2.00	$526,977	$351,318	$175,659	x	
Mandatory Fringe Benefits			$157,803	$113,937	$43,866	x				$191,112	$127,408	$63,704	x	
			Total Savings	*$176,759*						*Total Savings*	*$239,363*			
	One new 8177 Attorney position, reduced above to 0.77 FTEs, is a policy decision for the Board of Supervisors because this position is being requested to initiate a new dedicated Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The General Fund budget for the City Attorney's Office is increasing by $1,307,407 in FY 2012-13 and is increasing by an additional $3,306,872 in FY 2013-14. Given the Department's growing dependence on the City's General Fund, the decision to create new programs and add new positions to the Department's budget is a policy consideration for the Board of Supervisors.							Ongoing savings						
Legislative Assistant	1.77	1.00	$149,136	$84,257.63	$64,878	x		2.00	1.00	$151,790	$75,895	$75,895	x	
Mandatory Fringe Benefits			$64,906	$36,670.06	$28,236	x				$71,613	$35,807	$35,807	x	
			Total Savings	*$93,114*						*Total Savings*	*$111,702*			
	One new 8169 Legislative Assistant (Paralegal) position, reduced above to 0.77 FTE, is a policy decision for the Board of Supervisors because this position is being requested to initiate a new dedicated Consumer Protection Unit to investigate and enforce public nuisance and misconduct violations and would add to the City Attorney's existing Affirmative Litigation Program. This position was not included in the Department's request to the Mayor's Office. The General Fund budget for the City Attorney's Office is increasing by $1,307,407 in FY 2012-13 and is increasing by an additional $3,306,872 in FY 2013-14. Given the Department's growing dependence on the City's General Fund, the decision to create new programs and add new positions to the Department's budget is a policy consideration for the Board of Supervisors.							Ongoing savings						

FY 2012-13
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	$0	$269,873	$269,873
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$269,873**	**$269,873**

FY 2013-14
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	$0	$351,065	$351,065
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$351,065**	**$351,065**

GF = General Fund
1T = One Time

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The department's proposed $409,004,927 budget for FY 2012-13 is $157,505,709 or 62.6% more than the original FY 2011-12 budget of $251,499,218.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 722.60 FTEs, which are 85.13 FTEs more than the 637.47 FTEs in the original FY 2011-12 budget. This represents a 13.4% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $365,324,234 in FY 2012-13 are $160,379,637 or 78.3% more than FY 2011-12 revenues of $204,944,597. General Fund support of $43,680,693 in FY 2012-13 is $2,873,928 or 6.2% less than FY 2011-12 General Fund support of $46,554,621.

Interim Exceptions

The Department has requested approval of 10 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 10 positions as interim exceptions, which includes (a) 8 custodian positions for the opening of the new PUC building at 550 Golden Gate Avenue in July 2012; and (b) 2 new positions, one of which transferred from the former Redevelopment Agency and one of which the Department filled on a temporary requisition in FY 2011-12.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $399,858,875 budget for FY 2013-14 is $9,146,052 or 2.2 % less than the original FY 2012-13 budget of $409,004,927.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 725.67 FTEs, which are 3.07 FTEs more than the 722.60 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 $355,313,395 in FY 2013-14, are $10,010,839 or 2.7% less than FY 2012-13 revenues of $365,324,234. General Fund support of $44,545,480 in FY 2013-14 is $864,787 or 2.0% more than FY 2012-13 General Fund support of $43,680,693.

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

DEPARTMENT: ADM – CITY ADMINISTRATOR'S OFFICE

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $409,080 in FY 2012-13, of which $209,923 are one-time and $199,157 are ongoing. These reductions would still allow an increase of $157,096,629 or 62.5% 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 $31,138 to the General Fund.

Together, these recommendations result in $440,218 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of $85,321.

The Budget and Legislative Analyst also includes a Reserve Recommendation of $251,082.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $323,286 in FY 2012-13, which are ongoing savings.

These recommendations result in $323,286 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of $115,354.

The Budget and Legislative Analyst also includes a Reserve Recommendation of $393,181.

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

DEPARTMENT: ADM – CITY ADMINISTRATOR'S OFFICE

NOTE: The Community Redevelopment Program in the City Administrator's Office, which consists of programs previously provided by the former San Francisco Redevelopment Agency, will be presented separately, as will a review of the Treasure Island Development Agency projects.

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY2011-2012 Budget	FY2012-2013 Proposed	Increase/ Decrease from FY2011-2012	FY2013-2014 Proposed	Increase/ Decrease from FY2012-2013
GENERAL SERVICES AGENCY - CITY ADMIN					
311 CALL CENTER	10,443,003	10,879,996	436,993	11,260,369	380,373
ANIMAL WELFARE	4,087,673	5,330,922	1,243,249	5,031,345	(299,577)
CAPITAL ASSET PLANNING	750,000	750,000	0	750,000	0
CITY ADMINISTRATOR - ADMINISTRATION	8,452,889	9,490,766	1,037,877	9,933,648	442,882
COMMUNITY AMBASSADOR PROGRAM	0	496,385	496,385	712,040	215,655
COMMUNITY REDEVELOPMENT	0	141,180,844	141,180,844	128,415,792	(12,765,052)
CONTRACT MONITORING	0	4,476,177	4,476,177	4,662,030	185,853
COUNTY CLERK SERVICES	1,892,621	1,894,985	2,364	1,951,157	56,172
DISABILITY ACCESS	9,017,747	8,424,249	(593,498)	5,894,609	(2,529,640)
EARTHQUAKE SAFETY PROGRAM	0	440,000	440,000	590,000	150,000
ENTERTAINMENT COMMISSION	761,882	765,464	3,582	789,347	23,883
FACILITIES MGMT & OPERATIONS	40,033,686	40,499,230	465,544	42,648,710	2,149,480
FLEET MANAGEMENT	1,007,507	991,055	(16,452)	991,325	270
GRANTS FOR THE ARTS	11,855,054	11,888,347	33,293	11,919,728	31,381
IMMIGRANT AND LANGUAGE SERVICES	1,071,324	1,458,581	387,257	1,522,514	63,933
JUSTIS PROJECT - CITY ADM OFFICE	3,143,302	3,481,495	338,193	3,404,956	(76,539)
LIVING WAGE / LIVING HEALTH (MCO/HCAO)	2,964,561	3,187,163	222,602	3,307,843	120,680
MEDICAL EXAMINER	12,493,163	6,191,525	(6,301,638)	6,408,216	216,691
MOSCONE EXPANSION PROJECT	0	1,700,000	1,700,000	0	(1,700,000)
NEIGHBORHOOD BEAUTIFICATION	835,000	1,865,000	1,030,000	1,865,000	0
PROCUREMENT SERVICES	4,698,228	5,106,654	408,426	5,264,107	157,453
REAL ESTATE SERVICES	23,312,151	26,874,789	3,562,638	27,666,662	791,873
REPRODUCTION SERVICES	5,470,996	6,025,989	554,993	6,081,205	55,216
RISK MANAGEMENT / GENERAL	12,518,041	14,325,471	1,807,430	14,361,932	36,461
TOURISM EVENTS	70,820,558	73,465,907	2,645,349	76,386,075	2,920,168
TREASURE ISLAND	1,579,439	1,758,079	178,640	1,871,150	113,071
VEHICLE & EQUIPMENT MAIN & FUELING	24,290,393	26,055,854	1,765,461	26,169,115	113,261
GENERAL SERVICES AGENCY - CITY ADMIN	**251,499,218**	**409,004,927**	**157,505,709**	**399,858,875**	**(9,146,052)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $157,505,709 largely due to:

- Fleet Management is focusing on minimizing the costs and environmental impacts of operating City vehicles by continuing to reduce the City's fleet size based on right-sizing analyses.
- The Earthquake Safety Implementation Program (ESIP), a 30-year program which resulted from the Community Action Plan for Seismic Safety (CAPSS), began in FY 2011-12 to implement CAPSS recommendations to minimize the impacts of earthquakes through information and education, and through voluntary and mandatory strengthening of San

Francisco's most vulnerable building stock. The Department is proposing one new manager position for this program in FY 2012-13 and three additional positions in FY 2013-14 for this program.

- The Treasure Island Development Authority (TIDA) will be executing the Economic Development Conveyance Memorandum of Understanding with the U.S. Navy for the initial transfer of properties from the Navy to TIDA as well as completing the expansion of the Treasure Island Marina and work on the Treasure Island/Yerba Buena Island Development Project.
- As a part of the City's consolidation and streamlining of contract monitoring across City departments, the Equal Benefits, Surety Bonds, and Local Business Enterprise Divisions of the Human Rights Commission (HRC) will transition to the City Administration Office, increasing the administrative staff and demands of the Administrator's Office.
- The Community Ambassadors Program, which began as a pilot program in Districts 6 and 10, provides ambassadors to the selected communities, and those ambassadors serve as community liaisons and are a public safety presence in crime trouble spots to ameliorate community tensions. This program will transition to a permanent program within City Administration in FY 2012-13.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $9,146,052 largely due to reductions in the Community Redevelopment Program.

The Department proposes to update the City fleet will be updated in FY 2013-14, replacing 117 older vehicles to comply with the Healthy Air and Clean Transportation Ordinance (HACTO).

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 722.60 FTEs, which are 85.13 FTEs more than the 637.47 FTEs in the original FY 2011-12 budget. This represents 13.4% increase in FTEs from the original FY 2011-12 budget. The FY 2012-13 budget includes 35 positions transferred from the former San Francisco Redevelopment Agency to the Community Development Program; 30 positions transferred from the Human Rights Commission to the new Contract Monitoring unit; increases in temporary salaries; reductions in attrition savings to allow for the hire of vacant positions; and 20 new positions, as follows:

- Seven new positions in the City Administrator's Office, including (a) one new Manager III, who had previously worked for the San Francisco Redevelopment Agency to assist with Human Resources ; (b) one new Manager I to support the City Administrator in implementing various new initiatives; (c) one new Community Development Specialist to aid in initiatives formerly covered by the state's redevelopment agencies; and (d) four new Public Service Aides and 26 new temporary positions in the Community Ambassadors Program;
- One new purchased dedicated to the Human Services Agency (HSA) to meet the high volume of purchasing requests generated by HSA;

- One Senior IS Business Analyst to serve as the technical lead on the City's Capital Planning Program (CPP), a $24.7 billion city-wide ten-year capital plan;
- Two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, to work with the Community Ambassadors Program, and (a) one of which would provide analysis and program support for programs engaging the Asian American, Native Hawaiian and Pacific Islander communities; and (b) one of which would focus on programs for low-income, vulnerable, and at-risk communities;
- Eight new Custodians to provide custodial services at the new Public Utilities Commission building at 550 Golden Gate Avenue;
- One Senior Administrative Analyst to provide analysis and support for the initial transfer of Treasure Island from the Navy to the City;

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 725.67 FTEs, which are 3.07 FTEs more than the 722.60 FTEs in the original FY 2012-13 budget. This represents 0.42% increase in FTEs from the original FY 2012-13 budget. Position increases in FY 2013-14 are due to annualization of new positions in FY 2012-13 and other adjustments.

INTERIM EXCEPTIONS

The Department has requested approval of 10 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 10 positions as an interim exception.

- 8 custodian positions for the opening of the new PUC building at 550 Golden Gate Avenue in July 2012.
- 2 new positions, one of which transferred from the former Redevelopment Agency and one of which the Department filled on a temporary requisition in FY 2011-12.

FEE LEGISLATION

The proposed ordinance would revise increase fees charged to City administered or City funded construction projects from fixed fees based on the valuation of the project to fixed fees plus hourly rates for plan review and site inspection for the Office on Disability for compliance with Federal disability access laws. Current revenues only generate approximately 50% of the actual costs. 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
12-0606	Compliance with Disability Access Laws	$113,000	$230,000	$230,000	100%

DEPARTMENT: ADM – CITY ADMINISTRATOR'S OFFICE

Recommendation: Approval of the proposed fee increases is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed Administrative Services budget is balanced based on

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $365,324,234 in FY 2012-13 are $160,379,637 or 73.8% more than FY 2011-12 revenues of $204,944,597. General Fund support of $43,680,693 in FY 2012-13 is $2,873,928 or 6.2% less than FY 2011-12 General Fund support of $46,554,621.

As a result of the transfer of the former Redevelopment Agency to the City as the successor agency, tax increment revenues that would have accrued to the Redevelopment Agency to support existing obligations of the Redevelopment Agency prior to its dissolution are now included in the City Administrator's budget.

Other major changes to the Department's FY 2012-13 revenues include:

- Expected increases in revenues from the Moscone Convention Center upon completion of improvements in June 2012; and
- Transfer of fund balances from the Convention Facilities Fund, Real Estate Special Revenue Fund, and Neighborhood Beautification Fund to fund Moscone Convention Center, Earthquake Safety Implementation Program, and other projects.

FY 2013-14

The Department's revenues of $355,313,395 in FY 2013-14, are $10,010,839 or 2.7% less than FY 2012-13 revenues of $365,324,234. General Fund support of $44,545,480 in FY 2013-14 is $864,787 or 2.0% more than FY 2012-13 General Fund support of $43,680,693.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $409,080 in FY 2012-13, of which $209,923 are one-time and $199,157 are ongoing. These reductions would still allow an increase of $157,096,629 or 62.5% 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 $31,138 to the General Fund.

Together, these recommendations result in $440,218 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of $85,321.

The Budget and Legislative Analyst also includes a Reserve Recommendation of $251,082.

DEPARTMENT: ADM – CITY ADMINISTRATOR'S OFFICE

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $323,286 in FY 2012-13, which are ongoing savings.

These recommendations result in $323,286 savings to the General Fund.

The Budget and Legislative Analyst includes a Policy Recommendation that would result in a total savings of $115,354.

The Budget and Legislative Analyst also includes a Reserve Recommendation of $393,181.

ADM - City Administrator's Office

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
ACA - Community Ambassadors Program														
Principal Administrative Analyst	0.77	0.00	$85,245	$0	$85,245	x		1.00	0.00	$112,678	$0	$112,678	x	
Mandatory Fringe Benefits			$41,924	$0	$41,924	x				$46,458	$0	$46,458	x	
			Total Savings	*$127,169*						*Total Savings*	$159,136			
	The Department is requesting two new Principal Administrative Analyst positions in the Office of Civic Engagement and Immigrant Affairs, one of which the Department hired in FY 2011-12 on a temporary requisition and for which we recommend approval, and one of which would support the new Community Ambassadors Program. The Department's proposed organization chart for the Community Ambassador Program in FY 2012-13 shows an existing 1823 Senior Administrative Analyst position as the program manager. Therefore, we recommend deletion of the proposed new 1824 Principal Adminsitrative Analyst position, which would duplicate the role of the 1823 Senior Administrative Analyst.							Ongoing savings.						
Temporary - Miscellaneous										$428,434	$308,937	$119,497	x	
Mandatory Fringe Benefits										$33,846	$24,406	$9,440	x	
										Total Savings	*$128,937*			
								Based on the organizational chart and work plan for the Community Ambassadors Program provided by the Department of Administrative Services, temporary salaries of $308,937 should be sufficient to pay for temporary staff and interns to provide community outreach in FY 2013-14.						
FAC - City Administrator - Administration														
Attrition Savings			($130,369)	($196,068)	$65,699	x	x							
Mandatory Fringe Benefits			($51,174)	($76,963)	$25,789	x	x							
			Total Savings	$91,488										
	The Department hired four positions in FY 2011-12 on temporary requisitions before the Board of Supervisors approved the new positions in the FY 2012-13 budget. The Department's General Fund budget for salaries has increased in FY 2012-13 by $2.5 million,or 9.4%. The Department has budgeted $1.7 million in salaries in this program in FY 2012-13, which is an increase of $300,000 or 19.7% more than FY 2011-12 salaries of $1.4 million. The recommended reduction in attrition savings adjusts for the increased salary budget due to new positions hired in the prior fiscal year on temporary requisitions.													
Manager III	1.00	0.00	$128,569	$0	$128,569	x		1.00	0.00	$130,857	$0	$130,857	x	
Mandatory Fringe Benefits			$49,201	$0	$49,201	x				$54,315	$0	$54,315	x	
Manager II	0.00	0.77	$0	$119,128	($119,128)	x		0.00	1.00	$0	$121,248	($121,248)	x	
Mandatory Fringe Benefits			$0	$47,369	($47,369)	x				$0	$52,141	($52,141)	x	
			Total Savings	*$11,273*						*Total Savings*	*$11,783*			
	The Department is proposing the transfer of a Manager III position from the Redevelopment Agency to assist with personnel and human resource functions in the Department. We recommend approval of the position but as a downward substitution to a Manager II position to aid the existing human resource staff.							Ongoing savings.						

GF = General Fund
1T = One Time

ADM - City Administrator's Office

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
Attrition Savings	0.00	1.29	($143,641)	($228,641)	$85,000	x	x							
Mandatory Fringe Benefits			($56,502)	($89,937)	$33,435	x	x							
			Total Savings		$118,435									
	The Department hired four positions in FY 2011-12 on temporary requisitions before the Board of Supervisors approved the new positions in the FY 2012-13 budget. The Department's General Fund budget for salaries has increased in FY 2012-13 by $2.5 million,or 9.4%. The Department has budgeted $5.3 million in salaries in this program in FY 2012-13, which is an increase of $400,000 or 8.7% more than FY 2011-12 salaries of $4.9 million. The recommended reduction in attrition savings adjusts for the increased salary budget due to new positions hired in the prior fiscal year on temporary requisitions.													
	BA8 - Earthquake Safety Program													
Programmatic Budget	1.00	0.77	$440,000	$379,285	$60,715	x		1.00	1.00	$590,000	$566,570	$23,430	x	
	The Department has proposed a new Manager IV position for the Earthquake Safety Program, which is a new General Fund project. The Department does not have a detailed plan or budget for the this new program in FY 2012-13. We recommend a Manager II position instead of a Manager IV position, with a hire date of October 1, 2012, which is the appropriate level for the program manager based on the Department's preliminary description of the the program scope. Funding for the proposed new Manager II salary and fringe benefits in FY 2012-13 is $128,203. As noted below, we recommend that the Budget and Finance Committee reserve the balance of $251,082, pending submission of a program plan and budget detail.							Funding for the Manager II salary and fringe benefit in FY 2013-14 is $173,389. As noted below, we recommend that the Budget and Finance Committee reserve the balance of $393,181, pending submission of a program plan and budget detail.						
	BK6 - Treasure Island													
Senior Administrative Analyst	0.77A	0.77L	$73,654	$73,654	$0									
			Total Savings		*$0*									
	The Department is requesting a new position to support the transition of TIDA from the Navy to the City. We recommend this as a limited-tenure position to be terminated when the transition is completed.													

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$209,923	$199,157	$409,080
Non-General Fund	$0	$0	$0
Total	$209,923	$199,157	$409,080

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$323,286	$323,286
Non-General Fund	$0	$0	$0
Total	$0	$323,286	$323,286

GF = General Fund
1T = One Time

ADM - City Administrator's Office

Policy Recommendations

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
FAC - City Administrator - Administration														
Community Development Specialist	0.77	0.00	$59,710	$0	$59,710	x		1.00	0.00	$78,548	$0	$78,548	x	
Mandatory Fringe Benefits			$25,611	$0	$25,611	x				$36,806	$0	$36,806	x	
			Total Savings	*$85,321*						*Total Savings*	*$115,354*			
	The Department is requesting one new Community Development Specialist position to support the Mid-Market and 3rd Street projects previously funded by the San Francisco Redevelopment Agency. The Department has not sufficiently defined the role of this position or how the potential responsibilities of the position cannot be undertaken by existing staff. Furthermore this role is duplicated by a new position proposed in the Office of Economic and Workforce Development budget. We consider approval of the proposed position to be a policy matter.							Ongoing reduction.						

FY 2012-13
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	$0	$85,321	$85,321
Non-General Fund	$0	$0	$0
Total	$0	$85,321	$85,321

FY 2013-14
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	$0	$115,354	$115,354
Non-General Fund	$0	$0	$0
Total	$0	$115,354	$115,354

Reserve Recommendation

BA8 - Earthquake Safety Program														
Programmatic Budget			$379,285	$379,285*						$566,570	$566,570*			
	The Department does not have a detailed plan or budget for the Earthquake Safety program in FY 2012-13. As noted above, funding for the proposed new Manager II salary and fringe benefits in FY 2012-13 is $128,203. As noted below, we recommend that the Budget and Finance Committee reserve the balance of $251,082, pending submission of a program plan and budget detail.							As noted above, funding for the Manager II salary and fringe benefit in FY 2013-14 is $173,389. We recommend that the Budget and Finance Committee reserve the balance of $393,181, pending submission of a program plan and budget detail.						

FY 2012-13
Total Reserve Recommendation

	One-Time	Ongoing	Total
General Fund	$0	$251,082	$251,082
Non-General Fund	$0	$0	$0
Total	$0	$251,082	$251,082

FY 2013-14
Total Reserve Recommendation

	One-Time	Ongoing	Total
General Fund	$0	$393,181	$393,181
Non-General Fund	$0	$0	$0
Total	$0	$393,181	$393,181

GF = General Fund
1T = One Time

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

ADM - Administrative Services

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
XTECH	MANAGEMENT CONSULTING SERVICES	Yes	1/18/2008	12/4/2008	89,625.00	29,885.00
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE PROGRAM	Yes	10/14/2009	12/23/2010	3,500.00	1,253.00
					-	-
					-	-
					-	-
					-	-
					-	-
				Total Amount Return to Fund Balance		31,138.00
				General Fund		31,138.00
				Non-General Fund		-

Note: The above encurnbrance 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 $75,914,891 budget for FY 2012-13 is $1,731,443 or 2.3% more than the original FY 2011-12 budget of $74,183,448.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 199.42 FTEs, which are 3.19 FTEs more than the 196.23 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $74,307,300 in FY 2012-13, are $1,562,978 or 2.1% more than FY 2011-12 revenues of $74,307,300. General Fund support of $1,607,591 in FY 2012-13 is $168,465 or 11.7% more than FY 2011-12 General Fund support of $1,439,126.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $73,070,818 budget for FY 2013-14 is $2,844,073 or 3.7% less than the original FY 2012-13 budget of $75,914,891.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 206.33 FTEs, which are 6.91 FTEs more than the 199.42 FTEs in the original FY 2012-13 budget. This represents 3.5% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $71,422,863 in FY 2013-14, are $2,884,437 or 3.9% less than FY 2012-13 revenues of $74,307,300. General Fund support of $1,647,955 in FY 2012-13 is $40,364 or 2.5% more than FY 2012-13 General Fund support of $1,607,591.

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

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $280,021 in FY 2012-13. Of the $280,021 in recommended reductions, $260,790 are ongoing savings and $19,231 are one-time savings. The General Fund savings from these recommendations is $204,799.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of $579,812 to the General Fund.

These recommendations will result in $784,611 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 $961,330 in FY 2013-14. Of the $961,330 in recommended reductions, $953,029 are ongoing savings and $8,301 are one-time savings. The General Fund savings from these recommendations is $708,047.

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY2011-2012 Budget	FY2012-2013 Proposed	Increase/ Decrease from FY2011-2012	FY2013-2014 Proposed	Increase/ Decrease from FY2012-2013
GENERAL SERVICES AGENCY - TECHNOLOGY					
ADMINISTRATION	25,574,713	23,541,789	-2,032,924	23,873,975	332,186
GOVERNANCE AND OUTREACH	7,547,473	9,117,365	1,569,892	8,580,582	(536,783)
OPERATIONS	30,611,314	31,583,200	971,886	28,808,128	(2,775,072)
REPRODUCTION SERVICES	0	0	0	0	0
TECHNOLOGY	1,806,574	2,601,035	794,461	2,664,080	63,045
TECHNOLOGY SERVICES:PUBLIC SAFETY	8,643,374	9,071,502	428,128	9,144,053	72,551
GENERAL SERVICES AGENCY - TECHNOLOGY	**74,183,448**	**75,914,891**	**1,731,443**	**73,070,818**	**(2,844,073)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by is $1,731,443 largely due to:

- Increased salary and mandatory fringe benefit expenditures, including new positions in FY 2012-13, annualization of positions that were new in FY 2011-12, and mandatory salary increases.
- A one-time increase in Committee on Information Technology (COIT) projects, including data center consolidation and ongoing work converting City workers' email system from Lotus Notes to Microsoft Outlook.
- Enhancements to the City's Disaster Recovery and Mobile Services projects and equipment upgrades for SFGovTV and other TIS efforts.
- These increases are partially offset by reductions in telephone costs due to reduced usage.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $2,844,073 largely due to:

- Reduced funding for data center consolidation and email conversion.
- These reductions are offset, somewhat, by increased salary expenditures for the annualization of positions that were new in FY 2012-13, and increases in salaries and mandatory fringe benefits.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 199.42 FTEs, which are 3.19 FTEs more than the 196.23 FTEs in the original FY 2011-12 budget. This represents a 1.6% increase in FTEs from the original FY 2011-12 budget.

The proposed budget includes new positions working on the Disaster Recovery Project and SFGovTV, adjusting select positions from part-time to full-time, and positions reassigned from the Controller's Office.

DEPARTMENT: TIS – DEPARTMENT OF TECHNOLOGY

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 206.33 FTEs, which are 6.91 FTEs more than the 199.42 FTEs in the original FY 2012-13 budget. This represents 3.5% increase in FTEs from the original FY 2012-13 budget.

This increase reflects the annualization of positions that were new in FY 2012-13, and the reassignment of positions from an off-budget position in FY 2012-13 to on-budget in FY 2013-14.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $74,307,300 in FY 2012-13, are $1,562,978 or 2.1% more than FY 2011-12 revenues of $74,307,300. General Fund support of $1,607,591 in FY 2012-13 is $168,465 or 11.7% more than FY 2011-12 General Fund support of $1,439,126.

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

- Increases in expenditure recovery from other City departments.
- Reduced use of fund balance.
- Increased revenue from licenses and fines.

FY 2013-14

The Department's revenues of $71,422,863 in FY 2013-14, are $2,884,437 or 3.9% less than FY 2012-13 revenues of $74,307,300. General Fund support of $1,647,955 in FY 2012-13 is $40,364 or 2.5% more than FY 2012-13 General Fund support of $1,607,591.

These changes reflect continued reductions in the Department's use of fund balance, as well as a reduction in anticipated expenditure recoveries from other City departments. .

DEPARTMENT: **TIS – DEPARTMENT OF TECHNOLOGY**

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $280,021 in FY 2012-13. Of the $280,021 in recommended reductions, $260,790 are ongoing savings and $19,231 are one-time savings. The General Fund savings from these recommendations is $204,799.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of $579,812 to the General Fund.

These recommendations will result in $784,611 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 $961,330 in FY 2013-14. Of the $961,330 in recommended reductions, $953,029 are ongoing savings and $8,301 are one-time savings. The General Fund savings from these recommendations is $708,047.

TIS - Department of Technology

Object Title	FY 2012-13 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T	FY 2013-14 FTE From	FTE To	Amount From	Amount To	Savings	GF	1T
BAK - Operations														
Communications Line Worker Supervisor II								0.00	(0.50)	$0	($55,651)	$55,651	x	
Mandatory Fringe Benefits										$0	($24,036)	$24,036	x	
Electrical Line Worker								0.00	(2.00)	$0	($179,734)	$179,734	x	
Mandatory Fringe Benefits										$0	($84,448)	$84,448	x	
Electrician								0.00	(0.30)	$0	($27,889)	$27,889	x	
Mandatory Fringe Benefits										$0	($12,944)	$12,944	x	
Communications Systems Technician								0.00	(0.50)	$0	($53,402)	$53,402	x	
Mandatory Fringe Benefits										$0	($22,355)	$22,355	x	
Elecitrical Line Helper								0.00	(2.00)	$0	($152,954)	$152,954	x	
Mandatory Fringe Benefits										$0	($76,452)	$76,452	x	
One Day Adjustment										$0	($1,829)	$1,829	x	
Mandatory Fringe Benefits										$0	($545)	$545	x	
										Total Savings	*$692,239*			
								The Department's FY 2013-14 budget includes several limited term positions (5.3 FTE) that were to end prior to the start of the fiscal year. These limited term positions and the related salary and fringe costs are proposed to be deleted for FY2013-14 as originally planned.						
Other Current Expenses			$500,000	$250,000	$250,000	x				$500,000	$250,000	$250,000	x	
	Reduce based on historic spending							Ongoing savings						
BK4 - Governance and Outreach														
Media Production Technician	1.00	0.90	$60,164	$54,148	$6,016	x	x							
Mandatory Fringe Benefits			$29,936	$26,943	$2,993	x	x							
			Total Savings	*$9,009*										
	Department has requested 1.0 FTE new Media Production Technician, which would allow the Department to increase two existing Media Production Technicians from 0.5 FTE each to 1.0 FTE each. The Department has not requested an interim exception. A one-time reduction of 0.10 FTE will allow the Department to increase the hours for these two existing positions from full-time to part-time on or after August 1, 2012.													

GF = General Fund
1T = One Time

TIS - Department of Technology

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
Temporary - Miscellanous	2.06	1.94	$169,710	$159,710	$10,000	x		2.06	1.94	$169,710	$159,710	$10,000	x	
Mandatory Fringe Benefits			$13,407	$12,617	$790	x				$13,407	$12,617	$790	x	
			Total Savings	*$10,790*						*Total Savings*	*$10,790*			
	As of June 13, 2012, the Department was projected to close the year with a significant General Fund Temporary Salaries appropriation. A reduction of $10,000, plus mandatory fringe benefits, will allow sufficient funding for Temporary Salaries.							Ongoing savings.						
Equipment Purchase			$1,119,308	$1,109,086	$10,222		x			$1,157,940	$1,149,639	$8,301		x
	Department overestimated sales tax in calculating its Equipment Purchase budget. Reduce by $8,301 to reflect 8.5% sales tax							Department overestimated sales tax in calculating its Equipment Purchase budget. Reduce by $8,301 to reflect 8.5% sales tax						

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$9,009	$195,790	$204,799
Non-General Fund	$10,222	$65,000	$75,222
Total	**$19,231**	**$260,790**	**$280,021**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$708,047	$708,047
Non-General Fund	$8,301	$244,982	$253,283
Total	**$8,301**	**$953,029**	**$961,330**

NOTE: The 6I TIF AAP fund is an interdepartmental recovery fund, consisting of approximately 74% General Fund and 26% non-General Fund

GF = General Fund
1T = One Time

TIS - Department of Technology

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
XTECH	DATA PROCESSING EQUIPMENT	No	$2,008	2/26/2009	35,297.63	19,570.54
XTECH	SYSTEMS CONSULTING SERVICES	Yes	$2,009	4/2/2009	11,520.00	6,600.00
SYMPHONY SERVICES CORP	SYSTEMS CONSULTING SERVICES	Yes	$2,009	9/15/2009	8,000.00	8,000.00
EN POINTE TECHNOLOGIES SALES INC	SYSTEMS CONSULTING SERVICES	Yes	$2,009	11/6/2009	32,855.00	32,855.00
XTECH	SYSTEMS CONSULTING SERVICES	Yes	$2,010	4/26/2010	40,000.00	8,000.00
XTECH	DP/WP EQUIPMENT MAINT	Yes	$2,010	4/30/2010	3,893.25	3,893.25
MALTBY ELECTRIC SUPPLY CO INC	COMMUNICATION SUPPLIES	Yes	$2,010	7/19/2010	1,000.00	726.25
MALTBY ELECTRIC SUPPLY CO INC	COMMUNICATION SUPPLIES	Yes	$2,010	12/20/2010	1,910.00	1,564.92
REAL ESTATE	GF-RENT PAID TO REAL ESTATE	Yes	$2,010	1/28/2011	859,878.00	15,006.00
REMOTE SATELLITE SYSTEMS INTL	COMMUNICATION	Yes	$2,011	3/1/2011	65.70	65.70
CA INC	TRAINING COSTS PAID TO VENDORS	Yes	$2,011	3/1/2011	2,900.00	2,900.00
				Total Amount Return to Fund Balance		99,181.66
				General Fund		58,912.23
				Non-General Fund		40,269.43

Note: The above encurnbrance 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 $146,545,862 budget for FY 2012-13 is $17,578,114 or 13.6% more than the original FY 2011-12 budget of $128,967,748.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 804.13 FTEs, which are 20.89 FTEs more than the 783.24 FTEs in the original FY 2011-12 budget. This represents a 2.7% change in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $118,143,921 in FY 2012-13, are $12,909,899 or 12.3% more than FY 2011-12 revenues of $105,234,022. General Fund support of $28,401,941 in FY 2012-13 is $4,668,215 or 19.7% more than FY 2012-13 General Fund support of $23,733,726.

YEAR TWO: FY 2013-14

Budget Changes

The department's proposed $141,080,690 budget for FY 2013-14 is $5,465,172 or 3.7% less than the proposed FY 2012-13 budget of $146,545,862.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 804.58 FTEs, which are .45 FTEs more than the 804.13 FTEs in the proposed FY 2012-13 budget. This represents .06% change in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of $122,888,500 in FY 2013-14, are $4,744,579 or 4.0% more than FY 2012-13 revenues of $118,143,921. General Fund support of $18,192,190 in FY 2012-13 is $10,209,751 or 35.9% less than FY 2012-13 General Fund support of $28,401,941.

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

DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $222,413 in FY 2012-13. All of the $222,413 in recommended reductions are ongoing savings. These reductions would still allow an increase of $17,355,701 or 13.5% in the Department's FY 2012-13 budget.

These recommendations will result in a slightly larger General Fund savings of $254,783 in FY 2012-13.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $248,034 in FY 2013-14. All the recommended reductions are ongoing savings.

These recommendations will result in a slightly larger General Fund savings of $281,997 in FY 2013-14.

DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS

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
GENERAL SERVICES AGENCY - PUBLIC WORKS					
ARCHITECTURE	471,617	414,630	(56,987)	415,741	1,111
BUILDING REPAIR AND MAINTENANCE	17,960,448	18,120,423	159,975	18,824,370	703,947
CITY CAPITAL PROJECTS	26,289,510	37,454,377	11,164,867	29,735,698	(7,718,679)
CONSTRUCTION MANAGEMENT SERVICES	278,274	217,264	(61,010)	217,926	662
ENGINEERING	712,475	883,494	171,019	881,068	(2,426)
GENERAL ADMINISTRATION	0	0	0	0	0
STREET AND SEWER REPAIR	14,588,464	16,794,524	2,206,060	17,187,400	392,876
STREET ENVIRONMENTAL SERVICES	38,216,141	39,873,881	1,657,740	40,032,524	158,643
STREET USE MANAGEMENT	14,149,931	16,154,611	2,004,680	16,600,241	445,630
URBAN FORESTRY	16,300,888	16,632,658	331,770	17,185,722	553,064
GENERAL SERVICES AGENCY - PUBLIC WORKS	**128,967,748**	**146,545,862**	**17,578,114**	**141,080,690**	**(5,465,172)**

FY 2012-13

The Department's proposed FY 2012-13 budget has increased by $17,578,114 largely due to:

- Capital projects, including bond-funded improvements to fire stations and systems, street-scape improvements, street resurfacing, and curb ramps. The passage of the street resurfacing bond in November 2011 will allow DPW to increase street repairs for 3 years while the City pursues a permanent source of funding for street repairs.
- Rising personnel costs, including increased salary costs in administration and temporary and overtime pay for workers in the Bureau of Street and Sewer Repair.
- Investment in workforce programs for street cleaning and urban forestry, including the Jobs Now and Community Corridors Apprenticeship programs, which partner with local agencies to provide employment for low-income San Francisco residents.

FY 2013-14

The Department's proposed FY 2013-14 budget has decreased by $5,465,172 largely due to:

- Decreased spending on major capital projects. This decrease in funding for new projects is accompanied by increased spending on debt service costs associated with recent capital projects.
- Decreased funding for the Community Corridors Apprenticeship program.

DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 804.13 FTEs, which are 20.89 FTEs more than the 783.24 FTEs in the original FY 2011-12 budget. This represents a 2.7% increase in FTEs from the original FY 2011-12 budget.

The FY 2012-13 budget includes 45 new non-operating (off-budget) positions, principally within the bureaus of Infrastructure Design and Construction (formerly Engineering) and the Bureau of Building Design and Construction (formerly Architecture), for capital projects.

The FY 2012-13 budget also includes 20.89 new FTEs, including (a) two new street inspector positions, (b) one manager and one supervisor for street repair, (c) one administrative analyst, (d) adjustments to attrition savings to allow hiring of vacant positions, and (e) increases in temporary salaries to allow for hiring of project-based positions that are not permanent. The new positions in the FY 2012-13 budget are offset by position deletions and other adjustments.

The Department is also realigning functions in several bureaus, notably centralizing information technology functions and transferring positions from the Bureau of Project Controls Services (formerly the Bureau of Construction Management Services) into the Bureaus of Building Design and Construction and Infrastructure Design and Construction.

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 804.58 FTEs, which are 0.45 FTEs more than the 804.13 FTEs in the original FY 2012-13 budget. This represents a .06% increase in FTEs from the original FY 2012-13 budget.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $118,143,921 in FY 2012-13, are $12,909,899 or 12.3% more (less) than FY 2011-12 revenues of $105,234,022. General Fund support of $28,401,941 in FY 2012-13 is 4,668,215 or 19.7% more than FY 2011-12 General Fund support of $23,733,726.

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

- A large increase in funding for capital projects from voter-approved bonds, including the new Proposition B street repair initiative.
- Increase in the city's share of state gas tax revenues.
- An increase in General Fund support.
- Fee revenues are projected to increase in FY 2012-13 by $469,524, due in part to increased right-of-way assessments and other construction activities.

FY 2013-14

The Department's revenues of $122,888,500 in FY 2013-14, are $4,744,579 or 4.0% more than FY 2012-13 revenues of $118,143,921. General Fund support of $18,192,190 in FY 2013-14 is $10,209,751 or 35.9% less than FY 2012-13 General Fund support of $28,401,941.

DEPARTMENT: DPW – DEPARTMENT OF PUBLIC WORKS

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

- Continued funding for capital projects from voter-approved bonds, including the new Proposition B street repair initiative, and anticipated reimbursement related to the 4th Street bridge retrofit, totaling $10,000,000, as part of a legal settlement.
- Increased recoveries for work performed for other city departments.
- A modest increase in the city's share of state gas tax revenues.
- Modest increases in fee revenues from construction activities such as right-of-way assessments.

COMMENTS:

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $222,413 in FY 2012-13. All of the $222,413 in recommended reductions are ongoing savings. These reductions would still allow an increase of $17,355,701 or 13.5% in the Department's FY 2012-13 budget.

These recommendations will result in a slightly larger General Fund savings of $254,783 in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $248,034 in FY 2013-14. All the recommended reductions are ongoing savings.

These recommendations will result in a slightly larger General Fund savings of $281,997 in FY 2013-14.

DPW - General Services Agency - Department of Public Works

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
BA1 - Urban Forestry														
Other Current Expenses			$10,880	$5,880	$5,000	x				$10,880	$5,880	$5,000	x	
	Based on projected need.							Ongoing reduction.						
SFGH Medical Service			$24,400	$19,400	$5,000	x				$24,400	$19,400	$5,000	x	
	Department is projecting significantly lower levels of Workers' Compensation than were budgeted.							Ongoing reduction.						
Workers' Compensation			$792,413	$700,000	$92,413	x				$818,034	$700,000	$118,034	x	
	Department is projecting significantly lower levels of Workers' Compensation than were budgeted.							Ongoing reduction.						
BA2 - Street and Sewer Repair														
Asphalt Finisher	3.00	2.65	$189,623	$167,632	$21,991	x		3.00	2.65	$192,997	$170,481	$22,516	x	
Mandatory Fringe Benefits			$89,501	$79,122	$10,379	x				$98,118	$86,671	$11,447	x	
			Total Savings	*$32,370*						*Total Savings*	*$33,963*			
	Based on projected need.							Ongoing reduction.						
Temporary Salaries			$1,154,346	$1,124,346	($30,000)					$1,154,346	$1,185,346	($31,000)		
Mandatory Fringe Benefits			$91,193	$88,823	($2,370)					$91,193	$94,156	($2,963)		
			Total Savings	*($32,370)*						*Total Savings*	*($33,963)*			
	Based on projected need.							Ongoing reduction.						
BAR - Building Repair and Maintenance														
Stationary Engineer	5.00	4.00	$376,090	$300,872	$75,218	x		5.00	4.00	$382,782	$306,226	$76,556	x	
Mandatory Fringe Benefits			$168,958	$135,166	$33,792	x				$185,894	$148,715	$37,179	x	
			Total Savings	*$109,010*						*Total Savings*	*$113,735*			
	Position has been vacant since 6/12/2010.							Ongoing reduction.						
Attrition Savings			($212,484)	($136,715)	($75,769)	x				($216,197)	($139,103)	($77,094)	x	
Mandatory Fringe Benefits			($93,221)	($59,980)	($33,241)	x				($102,752)	($66,111)	($36,641)	x	
			Total Savings	*($109,010)*						*Total Savings*	*($113,735)*			
	Reduce attrition to partially offset elimination of vacant position.							Ongoing reduction in attrition.						

GF = General Fund
1T = One Time

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

DPW - General Services Agency - Department of Public Works

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
BAZ - Street Environmental Services														
General Laborer	125.50	120.50	$7,517,332	$7,217,837	$299,495	x		125.50	120.50	$7,651,099	$7,346,274	$304,825	x	
Mandatory Fringe Benefits			$3,633,362	$3,488,607	$144,755	x				$3,978,494	$3,819,988	$158,506	x	
			Total Savings	*$444,250*						*Total Savings*	*$463,331*			
	The Department has 22.0 FTE vacant General Labor positions, of which 6.0 FTEs have been vacant since 2007. A reduction of 5.0 FTEs General Laborers will still allow the Department to increase its General Laborer staffing in FY 2012-13.							Ongoing reduction.						
Attrition Savings			$797,975	$1,098,667	($300,692)	x				$618,687	$924,564	($305,877)	x	
Mandatory Fringe Benefits			$380,975	$524,533	($143,558)	x				$318,477	$475,931	($157,454)	x	
			Total Savings	*($444,250)*						*Total Savings*	*($463,331)*			
	Reduce attrition to partially offset elimination of vacant position.							Ongoing reduction in attrition.						
Professional & Specialized Srvcs.			$380,510	$305,510	$75,000	x				$380,510	$305,510	$75,000	x	
	Based on historical spending and on information provided by department on current spending for these contracts.							Ongoing reduction.						
Parking and Traffic			$50,000	$5,000	$45,000	x				$50,000	$5,000	$45,000	x	
	Reduce workorder with MTA Parking and Traffic based on projected need.							Ongoing reduction.						
	BAW - City Capital Projects													
Blds, Structures & Improvements										$1,000,000	$1,000,000	$0	x	x
								Place $1,000,000 of General Fund one-time capital funding for the Law Library on Budget and Finance Committee Reserve pending the provision of details regarding where and how these funds would be specifically expended. The Law Library is currently located in the War Memorial building. Due to the closure of the War Memorial for seismic renovations, the Law Library will need to relocate by FY 2013-14. Any new lease for the Law Library would be subject to approval by the Board of Supervisors. Based on information provided by the Real Estate Division, the proposed $1,000,000 included in DPW's FY 2013-14 capital budget is intended to fund relocation and renovation costs for the Law Library in FY 2013-14. Given that the specific location and amount of space required for the Law Library has not yet been determined, the amount that would be required for relocation and renovation costs cannot be specified at this time.						

GF = General Fund
1T = One Time

DPW - General Services Agency - Department of Public Works

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
	BKJ - General Administration													
Accountant II	5.00	4.00	$380,380	$304,304	$76,076			5.00	4.00	$387,149	$309,719	$77,430		
Mandatory Fringe Benefits			$166,528	$133,222	$33,306					$183,544	$146,835	$36,709		
			Total Savings	*$109,382*						*Total Savings*	*$114,139*			
	Department currently has 3.0 FTE Accountant II vacancies. Eliminate 1.0 FTE							Ongoing reduction.						
Communications Dispatcher	1.00	0.00	$55,902	$0	$55,902			1.00	0.00	$56,625	$0	$56,625		
Mandatory Fringe Benefits			$27,490	$0	$27,490					$30,260	$0	$30,260		
			Total Savings	*$83,392*						*Total Savings*	*$86,885*			
	Eliminate position that has been vacant since April 2007.							Ongoing reduction.						
Attrition Savings			($260,604)	($121,690)	($138,914)					($243,771)	($102,489)	($141,282)		
Mandatory Fringe Benefits			($101,042)	($47,182)	($53,860)					($103,080)	($43,338)	($59,742)		
			Total Savings	*($192,774)*						*Total Savings*	*($201,024)*			
	Reduce attrition to partially offset elimination of vacant position.							Ongoing reduction in attrition.						

FY 2012-13
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$254,783	**$254,783**
Non-General Fund*	$0	($32,370)	**($32,370)**
Total	**$0**	**$222,413**	**$222,413**

FY 2013-14
Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$281,997	**$281,997**
Non-General Fund*	$0	($33,963)	**($33,963)**
Total	**$0**	**$248,034**	**$248,034**

GF = General Fund
1T = One Time

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2012-13

Budget Changes

The Department's proposed $4,196,629 budget for FY 2012-13 is $4,152,715 or 49.7% less than the original FY 2011-12 budget of $8,349,344.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 17.20 FTEs, which is 0.12 FTEs less than the 17.32 FTEs in the original FY 2011-12 budget. This represents a 0.7% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of $4,100,000 in FY 2012-13, are $4,000,000 or 4,000% more than the FY 2011-12 revenues of $100,000. General Fund support of $96,629 in FY 2012-13 is $8,152,715 or 98.8% less than the FY 2011-12 General Fund support of $8,249,344.

YEAR TWO: FY 2013-14

Budget Changes

The Department's proposed $4,307,186 budget for FY 2013-14 is $110,557 or 2.6% more than the proposed FY 2012-13 budget of $4,196,629.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 is 17.20 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

Revenue Changes

The Department's revenues of $100,000 in FY 2013-14, are $4,000,000 or 97.6% less than FY 2012-13 revenues of $4,100,000. General Fund support of $4,207,186 in FY 2013-14 is $4,110,557 or 4,254% more than the FY 2012-13 General Fund support of $96,629.

DEPARTMENT: ETH – ETHICS COMMISSION

RECOMMENDATIONS

YEAR ONE: FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $41,142 in FY 2012-13. All of the $41,142 recommended reductions are ongoing savings.

YEAR TWO: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $45,454 in FY 2013-14. All of the $45,454 recommended reductions are ongoing savings. These reductions would still allow an increase of $65,103 or 1.6% 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: ETH – ETHICS COMMISSION

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
ETHICS COMMISSION					
ELECTION CAMPAIGN FUND	$6,091,332	$1,899,308	($4,192,024)	$1,908,804	$9,496
ETHICS COMMISSION	2,258,012	2,297,321	39,309	2,398,382	101,061
ETHICS COMMISSION	**$8,349,344**	**$4,196,629**	**($4,152,715)**	**$4,307,186**	**$110,557**

FY 2012-13

The Department's proposed FY 2012-13 budget has decreased by $4,152,715 largely due to:

- Provision of additional public financing disbursements for Mayoral candidates in the November, 2011 election totaling approximately $2,420,000 in FY 2011-12. Reduction of $4,192,024 because in FY 2011-12 the Election Campaign Fund received $6,091,332 from (a) required one-time repayment of $4,209,095 from the General Fund due to prior year underfunding of the Election Campaign Fund, in addition to (b) $1,882,237 annual FY 2011-12 deposit based on $2.75 contribution per San Francisco resident.
- In FY 2012-13, the Elections Campaign Fund is projected to receive $1,899,308 based on $2.75 contribution per San Francisco resident. In FY 2012-13, the Election Campaign Fund is estimated to provide disbursements of approximately $1,343,380 for qualified candidates for the Board of Supervisors in the November, 2012 election.
- Increases for mandated salary and benefit increases and to televise Ethics Commission meetings, through workorder with SFGTV.

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by $110,557 largely due to:

- Mandated increases for salaries and related fringe benefits.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 17.20 FTEs, which are 0.12 FTEs less than the 17.32 FTEs in the original FY 2011-12 budget. This represents a 0.7% decrease in FTEs from the original FY 2011-12 budget.

- In FY 2012-13, three 1654 Accountant III positions ($91,962 annual salary) and one 1823 Senior Administrative Analyst position ($95,654 annual salary) will be Txed down to four 1822 Administrative Analyst positions ($81,824 annual salary), for an annual savings of approximately $59,000 in salary and fringe benefit costs in FY 2012-13.

DEPARTMENT: ETH – ETHICS COMMISSION

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 17.20 FTEs, which is the same number of FTEs in the proposed FY 2012-13 budget.

DEPARTMENT REVENUES:

FY 2012-13

The Department's revenues of $4,100,000 in FY 2012-13, are $4,000,000 or 4,000% more than the FY 2011-12 revenues of $100,000. General Fund support of $96,629 in FY 2012-13 is $8,152,715 or 98.8% less than the FY 2011-12 General Fund support of $8,249,344.

- In accordance with City Election Campaign and Governmental Conduct Code Section 1.138(b), the City must appropriate $2.75 per resident each fiscal year for the City's Election Campaign Fund, with these funds dedicated 85% for public financing of Mayoral and Board of Supervisors candidates and 15% for the Ethics Commission to administer this program. They FY 2012-13 appropriation of revenues is calculated based on an updated 2010 Census population of 812,538 x $2.75 x 85% = $1,899,308
- As noted above, in FY 2011-12, in addition to the $1,882,237 deposit based on $2.75 contribution per San Francisco resident, a one-time $4,209,095 was repaid by the General Fund to the Election Campaign Fund, for a total of $6,091,332. The Election Campaign Fund is projected to have a remaining balance of approximately $7,290,000 at the end of FY 2011-12.
- In FY 2012-13, $4,000,000 of this Election Campaign Fund balance is proposed to be transferred to the City's General Fund, which is shown as a funding source for the Ethics Commission, such that a projected total of approximately $4,240,000 would remain in the Election Campaign Fund in FY 2012-13.
- All other Ethics Commission revenues, including Lobbyist and Campaign Consultant Registration Fees, Campaign Disclosure and Other Fines are projected to stay at the same level for FY 2011-12 through FY 2013-14.

FY 2013-14

The Department's revenues of $100,000 in FY 2013-14, are $4,000,000 or 97.6% less than FY 2012-13 revenues of $4,100,000. General Fund support of $4,207,186 in FY 2013-14 is $4,110,557 or 4,254% more than the FY 2012-13 General Fund support of $96,629.

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

- The transfer of $4,000,000 from the Election Campaign Fund to the General Fund that is proposed in FY 2012-13 as a funding source for the Ethics Commission would not occur in FY 2013-14, such that the Ethics Commission will return to its former General Fund support.

DEPARTMENT: ETH – ETHICS COMMISSION

OTHER ISSUES

- In May, 2012, the Board of Supervisors approved various amendments to the Campaign Finance Reform Ordinance, including (a) increasing the number and amount of contributions to qualify for matching City funding, (b) changing filing deadlines and timing for distribution of funds to candidates, (c) increasing the total amount that candidates may receive, and (d) reducing the total Election Campaign Fund limit from $13.5 million to $7.0 million.
- On June 19, 2012, the Ethics Commission will begin evidentiary hearings on the City's official misconduct charges pending against Sheriff Ross Mirkarimi. The FY 2012-13 budget does not include any additional funding to support these hearings, although the FY 2011-12 budget will have approximately $19,000 of surplus non personnel funds. As of the writing of this report, the Ethics Commission staff cannot estimate when the Ethics Commission will conclude these hearings and make a recommendation to the Board of Supervisors.
- In addition, the Department plans to propose legislation to the Board of Supervisors within the next two fiscal years to require electronic campaign finance and consultant filings in order to eliminate the current inefficient paper filings, and the staff's time to scan these paper filings onto the Ethics Commission's website.

COMMENTS

FY 2012-13

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $41,142 in FY 2012-13. All of the $41,142 recommended reductions are ongoing savings.

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total $45,454 in FY 2013-14. All of the $45,454 recommended reductions are ongoing savings. These reductions would still allow an increase of $65,103 or 1.6% in the Department's FY 2013-14 budget.

ETH- Ethics Commission

	FY 2012-13							FY 2013-14						
	FTE		Amount					FTE		Amount				
Object Title	From	To	From	To	Savings	GF	1T	From	To	From	To	Savings	GF	1T
	FET - Ethics Commission													
Temporary Salaries	1.22		$100,000	$75,000	$25,000	x		1.22		$100,000	$75,000	$25,000	x	
Mandatory Fringe Benefits			$7,900	$5,925	$1,975	x				$7,900	$1,975	$5,925	x	
			Total Savings	*$26,975*						*Total Savings*	*$30,925*			
	Reduce Temporary Salaries based on actual historical use, adjusted to provide for additional Temporary Salary funds, due to expected higher useage.							Ongoing savings.						
Attrition Savings	(2.02)	(2.13)	($176,086)	($186,086)	$10,000	x		(2.02)	(2.13)	($179,014)	($189,014)	$10,000	x	
Mandatory Fringe Benefits			($73,380)	($77,547)	$4,167	x				($81,082)	($85,611)	$4,529	x	
			Total Savings	*$14,167*						*Total Savings*	*$14,529*			
	Increase Attrition Savings slightly based on actual historical use.							Ongoing savings.						

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$41,142	$41,142
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$41,142**	**$41,142**

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	$0	$45,454	$45,454
Non-General Fund	$0	$0	**$0**
Total	**$0**	**$45,454**	**$45,454**

GF = General Fund
1T = One Time

La Raza Centro Legal
$40,000 Loss in MOH Funding
($90,000 cut to $50,000)

La Raza's Services: We are the only agency in the San Francisco Bay Area to provide legal services in many areas of the law—immigration law, workers' rights and senior law, including housing law—to the low-income, monolingual Spanish speaking, immigrant and Latino community. We provide legal counseling, processing of cases as well as representation in court. We have gained a reputation in the community for providing high quality linguistically and culturally competent legal services. Our attorneys and staff are often from the low-income and immigrant community. We are located in the Centro del Pueblo building and work with many collaborations. Over 1000 individuals seek our services each year.

History with MOH: La Raza has provided legal services for 39 years since it was established and has received MOH funding for over 15 years. We have received $90,000 in MOH funding for approximately the past three years and prior we received $100,000 and $110,000.

Addressing MOH Concerns: In meeting with Brian Cheu, Director of MOH, we were able to address the concerns and ***Brian Cheu indicates his support in "add-backs" to MOH funding for La Raza.*** Below are the concerns and our response:

- **Separation of our Day Labor Program:** Brian Cheu's first concern was that the separation of our Day Labor Program to Dolores Street Community Services would affect our budget. We explained how the funding we receive for the program is used only for the program expenses (salaries, benefits, rent, supplies and other). We end with an approximate $90,000 deficit (with and without the program) if our MOH funding is cut. We are working with DSCS now and the goal is for the separation to take place by July 1, 2012.

- **Ongoing Reduction of our Deficit:** Another concern Brian Cheu had was that of our 2011-2012 fiscal year deficit which occurred because of a loss in foundation funding to our Day Labor Program and Women's Collective ($83,000 Cal Wellness and $64,000 Handleman). Staffing cuts were needed. In addition, due to additional fundraising and great community support, we doubled our individual fundraising in the 2011-2012 fiscal year. Further, with the support of a Taproot grant we were able to market and recruit highly qualified Board members. Recently, we added four new Board members who all have great passion for our work and many connections with large law firms and the corporate sector to assist us in further increasing our fundraising. Moreover, we continue to work with the San Francisco Foundation through the Community Leadership Program to increase our fundraising capacity. With these efforts, we were able to reduce our deficit by 75% in the 2011-2012 fiscal year and we look forward to continue positively this year.

- **Continue to Exceed Contract Goals:** Brina Cheu's last concern was that during our 2011-2012 fiscal year, we lost one member of our Immigration Law Program staff due to a hiring freeze needed to address our deficit. However, we continue to have sufficient staffing to represent individuals in court and meet and exceed our contract goals. Our internal goal is to increase our immigration law staffing this year so that we can begin to follow other agencies in obtaining sliding scale donations from moderate income clients to assist in sustaining our work. In addition, through UC Berkeley School of Law's Fellowship Program, a law graduate will be placed with our Immigration Law Program.

Conclusion: We realize there are many serious priorities this year. For us this $40,000 loss is dire as we recover from a very difficult year. Although we are progressing, it will be very difficult for us to sustain our current work at the same level with this great cut to funding. If there is anyway to allow a reinstatement funding, this would greatly assist us as we progress to becoming stronger financially.

File 120591
BOS-11
cpage

Dear Board

Please Would You "NOT" fund NAAP NATIVE American AIDS Project Until There is An Investigation With This Project To Where Their funding is going as They Are "NOT" funding Their own People or Individuals That requested Help from Them!

I ASK You Please Investigate This Project!

Thanks

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 JUN 21 PM 2:41

Law Library, File 120591

Board of Supervisors to: Carmen Chu, David Campos, David Chiu, Eric L Mar, John Avalos, Sean Elsbernd, Malia Cohen, Scott Wiener, 06/18/2012 01:52 PM

From: PEGGY HUFF <phuff@sbcglobal.net>
To: board.of.supervisors@sfgov.org,
Date: 06/18/2012 12:40 PM
Subject: Law Library

Dear Supervisors
I am writing to you as a long time resident of this city who is extremely concerned about the crisis facing the
San Francisco Law Library. I urge you, as a member of the Budget Committee, to make sure that adequate
funding is appropriated to make sure that a comprehensive public law library continues to be available to
serve all of the citizens of San Francisco. We are very lucky to have this institution, and I want my
voice to be added to those who demand that Board ensures the continuation and vitality of the San
Francisco Law Library by funding and providing adequate space for all the Law Library resources and
collection.

Sincerely
Peggy Huff

BOS-11, cpage
File 120591

EDWIN BRADLEY
ATTORNEY AT LAW
785 MARKET STREET, 15TH FLOOR
SAN FRANCISCO, CA 94103
TEL: (415) 777 4445
edbradlawyer@yahoo.com

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 JUN 18 PM 4:50
BY

June 15, 2012

The Honorable Edwin M. Lee, Mayor
The Honorable Members of the Board of Supervisors
Ms. Naomi Kelly, City Administrator

Re: Call for Immediate Action for the San Francisco Law Library

Dear Mayor Lee, Honorable Supervisors, and Ms. Kelly:

It is very important to me and to other people that I know that the San Francisco Law Library remain open to the public during the refurbishment of its present location. It is an essential community resource.

The Law Library provides essential print and electronic resources and services to law firms, large and small and to the public. By increasing access to legal information, the Law Library is uniquely able to bring this community at least two irreplaceable benefits. First, no other institution in San Francisco aids legal representation and advocacy in the way the Law Library does. Individual attorneys like me depend on the Law Library for resources that I do not have, cannot obtain elsewhere, or are only available electronically and with great expense.

I rely on the Law Library for legal databases, for my practices. I rely on the expertise of Library reference librarians concerning unfamiliar legal topics and resources. Law Library services and resources not only help me answer legal questions and save my clients money. It is also true that no other institutions in San Francisco advances greater access to justice in the way that the Law Library does.

Please make every effort to keep the San Francisco Law Library open.

Sincerely yours,

Edwin Bradley

Edwin Bradley

cc: S.F. Law Library

File 120591: City of San Francisco's 2012-14 Budget

Board of Supervisors to: Carmen Chu, David Campos, David Chiu, Eric L Mar, John Avalos, Sean Elsbernd, Malia Cohen, Scott Wiener, 06/08/2012 01:33 PM

From: kmcelroy@onemain.com
To: "SF Board of Sup." <board.of.supervisors@sfgov.org>,
Cc: NERT <dianariver@aol.com>, NERT <kg6cev@yahoo.com>
Date: 06/07/2012 10:11 AM
Subject: City of San Francisco's 2012-14 Budget

June 7, 2012

Dear Board President and the San Francisco Board of Supervisors,

I understand that again this year the Budget & Finance Committee is facing huge necessary "proposed" budget cuts. When the Committee presents their Fiscal Year (FY) 2012-14 budget proposal to the full Board of Supervisors for consideration, I trust you will NOT consider cutting any amount from the proposed San Francisco Fire Department's (SFFD) - Neighborhood Emergency Response Team (NERT) budget allocation. As you already know, NERT is a City funded program that trains citizens/civilians to respond during any and all emergency situations.

NERT is quite possibly the best allocation of taxpayer dollars via the city coffers! Therefore, cutting anything from the already lean SFFD - NERT proposed budget isn't cost-effective. Any change would likely end the NERT program as we know it, making everyone less safe in a disaster. NERT's lend a trained hand to help others because they received basic, advanced as well as, re-training via San Francisco's first responders. NERT's are more than 16,000 strong and have been trained to "act in the face of danger". You never know when that moment we'll occur and NERT boots on SF district/neighborhood ground will be mobilized to save lives and assist with city-wide communications via Ham Radio Operators.

As both a member and supporter of NERT, I urge you not to consider any SFFD budget changes that will directly or indirectly affect SFFD or NERT budgets.

As illustrated above, San Francisco needs civilians/citizens who are prepared to take care of themselves and assist others after a disaster. NERT is the only program in our city that offers free, hands-on disaster preparedness training. Most importantly, it's taught by professional first responders from the SFFD. Our SFFD instructors are outstanding teachers who live by what they teach us. It is their knowledge and training that helps keep us safe as volunteer disaster responders.

Thank you for your time.

Sincerely,

Karla McElroy,
NERT Volunteer
1487 - 47th Avenue
SF, CA 94122-2908

Files 120720-120272: 8 Washington concessions

Board of Supervisors to: Carmen Chu, David Campos, David Chiu, Eric L Mar, John Avalos, Sean Elsbernd, Malia Cohen, Scott Wiener, 06/08/2012 02:13 PM

From: stephanie greenburg <stephgreenburg@gmail.com>
To: Board.of.Supervisors@sfgov.org,
Date: 06/07/2012 12:01 PM
Subject: 8 Washington concessions

Dear BOS,

I would like to comment on the upcoming vote for 8 Washington, and concessions asked by Jane Kim. While I am not so concerned about the parking spaces (actually, if any were available to the public it could be beneficial for visitors to the Ferry Bldg and other destinations near it, including the future Exploratorium and Teatro Zinzanni, as well as AT&T Park (and future Warriors arena?). I am highly interested in the proposed concession to provide funds for streetscape improvements within 1-mile of the development. I think this is a no-brainer.

I should say, I am in support of 8 Washington. It is one block from the troubled Broadway Corridor which is lined with nightclubs, strip clubs, run-down SROs and VERY new low-income housing, to be joined by more. This project brings much needed diversity and money to the area,and it will be a boon for the North Beach business community along this major tourist thoroughfare. Let's not forget how important our tourist thoroughfares are, with all the money they bring in for the City.

The troubled Broadway Corridor, from The Embarcadero to Columbus, falls within this 1-mile radius, as does the Grant Ave business corridor and Washington Square Park (just at 1 mile). In addition, the Kearny and Vallejo Steps are within this radius. All of these locations is in desperate need of better lighting and streetscape improvements. In fact, the Kearny Steps were slated for greenery and better lighting a decade ago, but the project was scrapped due to lack of funding, can we finally fulfill this project? Please? You can see these steps from downtown, they are an eye-sore and are unsafe after dark. Could funds be diverted to add signage and lighting to Broadway, the dark Vallejo Steps and Washington Square Park to improve safety? I can't remember the last time we saw any streetscape improvements on Grant Ave. In fact, while many streetscape/beautification and safety improvements have been accomplished or proposed across the City, North Beach has largely been ignored and has received little, if any funding. In fact, this highly visible and trafficked area is not part of the Clean Streets Program, how can this be? Is this really the impression we want tourists to take home?

I would hope the many needs of North Beach would be addressed by these concessions, as opposed to funds being diverted to the more geographically obvious areas of FiDi and Embarcadero. We really could use some help and these funds would be of great assistance to our community.

Thank you for your time and efforts.

Best regards,

Stephanie Greenburg (Central CPAB)

--
Steph

Files 120270-120272: 8 Washington concessions

Board of Supervisors to: Carmen Chu, David Campos, David Chiu, Eric L Mar, John Avalos, Sean Elsbernd, Malia Cohen, Scott Wiener, 06/08/2012 02:13 PM

From: Roger W <roger1003@yahoo.com>
To: Board.of.Supervisors@sfgov.org,
Date: 06/07/2012 01:19 PM
Subject: Fwd: 8 Washington concessions

Dear BOS,

8 Washington should pay to help improve the troubled Broadway Corridor, from The Embarcadero to Columbus, falls within this 1-mile radius, as does the Grant Ave business corridor and Washington Square Park (just at 1 mile).

In addition, the Kearny and Vallejo Steps are within this radius. All of these locations is in desperate need of better lighting and streetscape improvements. In fact, the Kearny Steps were slated for greenery and better lighting a decade ago, but the project was scrapped due to lack of funding, can we finally fulfill this project? Please? You can see these steps from downtown, they are an eye-sore and are unsafe after dark. Could funds be diverted to add signage and lighting to Broadway, the dark Vallejo Steps and Washington Square Park to improve safety? I can't remember the last time we saw any streetscape improvements on Grant Ave. In fact, while many streetscape/beautification and safety improvements have been accomplished or proposed across the City, North Beach has largely been ignored and has received little, if any funding.

Or, ask central station to do their job!

Hope you are having a good day and thank you again.

Sincerely,

Roger Weinman
District Coordinator of Telegraph Hill
SFFD Neighborhood Emergency Response Team
San Francisco, CA
Mobile: 415-378-6637
HAM: KJ6ETJ
http://www.sf-fire.org/index.aspx?page=875

Sent Clerks office from Sup Chu's office

Huckleberry House Requests Immediate Support

For the first time, after 45 years of operation, Huckleberry House, the nation's first runaway and homeless youth shelter, may be forced to shut down on weekends due to a multi-year period of unsustainable budget cuts.

Request: ***An on-going annual allocation from the City restoring funding to $600,000 (the average received in FY05-FY09) prior to drastic cuts by the Juvenile Probation Department. This would be an increase of $275,000 from the City's current grant of $325,000 from DCYF..***

History and Financial Support

Huckleberry House was the first recipient of funds awarded under the 1974 Federal Runaway and Homeless Youth Act serving as a national model that was replicated across the country.

For a twenty year period from 1988-2008, the shelter was funded at amounts between $521,000 to $628,000 from Juvenile Probation and DCYF.

The funding crisis occurred in FY09 **when a joint JPD/DCYF allocation of $606,000 was zeroed out mid-year due to cuts to the JPD budget. Huckleberry House was saved from closure by an emergency grant from DCYF and DPH.** ***Despite repeated requests for restored funding, it remained at $325,000 from DCYF for Fiscal Years 10/11/12/13. At this time, Huckleberry House can no longer afford to operate safely as a 7 day/24 hour shelter.***

Actual Costs

- For the past three years the shelter has operated at a **reduced staffing** level and its yearly operating budget is **$725,000. Full staffing** with a second manager and double coverage at night would cost **$850,000.**
- Huckleberry Youth Programs was able to replace $90,000 of lost funding with an increased award (at the maximum level) from the federal government.
- The agency during this difficult time has reduced costs by cutting staff, reducing salaries and instituting furloughs. It has also reduced its reserves to help cover the shortfall. ***These measures are no longer viable for the provision of such a critical service.***

Youth Served

- 5 year average of youth served approximately 170-200 sheltered and an additional 100 providing with crisis intervention.
- Huckleberry House operates a 24 hour crisis line that that is a resource for youth, parents, teachers, and providers with an average of 740 calls per year.

Critical Role as Partner with City Departments

- **HSA/Children's Protective Services (CPS)** – Approximately 41% of youth sheltered have a Suspected Child Abuse Report filed with CPS, this is in addition to youth who are current 300's or CPS referred. 55% of youth sheltered are CPS involved.
- **Police refer 48% of youth.** When combined with referrals from CARC and the other juvenile justice officials, the total is **55% of referrals**.
- **Department of Public Health** – An on-site therapist provides critical services to both youth and parents in crisis. Aftercare services help to improve family functioning.

Why the Job Readiness Initiative Must be apart of the City's Workforce and Economic Development Plan

What is the Job Readiness Initiative (JRI) and why is JRI funding important?
JRI stems from a history of community advocacy to improve the lives of low-income communities. The disparity in San Francisco's quality of life indicators, among racial minorities, represents one of the most extreme dichotomies in the nation. These indicators include health, incarceration, education, and financial measures. The majority of these racial minorities are concentrated in "underserved" neighborhoods, including District 10-Bayview Hunters Point and District6 - the Tenderloin-SOMA communities.

JRI provides funding to community based, nonprofit organization to provide workforce development services to include outreach and recruitment, career counseling, assessment, intensive case management, barrier removal services, and "bridge" job readiness training. The JRI providers rely on these contracts to address barriers to employment that other contracts will not fund, ie. helping clients purchase tools, pay tickets, seal their records, pay union dues, gain licenses and/ or other employment certificates.

There are lots of capital jobs in the pipeline but the target population has major barriers to employment to successfully compete for these jobs.
Ironically, thousands of new jobs in capital projects are becoming available, over the next 20 years, in these communities. Each of these projects includes a project labor agreement that prioritizes hiring local, low-income residents from the surrounding communities. While this appears to be a recipe for transformation and prosperity within these communities, both City government and local residents have recognized that huge barriers exist that prevent local residents from securing even a small percentage of the myriad of employment opportunities in their own neighborhoods. . In recognition of this disconnect, San Francisco's Redevelopment agency conducted interviews with individuals and representatives from community based organizations to determine the root causes preventing some of the most impoverished and disenfranchised residents from accessing jobs in their own neighborhoods. They found that while communities and individuals all express a need and a desire for greater employment opportunities, they often lack the social supports to secure and maintain employment. This phenomena was identified as "Barriers to Employment."

The social cost of NOT funding JRI
The JRI target populations are consumers of the most expensive public benefits and services. JRI clients typically are involved in the criminal justice system or the recipient of public benefits. However, when these clients secure viable employment, recidivism decreases, contact with the criminal justice decreases, and utilization of public benefits decreases.

What are we asking for?
We are extremely appreciative of the Mayor's support for the JRI program. In the Executive Summary of the Mayor's budget he says,"... OEWD will work closely with community-based organizations formerly supported by the SFRA Jobs Readiness Initiative, providing them transitional grant funds and developing a new program in the second half of FY 2012-13." We have learned that his budget includes $1.8 million over 2 years. However, full funding for 2 years is $2.45 million. Therefore, we are respectfully requesting an additional **$645,000** to provide full funding over the next 2 year budget cycle.

City and County of San Francisco

Edwin M. Lee
Mayor

Department of Public Health

Tangerine M. Brigham
Deputy Director of Health
Director of Healthy San Francisco

To: Barbara Garcia
From: Tangerine Brigham
Re: Affordable Care Act: Impact Analysis Pending United States Supreme Court Decision
Date: June 20, 2012

This memorandum summarizes key aspects of the Affordable Care Act (ACA) and its potential impact.

In the absence of state and/or federal health reform, the City and County of San Francisco (CCSF) implemented local health coverage initiatives that provide services to approximately 72,000 individuals:

- Health Insurance Products for 13,700 people via Healthy Kids and Healthy Workers
- Health Access Programs for 58,000 people via Healthy San Francisco and SF PATH

ACA will, among of things, increase the number people with insurance. This is beneficial because it:

- decreases the number of uninsured San Francisco residents and
- results in some health care costs now funded by City shifting to the federal/State.

From a public policy and program perspective, implementation of ACA will result in a need to reassess CCSF's local health care coverage options. To date, CCSF policy has been that its local health care coverage programs serve as a safety net, not as a substitute for state/federally funded health insurance.

The constitutionality of the ACA has been challenged. As of this date, the United States Supreme Court's decision had not been issued. The potential Court rulings and local impacts could be:

#	Potential Ruling	Potential Impact
1.	No Implementation: Individual mandate and Medicaid expansion unconstitutional	No shift in eligible population to federal health options; local programs continue with regular review and program modifications as necessary
2.	Partial Implementation: Individual mandate unconstitutional and Medicaid expansion constitutional	Estimated 29,000 – 30,000 (40% -42%) individuals in the local health care coverage initiatives eligible for federal/State funded public health insurance through Medi-Cal
3.	Full Implementation: Individual mandate and Medicaid expansion constitutional	Est'd 47,000 (65%) individuals in the local health care coverage initiatives eligible for federal health options (Medi-Cal or California Health Benefits Exchange

It is important to note that irrespective of the scenarios, the Healthy Kids and Healthy San Francisco programs will continue to be in existence since ACA does not extend health insurance to all uninsured residents in the U.S. Specifically, it does not cover undocumented persons who are currently eligible for Healthy Kids and Healthy San Francisco enrollment.

The following pages provide more detailed information and context.

Summary of San Francisco Local Health Reform Efforts

- In the absence of comprehensive state and/or federal health reform, the City and County of San Francisco (CCSF) implemented local health care initiatives that provide services to approximately 72,000 individuals.

- CCSF created these local coverage options because certain populations did not have access to a comprehensive health care coverage program. The local coverage options include both health insurance products and health access programs:

Type of Coverage	Program Name	Eligible Population	Number Enrolled
Health Insurance	Healthy Kids	Children 0 – 18 years of age (including undocumented) who are ineligible for public-insurance at or below 300% Federal Poverty Level	2,500
	Healthy Workers	In Home Supportive Services workers	11,200
Health Access (not insurance)	Healthy San Francisco	Uninsured adults (including undocumented) with incomes at or below 500% Federal Poverty Level	47,000
	SF PATH (federally funded)	Uninsured adult citizens or lawful residents with incomes at or below 25% Federal Poverty Level	11,000

It's important to note that if eligible for publicly-funded state/federal health insurance, individuals are enrolled in those programs before being determined eligible for the local coverage option, with the exception of Healthy Workers.

- In addition to the local health care coverage programs, CCSF adopted landmark local legislation requiring:
  1. all CCSF contractors to provide health insurance to workers or pay a fee (Health Care Accountability Ordinance) and
  2. certain San Francisco employers to make health care expenditures on behalf of eligible workers (Health Care Security Ordinance).

High Level Affordable Care Act Overview

- Beginning in 2014, ACA expands Medicaid (federal/state funded health insurance program for low-income persons) and creates new health insurance exchanges that will significantly increase the number of citizens and legal immigrants with health insurance.

- ACA creates an individual mandate and penalty for individual non-compliance.

- ACA does not provide health coverage for undocumented persons.

- ACA does not require employers to provide health insurance, but establishes a penalty for certain employers who do not provide health insurance to eligible employees.

- ACA makes critical reforms in the health insurance market such as guarantee issue.

Local Policy and Program Approach

- From a public policy and program perspective, implementation of ACA will result in a reassessment of the CCSF's local health care coverage options.

- To date, the CCSF policy directive has been that its local health care coverage programs serve as a safety net, not as a substitute for state/federal health insurance.

- To the fullest extent possible, if a resident enrolled in one of CCSF's local coverage programs becomes eligible for Medi-Cal (California's Medicaid) or the California Health Benefits Exchange beginning 2014, then they should be disenrolled from the local program and transitioned into the new federal options.
    - This is consistent with current practice and with policy recommendations of the April 2011 San Francisco Health Reform Task Force Report to Mayor Edwin Lee (recommendations number 9 and 10).

- This is beneficial for the following reasons:
    - For those in the health access programs they will obtain health insurance which is preferable.
    - Some health care coverage costs now funded by CCSF will be funded by the federal/state government reducing the General Fund obligation.

Supreme Court Challenge to ACA

- In November 2011, the United States Supreme Court (Court) agreed to consider the constitutionality of ACA. Specifically, the four challenges were to:
    1. timeliness of the lawsuit (i.e., appropriateness of ruling on the constitutionality of ACA before it has been enacted and before either an individual or business has paid a penalty)
    2. the individual mandate (i.e., requirement that certain residents have health insurance)
    3. the Medicaid expansion (i.e., increases access to publicly-funded health insurance by expanding eligibility for Medicaid benefits)
    4. severability (i.e., if one part of ACA is struck down, are the remaining parts operable since the ACA does not contain a severability clause)

- Oral arguments were held in March 2012 with a Court decision due by June 30, 2012.

- There is no information to suggest how the Court is leaning in its decision making or when the decision will be released. As a result, any predictions on the outcome are entirely speculative.

- However, for illustrative purposes only assuming that the Court: (1) rules that the lawsuit is timely and that it is therefore appropriate for the Court to render a decision and (2) that severability is applicable, then the Court ruling could be one of these scenarios:
  1. Both the individual mandate and Medicaid expansion are unconstitutional
  2. The individual mandate is unconstitutional and Medicaid expansion is constitutional
  3. Both the individual mandate and Medicaid expansion are constitutional

- It is unlikely that the one of the options would be that the individual mandate is constitutional and Medicaid expansion is unconstitutional; therefore, it is not listed above.

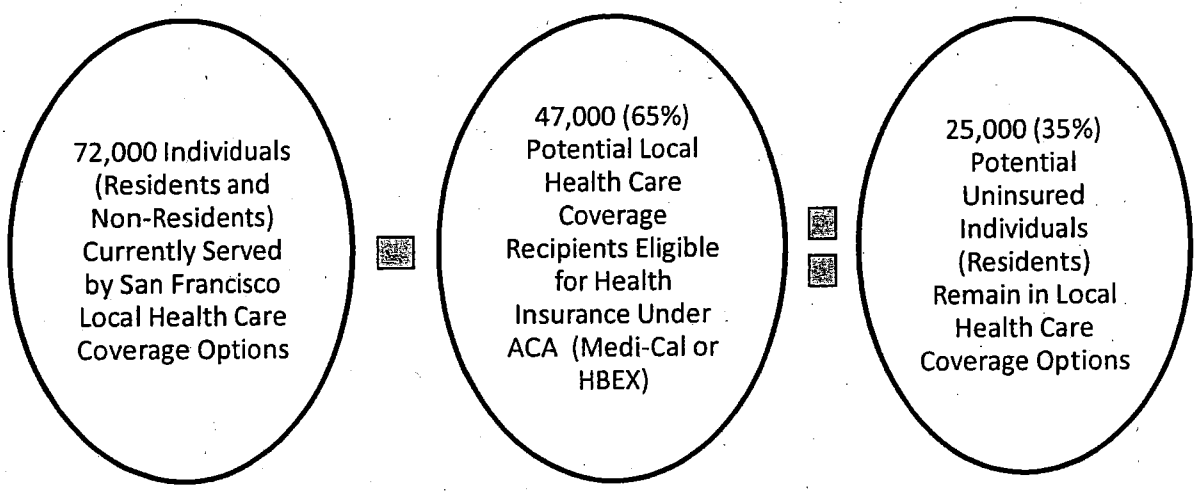
Impact of ACA on San Francisco's Local Health Reform Efforts

- The following chart indicates that depending upon the potential Court ruling, there are range of outcomes. The estimates are based on current program enrollment.

#	Potential Court Ruling	Healthy Kids	Healthy Workers	Healthy San Francisco	SF PATH
1.	No Implementation: Individual mandate and Medicaid expansion unconstitutional	No shift in eligible population to federal health options	No shift in eligible population to federal health options	No population shift – enrollment continues and likely grows	No change in program – scheduled to end 12/31/2012
2.	Partial Implementation: Individual mandate unconstitutional and Medicaid expansion constitutional	No shift in eligible population to federal health options	Est'd 500 -1,000 of population eligible for Medi-Cal	39% (19,700) of population eligible for Medi-Cal	85% (9,300) of population eligible for Medi-Cal
3.	Full Implementation: Individual mandate and Medicaid expansion constitutional	Est'd 30% (700) of population eligible for federal health options	100% (11,000) of population likely eligible for federal health options	51% (24,000) of population eligible for federal health options	100% (11,000) of population eligible for federal health options

- Under no ACA implementation, there would be no shift in enrollment from the local health care coverage programs to the federal options. This would result in a continuation of current programs with regular program modifications as appropriate to ensure that they are both cost-effective and cost-efficient.

- If the Court rules the individual mandate and Medicaid expansion both constitutional and ACA is fully implemented and funded at the federal level, then potentially 47,000 individuals in San Francisco's local health care coverage programs would be eligible for federal/state funded or subsidized health insurance. See following page. Of note, it is anticipated that 100% of the Healthy Workers enrollees would likely become eligible for the federal options – either Medi-Cal or the California Health Benefits Exchange.



- It is important to note that irrespective of the potential Court ruling (no, partial or full implementation of ACA), the Healthy Kids and Healthy San Francisco programs will continue to be in existence since ACA does not extend health insurance to all uninsured residents in the U.S.

- For Healthy San Francisco, if ACA is ruled unconstitutional, program enrollment will remain constant or grow; if ruled constitutional (partially or fully), enrollment will decrease.

- Any transition in enrollment from the CCSF health care coverage program would be over time based on the State of California's timeline, planning and implementation of the California Healthcare Eligibility, Enrollment & Retention System.

- As a result, it is too premature to provide financial impact estimates based on current expenditures (either total or General Fund). In addition, because the provider networks and benefits packages for the Medi-Cal expansion and California Health Benefits Exchange have not been outlined, no comparative information in this area can be provided.

- In terms any impact that the ACA might have on either the Health Care Accountability Ordinance or Health Care Security Ordinance (i.e., Employer Spending Requirement), the Department of Public Health's April 2010 analysis is still relevant:
  - Health Care Accountability Ordinance: ACA does not appear to pre-empt the Health Care Accountability Ordinance which essentially functions as a City and County contracting requirement and not an employer health insurance mandate.

  - Health Care Security Ordinance: An ACA review found no language which suggests the intent to interfere with the Employer Spending Requirement (ESR). To the extent any inconsistency may arise during ACA implementation, these can presumably be addressed with federal or local regulation between now and 2014. It should be noted that ACA only applies to employers with 50 or more employees. San Francisco employers with 20 – 49 employees are subject to ESR, but not ACA.

Juvenile Probation Department

Board of Supervisors Budget Committee
Budget Hearing Presentation
June 21, 2012

JPD Mission

- Hold youth accountable while affording opportunities to develop pro-social competencies
- Engage in fiscally sound and culturally competent strategies that promote rehabilitation and public safety

JPD Primary Responsibilities

- Custodial Care and Programming
  - –JJC and Log Cabin Ranch
- Investigation/Assessment/Case Planning
- Community Supervision of Adjudicated Wards and Youth placed on Informal Supervision

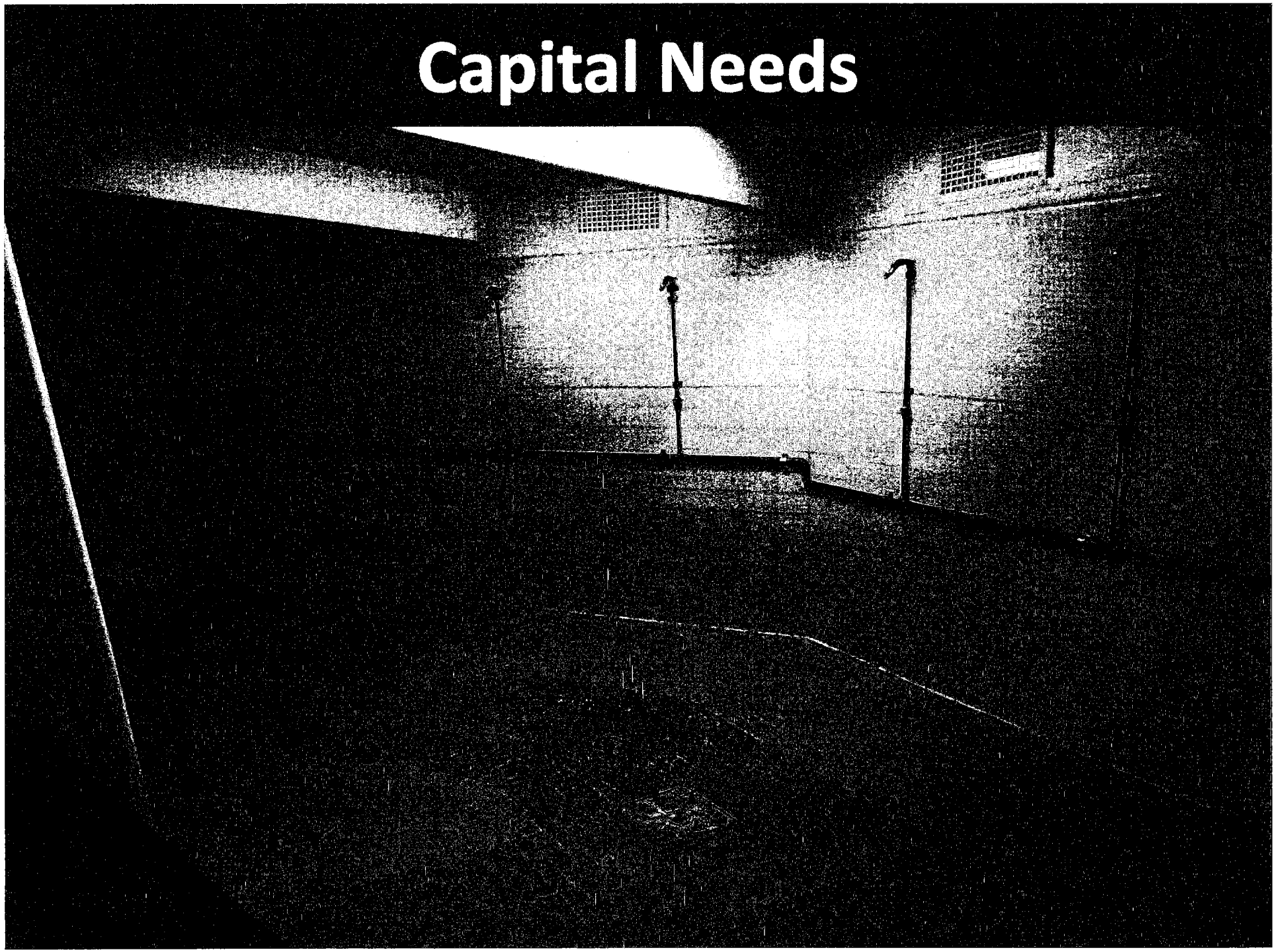
Budget Outlook
FY2011-12 and FY2012-13

	FY2011-12	FY2012-13 Proposed	Change
Salaries	$ 18,316,577	$ 19,175,842	$ 859,265
Fringe Benefits	$ 6,996,948	$ 6,776,397	$ (220,551)
Non-Personnel Services	$ 3,762,156	$ 3,472,491	$ (289,665)
Community Based Grants	$ 1,182,177	$ 1,194,177	$ 12,000
Materials and Supplies	$ 735,032	$ 710,434	$ (24,598)
Capital, Equipment, COIT	$ 354,966	$ 1,453,638	$ 1,098,672
Work Orders	$ 2,377,494	$ 2,940,340	$ 562,846
Total	**$ 33,725,350**	**$ 35,723,319**	**$ 1,997,969**

2 Year Budget Outlook: Major Changes

- Additional $1.3M in Juvenile Probation and Camps Fund revenue
- Title IV-E funded Social Worker
- Increases in work orders with HSA, PUC and Worker's Compensation
- COIT – Cameras in JJC ($250K in FY12-13)
- Capital
  - LCR: Dorm bathroom ($211K in FY12-13); Road repair ($200K in FY13-14)
  - YGC:
    - Fire Notification System ($497K in FY13-14)
    - ADA – Elevators ($450K in FY12-13) and main entrance ($250K in FY12-13)
    - Exterior Repair ($250K in FY12-13) and parking lot ($200K in FY13-14)

Capital Needs



Major Department Initiatives

- Maintain detention reform efforts
- Continue DMC efforts
- Out-of-Home Placement efforts
  - Wraparound services
  - Juvenile Collaborative Re-entry Team
  - Family Finding
  - AB12 implementation, including social worker

Major Department Initiatives

- Ensure health & safety of residents and staff
- Complete cost/benefit analysis
- Complete comprehensive LCR needs assessment
- Fine tune Title IV-E claiming protocols
- Update policies and procedures
- Establish electronic data connection w/ SFPD
- Case Management System development and implementation

FTE Changes

- One Social worker position:
  - Managing transitional aged probation youth cases beyond delinquency wardship (AB12)
  - Assist Probation Officers to understand and utilize available programming
  - Liaise with HSA to ensure against programs gaps or redundancies
  - Funded by Title IV-E and State Juvenile Probation and Camps Funds

Job Creation & Summer Youth Employment

- JPD is a ***"Project Pull"*** site for 2nd year
  - 2 probationers placed
- Job Readiness Program and placement services
  - 36 youth placed @ 22 private sector job sites
- JPD Job Fair in April
  - 66 youth attended
- SF Conservation Corps & Urban Sprouts @ LCR
- Camp Mather Teen Outdoor Experience

JPD's Language Access Efforts

- Full compliance w/ LAO
- Completed OCEIA training
- 8% LEP client population
- 16 documents translated into 5 languages
- 65 (25%) JPD staff bi-lingual in 6 languages
- 26 JPD staff certified in 5 languages
- JPD written LEP policy and protocols
- Commitment to increase bi-lingual staff in future selection and hiring processes

Juvenile Probation Department

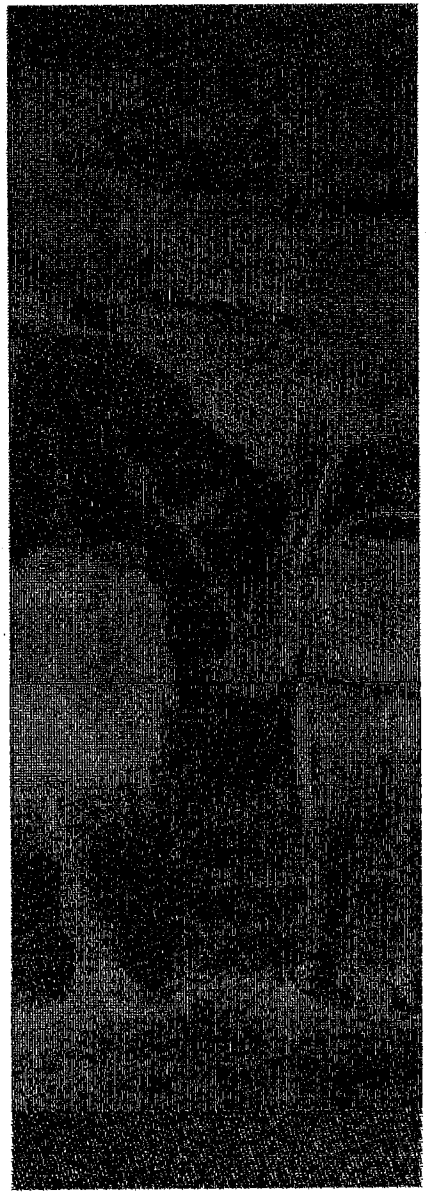


Questions?

CHILDREN AND FAMILIES COMMISSION

FY13 & F14 Budget Presentation

Laurel Kloomok
Executive Director



FIRST 5
SAN FRANCISCO
CHILDREN AND FAMILIES COMMISSION

TWO YEAR BUDGET OUTLOOK

Preschool for All

	FY13	FY14
Prop H Allocation	17,710,000	18,390,000
Interest	93,624	80,703
Use of Reserve Fund	2,726,346	5,327,600[1]
Total Revenues[2]	**20,529,970**	**23,798,303**
Admin Costs	1,199,952	1,225,062
Program Costs	18,465,018	21,708,241[1]
Other Program Costs	720,000	720,000
Evaluation Costs	145,000	145,000
Total Expenditures[2]	**20,529,970**	**23,798,303**

First 5 – Prop 10

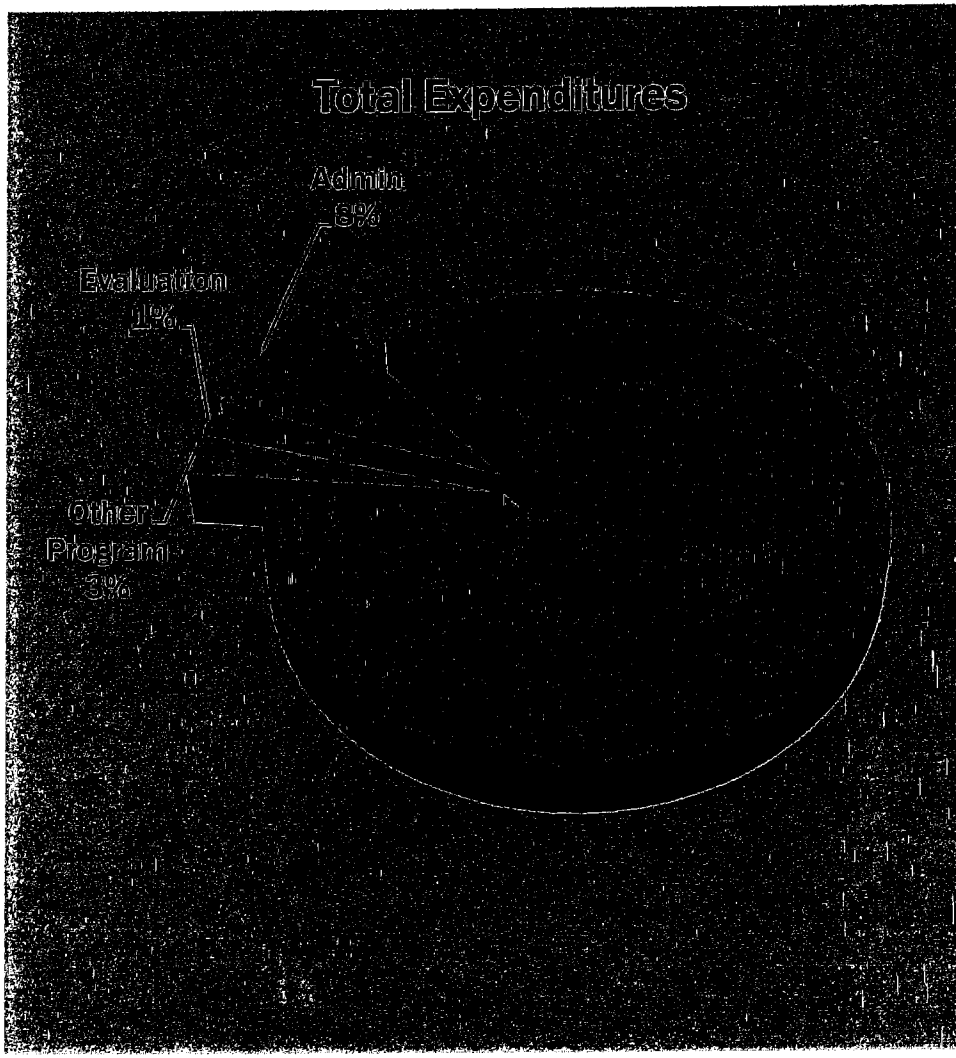
	FY13	FY14
Prop 10 Allocation	6,049,735	5,647,219
Interest	93,792	80,564
Use of Reserve Fund	1,619,242	2,018,872
Total Revenues	**7,762,769**	**7,746,655**
Admin Costs	1,184,818	1,208,704
Program Costs	6,275,151	6,240,151
Other Program Costs	97,800	92,800
Evaluation Costs	205,000	205,000
Total Expenditures	**7,762,769**	**7,746,655**

[1] *Updated projected amount to include possible coverage of state cuts in FY14.*

[2] *Does not include the $4.5M/year pending for the First 5 CA Child Signature Program.*

FIRST 5 SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

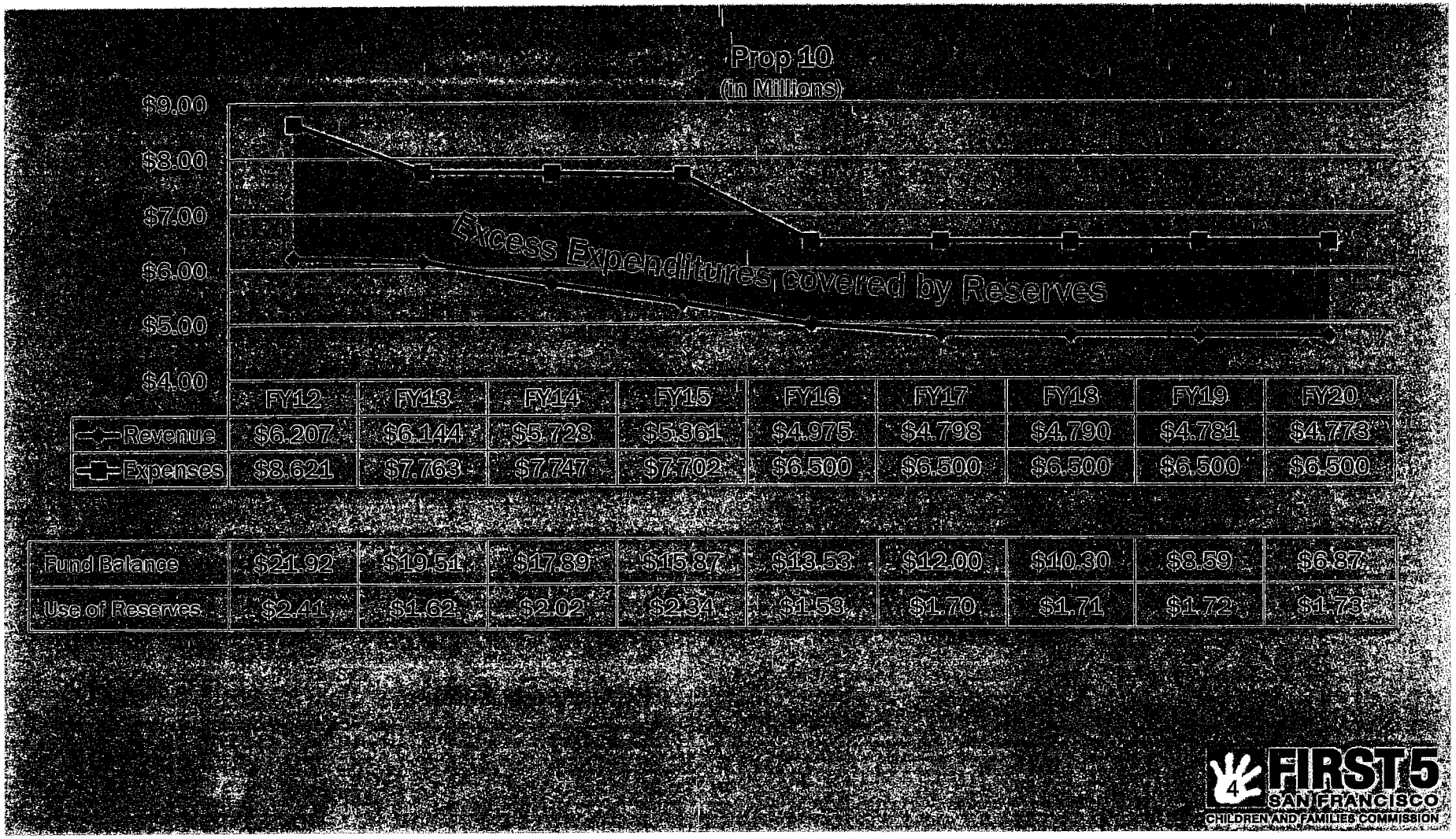
2012-13 INITIATIVES & PROGRAMS



Child Development	
Preschool Subsidies	$14,350,018
ECE Capacity Building	$1,160,000
Workforce & Wages	$1,075,000
Family Supports/Curriculum	$655,000
Child Health	
Mental Health Consultation	$1,350,000
Inclusion	$1,355,000
Comprehensive Screenings	$475,151
Healthy Kids	$350,000
Family Support	
Family Resource Centers	$2,875,000
FRC Capacity Building	$495,000

FIRST 5 SAN FRANCISCO
CHILDREN AND FAMILIES COMMISSION

PROP 10 OUTLOOK & SUSTAINABILITY

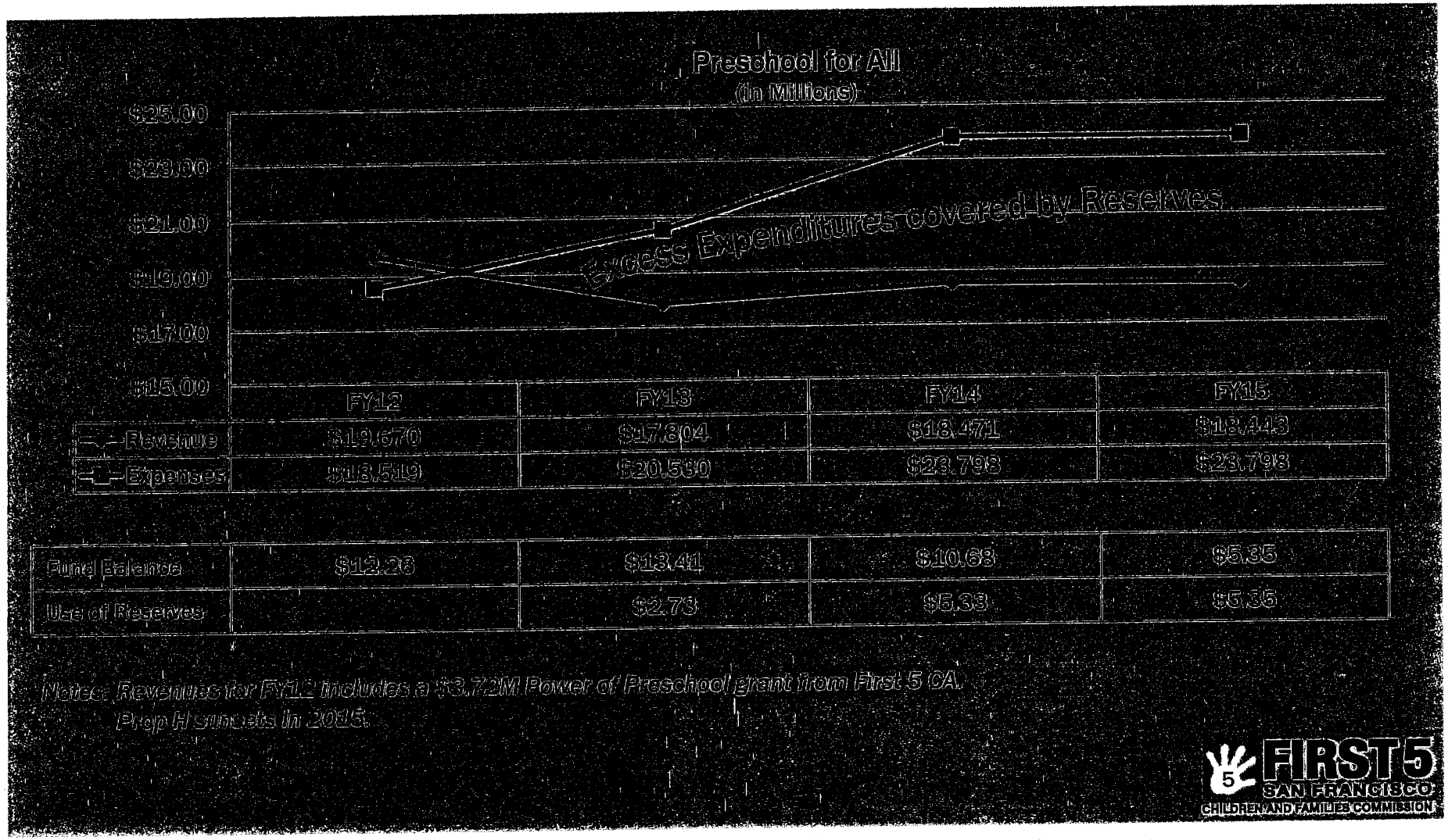


	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Revenue	$6.207	$6.144	$5.728	$5.361	$4.975	$4.798	$4.790	$4.781	$4.773
Expenses	$8.621	$7.763	$7.747	$7.702	$6.500	$6.500	$6.500	$6.500	$6.500

Fund Balance	$21.92	$19.51	$17.89	$15.87	$13.53	$12.00	$10.30	$8.59	$6.87
Use of Reserves	$2.41	$1.62	$2.02	$2.34	$1.53	$1.70	$1.71	$1.72	$1.73

FIRST 5 SAN FRANCISCO
CHILDREN AND FAMILIES COMMISSION

PRESCHOOL OUTLOOK & SUSTAINABILITY



	FY12	FY13	FY14	FY15
Revenue	$19,670	$17,804	$18,471	$18,443
Expenses	$18,519	$20,560	$23,798	$23,798
Fund Balance	$12.26	$13.41	$10.68	$5.35
Use of Reserves		$2.73	$5.33	$5.35

Notes: Revenues for FY12 includes a $3.72M Power of Preschool grant from First 5 CA.
Prop H sunsets in 2015.

FIRST 5 SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

SUSTAIN HIGH QUALITY EARLY EDUCATION

- First 5 has applied for a State grant from First 5 California to improve the quality of care for infant, toddlers and preschoolers in San Francisco. Award pending: $13.5 million over 3 yrs.

- First 5 has a prominent role with planning a Regional Quality Rating and Improvement System with the California Department of Education, funded by a federal grant: Race to the Top, Early Challenge Grant. $1.2 million over 3 yrs.

JOINT FUNDING AND LEVERAGING

25 Family Resource Centers - DCYF, H.SA and First 5 SF

- Total Allocation: $10,462,138 per year for 3 years
- Mayor's Office of Housing and Office of Economic and Workforce
- Title IV E

Joint Early Care and Education Initiatives- DCYF, H.SA, First 5 SF

- Total Allocation: $18,224,303 per year for 3 years

Regional Quality Rating and Improvement System -First 5 San Francisco, Alameda, Contra Costa, Santa Clara, Santa Cruz

- Total Allocation: $8,697,600 over 4 years

FIRST 5 SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

STAFFING & LANGUAGE ACCESS

- First 5 San Francisco has budgeted for 16 FTE that includes 4 vacancies. There are no new positions.
- First 5 staff has language capacity in 3 languages: English, Spanish and Chinese (Cantonese and Mandarin).
- First 5 operates a parent phone line for preschool in these 3 languages.
- Most funded programs maintain an ongoing capacity to serve families and providers in a minimum of these 3 languages.

FIRST 5 SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

THANK YOU

Laurel Kloomok Executive Director
First 5 SF Children and Families Commission
laurel@first5sf.org
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www.first5sf.org

FIRST 5 SAN FRANCISCO
CHILDREN AND FAMILIES COMMISSION

DCYF

Department of Children, Youth & Their Families



Proposed FY2012-2013 and FY 2013-2014 Budgets

Budget and Finance Committee
June 21, 2012

www.dcyf.org

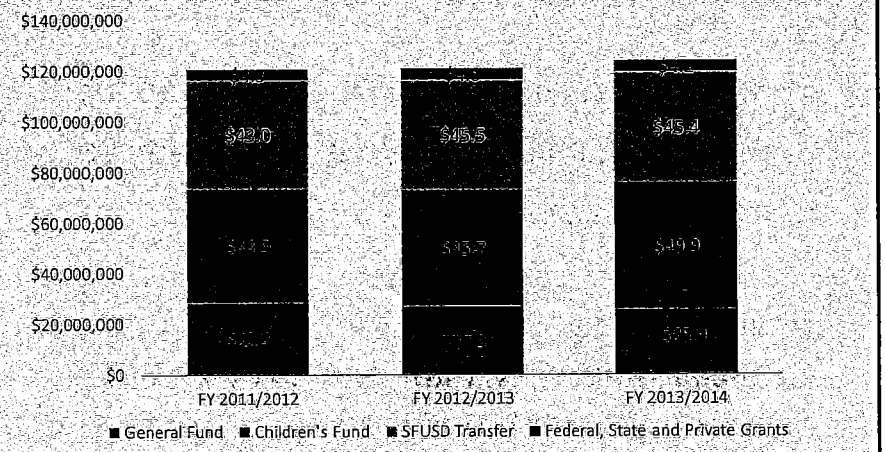
FY 2012-2013 Budget Priorities

- Continue to focus funding on the department's priority goal: children & youth are **ready to learn** and **succeeding in school**.
- Maintain integrity and intent of the **Children Services Allocation Plan**, the **2011-2013 RFP** awards and joint funding efforts with other City departments.

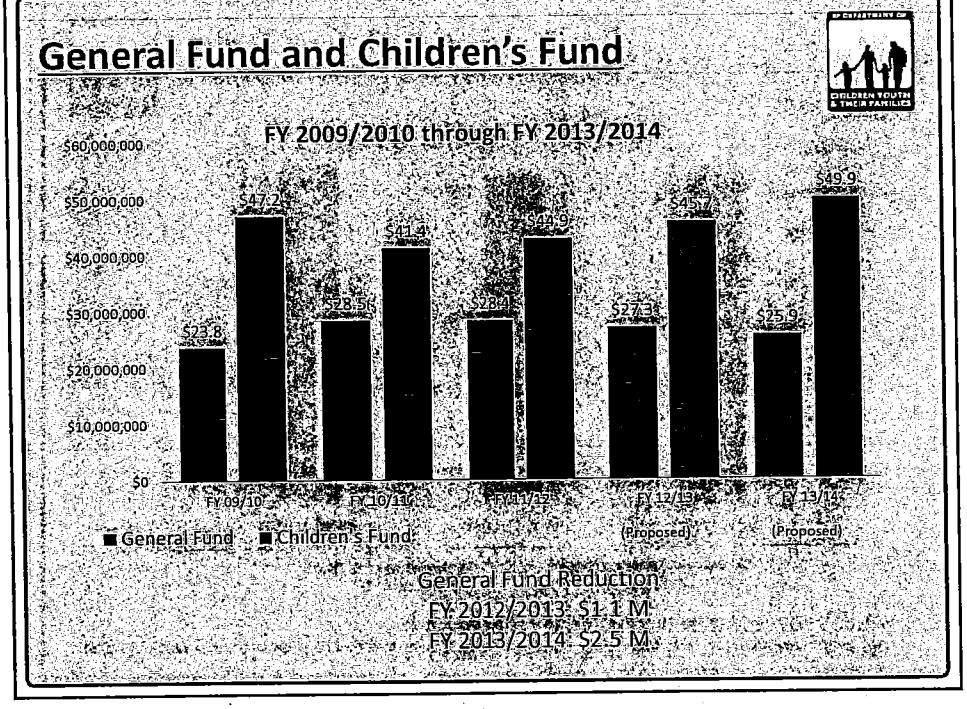
FY 2013-2014 Budget Priorities

- Continue to focus funding on the department's priority goal: children & youth are **ready to learn** and **succeeding in school**.
- Identify funding priorities in the 2013-2016 Children's Services Allocation Plan (CSAP) through the 2013-2016 Request for Proposal (RFP).

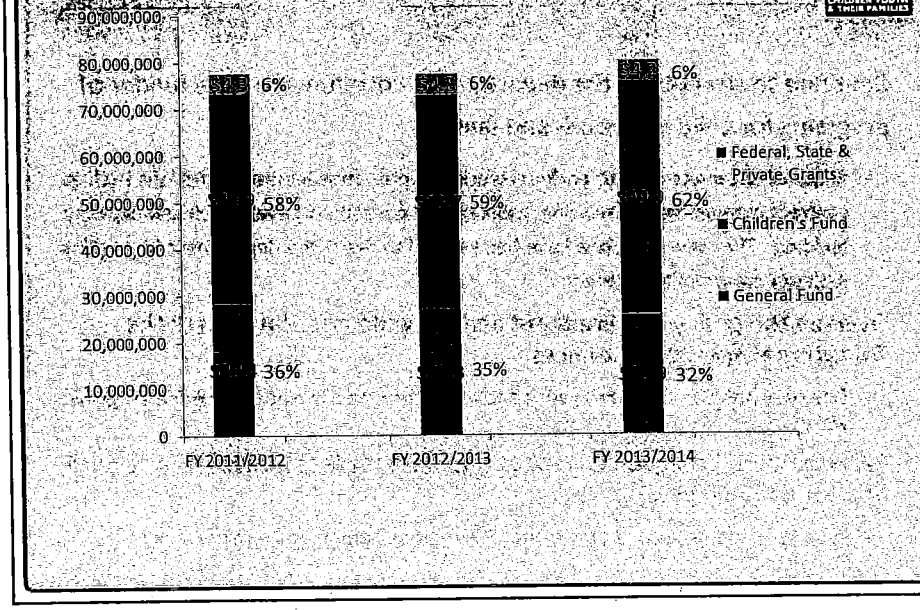
Total Budget



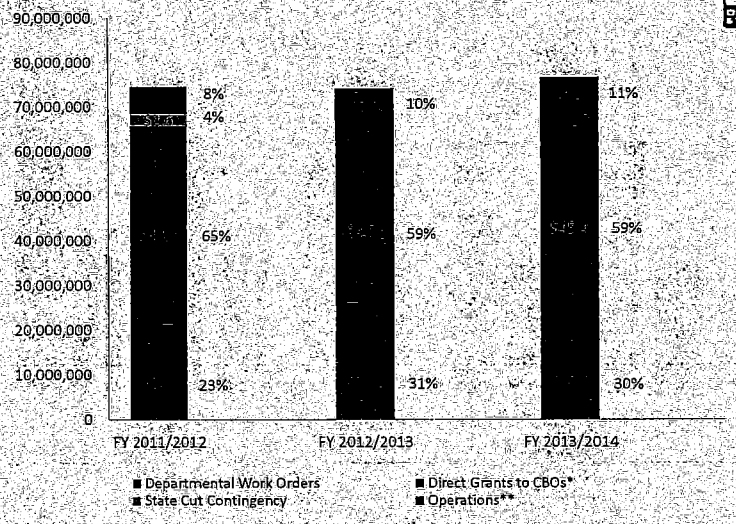
General Fund and Children's Fund



Funding Sources



Budget Categories



* Amounts for Direct Grants to CBOs excludes work order recoveries.
**Operations amounts also include funds for evaluation/assessment and technical assistance/capacity building.

Major Budget Initiatives and Impacts

- Continue to strengthen the department's core function as a funder of programs for children, youth and families
  - Requires adequate staff to perform crucial grantee management functions such as contract management, invoicing, monitoring, assessment, evaluation and capacity building. Two new positions have been added to assist the department in working with our community partners
- Oversee the policy development and citywide coordination of the Transitional Age Youth services.
  - One new position have been added to assist the department in implementing this work.
- Participate in the development of the independent Office of Early Care and Education (OECE)
  - DCYF will transfer two positions and ECE related funding to Human Services Department.

Summer Youth Employment

- Fund over 1,800 summer work experiences and training opportunities through our partnership with over 25 summer employment/training programs.
  - Work closely with SFUSD to strategically align summer school success with incentives such as a summer job.
- Mayor's Summer Jobs+ Initiative (in partnership with the United Way Bay Area)
  - The City will create 5000 summer jobs for youth between the ages of 14-24 years old in both the private and government sectors
  - As of today, over 3,400 job training and work experience opportunities are offered by city departments for youth
  - As of today, over 300 youth have been placed in a private sector job with 100 more youth in the middle of the hiring process.

Language Access Efforts

DCYF's Minimum Compliance Standards for CBOs state that:

Standard AS.3
Program has strategies and resources to ensure effective communication, through relevant language and culture, of information about the program and community resources with youth and families.

- *Indicator AS.3.1*
  - All program information, such as applications, rules, schedules and brochures are translated into the languages of the community served.
- *Indicator AS.3.2*
  - Program activities, events, and environment show an understanding and respect for the cultures of the program participants.

DCYF's general operating protocol requires that:

- All public outreach materials are translated into Spanish and Chinese
- Community meeting have access to translators (when appropriate)

CITY & COUNTY OF SAN FRANCISCO

HUMAN SERVICES AGENCY

promotes well-being and self-sufficiency among individuals, families and communities

Human Services Agency FY12-13 & FY13-14 Budget



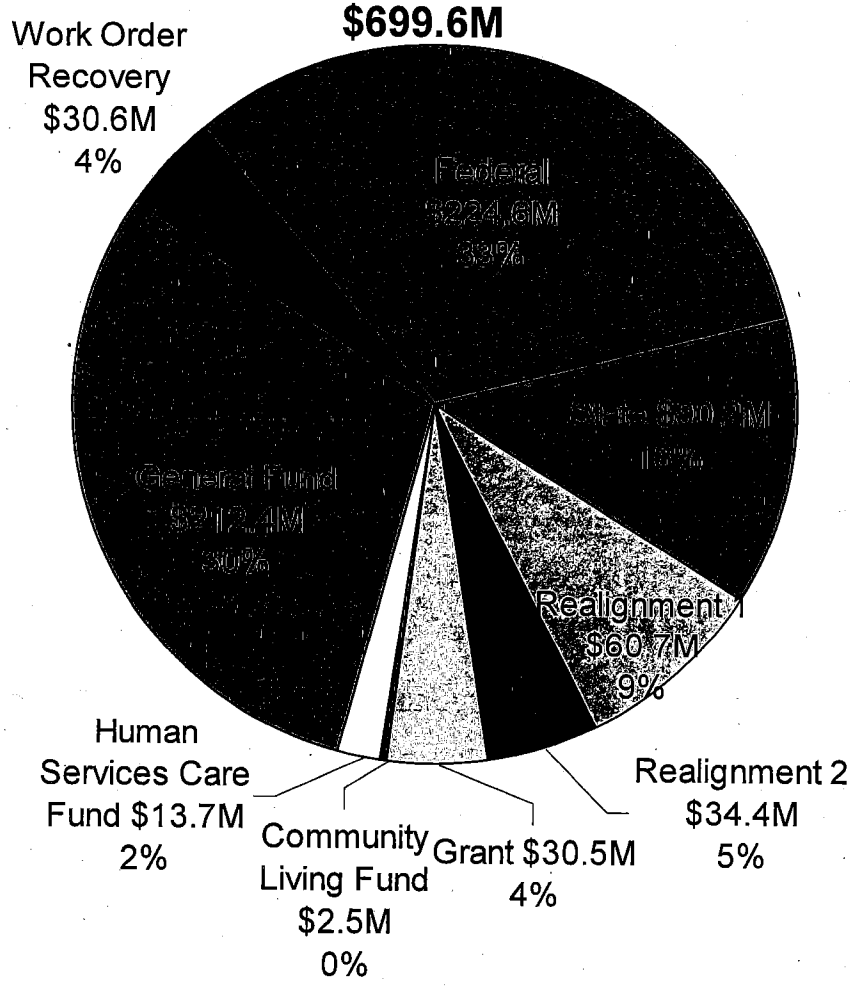
Board of Supervisors Budget Committee

CITY & COUNTY OF SAN FRANCISCO

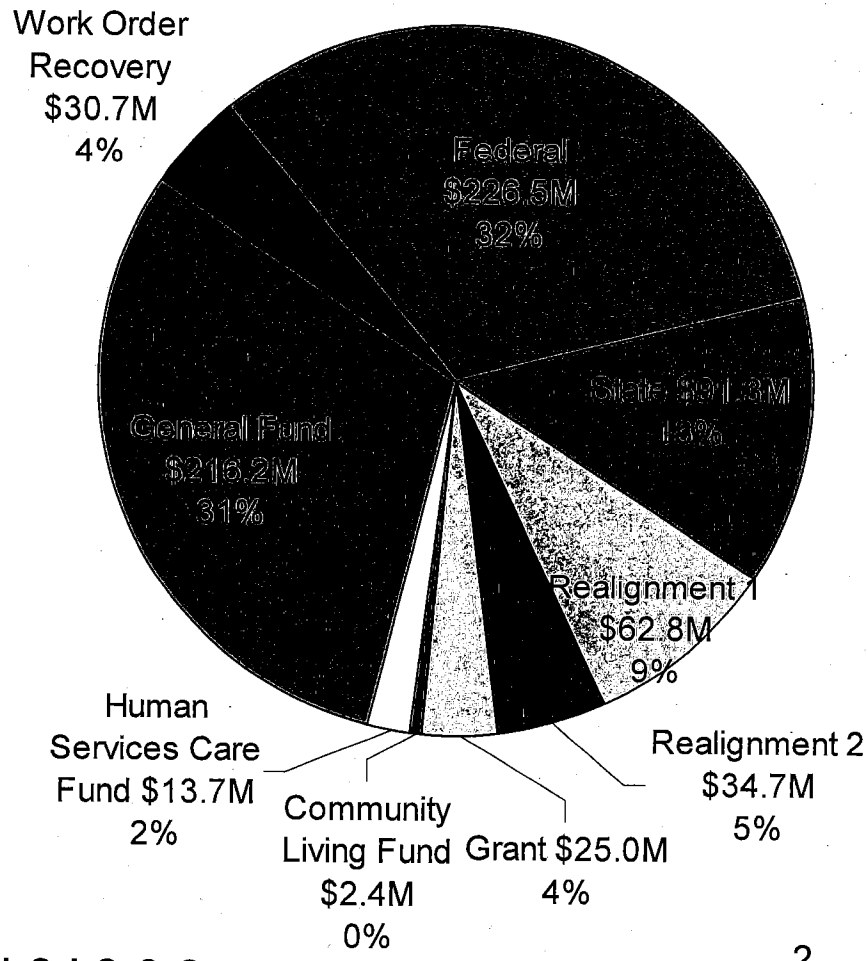
Two Year Budget Outlook

Current Year Budget: $693.6M

FY12-13 Proposed Budget by Sources
$699.6M



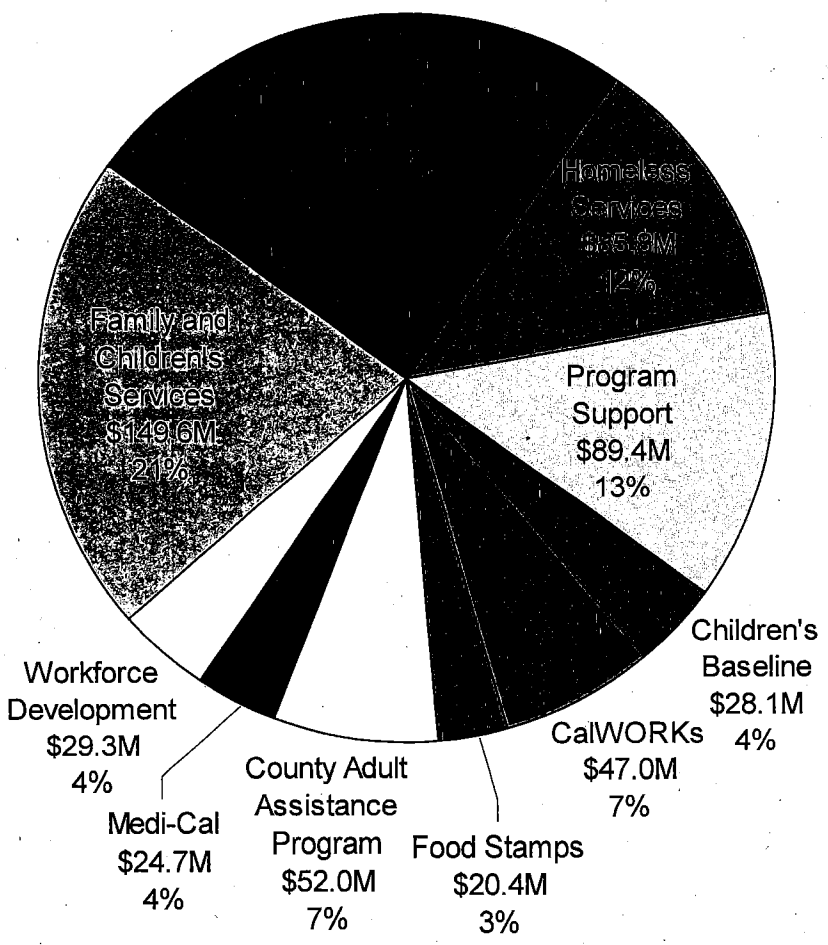
FY13-14 Proposed Budget by Sources
$703.3M



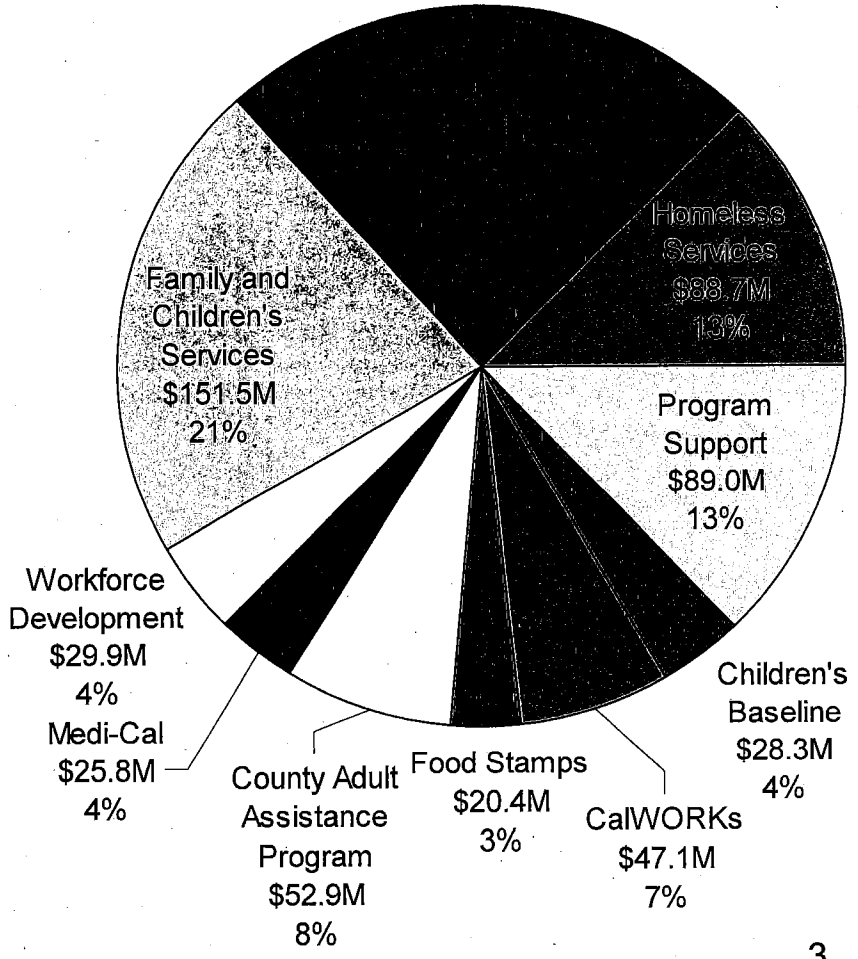
Two Year Budget Outlook

Current Year Budget: $693.6M

FY12-13 Proposed Budget by Program
$699.6M



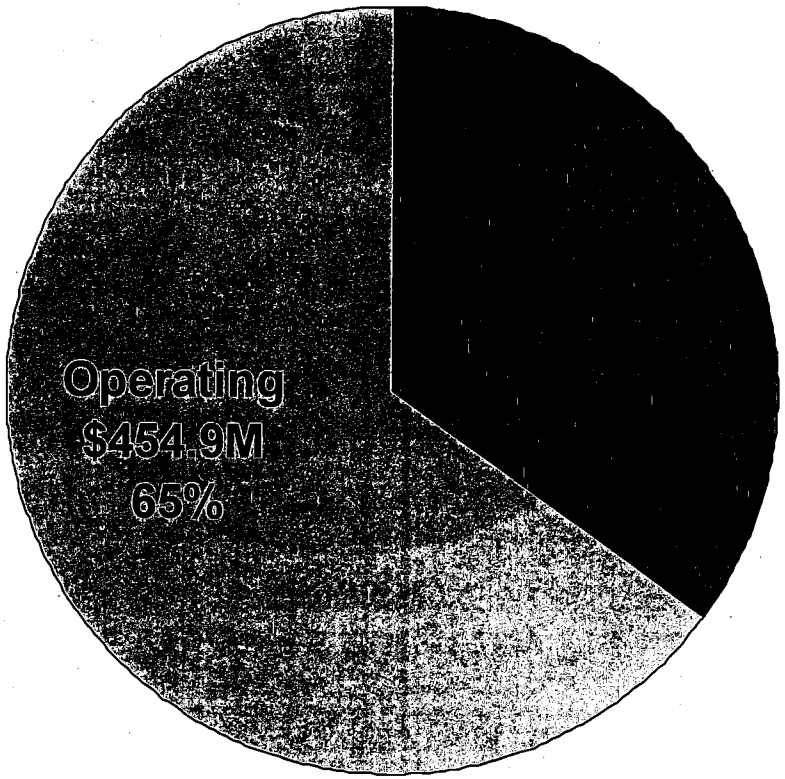
FY13-14 Proposed Budget by Program
$703.3M



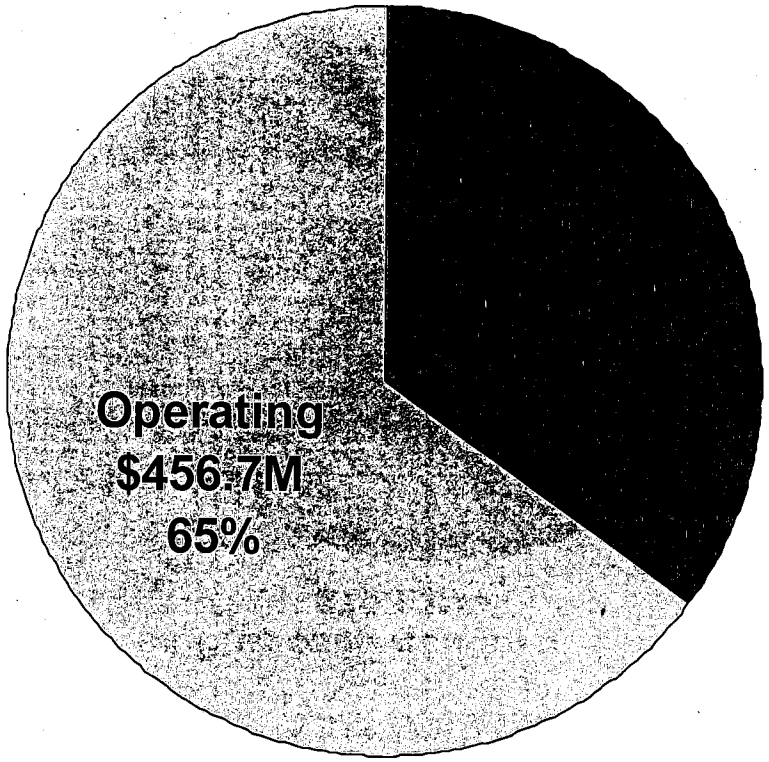
Two Year Budget Outlook

Current Year Budget: $693.6M

HSA FY12-13 Proposed Budget:
Operating vs Aid: $699.6M

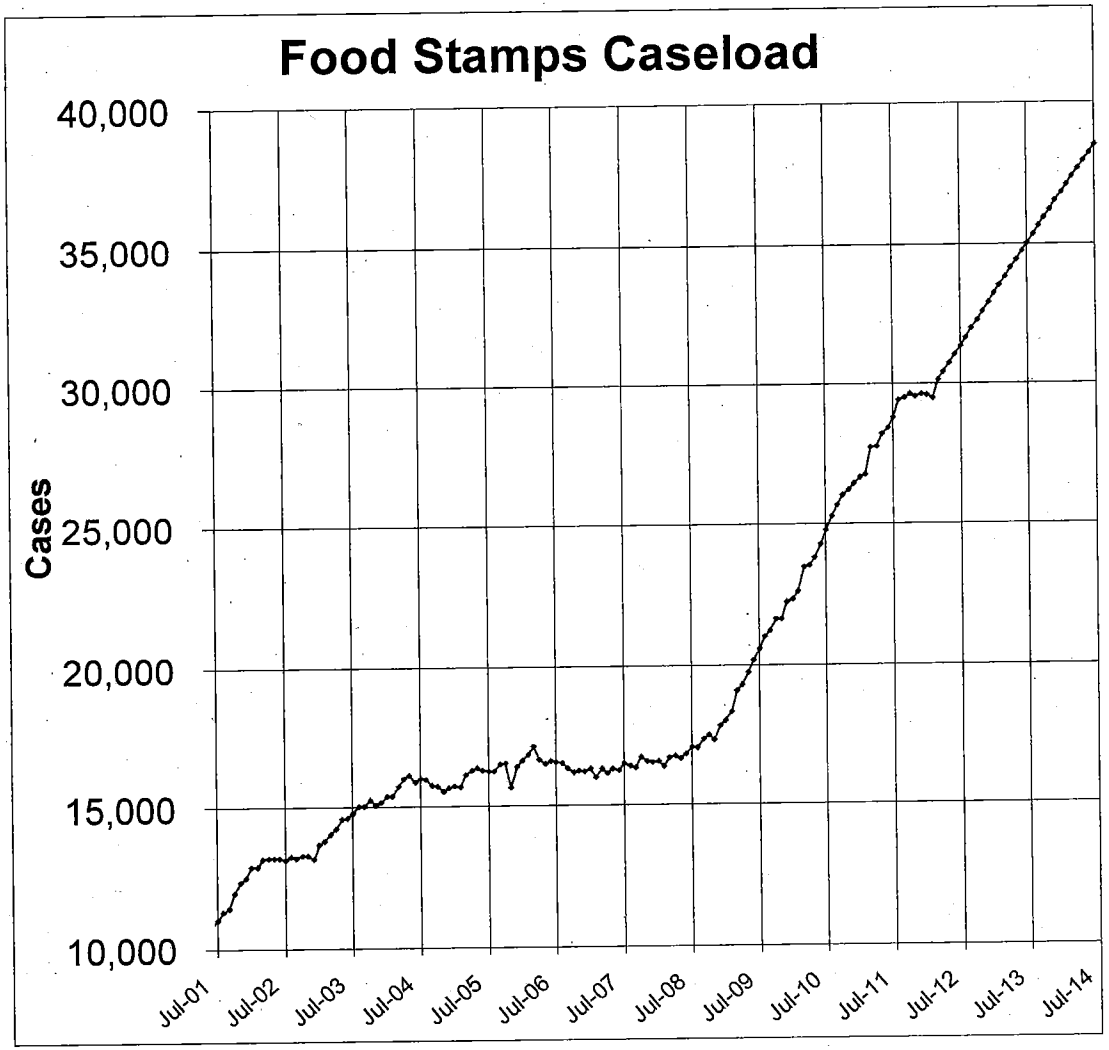


HSA FY13-14 Proposed Budget:
Operating vs Aid: $703.3M



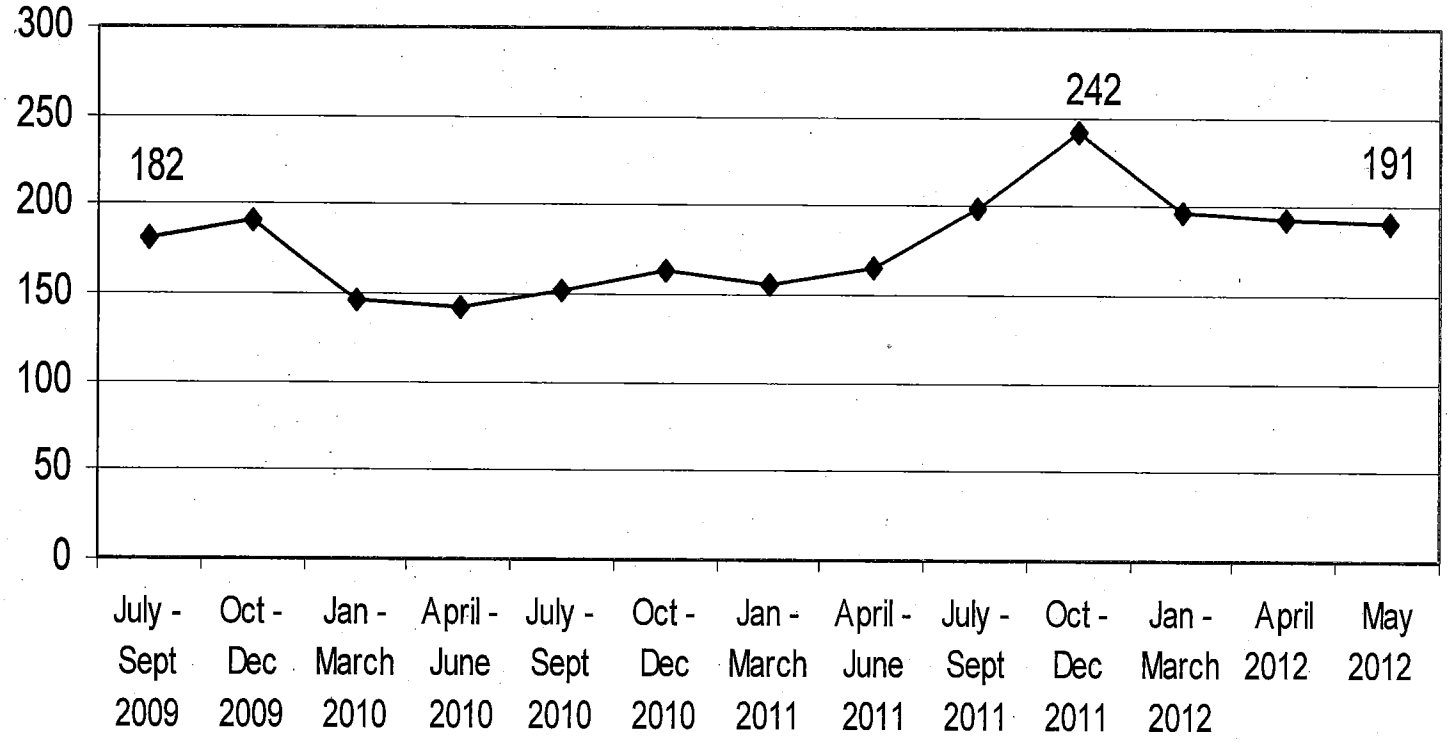
CalFresh (Food Stamps)

- **Caseload Increase:** Continued sharp increases in number of families seeking assistance (9% increase from March 2011 to March 2012).
- **Innovation:** With service center and online application, program has been able to serve dramatically increasing caseload with only minimal staff increases.
- **Increasing Access:** In March 2012, 39% of those applying accessed the application online.



Homeless Families on Shelter Waitlist

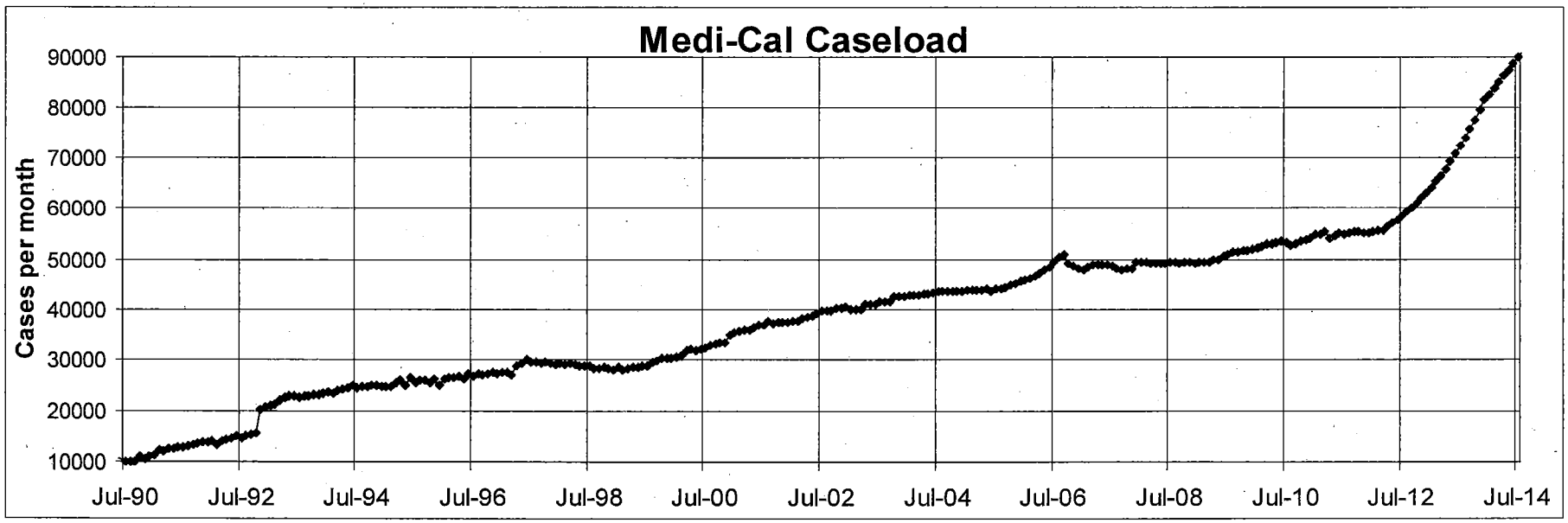
Average Number of Homeless Famliies on the Waiting List for Shelter



By Quarter

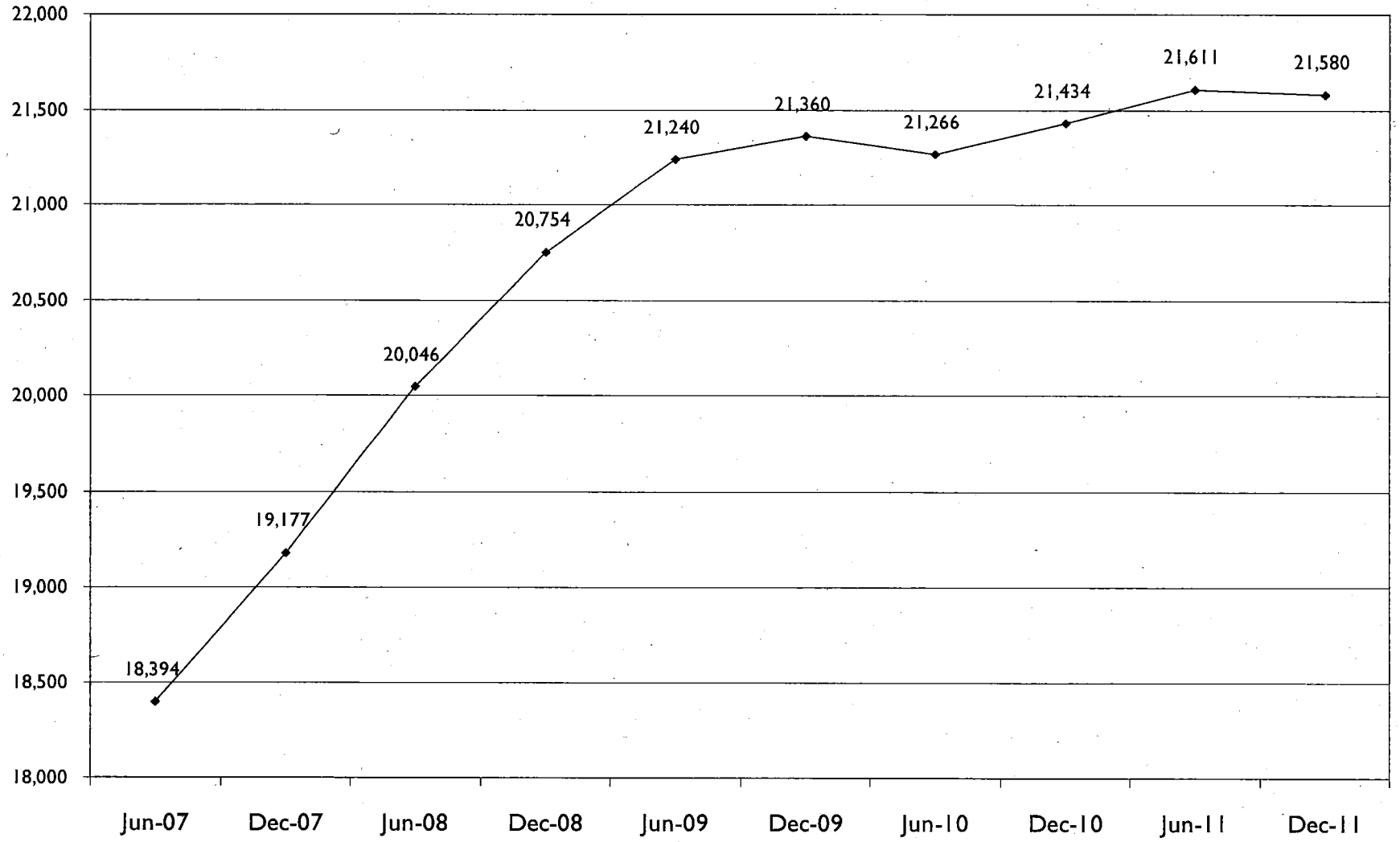
Medi-Cal

- State budget and Affordable Care Act call for huge Medi-Cal expansion in 2013 and 2014.
- 30,000 new clients will become eligible as of January 2014.
- Potential need for new staffing, streamlined business processes as yet unclear

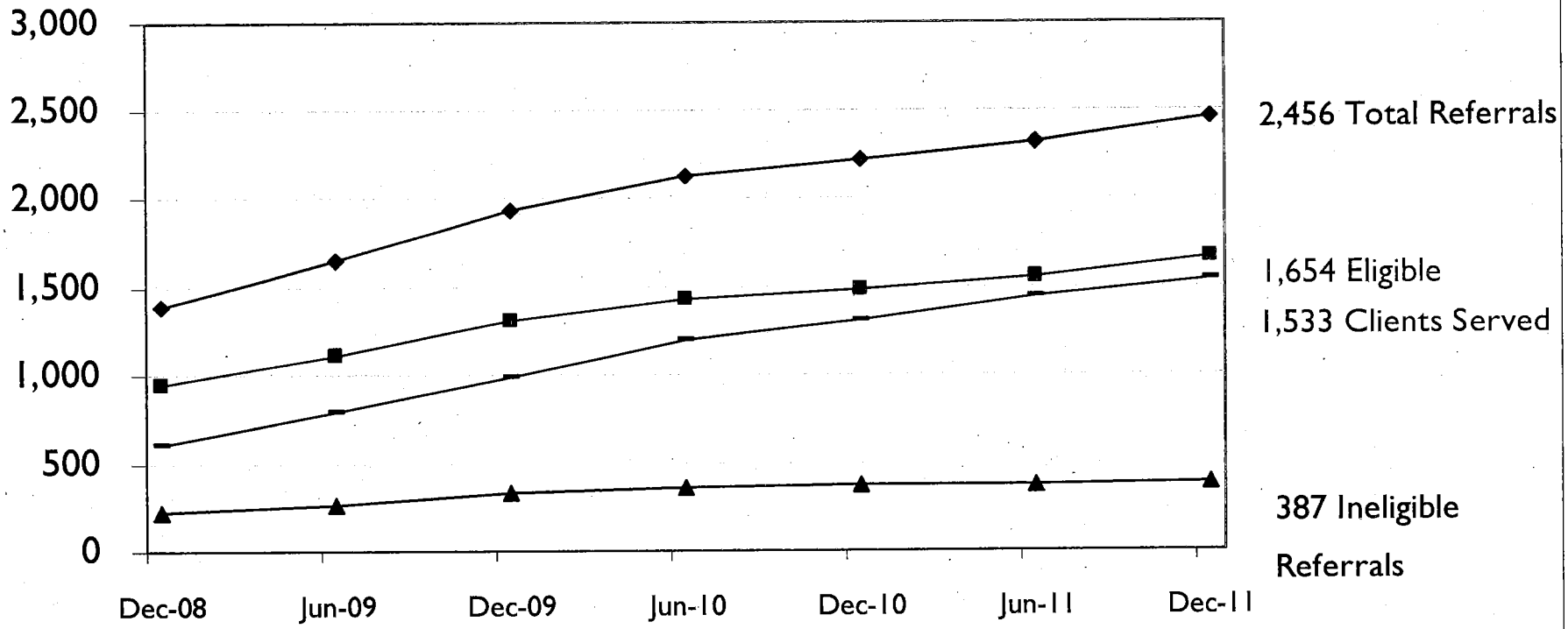


IHSS Caseload

Active Caseload Grows Slowly



Community Living Fund
Cumulative Referrals and Clients



Notes: Referrals are all referrals to the primary CLF program, operated by the Institute on Aging (IOA). Referrals are counted by month of referral. Clients served include those served by the IOA, as well as those receiving transitional care (Homecoming @ SFSC) and emergency meals. Clients served are counted based on program contact date.

HSA Budget Outreach

- Convened 6 CBO "round table" meetings to discuss the Housing & Homeless, FCS/Child Care, Economic Support and Self Sufficiency, and DAAS budgets
- Presented the budget to 2 Human Services Commission and 2 Aging and Adult Services Commission meetings
- Attended all 6 of the Mayor's Budget Town Hall meetings with Supervisors
- Convened monthly Family & Children's Services stakeholder meetings
- Attended/Convened 14 Housing & Homeless stakeholder meetings covering subsidies, rental assistance, shelter/family shelter, and supportive housing
- Attended 8 monthly Child Care stakeholder meetings (with CPAC, provider associations, DCYF, First 5, Head Start)
- Attended/Convened 5 Economic Support & Self Sufficiency program meetings

HSA Reduction Target	FY11-12	FY12-13	FY13-14
	$2,499,260	$4,998,519	$4,998,519

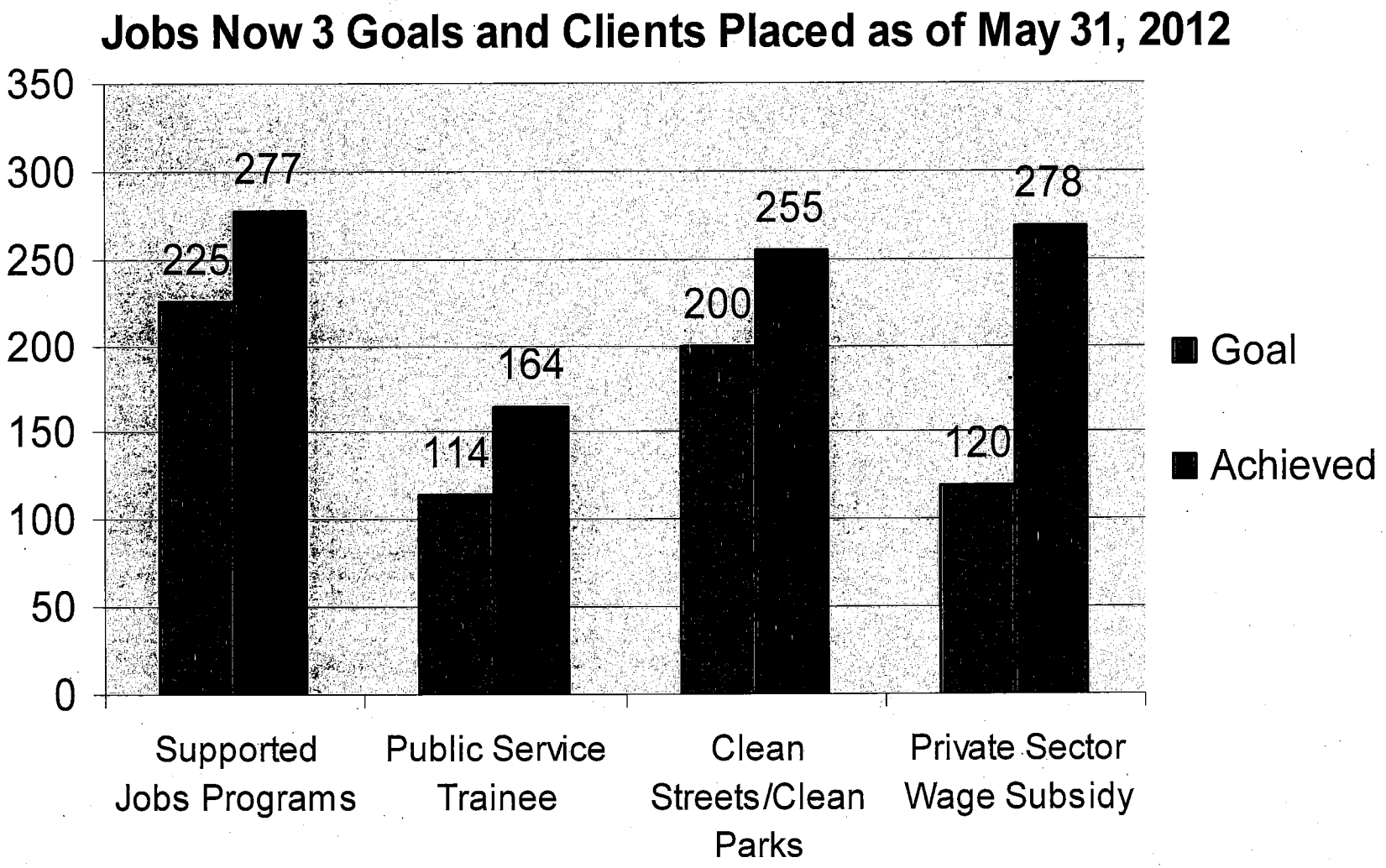
General Fund Reduction	FY11-12	FY12-13	FY13-14
Community First Choice Option Revenue	$0	$5,000,000	$0
Admin Efficiencies	$0	$500,000	$250,000
Title XIX Federal Health Related Revenue	$0	$0	$500,000
Expand CAAP to Provide Medi-Cal Eligibility under the Affordable Care Act	0	0	$1,025,000
Leveraged new Federal / State revenues	$0	$0	$2,225,000
Contract Savings – Contract terminations- No change in service. Total budget $133M)	$0	$500,000	$0
1% FTE Position Reductions	$0 0 FTE	$800,000 7.1 FTEs	$800,000 7.1 FTEs
Total	$0	$6,800,000	$4,800,000

$2.5M Contingency: Salary/Fringe	$2,500,000	$0	$0

Job Creation & Summer Youth Employment Opportunities

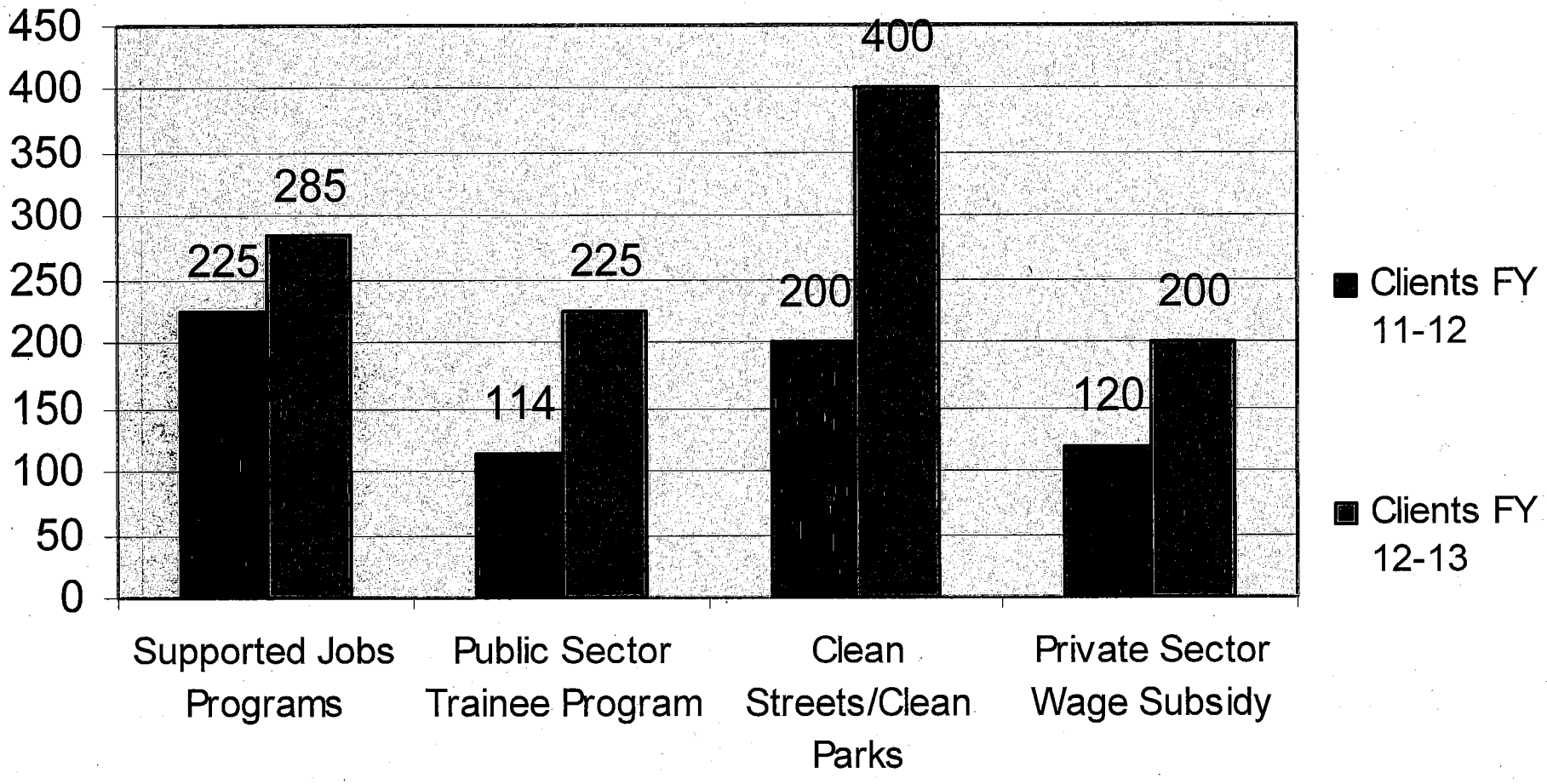
- Jobs NOW: Employment program for CalWORKs clients and other City residents
- 1303 total employment placements since 7/1/2011
- 255 placements in Clean Streets / Clean Parks for city beautification
- 278 placements to date this year in private sector wage subsidy jobs at 161 separate employers
- Summer work experience program for 250 youth
- FY 12-13 Budget: $7.24M + $5.3M Mayor's initiative
- FY 13-14 Budget: $12.37M

Jobs Now 3: Surpassing Goals



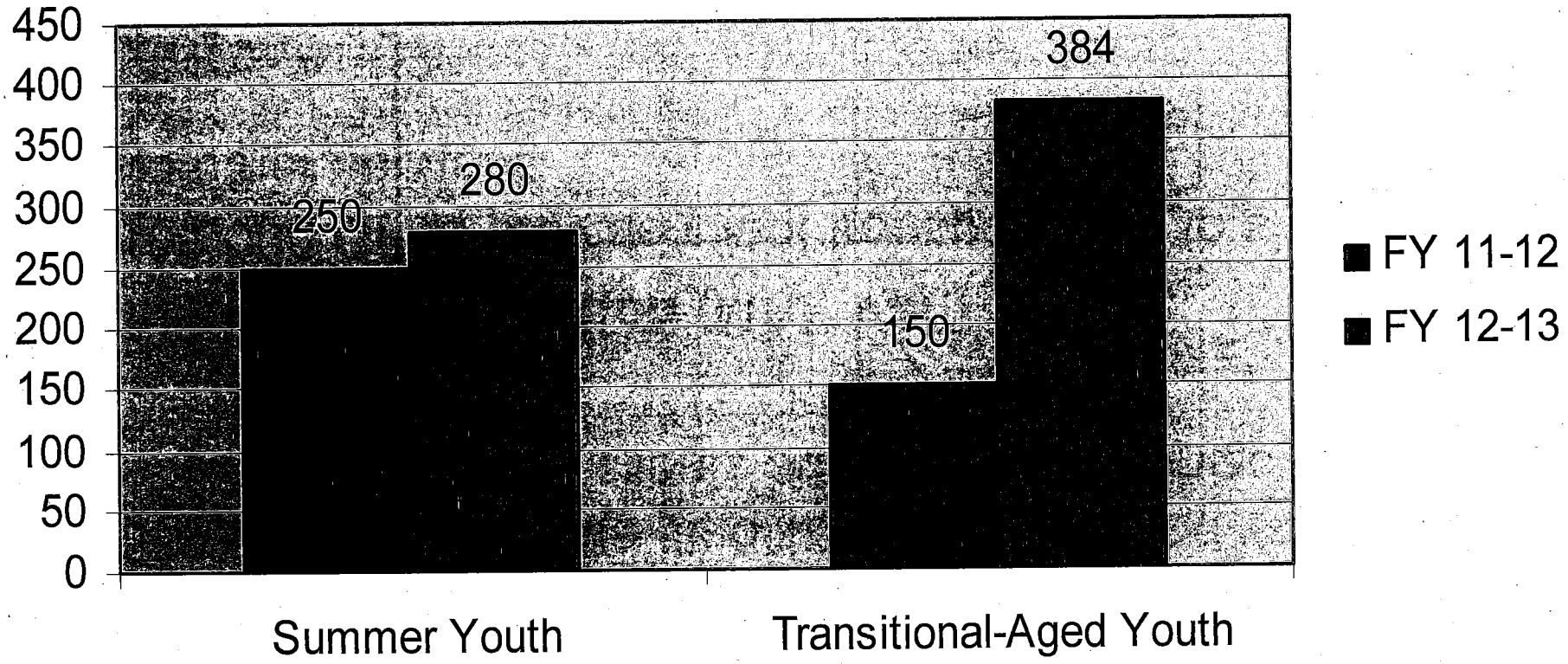
Jobs Now 4: A Strengthened Jobs Program for City Residents

Clients Served in FY11-12 & to Be Served in FY12-13



Increased Resources for Youth Employment

Youth Clients to be Served FY 11-12 and FY 12-13



Major Initiatives

- **Housing Capacity for Schizophrenic Clients**

  $550,000 GF to create stabilization rooms and increase housing capacity for clients suffering from schizophrenia

- **Shelter Transportation (MAP Van)**

  $100,000 GF to provide client transportation to shelters and other services

- **Continued Support for Title V Child Care**

  $1M GF to continue backfill of FY11-12 state budget reduction (balance of backfill covered by current year Title V contract savings)

Major Initiatives

- **Community Based Adult Services (CBAS)**

  $70,000 GF to cover the cost of denied participants

- **Ross Grant**

  $200,000 GF to backfill federal reductions for senior services

- **Nutrition Services**

  $140,000 GF to backfill state reductions in senior nutrition services

- **170 Otis HVAC Project**

  $3.0M GF to improve energy efficiency, ensure compliance with environmental standards, and facilitate consolidation of locations to reduce future lease costs

Position Budget Changes

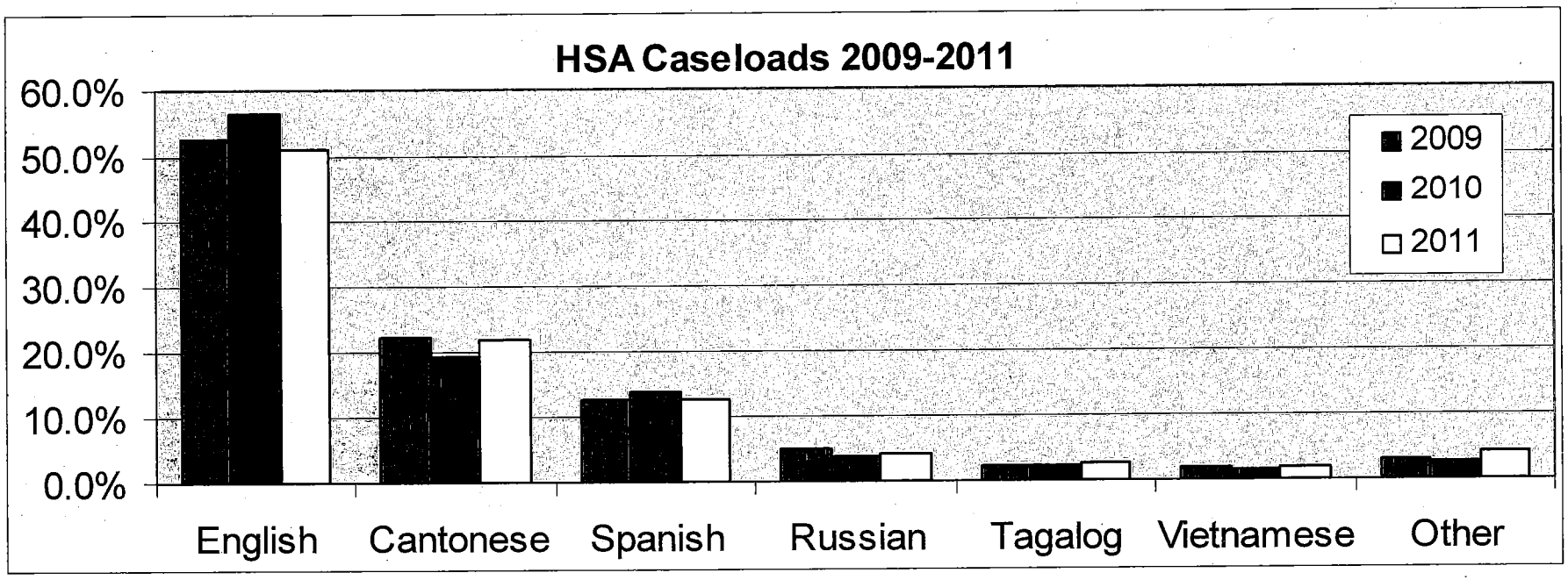
New positions:

- 7.5 new grant-funded positions in DAAS
  - Health Care Innovation Grant
  - Broadband Technology Opportunities Program
  - Community-Based Care Transitions Program
- 3.5 new revenue-generating positions for SSI Advocacy
  - Producing $5 for every $1 spent
- 1.0 new grant-funded position for subsidized employment
  - Department of Labor
- 1.0 new position focused on LGBT seniors

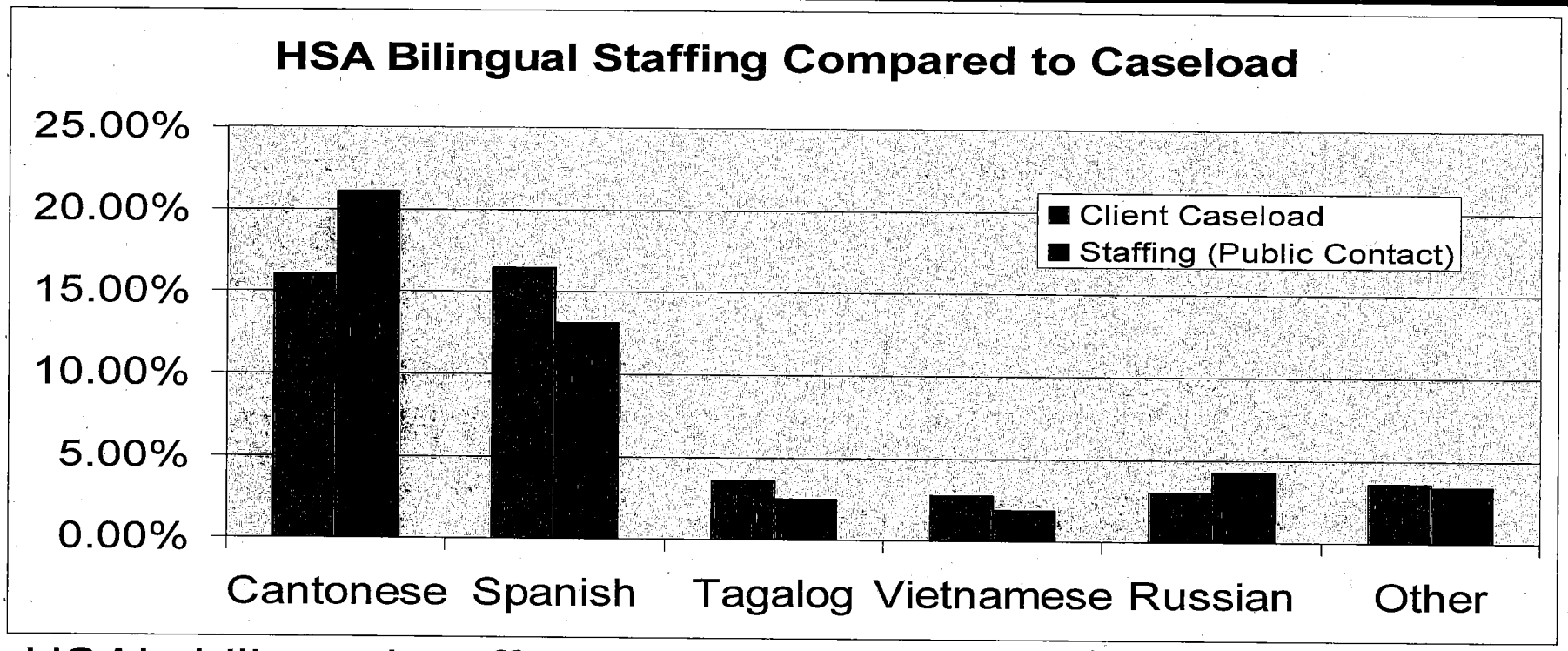
Transferred 3 positions from DCYF and First Five for the new Office of Early Care and Education

Deleted 7 Positions in FY12-13 and FY13-14 to meet target reductions

Language Access



- Nearly 50% of HSA's clients speaks a primary language other than English.
- Cantonese and Spanish are the two most prominent languages spoken by clients, other than English.
- The composition of the HSA caseload has remained fairly stable – in terms of language – over the past three years.



- HSA's bilingual staffing is comparable to overall client caseload due to analyzing caseloads and managing staffing patterns.
- HSA provides telephonic interpretive & translation services.
- HSA ensures access through the Language Line, Benefits CalWin (3 languages), form and notice translation into threshold languages, & established protocols for assisting individuals with a primary language other than English.

** Complete copy of document is located in
File No. 120597

Performance Audit of Governance and City Support:

The Asian Art Museum, Fine Arts Museums, War Memorial, and the Academy of Sciences

Prepared for the

Board of Supervisors
of the City and County of San Francisco

by the

San Francisco Budget and Legislative Analyst
June 5, 2012

CALIFORNIA
ACADEMY OF
SCIENCES

June 21, 2012

Dear Budget and Finance Committee Hearing Attendees:

This packet contains the following items pertaining to the California Academy of Sciences:

1. The Academy's presentation to the Budget and Finance Committee Hearing on June 21, 2012.
2. The Academy's summary of the recent Performance Audit of Governance and City Support from June 5, 2012
3. A copy of the Performance Audit of Governance and City Support from June 5, 2012
4. The Academy's FY11 School Group data by Supervisor district

Should you have any questions or need additional information, please contact me or Amy Wolfrum, Associate Director of Foundation and Government Relations at awolfrum@calacademy.org or (415) 379-5390.

Thank you,

Alison Brown

Alison Brown
Chief of Staff/CFO

Fine Arts Museums of San Francisco

Two Museums:

- de Young Museum established in 1895 and located in Golden Gate Park, rebuilt and re-opened in October 2005
- California Palace of the Legion of Honor established in 1924 located in Lincoln Park.

The Fine Arts Museums relationship with the City and County of San Francisco:

- 95% of the art work is owned by the City of San Francisco;
- The land on which each museum is located belongs to the City;
- Museum buildings are the property of the City of San Francisco.

The Fine Arts Museums employ 544 fulltime and part-time employees.

In fiscal year 2012, the Museums anticipate nearly 1.6 million visitors of which approximately 1.2 million (or 72%) entered free of charge.

Fiscal Year 2012 Major Exhibitions:

- *Picasso from the Musée National Picasso, Paris.* 335,000 visitors came to the de Young of which 73% were from outside the City and County which provided a positive impact upon the City's economy.
- *The Fashion World of Jean Paul Gaultier: From the Sidewalk to the Catwalk.* Since its opening, this exhibition has drawn over 135,000 visitors.
- *Cult of Beauty: The Victorian Avant-Gard,* an exhibition of Victorian paintings and decorative arts organized in collaboration with the Victoria and Albert Museum in London.

Fiscal Year 2013 Major Exhibitions:

- *The William S. Paley Collection: A Taste for Modernism*
- *Rudolf Nureyev: A Life in Dance*
- *Girl with a Pearl Earring: Dutch Paintings from the Mauritshuis*, featuring 35 Dutch masterpieces. The centerpiece of the exhibition is Vermeer's iconic *Girl with a Pearl Earring*, often called the "Dutch Mona Lisa."
- *Royal Treasures from the Louvre: Louis XIV to Marie-Antoinette*, the Fine Arts Museums have entered into an accord with the Louvre.
- *Impressionists on the Water* to celebrate San Francisco's mounting of the America's Cup race.

The Fine Arts Museums continue to identify and have secured equally superb exhibitions through fiscal year 2014.

Educational Programs:

- Museums Education programs served approximately 250,000 persons including 58,000 K through12 students.
- 26th annual Young at Art Festival with the SFUSD. Over 1,500 students displayed their visual art and 800 students performed at the de Young as part of the festival.
- The Museums hire over 70 SFUSD high school students each year to teach in our museum ambassador program.
- 8th season of Friday Nights and an average of 2000 attendees each Friday
- Educational programs provide bi-lingual docents, museum ambassadors as well as collaborative partnerships with our multi-cultural communities.

Accessibility Programs:

- Access Days for our visitors with disabilities. This past Monday 211 disabled visitors toured the Jean Paul Gaultier exhibition. More than 150 people took tours, including 25 hearing impaired attendees who were led by a deaf gallery lecturer using American Sign Language.
- Art Slam, the presentation of art by 240 artists with disabilities at our annual Open House and Disability Arts Festival. This event attracts 1,000 disabled visitors and guests.
- In fiscal year 2011-12 initiated a program of gallery sessions for visitors with early stage Alzheimer.
- Access Days and Open House have brought over 12,000 disabled visitors to the Museums in the past three years.

In looking forward over the next 3-5 years, the Fine Arts Museums face several key challenges and/or opportunities:

- One, maintaining and elevating the quality of our programs and exhibitions to sustain the great public interest we have generated.
- Two, the opportunity to maintain and make the much need repairs of both Museum facilities.
- And Third, to continue to expand the accessibility and availability of our artistic assets to the broadest segment of the general public.

In conclusion, we accept the Mayor's Proposed Budget for FY 2012-13 ($16,246,470) and FY 2013-14 ($16,963,081)

San Francisco War Memorial and Performing Arts Center
FY 2012-13 / FY 2013-14 High Level Budget Summary

Character	Title	FY 2011-12	Change from FY 2011-12	FY 2012-13	Change from FY 2012-13	FY 2013-14
REVENUES						
	Hotel Tax Revenue	$ 8,676,261	$ 482,239	$ 9,158,500	$ (87,500)	$ 9,071,000
	Earned Revenue	2,159,648	(110,360)	2,049,288	(373,394)	1,675,894
	Interdepartmental Recovery	268,673	(37,262)	231,411	-	231,411
	Use of Fund Balance	991,401	(314,731)	676,670	(153,293)	523,377
TOTAL REVENUES		**$ 12,095,983**	**$ 19,886**	**$ 12,115,869**	$ (614,187)	**$ 11,501,682**
EXPENDITURES						
OPERATING EXPENDITURES						
001	Salaries	$ 4,869,275	$ 244,691	$ 5,113,966	$ (268,970)	$ 4,844,996
013	Fringe Benefits	2,231,064	184,982	2,416,046	120,798	2,536,844
021	Non-Personal Services	772,016	15,306	787,322	(54,624)	732,698
040	Materials & Supplies	296,500	(8,500)	288,000	(49,500)	238,500
081	Services of Other Departments	3,029,639	(1,604)	3,028,035	(366,234)	2,661,801
TOTAL OPERATING		**$ 11,198,494**	**$ 434,875**	**$ 11,633,369**	$ (618,530)	**$ 11,014,839**
CAPITAL BUDGET EXPENDITURES						
06F	Facilities Maintenance	$ 490,500	$ (8,000)	$ 482,500	$ (87,500)	$ 395,000
067	Capital Projects	406,989	(406,989)	-	91,843	91,843
TOTAL CAPITAL BUDGET		**$ 897,489**	$ (414,989)	**$ 482,500**	**$ 4,343**	**$ 486,843**
TOTAL EXPENDITURES		**$ 12,095,983**	**$ 19,886**	**$ 12,115,869**	$ (614,187)	**$ 11,501,682**
TOTAL FTE		**62.73**	0.60	**63.33**	(4.02)	**59.31**

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

MAJOR DEPARTMENT INITIATIVES AND EFFORTS

FY 2012-13 / FY 2013-14

VETERANS BUILDING SEISMIC UPGRADE AND IMPROVEMENTS PROJECT

- Completion of Design and Construction Documents Phases by 6/30/13
- Schedule, coordinate and implement the move-out of all Veterans Building occupants and contents by 6/30/13
- Schedule, coordinate and implement the relocation of War Memorial offices and office/meeting room spaces for the San Francisco American Legion Posts

CONVERSION TO *ARTIFAX* BOOKING SYSTEM

- Complete the transition of all scheduling and booking functions from current manual systems to ARTIFAX database system

OPERA HOUSE/DAVIES SYMPHONY HALL/ZELLERBACH REHEARSAL HALL

- Scheduling and booking of projected 403 performances and 483 rehearsal days
- On-going maintenance, repairs and building upgrades

SAN FRANCISCO VETERANS MEMORIAL PROJECT

- Completion of Design Development Phase 12/31/12
- Completion of Construction Documents, Permit, Bid & Award 5/31/13
- Implement Construction 6/1/13 - 10/31/13
- Dedication of Veterans Memorial 11/11/13

VETERANS BUILDING SEISMIC UPGRADE AND IMPROVEMENTS PROJECT

PROJECT SCOPE

CITY - CERTIFICATES OF PARTICIPATION - $132,455,590

- **Seismic Upgrade and Earthquake Damage and Repair**
- **Facility Preservation and Modernization Improvements**
  - Roof & Skylights Renovation
  - Replacement/Upgrade of Attic Catwalks and Service Platforms
  - Elevator Upgrades
- **Accessibility Upgrades**
- **Code-mandated Upgrades**
  - Energy Efficiency Upgrades
  - Fire Alarm and Fire Sprinkler Systems
  - Mechanical System Upgrades
  - Central Plant Replacement
- **Replacement of Water Piping & Drinking Water System**

WAR MEMORIAL CAPITAL/GIFT FUNDS - $6.3M

- **Additional Improvements**
  - Upgrades to Veterans' offices and meeting rooms
  - Expansion of Herbst Theatre backstage support spaces and accessible dressing rooms
  - Green Room kitchen facilities

SAN FRANCISCO OPERA - INVESTMENT OF $15M

- **Tenant Improvements**
  - Construction of 11,800 square feet of performance and rehearsal space

SAN FRANCISCO ARTS COMMISSION

- **Tenant Improvements**
  - New Public Gallery Space on the first floor
  - New storage facility for the Civic Art Collection on the basement level
  - Relocation of offices to third floor

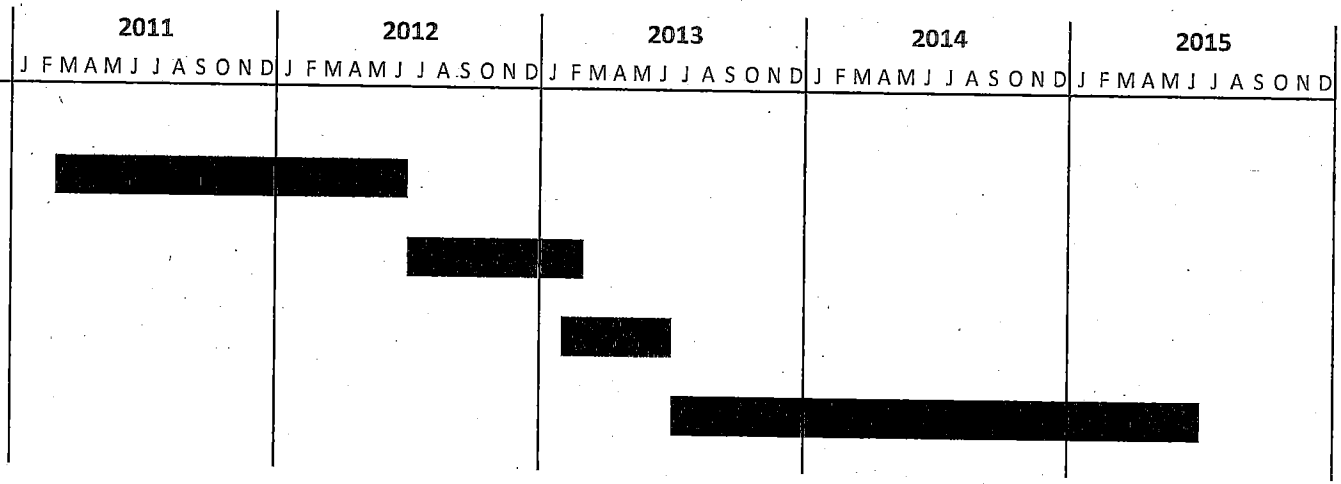
CAPITAL PROJECT JOB CREATION

- Utilizing the 'Job Creation Estimation Methodology' used by the Capital Planning Committee, it is estimated that 850 private jobs will be created from the Veterans Building Seismic Upgrade and Improvements Project.

VETERANS BUILDING SEISMIC UPGRADE AND IMPROVEMENTS PROJECT

SCHEDULE

Task	Duration
DESIGN PHASE	03/01/11 - 06/30/12
CONSTRUCTION DOCUMENTS	07/01/12 - 02/28/13
PERMIT, BID & AWARD	02/01/13 - 06/30/13
CONSTRUCTION	07/01/13 - 06/30/15



SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

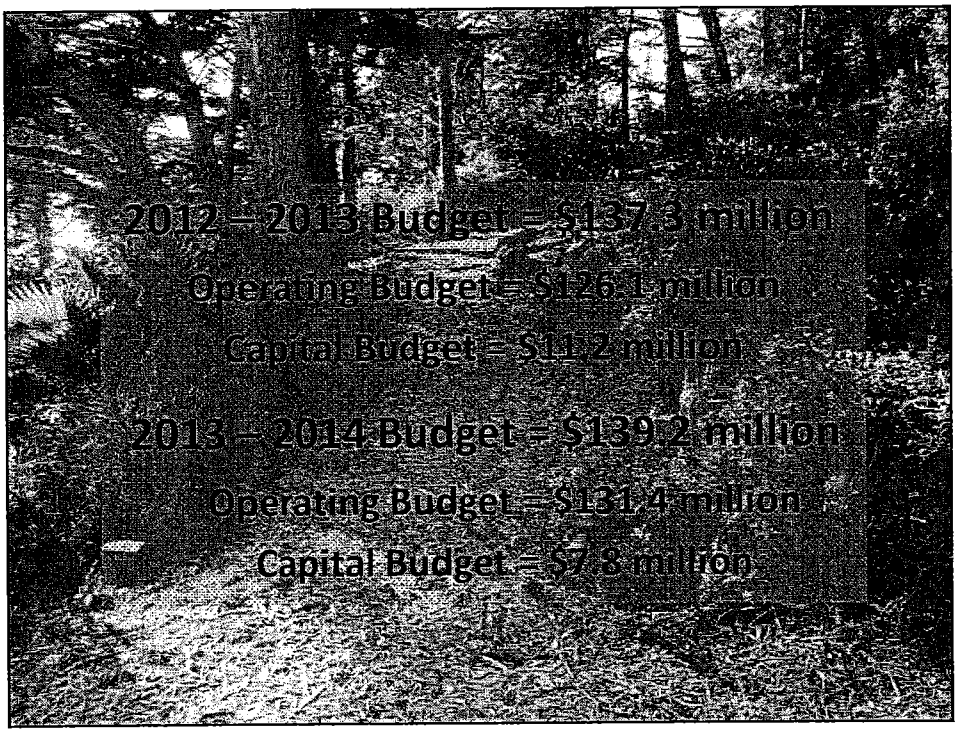
LANGUAGE ACCESS

- War Memorial is a Tier 2 department under San Francisco's Language Access Ordinance
- War Memorial participated in Language Access trainings in October 2010 and October 2011
- In October 2011, War Memorial opened an account with the City's preferred provider for interpretation services, Language Line.
- Language Line tabletop signs and brochures are available in the War Memorial reception office
- War Memorial has surveyed staff to make best use of bilingual staff. War Memorial administrative staff of 16 employees include employees who speak and read Spanish, Cantonese, Mandarin and Tagalog. Employees are prepared to assist with translation in person, writing or over the phone as necessary.

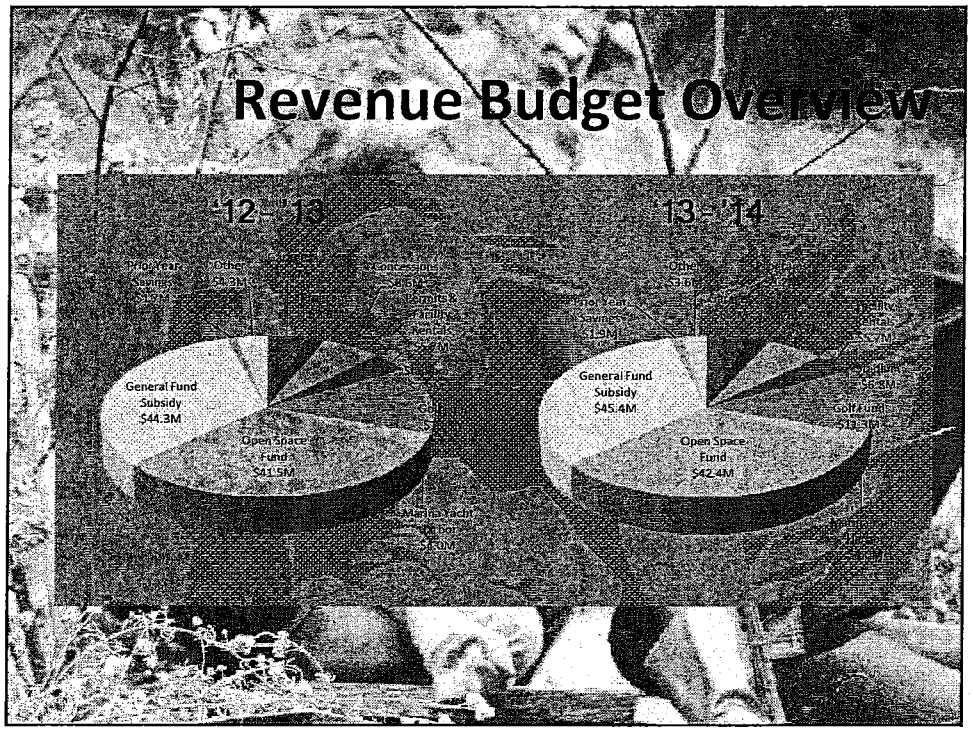
San Francisco Recreation and Park Department

Budget and Finance Committee

June 21, 2012



Revenue Budget Overview



Budget Solutions: Revenue

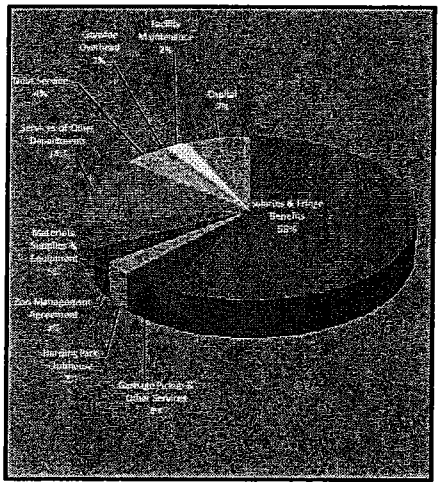
'12 – '13

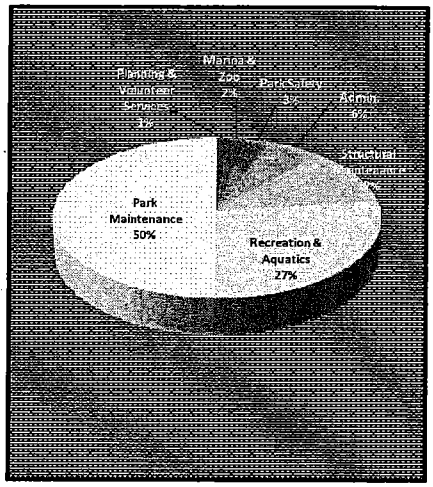
- Concessions revenue increases – $90,000
- Planning revenue – $200,000
- Increased participation in tax programming – $300,000
- Increased permit requests – $250,000
- $1 Trade Fairs revenue increases – $150,000
- Landfill tick revenue increases – $1.7 million
- Tax event savings and revenue – $1.7 million

'13 – '14

- Increased participation in tax programming – $30,000
- Increased visitors to park attractions – $100,000
- Civic Center Garage Repair with TOC – $1.0 million
- Prior year savings and revenue – $1.85 million

Expenditure Budget Overview





Operating Budget Initiatives

- Implemented an aquatics reorganization to improve service and accountability at the pools
- Reinvesting $300,000 of new recreation revenue to create additional recreation program hours
- Implemented a custodian as-needed program to ensure clean and open park restrooms seven days a week
- Enhanced the apprentice gardener program with ten new positions
- Included funding to grow the department's quarterly citywide family events
- Enhanced materials and supplies for parks and structural maintenance

Capital Budget Initiatives

- November 2012 G.O. Bond
- Lake Merced Boathouse Improvements
- Coit Tower Deferred Maintenance and Mural Restoration Work
- Telegraph Hill Stabilization
- ADA Compliance
- Boeddeker and Larsen Park Renovations
- Neighborhood Park Irrigation Improvements
- Court Resurfacing



RPD Job Creation

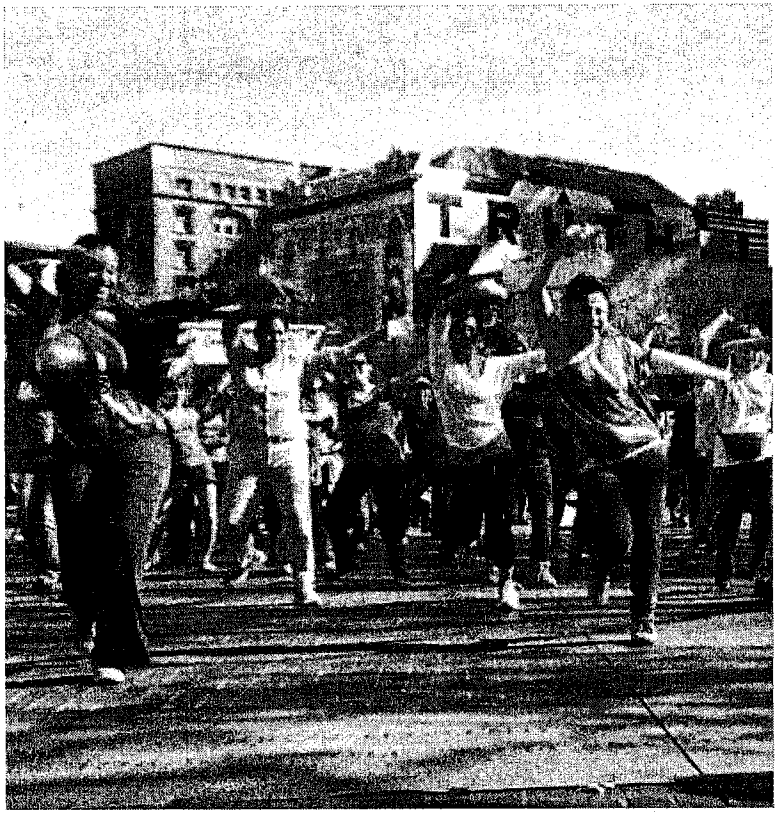
- Workreation Program provides 200 job training slots for teenagers, including participants in the "Mather Experience"
- GreenAgers Program has 12 intern slots
- Green Academy has 6 intern slots
- RPD employs 100 workers through the HSA JobsNow program
- Gardener Apprentice Program will have 25 participants in '12 – '13

Language Access

- RPD's primary interaction with non-English speakers occurs in its recreation programming
- Recreation scholarship and registration information is printed in English, Spanish and Chinese
- RPD uses Language Line, a real time translation service, to register non-English speakers in rec programming at McLaren Lodge and at recreation centers on registration days, and to issue permits at its Permits and Reservations Division
- Need improvement in marketing programs and services to the city's non-English speaking communities

Thank you!

sfac san francisco arts commission



Proposed FY 2012-13 and 2013-14 Arts Commission Budget

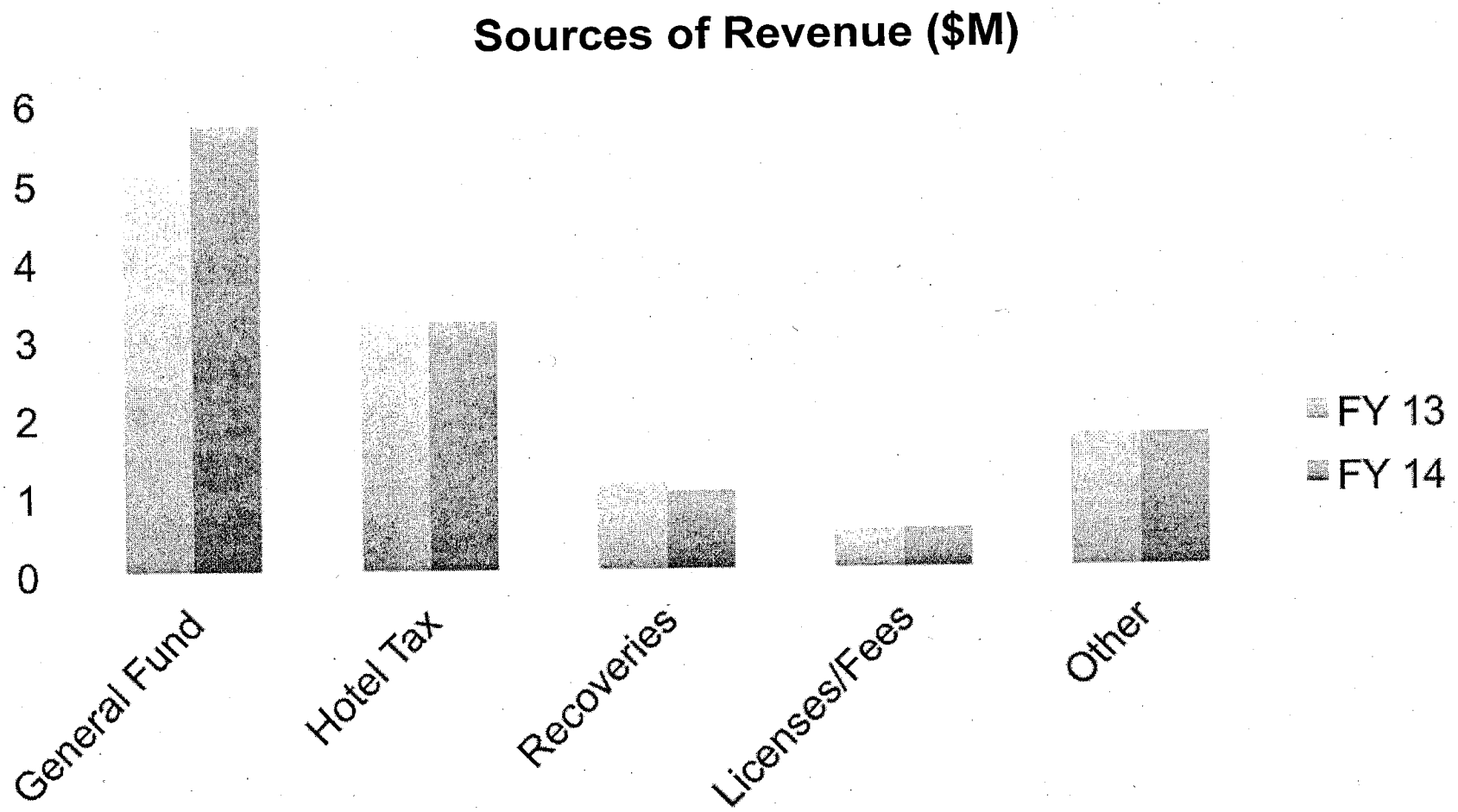
Presentation to the Board of Supervisors
Budget and Finance Committee

June 21, 2012

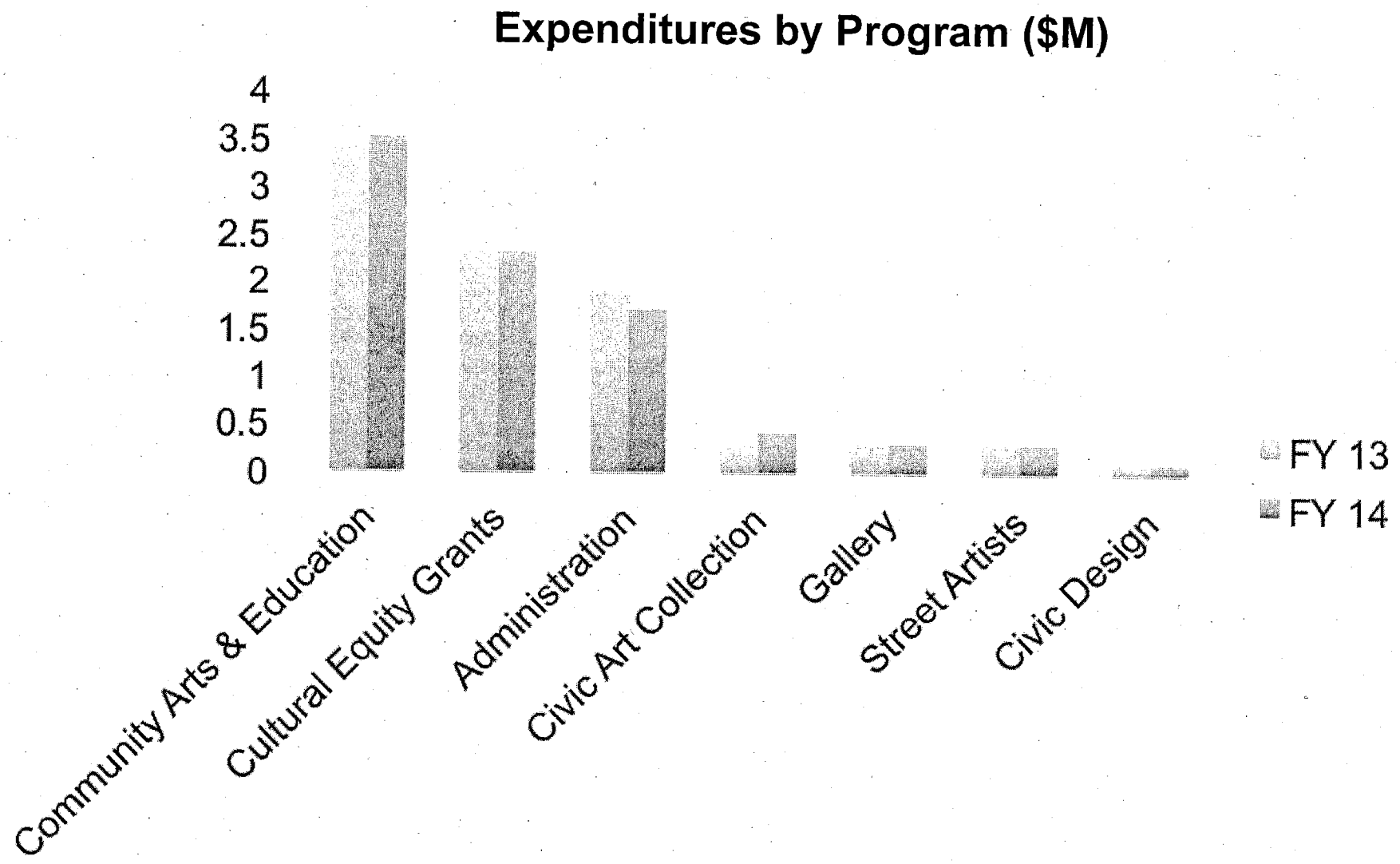
OVERVIEW

- New Director of Cultural Affairs & new Commission President
- Controller's Administrative and Financial Review
- Strategic plan
  - Community engagement and needs assessment
  - Public/Private partnership
  - Friends of the San Francisco Arts Commission
  - 10-year capital plan for cultural centers and civic art collection

REVENUES & EXPENDITURES



REVENUES & EXPENDITURES



SERVING CONSTITUENTS

- Culturally responsive programming and language access
  - Staff, teaching artists, and students served are multi-lingual
  - RFQ's, informational material and forms translated
  - Cultural equity grants fund immigrant service organizations
  - Cultural centers offer arts programming in multiple languages
- Summer youth employment opportunities
  - Cultural equity grantees and cultural centers will employ a total of 253 youth this summer:
    - Grantees - 177
    - African-American Art & Culture Complex - 30
    - Bayview Opera House – 30
    - SOMArts – 12 (Downtown High School, Bridges)
    - Mission Cultural Center for Latino Arts – 4 (Horizons Unlimited)

HUMAN RESOURCES

- Controller's report:
  - Recommended improving alignment of classifications and duties
  - Survey documented low employee morale
- Corrective action:
  - Stabilize agency
    - Requesting 11 substitutions to create equity, parity, and promotive lines within the agency
    - Requesting 4 temporary positions be made permanent
    - Eliminated 5 temporary positions for savings
    - All positions are filled
  - Union support

INITIATIVES

Supporting our neighborhood arts infrastructure

- Capital Projects
  - FY 13: Mission Cultural Center for Latino Arts, HVAC & Roof - $442K
  - FY 14: African-American Art & Culture Complex, electrical & roof - $441K
    SOMArts, roof - $371K
  - Bayview Opera House - $2.2M (in progress)
- PUC investment in Community Arts & Education - $600K
- Move to the Veterans War Memorial (2015)
- Central Market partnership & Invest in Neighborhoods
- Preserving grants to community arts organizations

Q&A

Thank you & questions





DEPARTMENT
of
CHILD SUPPORT SERVICES

BUDGET PRESENTATION

to

SAN FRANCISCO BOARD OF SUPERVISORS

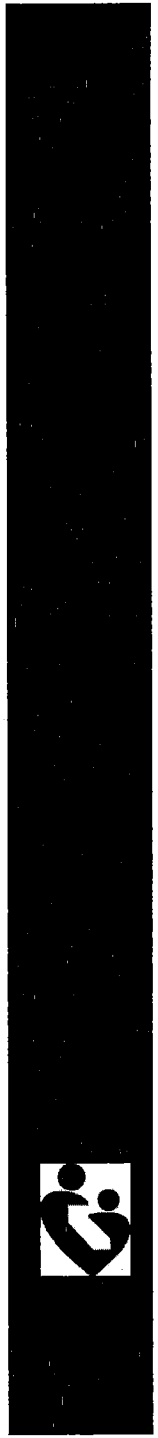
BUDGET AND FINANCE COMMITTEE

FY2012-2013 and FY2013-2014

Funding challenges:

($ in thousands)

	Current Year	Budget Year	Variance
State and Federal Revenue	13,145	12,651	(494)
Salary and Benefits Costs	10,843	11,704	(861)
Equipment		10	(10)
Non Salary	1,374	1,447	(73)
Work Orders	928	911	17
Total Shortfall			(1,421)



Funding solutions:
maximizing on-going savings

	Savings
Reduced vacant positions with related benefits savings, increased attrition to reflect savings in on-going vacancies, retirements, and salary savings	701,330
Reduce costs in rent, material and supplies, vehicle fleet, continued E-filing of court documents and service work order costs	409,238
Local collaborations (increased federal funding)	310,432
Total	1,421



Two year budget – Balanced!

Budget Allocation	Current Year	FY 2013	FY 2014
Revenue			
Federal Funds	8,675,899	8,543,215	8,547,187
State Funds	4,469,402	4,301,299	4,301,299
Work order recovery	280,000	400,433	409,821
	13,425,301	13,244,947	13,258,307
Expenditure			
Personnel Services	10,842,598	11,002,185	10,906,867
Non Salary Services	1,482,832	1,315,270	1,411,205
Professional Services Contracts(2)	53,000	60,140	60,140
Work Orders	1,046,871	867,352	880,095
	13,425,301	13,244,947	13,258,307



Funding Priority – maintaining direct services

- 93% of budget funds - Direct Services
- 7% of budget funds - Administration
- Language Access
  - 66% caseworkers are certified bilingual workers
    - 25% Cantonese, Mandarin, Tagalog
    - 75% Spanish
  - California Language Line available during business hours
  - TTY lines for the hearing impaired



Maintaining direct services:
opportunities for continued savings

- Condensing office space
- Green technology
- Better utilization of staff
- Prevention of work place injuries
- Reduced document stored off-site
- Reduced vehicle fleet



Key Initiatives for the next two year

- Working with San Francisco's small business community to effectively problem solve and streamline compliance with wage assignments.
- Working with poor families who are just above the income line to qualify for TANIF but struggle to make ends meet.
- Supporting parents who are unemployed or underemployed helping impoverished families connect to work force development solutions.



Expanded client services and collaborations

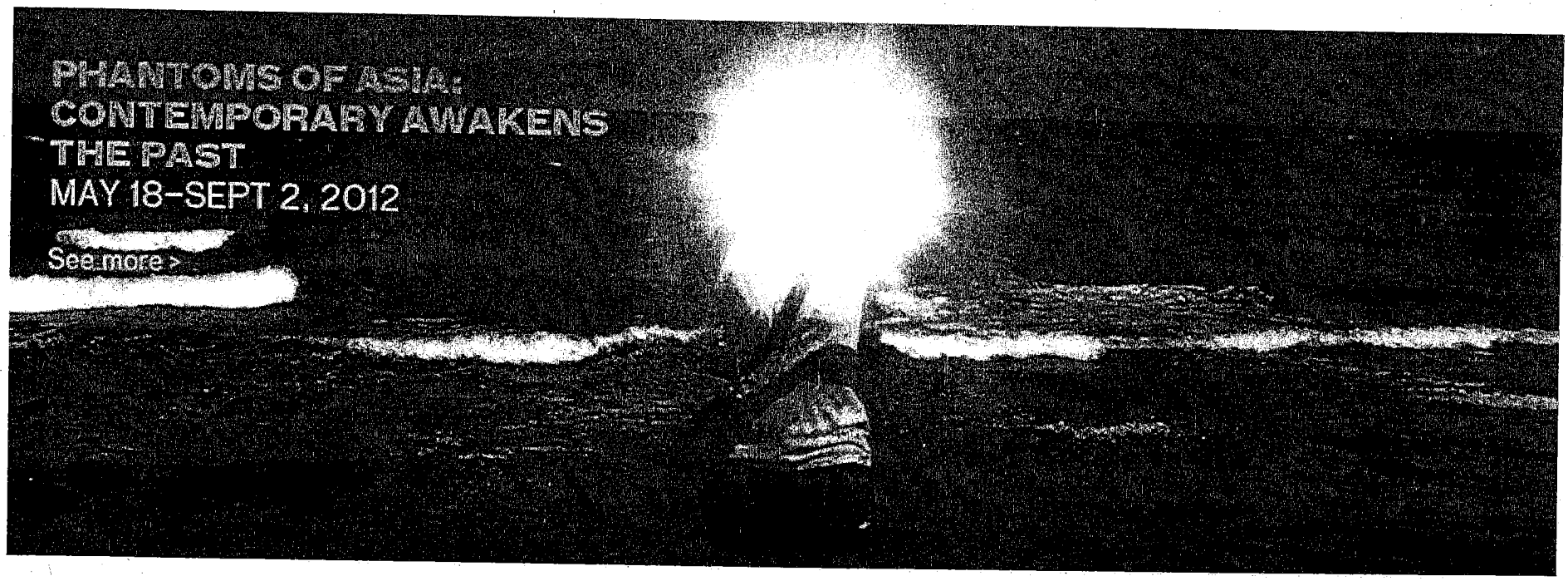
- SCORE Initiative - **S**upporting **C**hildren through **O**pportunities, **R**esources and **E**mployment programs
    - Reentry services for parents – Adult Probation
    - NET (Noncustodial Parent Employment and Training)
    - COAP (Compromise of Arrears Program)
    - Project ED (Assist clients obtain GED/High School Diplomas)
    - Sheriff/Jail Outreach (reached over 3,000 parents)
    - Job Support Collaborative (Mayor's Workforce Development) Employment Opportunities
    - ETJD (Enhanced Transitional Jobs Demonstration) Grant





Asian Art Museum
City of San Francisco
Budget and Finance Committee

June 21, 2012

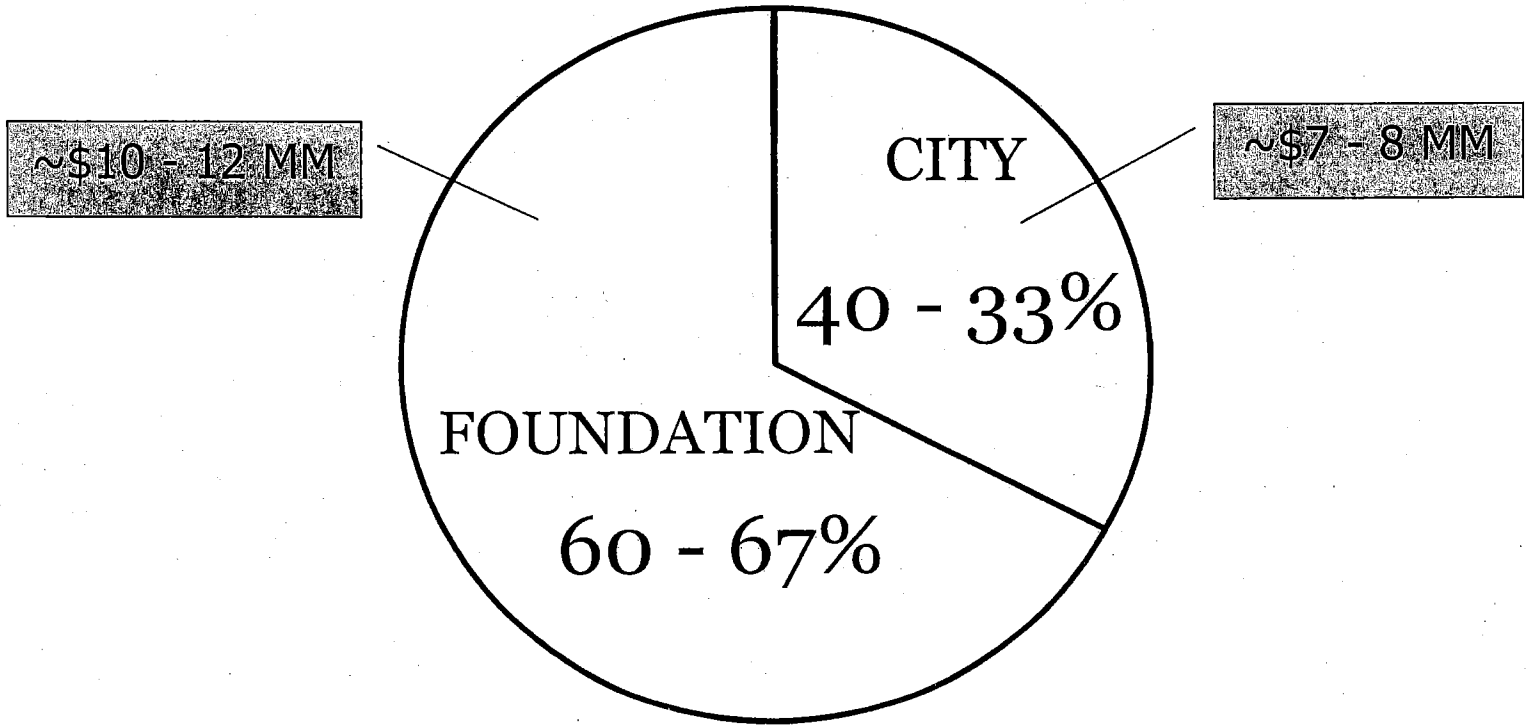

PHANTOMS OF ASIA:
CONTEMPORARY AWAKENS
THE PAST
MAY 18–SEPT 2, 2012
See more >

Agenda

1. Two year budget outlook
2. Major initiatives
3. FTE's
4. Job creation & summer youth employment
5. Language access

Integrated AAM Operations & Budget

The Asian Art Museum is a City department operating under the City Charter; The Asian Art Museum Foundation exists to raise funds to support the City department



Two year budget outlook

Integrated Budget

	2012 Fcst	2013 Plan	2014 Plan
Attendance (000's)	**187**	**202**	**215**
$ Millions			
Total Revenue	**19.3**	**21.3**	**21.8**
Foundation - Fundraising	7.0	8.7	8.7
Foundation - Earned	3.5	3.7	3.9
Foundation - Other	1.6	1.1	1.1
Total Foundation	12.1	13.5	13.7
City Revenue	7.2	7.8	8.1
Total Expenses	**19.3**	**20.9**	**21.4**
Departments	16.4	17.9	18.3
Exhibitions	2.7	2.8	2.8
Tech Reserve	0.2	0.2	0.3
Operating surplus	0.0	0.4	0.4
Contingency	0.0	(0.4)	(0.4)
Net	0.0	0.0	0.0

City Revenue

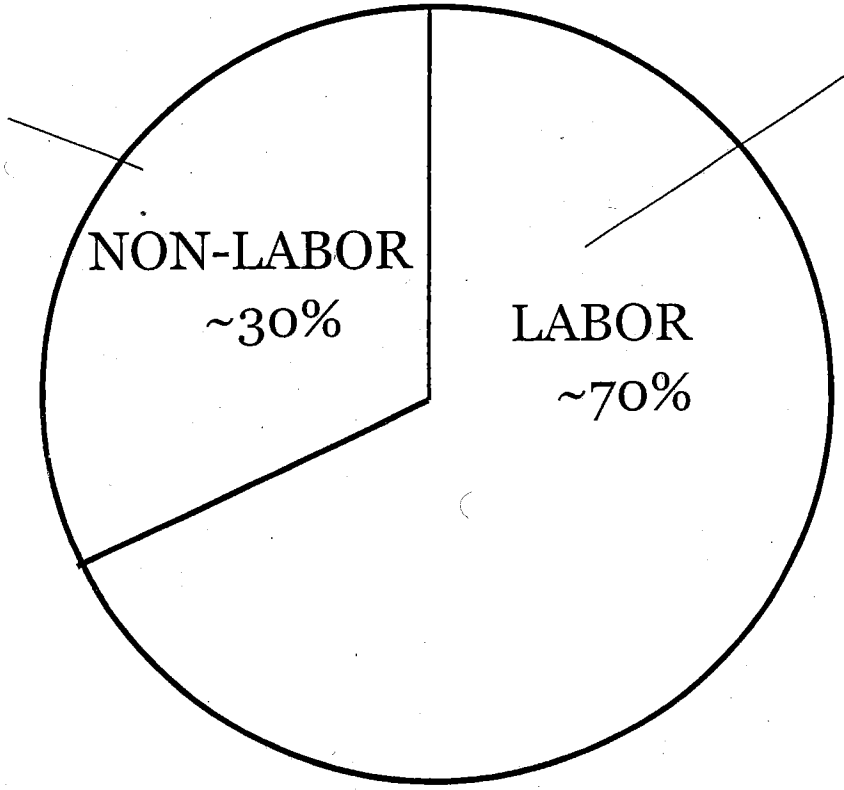
Source of City Revenue	FY 2012-13 $ millions	FY 2012-13 %/ttl	FY 2013-14 $ millions	FY 2013-14 %/ttl
Hotel Tax Revenue	2.2	28%	2.2	27%
Facilities Maintenance	0.2	3%	0.2	3%
General Fund	5.4	69%	5.7	70%
Total	7.8	100%	8.1	100%

How are the City funds spent?

Fiscal Year 2013

$2.3 MM

- Art insurance
- Utilities
- 40% of maintenance cost



$5.5 MM

Of which $3.4 million (61%) pays for security staff

FY12 Accomplishments:

Continued implementation of strategic plan

Goals:

1. Increase audience impact and reach
2. Achieve and maintain financial stability
3. Improve organizational effectiveness

Launched public engagement campaign

- Refreshed museum's brand
- Developed new programs to broaden and deepen audiences
- Completed Management Consultant Study & launched 5 year / 20 year Business Plan
- Business plan will serve as foundation for a major fundraising initiative

Upcoming for FY13 & 14:

Major Exhibitions

- Phantoms of Asia (thru Sep. 2nd)
- Decoding Chinese Calligraphy (Oct. 5 thru Jan. 13, 2013)
- China's Terracotta Warriors (Feb. 22 thru May 26)
- Japanese Masterworks (June 28 thru Sep. 22)
- Korea, Joseon Period (Oct 25 thru Jan 12, 2014)
- Yoga, The Art of Transformation (Spring, 2014)

Education Programs

- A major resource for learning about Asian art and culture, 24,000 children and chaperones participate annually in curriculum based K-12 school tours

Museum Employment

Fiscal Year 2013

The Museum employs:

• City funded employees	58 FTE's
• Foundation funded employees	89 FTE's
For a total workforce of approximately	147 FTE's *

* Before taking into account temporary staffing in support of special exhibition set up and other seasonal needs

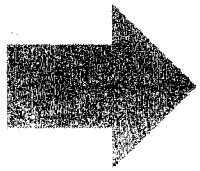
Job Creation & Summer Youth Employment

- Accepted three teens in SF YouthWorks Program
  - One in visitor services
  - One in museum store
- Hired a former YouthWorks intern in visitor services
- We offer volunteer opportunities for teens throughout the summer in a variety of visitor facing roles

Language Access

The Museum employs multimedia interpretation guides in the following languages:

- English
- Spanish
- French
- Korean
- Mandarin
- Cantonese



In addition, we provide discounts and promotions in various local Asian language papers, and in FY13 we will explore the potential to install additional foreign language signage in our building

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

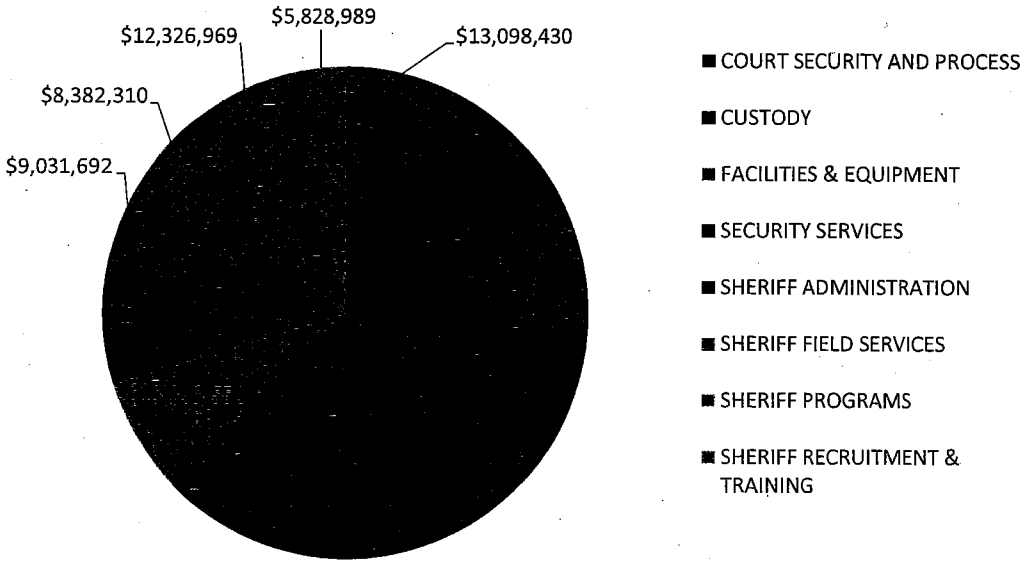
BUDGETARY OVERVIEW

- The Sheriff's budget is driven by changes in the requirements of service delivery, prisoner classification, program delivery and affected by safe minimum staffing requirements and significant changes in prisoner population (ADP).
- The ADP was static in FY 2011-12, and the Department expects it to be near the same level over the next two fiscal years. The current population allowed the Department to absorb the Realignment population using mostly existing resources.

Item	FY 2011 -2012	FY 2012 -2013	Change from FY 2011-12	FY 2013 - 2014	Change from FY 2011-12
Overall Budget ($ millions)	176.60	174.58	(2.02)	178.73	2.13
General Fund Support ($ millions)	148.62	137.95	(10.67)	141.02	(7.60)
Budgeted Overtime	9.98	6.49	(3.49)	6.49	0.0

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

FY 2012-13 Department Uses by Program Area



REDUCTION PROPOSALS

General Fund Savings Proposals	FY 13 (millions)	FY 14 (millions)
Savings from County Jail #6 Remaining Closed	5.00	5.00
Use of grants to abate General Fund Costs	0.60	0.40
Reclassifying and deleting positions	0.76	0.76
Revenue from State – Housing Reentry Prisoners (Reentry Pod)	0.42	0.42
General Fund Savings Proposals Total	**6.78**	**7.1**

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

EFFICIENCY PROPOSALS

Efficiencies	FY 13 (millions)	FY 14 (millions)
Civilianize two IT positions to enable the Department to redeploy sworn staff	(0.09)	(0.09)
COMPAS software and training	(0.11)	(0.07)
COIT critical network infrastructure renewal	(0.45)	(0.45)
Scheduling software for interface with Emerge	(0.05)	(0.05)
Additional permanent salary dollars to enable the Department to hire and reduce overtime costs	(0.60)	(0.60)
Additional overtime – due to the continued projected closure of the SF General Hospital Ward	(0.60)	(0.60)
Efficiency Proposals Total	**(1.90)**	**(1.94)**

MANDATORY COST INCREASES

Items	FY 13 (millions)	FY 14 (millions)
MOU Requirements	(2.56)	(2.56)
Loss of Revenue from the Housing Authority for Background Checks	(0.07)	(0.07)
Additional Mandatory Salary and Fringe Benefit Costs	(0.12)	(3.38)
Total Cost Increases	**(2.75)**	**(6.01)**

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

OVERALL GENERAL FUND IMPACT

Savings / (Costs)	FY 13 (millions)	FY 14 (millions)
General Fund Savings Proposals	6.78	7.01
Efficiency Proposals	(1.90)	(1.94)
Mandatory Cost Increases	(2.75)	(6.01)
Subtotal - Net General Fund Saving	**2.13**	**(0.94)**
New Realignment Funding from the State that offsets General Fund Support for Sheriff	8.54	8.54
Total General Fund Savings Impact	**10.67**	**7.60**

AB 109 Realignment – In Custody Numbers

	New Admissions		Parole Violators	
Month	CDCR Estimate	Actual	CDCR Estimate	Actual Number in Jail
October	8	22	0	49
November	10	21	0	138
December	7	14	1	219
January	9	23	1	270
February	14	12	1	198
March	18	21	2	221
April	13	22	4	281
May	9	23	4	249
Total	88	158	13	

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

AB 109 Realignment – May 2012 Snapshot

PC 1170 (h)	Number of offenders sentenced to local custody	28
PC 3454 (c)	Number of PRCS offenders booked on flash incarceration	1
PC 3455(a)	Number of PRCS offenders booked during the month	3
	Number of PRCS offenders booked on a new charge	8
	Number of PRCS offenders serving jail time for revocation	11
PC3056(a)	Number of persons booked on a Parole Violation only	22
	Number of Parole Violators serving jail time after hearing	249
	Number of Parole Violators booked with new local charges	42
	Number of Parole Violators serving a local sentence	17
PC 1170(h)	Prisoners sentenced to 3 years or more	16
	21.4 months average sentence/length of stay 51.1 days	

Realignment Impacts/Update

- More prisoners than anticipated with longer stays in County Jail
- Higher percentage of prisoners classified as maximum as percentage of entire population
- Higher percentage of prisoners that:
  - have "keep aways"
  - are using mental health services -
  - need placements into safety cells for posing danger to self or others.
- Close collaboration with criminal justice partners
- Not as large of an impact on the General Fund as anticipated since regular county jail population levels remained static during FY 2011-12

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

Five Keys Charter School

- Provides High School Education, GED Certificates, Community College Credits and Other Programs in custody jail programs and out of custody in community programs. 6/15/12 - 320 students out-of-custody; 394 in-custody.
- FY 2011/2012 – Over 5,000 students served; 53 diplomas, 22certificates for in-custody; 30 diplomas, 7 certificates and 14 GEDs for community students.
- Funding comes from a combination of State and Local SFUSD Revenue including grants and fundraising. State and SFUSD funding is based on Average Daily Attendance just like any other Charter High School in the City.
- FY 2011/2012 - budget of 4.90M
- These funds do not show up in the Sheriff's Department budget.

CAPITAL FUNDING FY 2012-13

Capital Projects - Total	2.81M
Cell Security and Hardware Upgrades - CJ2	0.22
Work Order to PW – HOJ Replacement Planning	1.3
Capital Renewal	
Security Hardware & Lighting - CJ3 and CJ4	0.15
Interior Finishes and Upgrades – CJ1 and CJ2	0.45
Roof Repairs – CJ1, CJ2 and CJ6	0.29
Sprinkler System – WRC – 930 Bryant St.	0.05
Facilities Maintenance	0.35

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

LANGUAGE ACCESS & JOBS CREATION

Cantonese	Russian	Spanish	Tagalog	Vietnamese	Total Certified	%
35	1	75	20	2	132	13%

- Actively provides notices, signs and instructions in Spanish and Chinese.
- Survivor Restoration Program provides English as well as Spanish Language Program; ESL classes taught through 5 Keys Charter School.
- Public Counter – Civil Section – Assign staff who speak Spanish, Chinese and Tagalog.
- Funding through our regular Materials and Supplies Budget.

Job Creation

- The Garden Project provides full-time jobs for 35 at risk youth year round.
- The summer Garden Project provides an 8 week program, 20 hours per week, minimum wage for up to 108 at risk youth, 14 – 17 years old.
- Program funding: $2.0 million total - $400,000 through the Sheriff's Department and $1.6 million from the PUC.

NEW INITIATIVES/LOOKING FORWARD

- Reentry pod – Boarding prisoners immediately prior to their return to the community
- Working with Adult Probation and others to collaborate on community programs to prevent duplication and enhance effectiveness
- Hiring academy trained deputies to fill vacant positions and reduce overtime
  - No hiring since 2009, even though there have been over 74 separations
  - 25 staff currently on long term leave/disability – not expected to return
- Implementing phase one of wellness program to assist staff in preventing injuries/reduce workers' compensation costs, thereby reducing overtime
- Funding essential renewal of our technology critical infrastructure
- Beginning to investigate upgrades for Central Warrants Bureau and exploring the potential to consolidate with Central Records as an efficiency proposal
- Working with DPW and others on replacement of the Hall of Justice jails

San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

021- NON PERSONNEL SERVICES

Highlights Over 0.10 million	Amount *(millions)*
Debt Services – San Bruno Jail	8.84
Electronic Monitoring	0.58
Property Rent – 12 14th St.	0.47
San Bruno Sewer/Scavenger	0.32
Property Rent – 70 Oak Grove	0.22
Central Warrant Access to AWS	0.15





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San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

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San Francisco Sheriff's Department
FY 2012 – 2013 & FY 2013 – 2014 Budget

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CITY AND COUNTY OF SAN FRANCISCO OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

MEMORANDUM

TO: Supervisor Carmen Chu, Budget Committee Chair

FROM: Ben Rosenfield, Controller
Peg Stevenson

DATE: June 20, 2012

SUBJECT: Civilianization Options in the SFPD Budget

The San Francisco Charter Section 16.123 directs the Controller and Chief of Police to identify positions in the San Francisco Police Department (SFPD) that could be filled appropriately by civilian personnel.

Table A beginning on the next page identifies 65 potential positions for civilianization. All of the listed positions were recommended in at least one of the Board of Supervisors' prior annual budget reviews of civilianization, or were recommended by the 2008 Police Effectiveness Review study, or they were recommended by the current or former Chief of Police. This table represents both the SFPD's current preferred hiring strategy and civilianization recommendations from prior analyses.

As the table shows, the great majority of these positions have already been included in the Mayor's Budget proposal in one of the next two fiscal years. Those line items where there are positions that proposed for civilianization but not included in the Mayor's budget are highlighted in bold.

The positions in this table allow for the reassignment of uniformed officers to positions requiring public safety classifications and generally meet the requirements of Charter Section 16.123 wherein the City can reduce the Police staffing requirement of 1,971 officers. We note that some positions may be staffed by a "light duty" officer needing a temporary work assignment. The Controller's Office will work with the SFPD to identify light duty positions and report on this matter to the Budget Committee.

Table B and the accompanying chart summarizes the historical growth of civilian positions from FY2006-07 to FY2013-2014. As shown, budgeted positions increased each year except for a drop in FY2009-2010. Actual spending increased beginning in FY2007-08. Over the period from 2004 to now budgeted positions increased by approximately 89 FTEs and actual spending by approximately 82 FTEs.

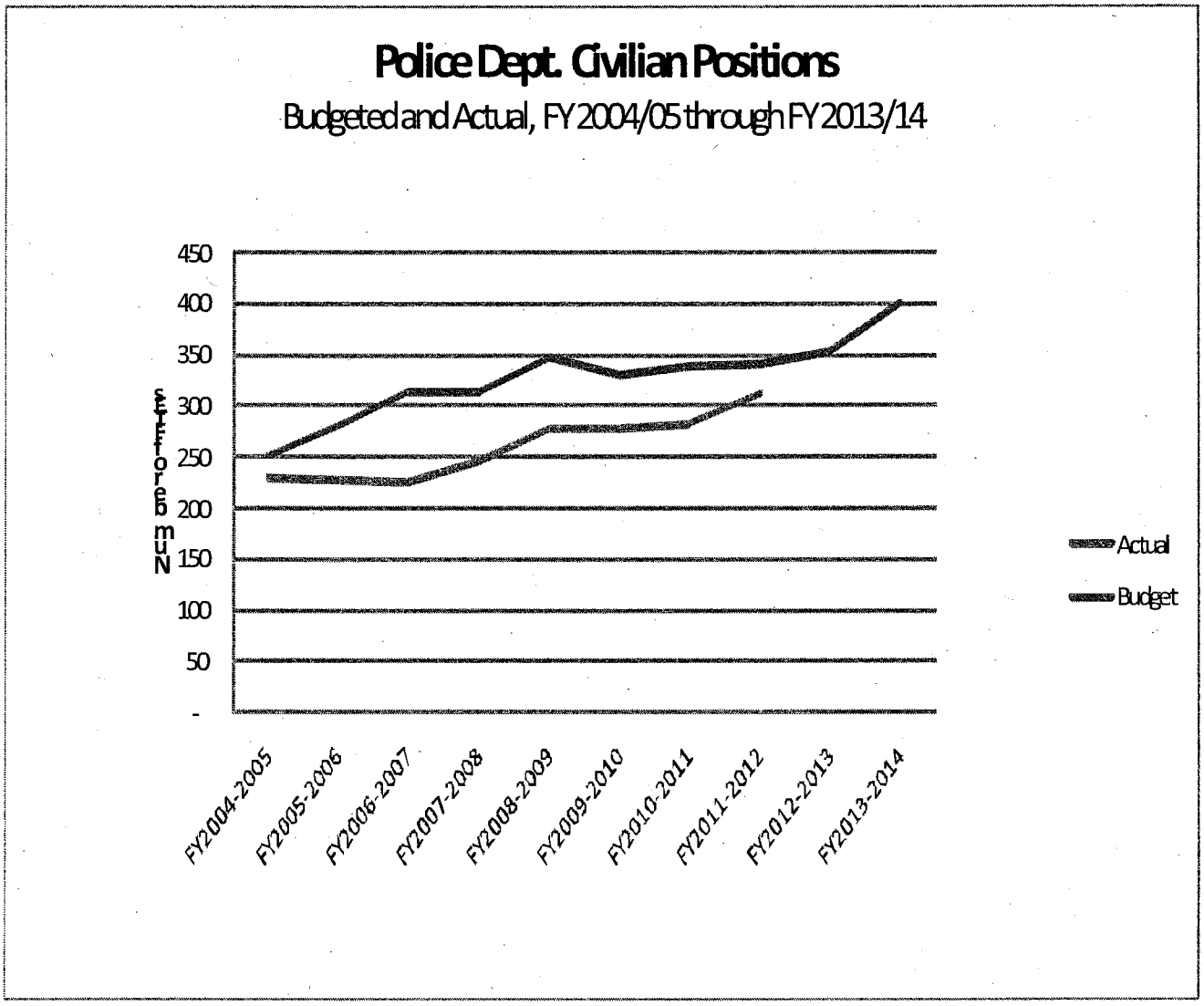
Table C details the historical growth of civilian positions budgeted and hired in the SFPD from FY2006-07 to FY2011-12 by program and job class.

TABLE A – CIVILIANIZATION OPTIONS IN THE SFPD BUDGET

	Number of positions	Classification No.	Classification Title	Currently filled by uniform staff	Mayor's Budget Proposal
Permits	1	0922	Manager I	Full time	FY14
Technology	3	1023	Information Services Admin.	Full time	FY13
Behavioral Science	**1**	**1406**	**Senior Clerk**	**Full time**	**not proposed**
Permits	1	1408	Principal Clerk	Full time	FY14
Police Law Enforcement Services	**2**	**1408**	**Principal Clerk**	**Full time**	**1 in FY13, 1 in FY14**
Academy	1	1766	Media Production Technician	Full time	FY13
Crime Scene Investigation	1	1770	Photographer	Full time	FY13
Compstat	**13**	**1822**	**Administrative Analyst**	**Full time**	**5 in FY13, 5 in FY14**
Compstat	1	1823	Senior Administrative Analyst	Full time	FY14
Police Law Enforcement Services	1	1823	Senior Administrative Analyst	Full time	FY13
Academy	1	1842	Management Assistant	Full time	FY13
Alcohol Liaison Unit	2	1842	Management Assistant	Full time	FY14
Records Management - Professional Standards	1	1842	Management Assistant	Full time	FY14
Records Management - Contracts	**1**	**1844**	**Senior Management Assistant**	**Full time**	**not proposed**
Special Operations	1	1844	Senior Management Assistant	Full time	FY14

SPRB Unit	Number of positions	Classification No.	Classification Title	Currently filled by uniform staff	Mayor's Budget Proposal
Property	2	1934	Storekeeper	Full time	FY14
Facilities	**11**	**1942**	**Assistant Materials Coordinator**	**Full time**	**10 in FY14**
Permits/Property	**1**	**1944**	**Materials Coordinator**	**Full time**	**not proposed**
Crime Scene Investigation	1	5322	Graphic Artist	Full time	FY13
Fleet and Tactical	2	7410	Automotive Services Worker	Full time	FY14
Records Management - Contracts	1	8108	Senior Process Clerk	Full time	FY14
Records Management - Legal	2	8173	Legal Assistant	Full time	FY13
Academy	1	8259	Fire Arm Specialist	Full time	FY13 (to be 8252)
Crime Scene Investigation	1	8259	Criminalist	Full time	FY13 (as 8260)
Crime Scene Investigation	1	8260	Criminalist II	Full time	FY13
Operations Center and HSU	**10**	**9209**	**Community Police Service Aides**	**Full time**	**2 in FY14**
Academy	1	9772	Community Development Specialist	Full time	FY14
Total	**65**				
Additional Positions Included in Mayor's Budget					
Crime Lab Director	1	0933	Manager V	Yes	FY13
Mounted Unit	1	3310	Stable Attendant		
Total	**2**				

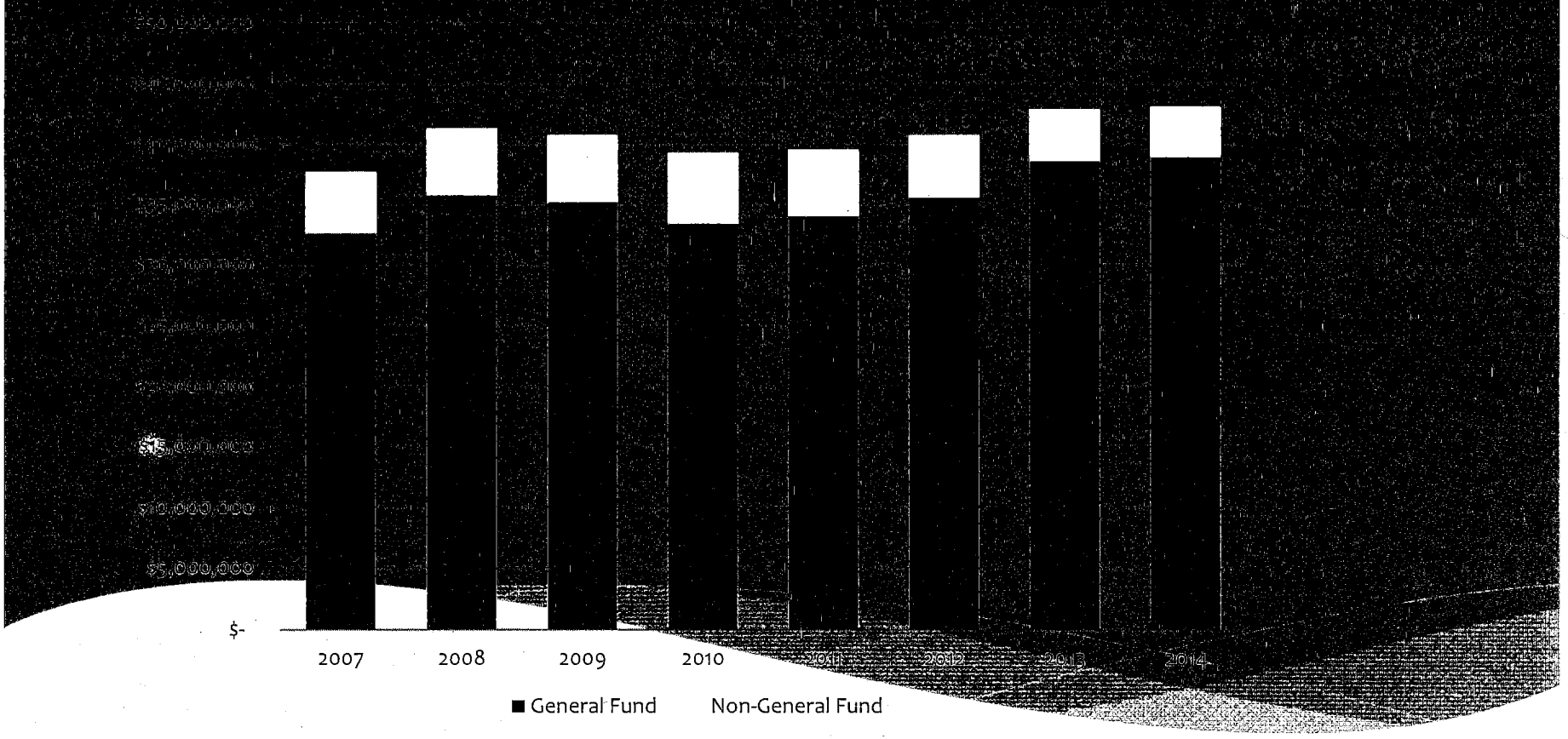
TABLE B HISTORICAL CIVILIANIZATION – SUMMARY BY FTE



San Francisco District Attorney

Proposed Budget FY 2012-13 & 13-14

District Attorney Budget
General Fund vs. Non GF Support



City & County of San Francisco

Master Fee Schedule of Budget Submissions

for

FY 2012-13 and FY 2013-14 Budget Deliberations

Controller's Office
April 2012

** Complete copy of document is located in

File No. 120591

City and County of San Francisco

Office of the Controller

Controller's Discussion of the Mayor's FY 2012-13 and 2013-14 Proposed Budget — June 14, 2012

Charter Section 9.102 requires that the Controller provide the Board of Supervisors with an opinion regarding the accuracy of economic assumptions underlying the revenue estimates in the Mayor's Proposed Budget and the reasonableness of such estimates. On May 31, 2012, Mayor Edwin Lee submitted his FY 2012-13 and FY 2013-14 Proposed Budget to the Board of Supervisors. An overview of the revenues is provided in Table 1.

Overall, the proposed two-year budget appears to be reasonable given the information currently available. The proposed budget reduces the City's recent reliance on one-time revenues and includes a gradual rebuilding of reserves, reducing prospective budgetary shortfalls, provided that the current economic recovery is sustained and potential future reductions in State revenues remain manageable.

Overview

As shown in Table 1, the Proposed Budget for FY 2012-13 of $3.5 billion General Fund and $7.3 billion All Funds represents a 7% increase from the FY 2011-12 original budget. The Proposed Budget for FY 2013-14 represents a further 3% increase in both General Fund and All Funds. Highlights include:

- **Local tax revenue estimates are reasonable given current economic assumptions but will continue to be monitored.** The proposed budget reflects the prevailing economic consensus in assuming a steady economic recovery through FY 2012-13 and FY 2013-14, with regular revenues increasing by $220 million over the FY 2011-12 budget (representing $92 million above the revised FY 2011-12 revenue outlook in the Controller's Nine Month Budget Status Report), and FY 2013-14 revenues increasing by a further $109 million. However, San Francisco's economy is vulnerable to national and international economic developments that could cause changes to the currently favorable trends in job growth, property values and tourism. Any significant economic slowdown would require the Mayor's Office and Board to adjust the budget to reflect reduced revenues. The Controller's Office will monitor local tax receipts and the overall economic outlook carefully and provide revenue projection updates throughout the budget years.

** Complete copy of document is located in

File No. 120591

DBI Vacant/Abandoned Buildings' Registration Ordinance
Summary Overview- June 2012

- The Vacant/Abandoned buildings' registration ordinance took effect in October 2009, with DBI owner initial notification letters sent early in 2010. We are currently in the third year of implementing and enforcing this ordinance.

- In April 2012, 538 vacant buildings on the list after those that were either For Sale/For Lease/For Rent; the building was occupied/not vacant; owner had applied for permits to make the building code-compliant and return them to productive housing/other beneficial uses, etc.) were removed.

- Of the 538 buildings on the Vacant Building list, 183 paid the registration fee of $765.

- The remaining 355 buildings, or 66% of the total, have not paid the registration fee
    - Many of the owners inherited the vacant property, and do not have the financial resources to abate code violations/bring the property into compliance.
    - About 50% of the vacant buildings are owned by banks and financial institutions due to foreclosures/other issues. Many banks do not comply with the Vacant Building Ordinance, and some cities are in litigation to force compliance (Los Angeles, for example, is suing Deutsche Bank on this matter).

- A total of 397 First and Second Notices of Violation have been issued for failure to comply in 2012.

- A total of 46 vacant buildings are on the Lien List that will be heard at the Board of Supervisors on July 31, 2012.

- A total of $195,066 has been collected in 2012 by DBI in annual Registration fees and penalty fees.

- DBI participate annually in at least five regularly scheduled community or neighborhood events, including:
  - Chinese New Year Festival, in February, with DBI Booth usually on Grant or Jackson, both days of this annual two-day community event. Per DBI staff volunteers, more than 70 percent of their interaction with customers during the Festival is in Chinese during these two days.
  - St Patrick's Day, in March, with DBI booth in designated area of Civic Center. Per DBI staff volunteers, more than 25 percent of their interaction with customers during this outreach event is in Spanish.
  - Cinco de Mayo, in May, with DBI booth in designated area of Dolores Park. Per DBI staff volunteers, more than 70 percent of their interaction with customers during this event is in Spanish.
  - Sunset Community Festival, in September, with DBI booth in designated area. Per DBI staff volunteers, the majority of customer interactions at this event are in English.
  - Chinatown Resources Fair, in October, with DBI booth in designated area in Portsmouth Square Club House. Per DBI staff volunteers, more than 90 percent of interaction with customers during this event is in Chinese/Cantonese.
  - Excelsior Community Festival, in October, with DBI booth in designated area. Per DBI staff volunteers, the majority of customer interactions at this event are in English.
  - Bernal Heights Fiesta, in October, with DBI booth in designated area. Per DBI staff volunteers, more than 50 percent of their interaction with customers during this event is in Spanish.
  - Staff also invited episodically to participate in Town Halls or Special Neighborhood Task Forces with Supervisors in all 11 Supervisorial districts; and staff invited to brief neighborhood associations, such as the Planning Association of the Richmond (PAR), Coalition of SF Neighborhoods, Mission Merchants Association, etc., as well as Real Estate associations seeking briefings by DBI professional staff on the 3R Report process. The majority of these interactions with customers are in English.

DBI – Language Access Ordinance Compliance

- DBI is considered a Tier 1 Department by the Office of Engagement & Immigrant Affairs.
  - DBI has submitted the Annual Compliance Plan for calendar years 2010 and 2011.

- 25 designated bilingual 25 bilingual staff; including,
  - 18 Chinese bilingual (3 Inspectors and 15 Support Staff)
    - 10 Cantonese
    - 8 Mandarin
  - 7 Spanish Bilingual (4 Inspectors and 3 Support Staff)

- Bilingual inspection staff is assigned to districts with the most bilingual populations, facilitating communication essential to achieve code compliance. For example, Housing Inspection assigns
  - Spanish bilingual speaking inspectors to serve the Tenderloin, SOMA, Ingleside, and Mission districts.
  - Chinese bilingual speaking inspectors to serve t he Chinatown, Richmond, Sunset, and Visitation Valley districts.

- Bilingual support staff is assigned to serve the different department function including permit services, plan review, inspection services, records management, public information, and technical services.

- The Department has a dedicated bilingual telephone line for Chinese speaking customers and one for Spanish speaking customers.
  - These bilingual phone lines are programmed on some of the bilingual staff desk phone and customers can choose to be directed to those dedicated lines by calling directly or going through our main phone line.
  - From January 2012 to May 2012, bilingual staff has assisted 3,321 bilingual customers and have provided bilingual assistance over the phone to 3,124 customers.

- Selectron Interactive Voice Recognition System allows customers to schedule building, electrical, and plumbing inspections in English, Chinese, and Spanish. The phone message and complete process to schedule inspections is in these three languages. These are the percentages of calls requested of each of the languages via Selectron IVR for inspection scheduling.
  - English: 92.8%
  - Cantonese: 5.28%
  - Spanish: 1.92%

- Single Room Occupancy Program provides the following bilingual services;
  - Service Area 1: The Mission area servicing tenants in English and Spanish.
  - Service Area 2: The South of Market and Tenderloin areas servicing tenants in English, Russian, Spanish and Vietnamese.
  - Service Area 3: The Chinatown area servicing tenants in Cantonese, Mandarin and Toishanese.

- Code Enforcement Outreach Program provides the following bilingual services;
  - Service Area 1: The Mission area servicing tenants in English and Spanish.
  - Service Area 2: The South of Market area servicing tenants in English and Russian.
  - Service Area 3: The Chinatown area servicing tenants in Cantonese, Mandarin and Toishanese.
  - Service Area 4: The Tenderloin area servicing landlords and tenants in Spanish, Vietnamese and English.
  - Service Area 5: Throughout the City of San Francisco area servicing landlords in English and Chinese.

DBI Vehicles

- DBI's fleet is 99 vehicles and trucks - with 2 currently out of service and in need of replacement
- We currently have a backlog in vehicle maintenance and have 4 vehicles in the shop at all times, these vehicles are rotated as the maintenance is completed, which leaves 93 vehicles in active daily use.
- DBI has not purchased vehicles since 2007, and over half of the vehicles are older than the 2004 model year.

1999	4
2000	18
2001	14
2004	15
2005	23
2006	7
2007	18
	99

- There are currently 98 inspectors currently working full time with DBI. Once the vacancies are filled the Department will have 116 inspectors. If the 8 additional inspection positions requested in the FY 2012-14 budget are approved, there will be 124 budgeted inspectors, of which 13 are building inspectors assigned to plan check who do not need a daily assigned vehicle.
- 63 of the inspectors are currently assigned to Building, Electrical or Plumbing inspections where they are assigned to a district and have an average of 12 inspections per day and are in the field from 8:30 a.m. to 3 p.m.
- 29 of the inspectors are currently assigned to housing and code enforcement and conduct daily inspections in response to complaints or notices of violation. While they do not have a set schedule of inspections they are also in the field from 8:30 a.m. to 3:00 p.m.
- DBI tries to maintain 2 pool vehicles for any engineer or administrative staff to attend meetings or conduct a site inspection, but currently only has 1 vehicle available.
- The 4 vehicles mentioned above, that are currently being used to rotate vehicles through the maintenance requirements, will be assigned to inspectors and the Department is able to fill vacancies this fall and hopefully hire any newly approved positions.
- When DBI is fully staffed, we anticipate needing to share vehicles as there will be 115 field inspectors and only 99 vehicles.
- DBI is instituting a 10 year replacement cycle and intends to replace approximately 10 cars a year after the 1st year. We are requesting 11 in the first year to replace a vehicle that was hit in our parking lot and totaled.

Major changes in the FY 2012-14 Budget

Expenditure Category	FY 2012-13 Changes	FY 2013-14 Changes
Salaries	Addition of temporary help and overtime to deal with delays in the approval of positions and addition of new positions required to meet the increase in construction activity. ($4,614,202)	Addition of positions which is offset by a decrease in temporary help as we are assuming positions will be filled. ($3,02,999)
Training	Increase reflects (1) ongoing training for inspectors for CASP and other certifications, (2) supervisors training, and (3) code training – see Attachment 3 Training Requests for details. ($67,388)	Maintains FY 2012-13 level with minor changes. ($601)
Community Outreach	Increases outreach activities by $25,000 for educating citizens on permit process, including having more tables at neighborhood festivals – see Attachment 4 for details. ($25,000)	Maintains FY 2012-13 level. ($0)
City Grant Program	Increase of $148,972 reflects request from Single Room Occupancy (SRO) Collaboratives and Code Enforcement Outreach Program (CEOP) non-profit contractors that was received during the RFP process in November 2011. The RFPs equalized the units of service and respondents were asked to include the current cost of providing the service. ($148,972)	Maintains FY 2012-13 level. ($0)
Equipment	Increase for reinstatement of the vehicle replacement plan by the purchase of 11 clean energy vehicles ($300,000)	Maintains FY 2012-13 level. Vehicles to be determined by mileage and condition during Fiscal Year 2012-13. ($0)
Transfer to Digitization Project	We will charge 7 new clerks to the project using a combination of the existing balance and a new transfer - Project PBICOR. ($859,447)	A small increase in the transfer in FY 2013-14. ($24,227)

Major changes in the FY 2012-14 Budget

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City and County of San Francisco

Controller's Office

Baselines

- Children's Baseline funded above required levels in FY 2012-13 and FY 2013-14
- Other financial baselines funded at required levels
- Police Minimum Staffing and Substance Abuse Treatment on Demand Baselines likely not met i

City and County of San Francisco

Controller's Office

General Fund Reserve Uses and Deposits

Deposits to Reserves

- General Reserve growing to $32.2M in FY 12-13 (1% of general revenues) and $41.6 million in FY 13-14 (1.25% general revenues) per new policy

- Budget Stabilization Reserve- anticipated deposits of $17.8M and $7.3M Real Property Transfer Tax above prior 5-year adjusted average, per new policy

City and County of San Francisco

Controller's Office

General Fund Reserve Uses and Deposits

Uses of Reserves

- SFUSD withdrawal from Rainy Day Reserve: $6.3M (FY 12-13) and $4.7M (FY 13-14) maximum 25% withdrawals

- Use of Recreation and Park Savings Incentive Reserve ($1.7M/$1.9M) and Budget Savings Incentive Fund ($8.4M/$9.9M) for one-time projects

Major Local Taxes: Projected GF Growth Rates

Local Tax Revenues	FY 2012-13 Growth Estimate from FY 2011-12 Nine-Month Projection	FY 2013-14 Growth Estimate from FY 2012-13 Proposed Budget
Property Taxes	3.9%	2.9%
Business Taxes	6.1%	8.2%
Sales Tax	6.5%	5.0%
Hotel Room Tax	7.1%	11.4%
Utility Users Tax	3.0%	2.0%
Parking Tax	3.0%	3.0%
Real Property Transfer Tax	10.0%	-10.0%

City and County of San Francisco

Controller's Office

Overview of Budget Sources ($ millions)

General Fund			
	FY 2011-12	FY 2012-13	FY 2013-14
	Budget	Proposed	Proposed
Fund Balance - Prior Year Operating Surplus	$ 159	$ 92	$ 92
Fund Balance - Project Savings	incl above	4	1
Use of Reserves	13	16	16
Regular Revenues	2,933	3,213	3,326
Transfers, net	157	156	156
Total GF Sources	**$ 3,262**	**$ 3,481**	**$ 3,591**
Change from Prior Year	***$ -***	***$ 219***	***$ 109***
Percentage Change	***$ -***	**7%**	**3%**

All Funds			
	FY 2011-12	FY 2012-13	FY 2013-14
	Budget	Proposed	Proposed
Fund Balance	$ 254	$ 217	$ 195
Use of Reserves	13	20	21
Regular Revenues	6,568	7,110	7,338
Total All-Funds Sources	**$ 6,835**	**$ 7,347**	**$ 7,554**
Change from Prior Year	***$ -***	***$ 512***	***$ 207***
Percentage Change	***$ -***	**7%**	**3%**

City and County of San Francisco

Controller's Office

Budget Overview

All Funds budget and General Funds budget are increasing 7% in FY 2012-13 and 3% in FY 2013-14.

General Fund regular revenues are increasing $280 million or 10% from FY 2011-12 budget, $113 million or 4% from FY 2012-13 budget.

Largest increases from FY 2011-12 budget:

- $85 million Real Property Transfer Tax (+$18 million from projection)
- $64 million Business Taxes (+$26 million from projection)
- $49 million Property Tax (+$40 million from projection)

Summary, continued

1. Local Tax Revenue Projections reflect prevailing expectation of continued moderate recovery – but economic environment could change.

- $220M growth projected for FY 12-13 over FY 11-12 budget ($92 million over 9-Month Projection).
- FY 2013-14 assumes $109 million further growth.
- National and international economic developments could change growth trajectory.
- Controller's Office will continue to monitor and report regularly.

2. State and Federal Budget Uncertainty: FY 2012-13 $15 million allowance for future State/federal budget reductions. No allowance in FY 2013-14 proposed budget.

City and County of San Francisco

Controller's Office

Summary

- Revenue assumptions are reasonable
- Two-Year Budget framework with reduced reliance on fund balance and other one-time sources puts City on track to more sustainable budgeting
- Two notable factors to monitor:

  Local Tax Revenues

  Future State/Federal Budget Uncertainty

City and County of San Francisco

Controller's Office

FY 2012-13 and FY 2013-14 Revenue Letter

Board of Supervisors

Budget & Finance Committee

June 18, 2012

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technical adjustment increasing the FY 2013-14 General Reserve deposit by $0.1 million is intended by the Mayor's Office to revise the reserve amounts to meet the Policy requirements.

3. Budget Stabilization Reserve. Established in 2010 by Administrative Code Section 10.60(c), the Budget Stabilization reserve augments the Rainy Day Economic Stabilization Reserve. The two reserves are available to support the City's budget in years when revenues decline. The Budget Stabilization Reserve is funded by the deposit each year of 75% of Real Property Transfer Taxes above the prior five-year average (adjusted for rate changes) and ending unassigned fund balance above that appropriated as a source in the subsequent year's budget. The first deposit into the Reserve of $27.2 million was made from FY 2010-11 surplus unassigned fund balance. The Mayor's Proposed Budget assumes that Real Property Transfer Tax receipts will be above the prior five year adjusted average in both FY 2012-13 and FY 2013-14, resulting in deposits to the Budget Stabilization Reserve of $17.8 million and $7.3 million respectively. The Controller's office will determine the actual amount to deposit in September of each year based on actual receipts during the prior fiscal year.

4. Salaries and Benefits Reserve. The Mayor's Proposed Budget provides $13.1 million for FY 2012-13 and FY 2013-14 in the General Fund to cover costs related to adopted Memorandum of Understandings (MOUs) with labor organizations. This represents a decline of $0.4 million from the $13.5 million budgeted for FY 2011-12.

5. Litigation Reserve. The $11.0 million litigation reserve proposed budget is intended to provide funding for potential judgments and claims that will need to be paid out by the City during the budget year, based on historical experience. The City also maintains a separate reserve funded from prior year appropriations for large cases pending against the City. The proposed level of funding is consistent with prior years funding and expenditures.

6. Reserve for Technical Adjustments. $2.5 million is provided in the FY 2012-13 and FY 2013-14 proposed budgets as an allowance for technical adjustments during the budget review process. The Mayor's Office has stated that they will inform the Budget and Finance Committee prior to the final Committee vote on the budget as to the amount required for technical adjustments up to that point and any balance that may be available for other uses.

Appendix 4 General Fund Reserve Withdrawals and Deposits

As discussed in Appendix 1, the Mayor's Proposed Budget includes using $16.4 million from reserves established in prior years during FY 2012-13 and $16.5 million during FY 2013-14.

As shown in Table 4-1 below, the Mayor's Proposed Budget also includes $76.6 million and $75.4 million in deposits to General Fund reserves during FY 2012-13 and FY 2013-14. These appear to be prudent and reasonably reflect anticipated Memoranda of Understanding (MOUs), litigation costs, and general contingency reserves.

Table 4-1. Proposed General Fund Reserve Uses and Deposits ($ millions)

General Fund - Use of Prior Year Reserves	FY 2011-12 Original Budget	FY 2012-13 Proposed Budget	FY 2013-14 Proposed Budget	Note
Rainy Day Reserve Allocated to the School District	$ 8.4	$ 6.3	$ 4.7	1
Recreation and Park's Budget Savings Incentive Reserve	4.4	1.7	1.9	1
Budget Savings Incentive Fund		8.4	9.9	1
Total - Use of Prior Year Reserves	**$ 12.8**	**$ 16.4**	**$ 16.5**	
General Fund - Deposits to Reserves				
General Reserve Anticipated Carryforward from Prior Year	$ -	$ 22.3	$ 32.2	2
Additional Budgeted General Reserve	25.0	9.9	9.3	2
Subtotal Deposits to General Reserve	**$ 25.0**	**$ 32.2**	**$ 41.5**	
Budget Stabilization Reserve	-	17.8	7.3	3
Salaries & Benefits Reserve	13.5	13.1	13.1	4
Litigation Reserve	11.0	11.0	11.0	5
Reserve for Technical Adjustments	-	2.5	2.5	6
Total General Fund Deposits to Reserves	**$ 49.5**	**$ 76.6**	**$ 75.4**	

Notes to Table 4-1.

1. Use of Prior Year Reserves: Rainy Day Reserve, Recreation and Park's Budget Savings Incentive Reserve and Budget Savings Incentive Fund. See discussion in Appendix 1, pages 5-6.

2. General Fund – General Reserve. Each year, the City sets aside funding to provide for revenue and expenditure uncertainties including funding for supplemental appropriations in the event that additional appropriation needs arise.

In April, 2010, the Board of Supervisors approved the Controller's proposed financial policies on reserves, codified in Administrative Code Section 10.60. The policy requires the Reserve to increase to 1% of budgeted general fund regular revenues in FY 2012-13 and 1.25% of budgeted general fund regular revenue in FY 2013-14. The budgeted General Reserve will continue to increase each year until it reaches 2% of budgeted General Fund regular revenues in FY 2016-17. Unused General Reserve is carried forward from the prior year into the new budget year.

The Mayor's Proposed budget anticipates $3.218 billion in regular General Fund revenues in FY 2012-13 and $3.325 billion in FY 2013-14, leading to General Reserve requirements (including carry forwards) of $32.18 million in FY 2012-13 and $41.57 million in FY 2013-14. Note that a

adding 48 new positions from new Officers completing the Academy by the end of the year brings this total to 1,758, or 213 positions below the baseline requirement.

The Mayor's FY 2013-14 Proposed Budget includes net funding authority for 2,090 full-time equivalent (FTE) officers outside the Airport (including 67 positions funded in the form of overtime). The Department's current statistics indicate that after taking into account officers on modified duty and medical and other leave, there will be 1,758 active full duty officers outside the Airport. Including retirements in FY 2013-14 and adding 120 new positions from new Officers completing the Academy by the end of the year, brings this total to 1,794, or 177 positions below the baseline requirement.

The Charter-mandated minimum staffing level may be reduced in cases where civilian hires result in the return of a full-duty officer to active police work, pursuant to Charter Section 16.123 (Proposition C). This voter-approved proposition provides that the Mayor and Board may convert a position from a sworn officer to a civilian through the budget process. A number of civilian positions have been added since the Charter Amendment. However, no formal certification has been approved by the Police Department. The Controller's Office is preparing an analysis of this issue for the Budget Committee's consideration in the coming weeks.

Neighborhood Firehouse Baseline. In November 2005, San Francisco voters passed the Neighborhood Firehouse Protection Act (Proposition F), which established new baseline service level requirements for San Francisco firehouse operations as detailed in Administrative Code Section 2A.97. The Act included minimum baseline requirements for 24-hour staffing of 42 firehouses, the Arson and Fire Investigation Unit, no fewer than 4 ambulances, and 4 Rescue Captains (medical supervisors). The Neighborhood Firehouse baseline requirements of $235.5 million for Fiscal Year 2012-13 and $241.5 million for Fiscal Year 2013-2014 have been met. Since this requirement is not contained in the Charter, the Board may approve an Annual Appropriation Ordinance that does not meet the requirement.

Treatment on Demand Baseline. In November 2008, voter-approved Proposition T created Section 19.23A of the Administrative Code, which required the Department of Public Health (DPH) to maintain an "adequate level of free and low cost medical substance abuse services and residential treatment slots" to meet the overall demand for these services. The measure requires the Department to report to the Board of Supervisors by February 1st of each year with an assessment of the demand for substance abuse treatment, and a plan to meet this demand. At the end of December 2011 (the most recently reported data), service providers reported that 97 slots were available and 167 clients were waiting, indicating that there were not sufficient treatment slots to meet overall demand, and this baseline requirement was not met. The budget does not include additional funding intended to meet this target. Since this requirement is not contained in the Charter, the Board may approve an Annual Appropriation Ordinance that does not meet the requirement.

and $38.4 million in FY 2012-13 and FY 2013-14 respectively for both Library Preservation and Open Space.

Public Education Enrichment Funding. The Mayor's FY 2012-13 and FY 2013-14 Proposed Budget includes $50.4 million and $52.3 million respectively for the Public Education Enrichment Fund Annual Contribution plus an allowance for $2.7 million and $2.9 million respectively in in-kind contribution to the San Francisco Unified School District, for a total contribution of $53.1 million in FY 2012-13 and $55.2 million in FY 2013-14. This funding, which was approved by voters in March 2004 through Proposition H and included in Charter Section 16.123-2, requires the City to support education initiatives with $60 million in FY 2009-10, and with annual contributions in FY 2010-11 through FY 2014-15 equal to the City's total contribution the prior year, adjusted for the change in aggregate discretionary revenue. In any year, if the joint report prepared by the Controller, the Mayor's Budget Director, and the Board of Supervisors' Budget Analyst projects a budgetary shortfall of $100 million or more, the Mayor and the Board of Supervisors may reduce the City's contribution to the Public Education Enrichment Fund by up to 25%. The FY 2012-13 and FY 2013-14 Proposed Budget includes this reduction in each year. The cumulative deferrals since FY 2008-09 including the budgeted amounts for FY 2012-13 and 2013-14 total $93 million. The City must pay back the combined deferrals by 2018 unless voters extend the measure or authorize a substantially similar measure.

City Services Auditor Baseline. Charter Section F1.113 establishes the Controller's Audit Fund and a baseline amount. This baseline was approved by voters in November 2003 and mandates that 0.2% of the budget be used to fund audits of City services. The Mayor's FY 2012-13 and FY 2013-14 Proposed Budgets appropriates $12.1 and $12.4 million respectively for the City Services Auditor Baseline.

Human Services Homeless Care Fund. Also known as Care not Cash, the Human Services Homeless Care Fund established in Administrative Code Section 10.100-7 was passed by voters in November 2002. The Administrative Code defines a formula for calculating the annual required contribution to the fund based on the number of homeless people expected to participate in County Adult Assistance Programs (CAAP) during each upcoming fiscal year as compared to a base year. The City is required to credit the fund with the difference between the average annual maximum cash grant for each program and the average annual special allowance or other residual cash payment provided by the City for each participant to whom the City expects to provide in-kind benefits in lieu of the full cash grant during the year. These funds are to be used on homeless outreach and service programs. In FY 2012-13 and FY 2013-14, new funding is budgeted at $13.7 million, unchanged from the FY 2011-12 budget. Since this requirement is not contained in the Charter, the Board may approve an Annual Appropriation Ordinance that does not meet the requirement.

Police Staffing Baseline. San Francisco Charter Section 4.127 mandates a minimum staffing baseline of not less than 1,971 full-duty officers. It appears that this requirement is not met in the proposed budget.

The Mayor's FY 2012-13 Proposed Budget includes net funding authority for 2,109 full-time equivalent (FTE) officers outside the Airport (including 68 positions funded in the form of overtime). The Department's current statistics from mid-June 2012 indicate that after taking into account officers on modified duty and medical and other leave, the Department will have 1,816 active full duty officers outside the Airport. Including planned retirements in FY 2012-13 and

Municipal Transportation Baselines. Charter section 8A.105 established a Municipal Transportation Fund to provide a predictable, stable and adequate level of funding for the Municipal Transportation Agency (MTA). Consistent with the Charter, in FY 2000-01 a base amount of funding was established. Charter subsection (c) (1) requires the Controller's Office to adjust the base amount from year to year by the percent increase or decrease in aggregate City discretionary revenues. Beginning in FY 2002-03, this Charter section also established a level of funding (required baseline) for the Parking and Traffic Commission based upon FY 2001-02 appropriations.

The Mayor's Proposed Budget includes funding for the Municipal Railway (MUNI) baseline at the required levels.

Children's Baseline. Charter Section 16.108 establishes a fund for children's services. Consistent with the Charter, in FY 2000-01 a base amount of funding was established, which is adjusted by the percent increase or decrease in aggregate City discretionary revenues. The required baselines for FY 2012-13 and FY 2013-14 are $115.3 million and $119.7 million respectively. Mayor's Proposed Budget has includes Children's Baseline appropriations of $128.9 million and $129.8 million, representing surplus funding of $13.6 million for FY 2012-13 and $10.1 million for FY 2013-14.

Library Baseline. Charter Section 16.109 establishes a Library Preservation Fund to provide library services and to construct, maintain, and operate library facilities. Consistent with the Charter, in FY 2006-07 a base amount of funding was established, which is adjusted by the percent increase or decrease in aggregate City discretionary revenues. Based on revenue in the Mayor's Proposed Budget the required Library Baseline appropriation is $53.0 million for FY 2012-13 and $55.0 million for FY 2013-14.

Public Education Services Baseline. Charter Section 16.123-2 establishes a Public Education Enrichment Fund. Consistent with the Charter, in FY 2001-02 a base amount of funding was established, which is adjusted by the percent increase or decrease in aggregate City discretionary revenues. Proposition H, passed by voters in March 2003, required not only enhancement funding for public education but also baseline funding established pursuant to FY 2002-03 appropriation levels, which were to be adjusted in subsequent years according to changes in aggregate discretionary revenues. The Mayor's Proposed Budget for the Department of Children, Youth & Their Families includes $6.7 million and $6.9 million for FY 2012-13 and FY 2013-14 for the Public Education Services baseline. The source of the funding is split equally between the General Fund and the Children's Fund.

Municipal Symphony Baseline. Charter Section 16.106(1) mandates that the City provide an appropriation equivalent to 1/8 of $0.01 of each $100 in assessed valuation of property tax for the symphony orchestra. Based on the current property tax assessed valuation projections, the required funding for the Municipal Symphony Baseline should be $2.0 million for FY 2012-13 and $2.1 million for FY 2013-14.

Other Property Tax-Related Set-Asides. Charter Sections 16.108, 16.109, and 1610.7 mandate three property tax-related set-asides, including amounts equivalent to 3.0% of property tax revenues for Children's Services, 2.5% for Library Preservation and 2.5% for Open Space. The Mayor's FY 2011-12 Proposed Budget includes required funding of $44.7 million and $46.0 million for Children's Services in FY 2012-13 and FY 2013-14 respectively, and $37.3 million

Appendix 3. Baselines & Mandated Funding Requirements

The Charter includes requirements for baseline levels of funding or staffing for a number of City Services. Table A3-1 below summarizes such required baselines and minimum staffing levels. The amounts listed as "Proposed Budget" include technical adjustments to be submitted to the Board of Supervisors Budget and Finance Committee as an amendment to the May 31, 2012 Proposed Budget.

Table 3-1. Key Baseline & Mandated Funding Requirements ($ millions)

	FY 2011-12 Original Budget	FY 2012-13 Proposed Budget	FY 2013-14 Proposed Budget
General Fund Aggregate Discretionary Revenue (ADR)	*$ 2,074.0*	*$ 2,317.9*	*$ 2,405.9*
Financial Baselines			
Municipal Transportation Agency (MTA)			
MTA - Municipal Railway Baseline 6.686% ADR	$ 138.7	155.0	160.9
MTA - Parking & Traffic Baseline 2.507% ADR	52.0	58.1	60.3
MTA - 80% Parking Tax In-Lieu	57.6	61.2	63.1
Subtotal Municipal Transportation Authority	**$ 248.2**	**$ 274.3**	**$ 284.2**
Library Preservation Fund			
Library - Baseline 2.286S% ADR	47.3	53.0	55.0
Library - Property Tax Set-aside $0.025 per $100 Net Assessed Valuation (NAV)	35.6	37.3	38.4
Subtotal Library	**82.8**	**90.3**	**93.4**
Children's Services			
Children's Services Baseline Requirement 4.973% ADR	*103.2*	*115.3*	*119.6*
Children's Services Baseline-Eligible Items Budgeted	123.8	127.1	126.6
Public Education Services Baseline	6.0	6.7	7.0
Children's Fund Property Tax Set-Aside $0.03 per $100 NAV	42.7	44.7	46.0
Public Education Enrichment Fund (prior to 25% deferral) - 3.057% ADR			
1/3 Annual Contribution to Children and Families Commission- Preschool for All after 25% deferral	15.9	17.7	18.4
2/3 Annual Contribution to SFUSD after deferral:			
Share of SFUSD Contribution provided as In-Kind Services	2.5	2.8	2.9
Balance of SFUSD Contribution direct funding	29.2	32.7	33.9
Subtotal Childrens Services	**220.0**	**231.7**	**234.8**
Open Space Property Tax Set-Aside $0.025 per $100 NAV	35.6	37.2	38.4
Human Services Homeless Care Fund - amount based on aid savings	13.7	13.7	13.7
Municipal Symphony Baseline $0.00125 per $100 NAV	2.0	2.0	2.1
City Services Auditor 0.2% Citywide Budget	12.1	12.4	31.2
Total Financial Baselines	**$ 614.5**	**$ 661.6**	**$ 697.7**
Staffing and Service-Driven Baselines			
Police Minimum Staffing		Requirement likely not met	
Fire Neighborhood Firehouse Funding		Requirement met	
Treatment on Demand		Requirement likely not met	
Office of Economic Analysis Staffing		Requirement met	

Appendix 2. Selected Nonrecurring Revenue Policy Compliance

When one-time or nonrecurring sources are used to support ongoing operations, this creates a budget gap for future years, requiring either that expenditures be reduced or replacement resources be identified. In December 2011, the Board approved a Nonrecurring Revenue Policy, codified in Administrative Code Section 10.61, that requires selected nonrecurring revenues to be used only for identified nonrecurring expenditures. The Controller is required to certify compliance with this policy. The selected revenues include:

- General fund prior year-end unassigned fund balance above the prior five-year average, and when replacement resources will be required in future years, be unavailable in future years to support future budgets;
- The General Fund share of revenues from prepayments provided under long-term leases, concessions, or contracts after accounting for any Charter-mandated revenue transfers, set-asides, or deposits to reserves;
- Otherwise unrestricted revenues from legal judgments and settlements; and,
- Otherwise unrestricted revenues from the sale of land or other fixed assets.

Controller's Certification

General Fund prior year-end unassigned fund balance budgeted at $96.6 million for FY 2012-13 and $93.2 million for FY 2013-14 falls substantially below the prior five year averages for each year of $141.3 million and $138.3 million (estimated), respectively.

The only nonrecurring revenues that appear to fall within the policy is the Department of Public Health's anticipated $1.8 million sale of property located at 35-45 Onondaga Avenue. The Mayor's Office has identified nonrecurring expenditures in the Department of Public Health's budget that will be funded with the proceeds of this sale. Therefore, the Controller's Office is certifying compliance with the policy.

Other Nonrecurring Sources

Table 2-1 shows other General Fund and Hospital Fund nonrecurring revenues in operating funds that do not fall under the policy, $112.6 million in FY 2012-13 and $119.4 million in FY 2013-14. This is a substantial reduction from the $181.0 million in such sources in the FY 2011-12 budget.

Table 2-1. General Fund and Hospital Fund Nonrecurring Sources
operating funds only, excludes sources dedicated to specific projects, $ millions

	FY 2012-13	FY 2013-14
General Fund Prior Year Fund Balance - Operating Surplus	$ 92.4	$ 92.4
General Fund Prior Year Fund Balance - Project close-outs	4.2	0.8
America's Cup Extra Local Taxes (Sales, Hotel, Payroll)	-	16.2
Retroactive reimbursement of 4th Street Bridge construction costs	-	10.0
Expected extra 49ers contribution to exit Candlestick Park lease early	1.0	-
Public Health Retroactive State Plan Amendment Revenues	15.0	-
Total Nonrecurring General Fund Revenues	**$ 112.6**	**$ 119.4**

19. Intergovernmental-Federal. The $5.8 million reduction in FY 2012-13 reflects the loss of one-time federal stimulus incentive funds in the prior year tied to the implementation of electronic medical records.

20. Hospital State – Health & Welfare Realignment. The $0.8 million reduction in FY 2012-13 is due to reductions from state Vehicle License Fee collections offset by improved State Sales Tax collections. See State Health and Welfare Realignment discussion in the General Fund regular revenues section.

21. Hospital State-Other. This category includes insurance reimbursements, including Federal and State Medi-Cal reimbursements for hospital services. The $3.2 million reduction in FY 2012-13 is a result of loss of State Health Care Initiative revenue, which is projected to increase by $1.5 million in FY 2013-14.

22. Charges for Services. This category includes insurance reimbursements, including Federal and State Medi-Cal reimbursements for hospital services. The $14.1 million increase from FY 2011-12 to FY 2013-14 includes the net effects of:

- $9.1 million increase due to funding allocations under the State Section 1115 Medicaid Waiver, including revised funding from the Safety Net Care Pool and Delivery System Reform Incentive Pool

- A reduction of $6.2 million in patient revenues at Laguna Honda Hospital resulting from a State action to reduce Medi-Cal reimbursement rates at skilled nursing facilities, partially offset by supplemental federal payments and other patient revenues.

- $11.8 million net increase in other charges for services based current trends and rates.

23. Hospital Other Revenues. This includes federal reimbursement for a share of the City's debt service costs associated with the construction of Laguna Honda Hospital, authorized by State legislation known as SB1128. In FY 2011-12, the City received its first distribution of $67.6 million in these revenues covering multiple prior years.

The table excludes the effect of automatic CPI adjustments and increased patient rates at the Department of Public Health. Legislation to automatically adjust City Planning's CEQA fees for inflation is not expected to result in increased revenue.

In addition to the above fees, the FY 2012-13 budget assumes Fire Department ambulance billing recoveries increase by $7.7 million over FY 2011-12 actual revenues and increase $5.9 million in FY 2013-14 above FY 2012-13 budget, due to AB 678 - Medi-Cal: Ground Emergency Medical Transport, passed by the State legislature in 2011.

San Francisco General Hospital and Laguna Honda Hospital Revenues and General Fund Support

San Francisco General Hospital and Laguna Honda Hospital operations are included in the Department of Public Health. These hospital operations are budgeted in Enterprise funds outside the General Fund, but receive substantial transfers in from the General Fund and are considered "General Fund Supported" enterprises. As a result, any surpluses or shortfalls in the hospitals are ultimately felt by the General Fund as reductions or increases in transfer in requirements.

As shown in Table 1-11, San Francisco General Hospital and Laguna Honda Hospital regular revenues are budgeted to decrease by $61.1 million (8%) in FY 2012-13 from the FY 2011-12 revised budget, primarily because the FY 2011-12 revised budget included the accumulated federal reimbursement of $67.6 million for a share of multiple years' worth of Laguna Honda Hospital construction debt service costs. Revenues are projected to increase by $18.5 million (2.2%) in FY 2013-14. This increase includes the loss of some major revenue streams, offset by new ones, as discussed in the notes below.

Table 1-11. San Francisco General and Laguna Honda Hospital Revenues ($ millions)

Sources of Funds	FY 2011-12 Revised Budget	FY 2012-13 Proposed Budget	FY 2013-14 Proposed Budget	Notes
Rents & Concessions	0.6	0.6	0.6	
Intergovernmental - Federal	11.3	4.1	5.1	19
State - Health & Welfare Realignment	49.6	48.8	49.8	20
State - Other	30.2	27.0	28.5	21
Charges for Services	717.2	731.9	745.6	22
Recoveries from City Departments	1.4	1.7	1.7	
Other Revenues	88.5	23.3	24.7	23
Regular Revenues	**898.7**	**837.6**	**856.1**	
Net Transfer In from General Fund		101.0	146.2	
Total Sources	**898.7**	**938.6**	**1,002.3**	

15. State - Public Safety Realignment. Public Safety Realignment (AB 109, enacted in early 2011), transfers responsibility for supervising certain kinds of felony offenders and state prison parolees from state prisons and state parole agents to county jails and probation officers. Based on revised allocation formulas, Public Safety Realignment revenue is budgeted at $17.3 million in FY 2012-13, an $11.5 million increase over FY 2011-12 projected actual revenues. The allocation methodology used for 2012-13 projections is not permanent, as more time and programmatic experience is required before the State settles on a final allocation formula. In light of this uncertainty, the budget for FY 2013-14 remains at $17.3 million, unchanged from the FY 2012-13 budgeted amount.

16. Allowance for State Revenue Loss. The budget contains a $15 million FY 2012-13 allowance for future State funding cuts and realigned program responsibilities. This is equal to the amount included in the FY 2011-12 original budget. There is no allowance for additional State funding cuts in the FY 2013-14 proposed budget.

17. State – Other. Other State funding is projected to decrease in FY 2012-13 by $2.6 million (1.0%) to $269.2 million and decrease in FY 2013-14 by $12.5 million (4.6%) to $256.8. Decreases in both years are primarily a result of reductions to federal Short-Doyle Medi-Cal funds drawn down through the State of $8.5 million and $14.2 million in FY 2012-13 and FY 2013-14 respectively.

18. Charges for Services. The FY 2012-13 Proposed Budget assumes approval of a small number of fee increases, resulting in increased fee revenue of approximately $900,000 compared to FY 2011-12, summarized in Table 1-10.

Table 1-10. Key General Fund Fee Changes Assumed in the FY 2012-13 Budget ($ millions)

Department	Fee Description	Value
Fire	Increase fees in Section 113.10 and 113.21 for certain Fire Department services, and making environmental findings.	0.35
City Administrator	Revise fees in Section 2A.22.1 charged for plan and site review for compliance with federal disability access laws and to make environmental findings.	0.11
Police	Car Park Solicitiation(Commercial Parking Garage or Lot). Car Park Garage Permit Fee.	0.24
Public Health	Business & Tax Regulations and Health Codes- Food Product and Marketing Establishment License Fees.	-
Recreation and Parks	Adjust Fees at Harding, Fleming, Lincoln, Sharp, and Golden Gate Golf Courses.	0.20
Recreation and Parks	Increase rates for professional tennis lessons on park property, and set two-tier pricing based on instructor certification level.	-
Total		$ 0.90

primarily to $10 million in expected Federal participation in final payments related to the Fourth Street bridge project.

13. State - Public Safety Sales Tax. Public Safety (Proposition 172) sales tax revenue is budgeted at $79.0 million in FY 2012-13, and $81.7 in FY 2013-14. In FY 2012-13 revenue from this subvention is expected to increase $9.9 million (14.3%) from the FY 2011-12 budget and $4.1 million (5.4%) from Nine Month Report projections; FY 2013-14 revenue is projected to increase 3.5% ($2.7 million) from the FY 2012-13 budget. These revenues are allocated to counties by the State separately from the local one percent sales tax discussed above, and are used to fund police and fire services. Disbursements are made to counties based on the County Ratio, which is the county's percent share of total statewide sales taxes in the most recent calendar year. The Proposed Budget for FY 2012-13 assumes a 1.4% increase in the County Ratio and a 3.5% increase in state sales taxes over projected FY 2011-12 actual revenues, reflecting San Francisco's relatively stronger recovery in taxable sales compared to the state. The FY 2013-14 budget assumes no change in the County Ratio and state sales taxes increasing 3.5%, consistent with projected continued economic recovery statewide and resultant increases in taxable spending.

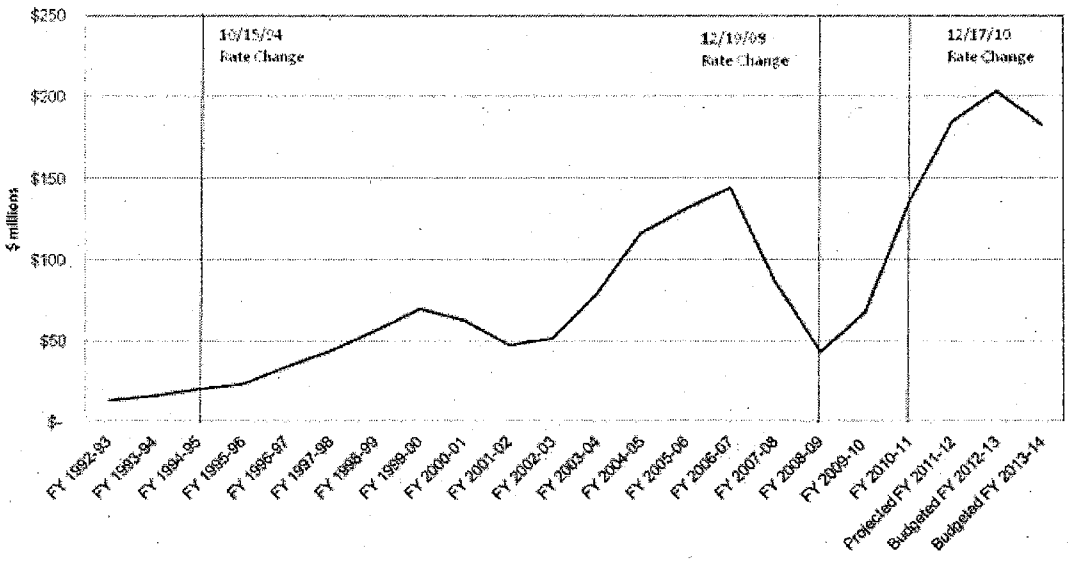
14. State – Health & Welfare Realignment. Realignment allocations from the State for Health and Welfare are comprised of three components: statewide sales tax, motor vehicle license fee (VLF) receipts, and CalWORKS Maintenance of Effort (MOE), budgeted as follows:

Health & Welfare Realignment – Sales Tax. In FY 2012-13 and FY 2013-14, General Fund realignment revenue from sales taxes are anticipated to increase 3.5% each year, consistent with statewide sales tax growth projections discussed above. This results in a $10.3 million increase in Health and Welfare sales tax allocation from the FY 2011-12 budget, and a $3.8 million increase (3.5%) over Nine Month Report projections; FY 2013-14 revenue from this source is projected to increase $3.9 million from the FY 2012-13 budget, or 3.5%.

Health & Welfare Realignment – Vehicle License Fee (VLF). General Fund realignment revenues from VLF receipts in FY 2012-13 are expected to decrease $3.1 million from FY 2011-12 budgeted levels, and increase $0.6 million (1.5%) over Nine Month Report projections; FY 2013-14 revenue from this source is projected to increase $0.4 million (1.0%) from the FY 2012-13 budget. Although new vehicle sales continue to increase from prior years (16.6% in the first three quarters of FY 2011-12 compared to the same period in FY 2010-11), new car sales generate only 20% of VLF revenue. The erosion in the amortized value of existing vehicles, which declined dramatically during the recession, temper revenue projections: the budget assumes modest growth in the value of vehicles upon which the VLF is assessed (1.5% in FY 2012-13 and 1.0% in FY 2013-14).

Health & Welfare Realignment – CalWORKs Maintenance of Effort (MOE). San Francisco's CalWORKs MOE allocations are tied to what the county would have received under the 1991 realignment formula for distribution of funding for mental health services. In FY 2012-13, realignment revenues from this subvention are projected to increase $1.5 million from FY 2011-12 budgeted levels and $0.8 million over Nine Month Report projections, based on projected growth in state sales taxes and VLF revenue. In FY 2013-14 revenue from this source is projected to increase $0.8 million (2.8%) from the FY 2012-13 budget.

Table 1-9. Real Property Transfer Tax Revenues ($ millions)



In April 2010, the Board of Supervisors and Mayor approved the Controller's proposed financial policies, submitted in accordance with the provisions of Proposition A, passed in November 2009. These policies included the creation of a Budget Stabilization Reserve to be funded with a portion of volatile revenues, beginning in FY 2011-12, including 75% of transfer tax revenue in excess of the prior five-year average, adjusted for any rate increases during the period. Transfer Tax revenue is projected to exceed the prior five-year average in both FY 2012-13 and FY 2013-14 by $23.7 million and $9.7 million respectively, triggering Budget Stabilization Reserve deposits of $17.8 million in FY 2012-13 and $7.3 million in FY 2013-14. See Appendix 4 for more detail on the Budget Stabilization Reserve.

10. Access Line Tax. Access Line Tax revenues are budgeted at $43.0 million in FY 2012-13, an increase of $1.9 million (4.6%) from the FY 2011-12 budget and an increase of $1.3 million (3.0%) from the FY 2011-12 Nine Month Report projection. The budget reflects a proposed inflationary increase to the Access Line Tax rate of 2.9% as required under Business and Tax Regulations Code Section 784. Access Line Tax revenues are budgeted at $44.3 million in FY 2013-14, a 3.0% ($1.3 million) increase from FY 2012-13.

11. Interest & Investment Income. General Fund interest and investment income for FY 2012-13 is projected to increase by $0.7 million (12.0%) to $6.8 million from the FY 2011-12 budget and a decrease of $1.1 million (13.5%) from the FY 2011-12 Nine Month Report projection. This assumes average net monthly interest rates will decrease by 25.5%, from 1.1% in FY 2011-12 to 0.8% in FY 2012-13, and that average cash levels of unallocated General Fund revenue will remain flat. In FY 2013-14, interest and investment income is expected to decrease 14.4% ($1 million) compared with FY 2012-13 budget, and assumes interest rates decline 12.2% from FY 2012-13 to approximately 0.7% in FY 2013-14.

12. Intergovernmental – Federal. Federal support for the General Fund is projected to decrease by $9.9 million (4.8%) to $198.8 million in FY 2012-13 due primarily to the loss of federal aid for foster care and adoptions due to a projected decrease in expenditures. Federal support is projected to rebound in FY 2013-14 and increase $11.4 million (5.4%) to $210.3 million due

9. Real Property Transfer Tax. Real property transfer tax is budgeted at $203.5 million in FY 2012-13, and $183.1 in FY 2013-14. The FY 2012-13 budget represents an $84.7 million (71%) increase over the FY 2011-12 budget of $118.8 million, and an $18.5 million (10%) increase compared to the FY 2011-12 9-Month Projection of $185.0 million, primarily due to the anticipated continued strengthening of market fundamentals across all property sectors, resulting in increased demand from institutional investors, as well as owner-users. The FY 2013-14 budget is 10% lower ($20.3 million) than the FY 2012-13 budget, reflecting projected strong market conditions, but reduced from the expected peak of sales activity in the coming year.

Table 1-8 summarizes recent history for this revenue by transaction size and illustrates the high levels of revenue generated in FY 2005-06 and FY 2006-07 from sales of high value (largely commercial) properties. The transfer taxes generated by these transactions fell by over 50% in FY 2008-09 due to severe downturn, rebounded in FY 2009-10, and are projected to surpass prior peak levels in FY 2011-12, due in part to tax rate increases in November 2008 and 2010, as well as an increase in transaction volume, particularly at the higher tax brackets from commercial investment activity.

Table 1-8. Real Property Transfer Tax Revenues by Transaction Size ($ millions)

Real Property Transfer Tax Revenue ($ millions)*

Tax Rate	@ 0.50% <$250K	@ 0.68% >$250K	@ 0.75% >$1 M	@ 1.5% >$5 M	@ 2.5% >$10 M	Total Revenue
FY 2005-06	$ 0.5	$ 31.4	$ 98.3	N/A	N/A	$ 130.2
FY 2006-07	0.4	29.3	114.3	N/A	N/A	144.0
FY 2007-08	0.5	24.8	61.0	N/A	N/A	86.2
FY 2008-09	0.8	19.8	27.1	1.2	N/A	48.9
FY 2009-10	1.8	24.8	26.5	30.7	N/A	83.7
FY 2010-11	1.0	21.7	31.1	53.1	32.0	138.8
FY 2011-12 Projection	1.0	22.2	28.2	18.7	114.8	185.0
FY 2012-13 Budget	1.1	24.4	31.0	20.6	126.3	203.5
FY 2013-14 Budget	1.0	22.0	27.9	18.5	113.7	183.1

*Amounts to be adjusted for timing differences between Recorder's System and revenue recognition requirements at year end.

Proposition N, passed by the voters in November 2010, increased the property transfer tax rate on transactions valued at $5 million to $10 million from 1.5% to 2.0%, and from 1.5% to 2.5% for transactions values at over $10 million. In FY 2011-12, the total value of all transactions is anticipated to top $13.1 billion, generating $185 million in transfer taxes. The Proposed Budget assumes continued strong market demand with total sales volume increasing to $14.4 billion in FY 2012-13, approximately 25% less than the transaction volume in the prior peak FY 2006-07, yet generating higher taxes due to the change in the tax rate. The Proposed Budget assumes revenues revert toward the long term trend line in FY 2013-14, as illustrated in Table 1-9.

Table 1-7. FY 2011-12 Hotel Room Tax Revenue Allocation ($ millions)

	FY 2011-12	FY 2012-13		FY 2013-14	
	9-Month Estimate	Municipal Code Allocation	Proposed Allocation	Municipal Code Allocation	Proposed Allocation
General Fund Unallocated (discretionary)	$ 157.4	$ 122.1	$ 170.2	$ 136.6	$ 192.3
Grants for the Arts - Recurring	11.2	23.3	11.2	24.7	11.2
Grants for the Arts - Non-Recurring	0.2	0.4	0.2	0.4	0.2
Fine Arts Museum	5.6	7.4	5.6	7.8	5.6
Asian Art Museum	2.2	2.9	2.2	3.1	2.2
Academy of Sciences - Steinhart Aquarium	1.2	-	1.2	-	1.2
Administration (Tax Collector)	0.1	0.2	0.1	0.2	0.1
Cultural Centers	1.5	2.8	1.5	3.0	1.5
Cultural Equity Endowment	1.7	3.2	1.7	3.4	1.7
War Memorial & Performing Arts	8.7	14.0	9.2	14.8	9.1
Moscone / Convention Facilities	34.1	52.8	34.1	56.0	34.1
Convention & Visitors Bureau	7.6	12.2	7.6	12.9	7.6
Low-Income Housing - Capital Projects	-	8.3	-	8.8	-
Low-Income Housing - Rental Assistance	0.5	0.7	5.5	0.7	5.6
Yerba Buena Gardens (Redevelopment Agency)	3.3	3.2	3.2	3.1	3.1
Total	**$ 235.4**	**$ 253.5**	**$ 253.5**	**$ 275.6**	**$ 275.6**
Budgeted in General Fund	$ 181.2	$ 162.4	$ 194.0	$ 179.2	$ 216.1
Budgeted in Non-General Fund	50.9	88.0	56.4	93.3	56.4
Budgeted in SF Redevelopment Agency	3.3	3.2	3.2	3.1	3.1
Total, All Entities	**$ 235.4**	**$ 253.5**	**$ 253.5**	**$ 275.6**	**$ 275.6**

7. Utility Users Tax. Utility user tax revenue is budgeted at $91.9 million in FY 2012-13, $3.7 million (3.9%) less than the FY 2011-12 Original Budget, but $2.7 million (3%) over the FY 2011-12 9-Month Report projection. Telephone user taxes, water user tax revenues, and gas and electric user taxes are budgeted to grow by 3% over FY 2011-12 projected actual revenues, reflecting growth in private employment and CPI anticipated during FY 2012-13. In FY 2013-14, Utility user tax is budgeted at $93.73 million, which is $1.8 million, or 2%, over the FY 2012-13 budgeted amount.

8. Parking Tax. Parking tax is budgeted at $76.5 million in FY 2012-13, an increase of $4.6 million (6.3%) compared to the FY 2011-12 budget, and a $2.2 million increase from the 9-Month Report FY 2011-12 projection. Parking tax revenues are correlated with business activity, employment, and rate increases. The recovery in business activity and employment have largely driven this increase. Additionally, much of the increases from the FY 2011-12 original budget to the FY 2011-12 9 Month projection are attributable to increased enforcement efforts beginning in December 2010, to collect parking tax from parking lot operators who do not hold Certificates of Authority. In FY 2013-14, parking tax is projected at $78.8 million, a 3.0% increase ($2.3 million) from FY 2012-13. Parking tax revenues are deposited into the General Fund, from which an amount equivalent to 80% is transferred to the MTA for public transit as mandated by Charter Section 16.110.

showing steady growth over last year's peak of 80.1% for the same time-period. Strong demand from all segments of the market (tourist, convention, and business) combined with no additions to inventory, have exerted upward pressure on room rates, with ADR increasing to $197 in the first three quarters of FY 2011-12, a 14% increase over the same period last year and nearly 5% above the prior peak in FY 2007-08. Revenue per available room (RevPAR), the combined effect of occupancy and ADR, reached a record high of nearly $160 in FY 2011-12 (year-to-date), a 9% increase from the previous peak in FY 2007-08. Double-digit increases in RevPAR during the first calendar quarter of 2012 are expected to slow through the second quarter ending June 30, 2012. The Proposed Budget assumes an annual increase in RevPAR of approximately 6.0% in both FY 2012-13 and FY 2013-14, due to anticipated continued strong demand. Table 1-6 provides a recent history of RevPAR levels.

Table 1-6. Revenue Per Available Room (RevPAR): Fiscal Year 2007-08 to 2011-12

	2007-08	2008-09	2009-10	2010-11	2011-12	Change - $	Change - %
July	$156	$167	$131	$141	$171	$30	22%
August	162	167	134	154	176	22	14%
September	175	178	152	166	189	23	14%
October	184	171	174	174	204	30	17%
November	146	122	107	111	151	40	36%
December	100	112	85	106	108	2	2%
January	117	102	96	123	135	12	10%
February	142	91	102	136	156	21	15%
March	141	110	117	136	147	11	8%
April	139	116	118	130			
May	146	114	133	164			
June	169	121	129	157			
Average YTD	**$148**	**$131**	**$123**	**$141**	**$160**	**$21**	**15.4%**
$ Change from PY	**$13**	**($17)**	**($8)**	**$18**	**$18**		
% Change from PY	**9.3%**	**-11.6%**	**-5.9%**	**14.8%**	**15.4%**		

General Fund hotel tax totals $194.0 million in FY 2012-13, of which $170.2 million is unallocated. This is a General Fund increase of $28.1 million or 17.4% from the FY 2011-12 budget and 7.1% from the Nine Month Report projection. Similar growth is expected during FY 2013-14 with the General Fund hotel tax totals are projected to grow by $22.1 million (11.4%) to $216.1 million in FY 2013-14, of which $192.3 million is unallocated.

The completion of Moscone Convention Center renovations and opening of all facility space available is expected by July 1, 2012, enabling growth from convention-related business. Additionally, these projections include $8.4 million in additional one-time revenue in FY 2013-14 from the America's Cup yacht racing event and adjustments to defer revenue related to ongoing litigation.

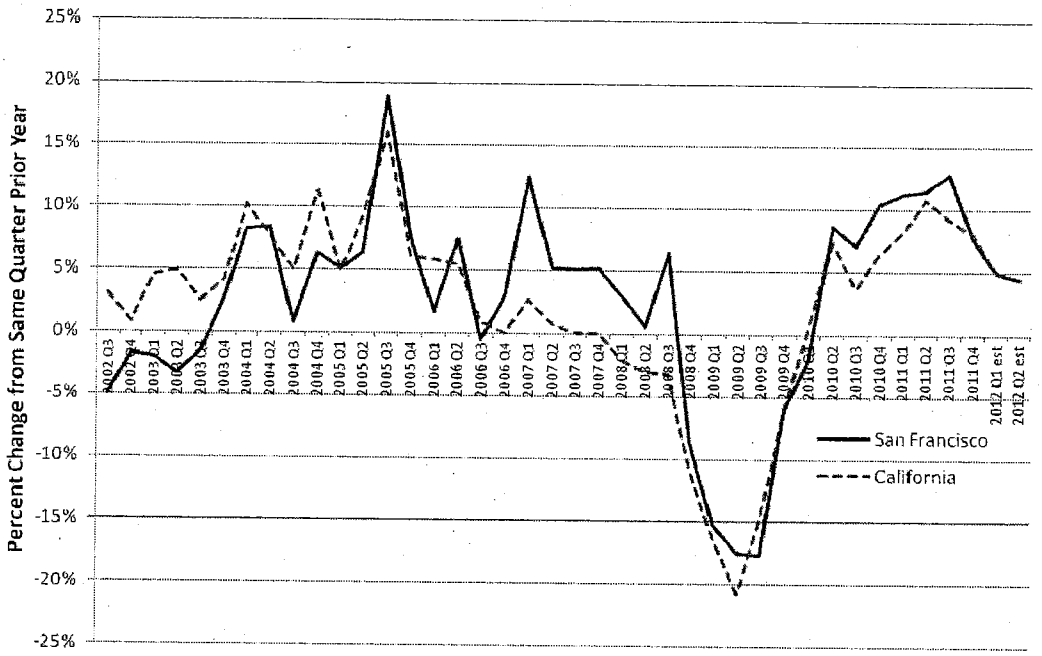
Table 1-7 illustrates how hotel room tax revenues would be allocated pursuant to the Municipal Code and how they are allocated in the FY 2012-13 and FY 2013-14 Proposed Budgets.

with no payroll) are exempt. As a result, only about ten percent of registered businesses in the City pay payroll tax, and within that group the City relies on a single sector—business and professional services—for more than 40% of revenue. This concentration means that tax receipts can change more quickly and at different rates than data on total employment and wages may indicate.

5. Sales Tax. Local sales tax in FY 2012-13 is projected to generate $121.7 million in revenue in FY 2012-13, an increase of $15.2 million (14.2%) from the FY 2011-12 original budget and $7.4 million (6.5%) more than the FY 2011-12 9 Month Report projections. Continued growth is expected during FY 2013-14 as revenues are expected to reach $130.0 million, 6.8% more than FY 2012-13. The FY 2013-14 projection includes $2.2 million in additional one-time revenue from the America's Cup yacht racing event.

Table 1-5 shows historical changes in quarterly sales tax receipts for both the City and State.

Table 1-5. Historical Changes in Local and State Sales Tax Receipts
2002 Q3 through 2012 Q2 Projection



The rate of recovery plateaued in FY 2010-11 and slowed while continuing to grow in an absolute sense during FY 2011-12. New multifamily construction and household formation will support continued revenue growth in the later projection years.

6. Hotel Room Tax. Total hotel tax revenue is projected to be $253.5 million in FY 2012-13, a 15.2% increase from FY 2011-12 original budget a 7.7% increase from the Nine Month Report projection. Continued revenue growth is projected for in FY 2013-14 with total revenue projected at $275.6 million, an increase of 8.7%.

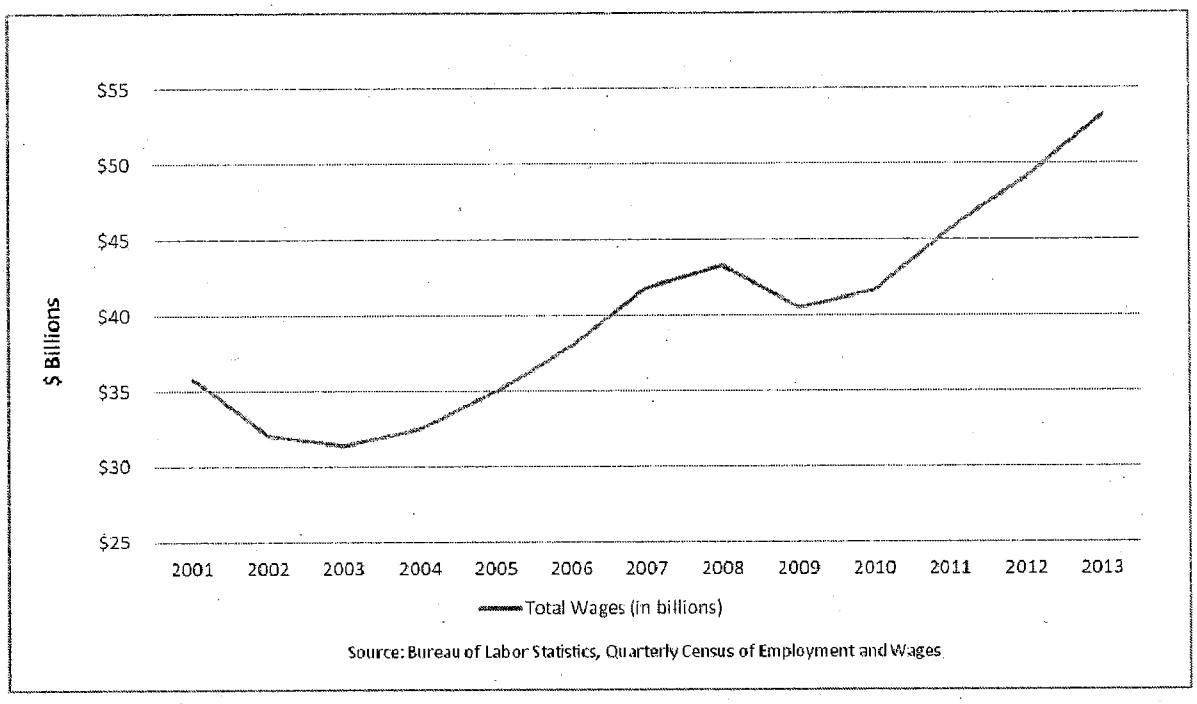
Hotel tax revenue growth is a function of changes in occupancy, average daily room rates (ADR) and room supply. Through March FY 2011-12, monthly occupancy rates averaged 80.7%,

corrected tax rate area assignments, and new construction anticipated in the Mission Bay North, Mission Bay South, and Transbay redevelopment project areas.

4. Business Taxes. Business taxes are budgeted at $454.3 million in FY 2012-13 and 491.3 million in FY 2013-14, which are increases of $64.4 million (16.5%) and $37.0 million (8.1%) respectively. Business tax revenues include $445.6 million and $483.1 million in payroll taxes during FY 2012-13 and FY 2013-14, respectively, and $8.7 million in business license registration fees during both years. The projection for FY 2013-14 payroll tax includes $5.6 million in additional one time revenue resulting from the America's Cup yachting event.

As seen in Table 1-4, strong wage growth is expected in both 2012 and 2013, with projected increases of 5.2% in FY 2012-13 and 4.4% in FY 2013-14. Private employment, a key lagging indicator, which reached a trough in 2010, is expected to grow at a rate of approximately 2.3% in FY 2012-13 and 2.9% in FY 2013-14

Table 1-4. Total San Francisco County Wages, Calendar Years 2001 to 2013



San Francisco entered the recession late and its unemployment rate has been below that of the state and other large cities. This was partly because it experienced less of a residential construction-related boom in employment before the recession. In 2011, internet, publishing and computer systems design payrolls improved markedly in San Francisco, while finance and insurance industry payrolls have bottomed out but not yet recovered. Overall, employment growth appears to have finally reached levels indicating a sustainable jobs recovery.

Not all employers are subject to San Francisco's business tax: the California Constitution prohibits taxation of certain financial corporations, while nonprofits, government employers and small businesses (firms with less than $250,000 in taxable payroll, including sole proprietorships

The reserve amount anticipated for Assessment Appeals Board (AAB) decisions for FY 2012-13 appeals is expected to decline, helping to increase the estimated General Fund revenues by $11.4 million compared to the amount originally budgeted in FY 2011-12. The reserve carries forward balances from the prior year to allow for potential refunds based on appeals that continue to be pending from prior years.

FY 2013-14 Estimated Property Tax Revenues

The Controller's estimate for FY 2013-14 indicates secured Proposition 13 base property roll growth of 4.4% from the FY 2012-13 preliminary working roll estimates. This growth in the secured base property roll primarily reflects a 2.0% forecasted increase in the California Department of Industrial Relation's California Consumer Price Index (CCPI) and $750 million in increased Proposition 13 base property values where there have been changes in ownership during calendar year 2012 or new construction completed and assessed by the Assessor-Recorder by December 31, 2012.

Proposition 8 reductions in taxable assessed values are estimated to decline to $2.2 billion or about -1.5% in FY 2013-14, a level similar to FY 2011-12. This amount is challenging to estimate because unlike Proposition 13, which limits increases in secured base property roll values to a maximum of 2.0%, Proposition 8 temporary reductions may vary with no limitation other than the Proposition 13 base property roll value.

The estimated net increase in the secured taxable value would translate into approximately $37.1 million in higher General Fund share revenues in FY 2013-14 compared to the proposed FY 2012-13 budget amount.

For the AAB reserve deposit in FY 2013-14, it is currently estimated that the amount will decrease by about 15% compared to the estimate for FY 2012-13. This would help to add $5.3 million to General Fund revenues in FY 2013-14 compared to the estimated revenues for FY 2012-13.

Other factors affecting property tax revenues in FY 2012-13 and FY 2013-14 include:

- $51.0 million General Fund share is budgeted for supplemental and escape property tax assessments that the Assessor expects to process in FY 2012-13. This is an increase of about $10.5 million compared to the $40.5 million originally budgeted for FY 2011-12. As the Assessor-Recorder works through most of the prior year outstanding reassessments due to new construction and changes in ownership, $29.7 million General Fund share is budgeted for supplemental and escape property tax assessments in FY 2013-14.

- $14.0 million budgeted for penalties and interest revenue from payments of delinquent property taxes in FY 2012-13 and FY 2013-14, representing a slight decline compared to the $14.2 million budgeted for FY 2011-12.

- $124.1 million budgeted in FY 2012-13 and $134.8 million budgeted in FY 2013-14 in gross property tax increment from properties within redevelopment project areas formed prior to the dissolution of the San Francisco Redevelopment Agency (SFRA) on February 1, 2012 to be paid to other affected taxing entities as AB 1290-required pass-through payments or to the Successor Agency to the San Francisco Redevelopment Agency. In FY 2011-12, $119.0 million was used for the same purposes. The increases represent updated assessments,

Rainy Day Reserve's Economic Stabilization Account is projected to be $25.1 million. The Mayor's Proposed Budget assumes no use of the Reserve by the City in FY 2012-13 or FY 2013-14. The budget assumes that the maximum 25% allowance for the San Francisco Unified School District will be withdrawn in each budget year, representing $6.3 million in FY 2012-13 and $4.7 million in FY 2013-14, leaving a remaining balance in the Reserve of $14.1 million.

b. Recreation & Park's Savings Reserve. The Recreation and Parks Saving Incentive Reserve, established by Charter Section 16.107(c), is funded by the retention of year-end net expenditure savings by the Recreation and Park Department and must be dedicated to one-time expenditures. The Mayor's Proposed Budget assumes the use of $1.7 million from this reserve in FY 2012-13 and $1.9 million in FY 2013-14.

c. Budget Savings Incentive Fund (BSIF). The Citywide Budget Savings Incentive Fund (BSIF) is authorized by Administrative Code Section 10.20. The Fund receives 25% of year-end departmental expenditure savings to support one-time expenditures. The Fiscal Year 2011-12 Nine Month Report anticipated that the year-end balance in the BSIF would be $18.3 million. The proposed budget appropriates $8.4 million of the reserve for projects in FY 2012-13 and a further $9.9 million for FY 2013-14. Proposed uses of the Reserve are outlined in separate legislation submitted by the Mayor's Office.

3. Property Taxes. The FY 2012-13 General Fund share of property tax revenue is estimated at $1,078.1 million, which is 4.8% ($49.4 million) more than the FY 2011-12 budget and 3.9% ($40.1 million) more than the FY 2011-12 Nine Month Report projection.

The FY 2013-14 General Fund share of property tax revenue is estimated at $1,109.7 million, which is 2.9% ($31.6 million) more than the proposed FY2012-13 budget.

FY 2012-13 Estimated Property Tax Revenues

Preliminary working roll estimates from the Assessor's Office indicate FY 2012-13 secured Proposition 13 base property roll value growth of 2.7% from the FY 2011-12 certificate value. This growth in the secured base property roll primarily reflects a 2.0% calculated inflation increase based upon the California Department of Industrial Relation's California Consumer Price Index (CCPI) and increases in Proposition 13 base property value assessments where there have been changes in ownership.

Offsetting the expected increase in the secured Proposition 13 base property roll value are the estimated temporary Proposition 8 reductions in secured taxable assessed values in FY 2012-13 for about 7% of the total number of San Francisco's taxable and non-segregated (timeshare) properties by the Assessor-Recorder. Those temporary reductions are estimated to reduce the secured taxable property value by about $3.1 billion or -2% of the secured property roll in FY 2012-13 (compared to a reduction of about $2.3 billion or -1.5% in FY 2011-12). Temporary Proposition 8 reductions have most commonly been applied to the recently constructed buildings and condominiums in the eastern South of Market District and Mission Bay areas where many dwellings were purchased between 2005 and 2009. The temporary reductions in secured taxable property value may adjust back up to the Proposition 13 base property roll value, stay the same, or decline in future years.

The estimated net increase in secured taxable property values should provide $18.8 million more in General Fund share revenues in FY 2012-13 compared to the FY 2011-12 budget.

Table 1-2. General Fund Major Local Tax Revenues: Projected Growth Rates

Local Tax Revenues	FY 2012-13 Growth Estimate from FY 2011-12 Nine-Month Projection	FY 2013-14 Growth Estimate from FY 2012-13 Proposed Budget
Property Taxes	3.9%	2.9%
Business Taxes	6.1%	8.2%
Sales Tax	6.5%	5.0%
Hotel Room Tax	7.1%	11.4%
Utility Users Tax	3.0%	2.0%
Parking Tax	3.0%	3.0%
Real Property Transfer Tax	10.0%	-10.0%
Stadium Admissions Tax	2.0%	2.0%
Access Line Tax	3.0%	3.0%
Total	**5.2%**	**3.7%**

1. Prior Year Fund Balance. The proposed budget anticipates a $189.8 million General Fund surplus to be available at the end of FY 2011-12, comprised of $184.9 million from FY 2011-12 operating surplus (split equally between FY 2012-13 and FY 2013-14 budgets) and $4.9 million from reductions in project-specific budgets, including $4 million of surplus appropriation in the Public Campaign Finance Fund and $0.9 million savings in the Controller's City Services Auditor project. The operating surplus projection is $12.4 million more than the $172.4 million ending fund balance projection in the Controller's FY 2011-12 Nine Month Budget Status Report. The updated projection reflects $8 million that has been identified as available to release from litigation reserves after a reevaluation of outstanding liabilities and $4.4 million in additional revenue surplus and expenditure savings identified since publication of the Nine Month Report.

2. Use of Reserves. As shown in Table 1-3, the Mayor's Proposed Budget includes using $16.4 million from reserves established in prior years during FY 2012-13 and $16.5 million during FY 2013-14.

Table 1-3. General Fund Use of Reserves ($ millions)

	Actual FY 2011-12	Proposed FY 2012-13	Proposed FY 2013-14
Rainy Day Reserve Allocated to the School District	$ 8.4	$ 6.3	$ 4.7
Recreation and Park's Budget Savings Incentive Reserve	4.4	1.7	1.9
Budget Savings Incentive Fund	-	8.4	9.9
Total Use of Reserves	$ 12.8	$ 16.4	$ 16.5

a. Rainy Day Reserve. Charter Section 9.113.5 establishes a Rainy Day Economic Stabilization Reserve (Rainy Day Reserve) funded by excess revenue growth in good years, which can be used to support the City General Fund and San Francisco Unified School District operating budgets in years when revenues decline. The FY 2011-12 year-end balance of the

Appendix 1. General Fund and Hospital Fund Sources

Table 1-1 provides a summary of the Mayor's FY 2012-13 and FY 2013-14 Proposed Budget's assumptions regarding General Fund sources and the change compared to the FY 2011-12 budget. Table 1-2 provides projected growth rates for major local tax revenues. Notes are provided below.

Table 1-1. General Fund Sources ($ millions)

Sources of Funds	FY 2011-12 Budget	FY 2012-13 Proposed Budget	FY 2013-14 Proposed Budget	Notes
Prior Year Fund Balance - Operating Surplus	$ 159.4	$ 92.4	$ 92.4	1
Prior Year Fund Balance - Project Close-outs	incl. above	4.2	0.8	1
Use of Reserves	12.8	16.4	16.5	2
Regular Revenues				
Property Taxes	1,028.7	1,078.1	1,109.7	3
Business Taxes	389.9	454.3	491.3	4
Sales Tax	106.6	121.7	130.0	5
Hotel Room Tax	165.9	194.0	216.1	6
Utility Users Tax	95.6	91.9	93.7	7
Parking Tax	72.0	76.5	78.8	8
Real Property Transfer Tax	118.8	203.5	183.1	9
Stadium Admissions Tax	2.3	2.7	2.8	
Access Line Tax	41.1	43.0	44.3	10
Licenses, Permits & Franchises	24.3	25.3	25.7	
Fines and Forfeitures	7.7	7.1	7.1	
Interest & Investment Income	6.1	6.8	5.8	11
Rents & Concessions	22.9	21.4	21.0	
Intergovernmental - Federal	208.8	198.8	210.3	12
State - Public Safety Sales Tax	69.1	79.0	81.7	13
State - Health & Welfare Realignment	143.7	150.9	155.2	14
State - Public Safety Realignment	-	17.3	17.3	15
Allowance for State Revenue Loss	(15.0)	(15.0)	-	16
State - Other	271.8	269.2	256.8	17
Charges for Services	143.2	155.5	160.5	18
Recovery of Gen. Govt. Costs	10.4	12.1	12.1	
Other Revenues	18.8	18.6	22.3	
Subtotal Regular Revenues	***2,932.6***	***3,212.8***	***3,325.5***	
Net Transfers	157.0	156.0	155.8	
Total Sources	**3,261.7**	**3,481.8**	**3,591.0**	

budgeted regular revenues ($32.2 million) in FY 2012-13 and 1.25% of budgeted regular revenues ($41.6 million) in FY 2013-14. The General Reserve is available to be appropriated by the Board for any purpose to accommodate shortfalls or new requirements during the course of the budget year.

- **The budget contains a $15 million FY 2012-13 allowance for future State funding cuts and realigned program responsibilities.** As of this writing, the California State budget has not been passed. The State's budget is premised upon voter approval of new income and sales tax measure on the November 2012 ballot, with significant trigger cuts to public education if the ballot measures fail. Should the measures fail, it is possible that the State Legislature could make alternative reductions to local government programs in order to reduce the impact to public education. There is no allowance for additional State funding cuts in the FY 2013-14 proposed budget. Future budget adjustments are likely to be necessary should the Mayor and Board wish to backfill potential State service reductions in FY 2013-14 or that exceed the $15 million allowed for in the FY 2012-13 budget.

- **Budgetary baselines and set-asides are funded at voter-approved levels, with limited exceptions.** Appendix 3 provides details on voter-approved mandates that determine some minimum levels of revenues, expenditures or service levels for various programs. Items of interest include:

    - **Children's Baseline:** The Children's baseline is funded at $128.9 million in FY 2012-13 and $129.8 million in FY 2013-14, which is above required levels by $13.6 million and $10.1 million respectively.

    - **Police Staffing**: Police Baseline staffing requires 1,971 officers. Based on the Proposed FY 2012-13 and FY 2013-14 Budgets it appears that this staffing requirement has not been met.

    - **Treatment on Demand:** Section 19.23A of the Administrative Code, approved by voters in December 2008, requires the Department of Public Health to meet overall demand for free and low-cost medical substance abuse services and residential treatment slots. The Department's recent reports indicate that as of December 2011 the target is not being met. The budget does not include additional funding intended to meet this target.

Conclusions

The proposed two-year budget appears to be reasonable given the information currently available, and with cautionary notes regarding its reliance on continued revenue growth and uncertainty in the State budget. The budget also sets the City to have reduced shortfalls in future years, due to the reduced reliance on prior year fund balance and the anticipated rebuilding of economic stabilization reserves. The Controller's Office will continue to work closely with the Mayor and the Board of Supervisors to share information provide estimates that will be necessary to ensure that the City's budget remains balanced.

Appendices

1. General Fund and Hospital Revenues p. 4
2. One-time Sources and Nonrecurring Revenue Policy Compliance p. 18
3. Baselines and Mandated Funding Requirements p. 20
4. Reserve Deposits and Withdrawals p. 24

Table 1. Overview of Budget Sources ($ millions)

General Fund

	FY 2011-12 Budget	FY 2012-13 Proposed	FY 2013-14 Proposed
Fund Balance - Prior Year Operating Surplus	$ 159	$ 92	$ 92
Fund Balance - Project Savings	incl above	4	1
Use of Reserves	13	16	16
Regular Revenues	2,933	3,213	3,326
Transfers, net	157	156	156
Total GF Sources	**$ 3,262**	**$ 3,481**	**$ 3,591**
Change from Prior Year	***$ -***	***$ 219***	***$ 109***
Percentage Change	***$ -***	***7%***	***3%***

All Funds

	FY 2011-12 Budget	FY 2012-13 Proposed	FY 2013-14 Proposed
Fund Balance	$ 254	$ 217	$ 195
Use of Reserves	13	20	21
Regular Revenues	6,568	7,110	7,338
Total All-Funds Sources	**$ 6,835**	**$ 7,347**	**$ 7,554**
Change from Prior Year	***$ -***	***$ 512***	***$ 207***
Percentage Change	***$ -***	***7%***	***3%***

- **The proposed General Fund budget reduces reliance on prior year fund balance and other one-time sources:** As discussed in Appendix 2, use of fund balance and other one-time sources comprise just $113 million and $119 million of the proposed FY 2012-13 and FY 2013-14 General Fund operating budgets, respectively. This is a substantial reduction from the $181 million of such sources used to support the FY 2011-12 General Fund budget. This reduced reliance upon one-time sources will make it easier for the City to balance future budgets.

- **The proposed budget implements new financial policies that rebuild reserves:** The City's Budget Stabilization reserve policy adopted in April 2010 provides that 75% of the amount of Real Property Transfer Tax above the prior five-year average be deposited into a Budget Stabilization Reserve, which complements the City's previously existing Rainy Day Reserve. These two reserves provide an economic cushion for the City during economic downturns when revenues decline. The proposed budget estimates that continued strength in the commercial real estate market will lead to $25 million in deposits to the Budget Stabilization Reserve over the two-year budget period. The two-year budget also proposes $11 million for the maximum allowable withdrawals from the Rainy Day Reserve to benefit the San Francisco Unified School District. Assuming no other deposits over this time horizon, this would result in a net increase to the City's economic stabilization reserves of $14 million, raising their combined balance to $66 million from the current level of $52 million. In addition, the budget also complies with the Board's new General Reserve policy, also adopted in April 2010, which calls for increasing the General Fund Reserve to 1% of

City and County of San Francisco

Office of the Controller

Controller's Discussion of the Mayor's FY 2012-13 and 2013-14 Proposed Budget **June 14, 2012**

Charter Section 9.102 requires that the Controller provide the Board of Supervisors with an opinion regarding the accuracy of economic assumptions underlying the revenue estimates in the Mayor's Proposed Budget and the reasonableness of such estimates. On May 31, 2012, Mayor Edwin Lee submitted his FY 2012-13 and FY 2013-14 Proposed Budget to the Board of Supervisors. An overview of the revenues is provided in Table 1.

Overall, the proposed two-year budget appears to be reasonable given the information currently available. The proposed budget reduces the City's recent reliance on one-time revenues and includes a gradual rebuilding of reserves, reducing prospective budgetary shortfalls, provided that the current economic recovery is sustained and potential future reductions in State revenues remain manageable.

Overview

As shown in Table 1, the Proposed Budget for FY 2012-13 of $3.5 billion General Fund and $7.3 billion All Funds represents a 7% increase from the FY 2011-12 original budget. The Proposed Budget for FY 2013-14 represents a further 3% increase in both General Fund and All Funds. Highlights include:

- **Local tax revenue estimates are reasonable given current economic assumptions but will continue to be monitored.** The proposed budget reflects the prevailing economic consensus in assuming a steady economic recovery through FY 2012-13 and FY 2013-14, with regular revenues increasing by $220 million over the FY 2011-12 budget (representing $92 million above the revised FY 2011-12 revenue outlook in the Controller's Nine Month Budget Status Report), and FY 2013-14 revenues increasing by a further $109 million. However, San Francisco's economy is vulnerable to national and international economic developments that could cause changes to the currently favorable trends in job growth, property values and tourism. Any significant economic slowdown would require the Mayor's Office and Board to adjust the budget to reflect reduced revenues. The Controller's Office will monitor local tax receipts and the overall economic outlook carefully and provide revenue projection updates throughout the budget years.

City and County of San Francisco

Office of the Controller

FY 2012-13 and FY 2013-14 Revenue Letter:

Controller's Discussion of the Mayor's FY 2012-13 and FY 2013-14 Proposed Budget

June 14, 2012

Questions?

Workforce Development: Jobs Readiness Initiative

- Budget includes $1 Million in funding to complete remaining commitment for Jobs Readiness Initiative and transition work into Office of Economic and Workforce Development

Visitacion Valley

- Schlage Lock site work will continue at OEWD, with MOU in progress for developer to fund work
- Through Invest In Neighborhoods, OEWD will continue to provide economic development support along Leland Avenue
  - Leland will undergo a Phase I corridor assessment early in FY 12-13 to determine needs.
  - Leland will have access to all the baseline tools, and will be assigned customized interventions upon the completion
  - OEWD will help the community leverage funds from related Citywide programs, including loans from the Mayor's Small Business New Jobs Investment Fund

Bayview

- City continuing work in Bayview, including Third Street Corridor, initiated under Redevelopment Agency, $4.7 M over the 2 years.
  - Capital funds for Southeast Health Center planning
  - SF Shines Façade and Tenant Improvement Program
  - Programming Grants for Mendell Plaza Activation
  - Community Ambassadors
  - Catalyst Real Estate Project in town center
  - Neighborhood Community Engagement

Mid-Market

- City investing in economic revitalization activities on Central Market and Sixth Street, informed by Central Market Economic Strategy, $3.0 M over the 2 years.
  - Business Attraction and Retention
  - Community Ambassadors
  - Continuation of Alleyway improvements
  - Completion and operation of Sixth Street Police Substation
  - SF Shines Façade and Tenant Improvement Program
  - Sixth Street Cleaning and Maintenance
  - Arts Programming and Planning
  - Economic Development Planning
  - Neighborhood Community Engagement

Housing & HOPE SF

- General Fund Supported Housing Commitments
  - Hotel Tax Allocation
    - $5 million in hotel tax funding for the development of low-income rental housing for elderly and disabled residents now with MOH
  - HOPE SF
    - Backfilling $200,000 for services connection and vocational services at Hunters View and Alice Griffith HOPE SF sites
    - HOPE SF Initiative Director to spearhead this estimated $2 billion public-private partnership and to complete the $30.5 million HUD Choice Neighborhoods Initiative grant

KH2

General Fund Support of Non-Enforceable Activities

SOURCES (in millions)	FY 12-13	FY 13-14
General Fund Impact of Successor Work Compared to FY 11-12	**$ 2.8**	**$ 2.5**
USES (in millions)		
Housing and Community Development		
Hotel Tax	(5.0)	(5.0)
HOPE SF	(0.2)	(0.2)
Supportive Housing at DPH & HSA	(1.6)	(1.6)
Neighborhood Based Economic Development		
Mid Market	(1.6)	(1.5)
Bayview	(3.7)	(1.0)
Visitacion Valley	(0.1)	(0.1)
Workforce Development		
Jobs Readiness	(1.0)	(0.8)
TOTAL USES	**$ (13.2)**	**$ (10.2)**
Total Net Additional GF Cost	**$ (10.4)**	**$ (7.7)**

Work that is not obligated and Successor Agency will no longer be able to perform

- Major impacted areas
  - Housing & HOPE SF
  - Community and Neighborhood Economic Development
    - Mid-Market
    - Bayview
    - Visitacion Valley
  - Workforce Readiness
    - Jobs Readiness Initiative

- New costs to the General Fund to fill in gaps

Successor Housing Agency: Mayor's Office of Housing (MOH)

- Implementation of housing obligations and mgt of housing assets transferred on 2/1/12
  - RDA commitments to complete predevelopment and affordable housing construction for enforceable obligations
  - Property management costs for single-family assets until sold
  - Housing staffing and program delivery costs
  - Planned Projects → Enforceable Obligations:
    - Major Approved Development Area Housing Projects
    - Match/Implementation of Federal Grant- Alice Griffith Rebuild
    - Replacement Housing Obligations
- FY 12-13 Proposed Budget: $8 million; $2.6 in new TI
- FY 13-14 Proposed Budget: $8 million; $4.5 in new TI

Successor Agency: GSA - Community Reinvestment Division

- Community Reinvestment Division has been continuing activities based on the ROPS:
  - Fulfill debt related obligations (bonds)
  - Continue to Implement Major Approved Development Projects & Other Obligations
  - Manage Assets
  - Transfer
  - Wind Down
- FY 12-13 Proposed Budget : $140.2 Million
- FY 13-14 Proposed Budget : $127.4 Million

Tax Increment Allocated to Enforceable Obligations

Millions of Dollars	budget FY 11-12	budget FY 12-13	budget FY 13-14
SOURCES			
Net Tax Increment after pass-throughs and required audits	$ 134.5	$ 135.6	$ 143.1
USES			
Debt Service from tax increment	$ 98.1	$ 96.8	$ 97.6
Enforceable Redevelopment project activities from tax increment	$ 6.5	$ 10.0	$ 15.9
Enforceable Housing project activities from tax increment	$ 1.6	$ 1.0	$ 2.0
Redevelopment operations (staff/overhead) from tax increment	$ 5.8	$ 4.4	$ 4.9
MOH operations (staff/overhead) from tax increment	$ -	$ 1.6	$ 3.5
Total Tax Increment to RDA/Successor Agency/MOH	$ 112.0	$ 113.9	$ 123.8

Overall budget impact on City

- SFRA's budget was comprised of Tax Increment, Bond Proceeds and Other Revenues.
- Going forward, these same sources are available, for somewhat more restricted uses.
  - Overall tax increment request is slightly increasing, driven by increased required passthroughs as well as Mission Bay paygo which is fully committed
  - Debt service remains largest cost and relatively flat ($98.1M in FY 11-12 to $96.8M in FY 12-13)
  - Project and staffing costs are lower, constrained by ROPS and administrative allowance requirements

Staffing

SFRA FY 11-12 Budgeted Positions
112 FTE

Positions Retained
for Enforceable Obligations
54 FTE

Positions
Eliminated
58 FTE

Mayor's Office
of Housing
10 FTE

City
Administrator
35 FTE

Port
9 FTE

Overview of Dissolution

- AB 26 dissolved California Redevelopment Agencies
- City and County became the Successor Agency
- Assets transferred to Admin Services, MOH, Port
- Oversight Board oversees fiscal management of certain former Agency assets
- 3 Major Projects and housing work will continue
- Approved Recognized Obligation Payment Schedule (ROPS) details eligible activities
- Impact of Budget Trailer Bill in State Budget is currently being evaluated

Agenda

- Overview of Dissolution
- Staffing Changes
- Budget
  - Tax Increment
  - GSA and MOH Budget Overview
  - General Fund Impact
- General Fund Supported Housing and Economic Development Activities
  - Housing / HOPE SF
  - Workforce Development
  - Economic Development
- Questions

Post-Redevelopment Budget
Budget & Finance Committee

Monday, June 18, 2012

Neighborhood Development

Invest in Neighborhoods

24th Street (Noe Valley)
Broad Street
Broadway (Chinatown)
Central Market
Clement (Richmond)
College Hill
Divisadero (Western Addition)
Fillmore (Western Addition)
Fisherman's Wharf
Grant Street (North Beach)
Irving (Sunset)
Japantown (Western Addition)
Leland Avenue (Vis Valley)
Little Saigon (Tenderloin)
Lombard Street
Lower 24th Street (Mission)
Lower Polk Street
Middle Polk Street
Mission Street (Excelsior)
Noriega (Sunset)
Ocean Avenue (OMI)
San Bruno Avenue (Portola)
Taraval (Sunset)
Third Street (Bayview)
Union Street
Upper Market/Castro (Castro)
West Portal

Neighborhood Development

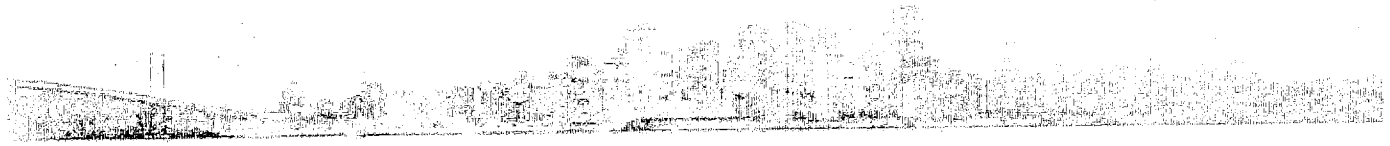
Invest in Neighborhoods

Overview

- $1.5 million in new grant funding over 2 years, a 150% increase in support for commercial corridors and small businesses
- 2 new FTEs at OEWD
- 25 Commercial Corridors will receive an initial assessment, a point person at City Hall, eligibility for small project grants, and access to a range of other services

What's New & Different

- Allows expansion of commercial district support to additional geographic areas across the City
- OEWD will coordinate the deployment of customized interventions to meet the specific needs of various commercial districts
- New programming: vacancy tracking system, mini grant program, business recruitment services, increased neighborhood capacity building



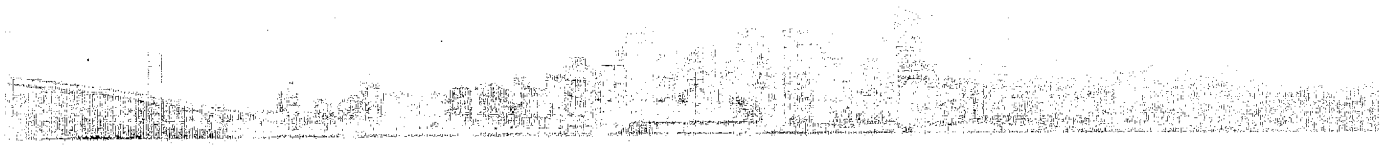
Neighborhood Development

Central Market Partnership

- $1.7 million over two years for economic revitalization activities on Central Market and Sixth Street
- Priorities informed by Central Market Economic Strategy, completed in December 2011
- Focus on filling vacancies and creating jobs while preventing displacement of existing nonprofits and small businesses
- Includes funding for business attraction and retention, façade improvements, arts and public space programming, and predevelopment for catalyst arts/mixed-use projects

Third St. Corridor/Bayview

- $1.2 million over two years to continue work initiated under Redevelopment Agency
- Includes $600,000 for SF Shines Façade and Tenant Improvement Program
- Also includes funding for regular events and safety programming focused on Mendell Plaza and for catalyst mixed-use development projects



Neighborhood Development

Jobs Squad

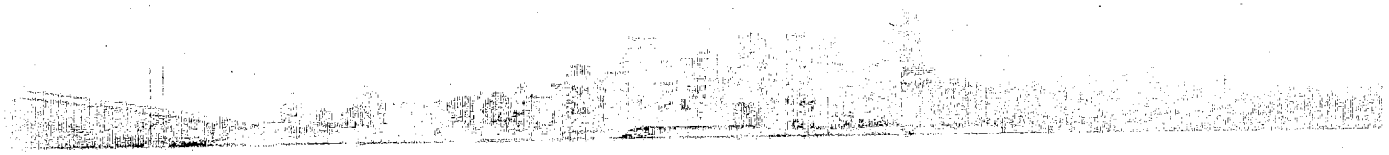
- **Helping Small Businesses In the Neighborhoods:** Job Squad brings City Hall to where small businesses are – in the neighborhoods.
- **Outreach and Education:** Includes 2 FTEs focused on promoting valuable city programs, educating businesses about regulations and helping businesses one-on-one with their issues.
- **Rapid Assistance:** The Jobs Squad would work citywide but would focus on where the need is.
- **Identity and Escalate Systemic Issues:** Provides early warning to more systemic issues.

Loans

- $4 million in financial assistance programs for small and growing businesses – $2 million in each of the next 2 years. Includes a mix of loans, forgivable loans and grants for ADA and façade improvements.

Nightlife and Entertainment

- Half-time temporary position to support the nightlife and entertainment sector. The staffer will focus on direct business assistance and develop a strategy for promoting the sector in San Francisco.



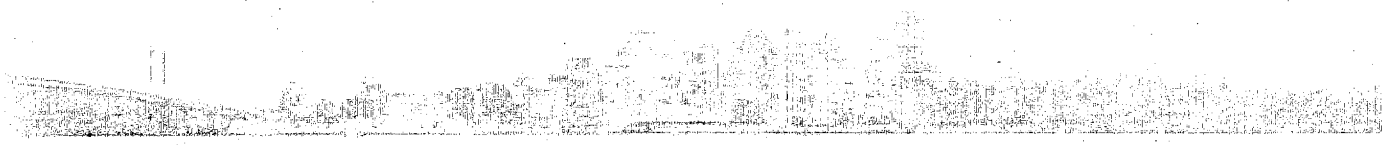
Neighborhood Development

Budget Summary

Program	FY 2011-12	FY 2012-2013 (Proposed)	FY 2013-2014 (Proposed)
Economic Development	4,578,112	14,578,342	10,196,120

FY 11-12 Accomplishments

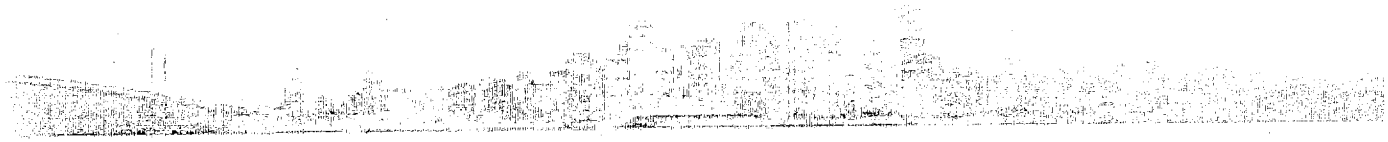
- Loans - In 2011-12, using prior investment of $800K, we made 31 loans and created 83 jobs.
- Bayview - Fresh and Easy Grocery store, Limon Rotisserie, Radio Africa Kitchen opened; launched weekly events at Mendell Plaza; continued Third St. Corridor program
- Central Market - Payroll tax exclusion and other interventions resulted in 450,000s.f. of new leases signed= 3,800 jobs
- Neighborhoods - In 8 of the neighborhood commercial districts participating in NMI, vacancy rate went from average 9% to 7.8% in a struggling economy



Office of Small Business

Goals for FY 12-13

- **Small Business Commission:**
  - Twice Monthly Meetings. Starting July 2012, the commission will meet twice a month. This will enable the commission to more effectively work with the legislative body and departments on legislative and policy matters.
- **Office of Small Business**
  - **Attract and retain Jobs:** Continue to help business start, stay and grow. Increase the number of clients services to 3000, a 6% increase.
  - **Return to full counter service hours:** M –F 8:00 am to 5:00 pm. Current counter service hours are M-T 8:00 – 5:00 pm, Friday by appointment only.
  - **Analyze OSB Services and Programs:** Conduct an analysis of OSB client data, determine the effectiveness of its function, services and programs.
  - **Launch a license/permit portal:** Launch a portal that allow new business to obtain a list of licenses and permits needed through self navigation by business type.
  - **Expand and Improve OSB website:** Site will be easier for businesses to navigate and find information.
  - **Streamlining Report**: Complete in conjuction with OEWD an analysis of the existing laws, regulations, roles, procedures and responsibilities of the key departments that regulate small businesses.
  - **Small Business Week 2013**: To include a "Doing Business with the City" procurement fair.



Office of Small Business

Program	FY 2011-12	FY 2012-2013 (Proposed)	FY 2013-2014 (Proposed)
Office of Small Business	707,907	787,895	819,192

FY11-12 Accomplishments

- Client Services: Number of clients served as or May 31, 2012 is 2520. Office is expecting to end the fiscal year with an increase in the number of clients serviced by 3%.
- Small Business Week 2012: Increased the number of small business workshop from 36 to 50 and small business participation by 30%
- Presentations and Workshop: OSB staff presented at 51 workshops and forums, 21 highlighted ADA, 14 Enterprise Zone, 13 Jobs Now3, and 3 for Mobile Food Facilities .

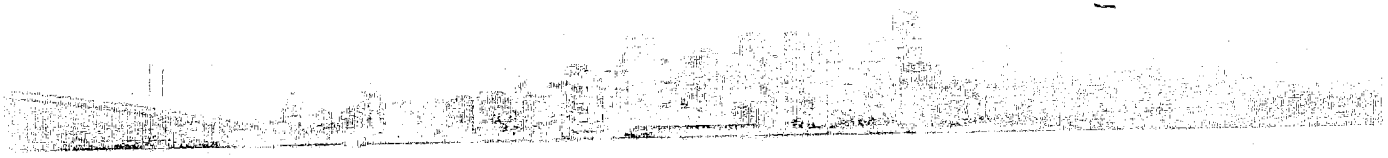
America's Cup

Budget Summary

Program	FY 2011-12	FY 2012-2013 (Proposed)	FY 2013-2014 (Proposed)
America's Cup	12,000,000	10,000,000	10,000,000

Overview

- On schedule to obtain all required approvals in time to host 2012 events and complete all needed construction for 2013 events
- FY 2011-12 expenditures below projections
  - $12 million originally budgeted, $10.9 million projected at time of Board of Supervisors approval in March
  - Costs are now projected to come in below $8.5 million, due to consolidation of event plan and timing/efficiency of regulatory approval procurement
- FY 2012-13 focus is the successful hosting of 2012 America's Cup World Series events (August and October) and preparing for Louis Vuitton Cup Challenger Series and America's Cup Final in 2013
- OEWD has executed MOU with America's Cup Organizing Committee regarding fundraising and reimbursements
  - Initial reimbursement of City expenses targeted before June 30
  - Further reimbursements made on a quarterly basis per MOU



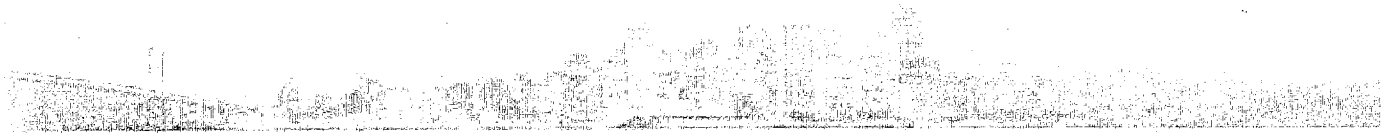
Business Development

FY 11-12 Accomplishments

- Business Retention / Expansion: Retained major employers ensuring current employees and future job growth stays in San Francisco: Riverbed, Macys.com, Yelp, Autodesk, Zoosk, Airbnb, Yammer, One Kings Lane, Dropbox
- Business Attraction: Attracted new businesses including: Pac-12 Enterprises, LinkedIn, Heath Ceramics, Enfinity Solar, Gree, Pfizer, Greenstart, China Sunergy

Goals for FY 12-13

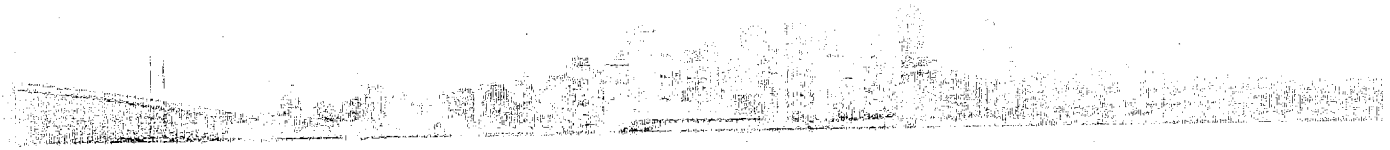
- Attract and Retain Jobs: Continue to help businesses start, stay and grow in San Francisco
- Enterprise Zone Program: OEWD will launch a new on-line system for the enterprise zone program which improves efficiency and convenience for local businesses.
- Launch Manufacturing Initiative: Launch initiative to support local manufacturers and drive the creation and retention of good manufacturing jobs.
- Expand International Program: Strengthen international business recruitment and investment by expanding international programs.



Major Development Projects

Key Projects for FY 12-13

- CPMC Rebuild (expected to be approved very early in the fiscal year)
- Pier 30-32 Waterfront Facility
- Seawall Lot 337 Development
- Pier 70 Development
- Moscone Expansion
- America's Cup
- Schlage Lock Development
- Octavia Boulevard Land Sales
- 5M Development



Film

Budget Summary

Program	FY 2011-12	FY 2012-2013 (Proposed)	FY 2013-2014 (Proposed)
Film Office	1,207,171	1,291,625	1,300,000

FY 11-12 Achievements

- Overall production in San Francisco increased by 3.4% since FY 10/11
- The number of productions which have applied for the Scene in San Francisco Rebate Program is growing with increased Film Office outreach:
  - 2006-2010: 3 feature films; 1 television production received a rebate
  - 2010-2012: 3 features films applied for and received a rebate
  - 2012: 3 feature films have applied but have not received a rebate to date
- Since 2006 a little over $1.5 million in rebates has generated more than 4,000 local jobs with over $12 million dollars in wages and more than $40 million in local spending.
- Established the SF Film Collective - currently have 10 local filmmaking groups in low cost offices
- HBO's Hemingway & Gellhorn used the Scene in San Francisco Rebate and was shot in San Francisco and the surrounding Bay Area. SF has enjoyed worldwide news coverage.
- Collaborated with Supervisor Farrell to successfully extend the Scene in San Francisco Rebate Program for 2 more years, until June 30, 2014

FY 12-13 Goals

- Attract more film productions to San Francisco
- Work with local unions, neighborhood and merchants associations to promote SF as film friendly and affordable
- Find more ways to reduce costs for productions shooting in San Francisco

Workforce

Budget Summary

Program	FY 2011-12	FY 2012-2013 (Proposed)	FY 2013-2014 (Proposed)
Workforce Development	14,017,120	19,390,563	15,852,038

Key Initiatives

- **Three Department of Labor Grant Initiatives:**
  - TechSF: Technical Skills Training Grant for IT Sector (New)
  - Disability Employment Initiative (New)
  - Enhanced Transitional Jobs Demonstration Project (Year 2)
- **Ongoing Projects:**
  - Sector Academies: CityBuild, HealthCare, Hospitality, Tech
  - One-Stop Career Link Services
  - Job Readiness Services
  - **Youth Employment: RAMP, GED+**
- **Overall Impact (per year):**
  - 4,000 Residents Served; 800 Youth Enrolled
  - 2,000 Job Placements; 1,000 Training Placements

Language Access Efforts

Overview

- OEWD currently serves a range of San Francisco residents and business owners, and employees.
- OEWD has 14 bilingual staff in public contact positions who speak Spanish and Chinese. OEWD provides materials in Spanish and Chinese.
- OEWD's two largest direct service delivery divisions are the Office of Small Business and the Workforce Development Division

Office of Small Business Summary:

- Total # of OSB clients: 2,418
- # of LEP clients: 266
- % of LEP clients: 11%
- LEP Clients broken down by District:

D1 5%	D 7 4%
D2 3%	D8 5%
D3 8%	D9 7%
D4 5%	D10 7%
D5 6%	D11 7%
D6 11%	Unknown/ Other 32%

Workforce Development Division Summary:

- Total # of Participants Enrolled in Workforce Development Programs: 2,709*
- # of LEP clients: 657
- % of total clients who are LEP: 24%
- LEP Clients broken down by Program:
  - WIA Adult Programs: 120
  - WIA Youth Programs: 74
  - WIA Dislocated Worker Programs: 174
  - CDBG Job Readiness/ESL Programs: 289

* Through April 30, 2012

OEWD FY 12-13 2-Year Proposed Budget

Program	FY 2011-12	FY 2012-2013 (Proposed)	FY 2013-2014 (Proposed)
Economic Development	$ 4,578,112	$ 14,578,342	$ 10,196,120
Workforce Development	14,017,120	19,390,563	15,852,038
Film Office	1,207,171	1,291,625	1,300,000
Office of Small Business	707,907	787,895	819,192
America's Cup	12,000,000	10,000,000	10,000,000
TOTAL	**$ 32,510,310**	**$ 46,048,425**	**$ 38,167,350**

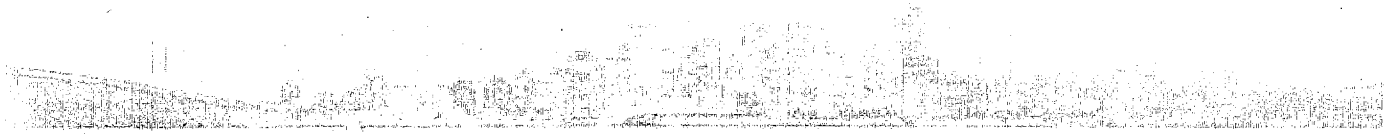
SAN FRANCISCO
Office of Economic and Workforce Development

Office of Economic and Workforce Development
FY 12 -13 Budget Presentation

June 18, 2012

Jennifer Matz, Director

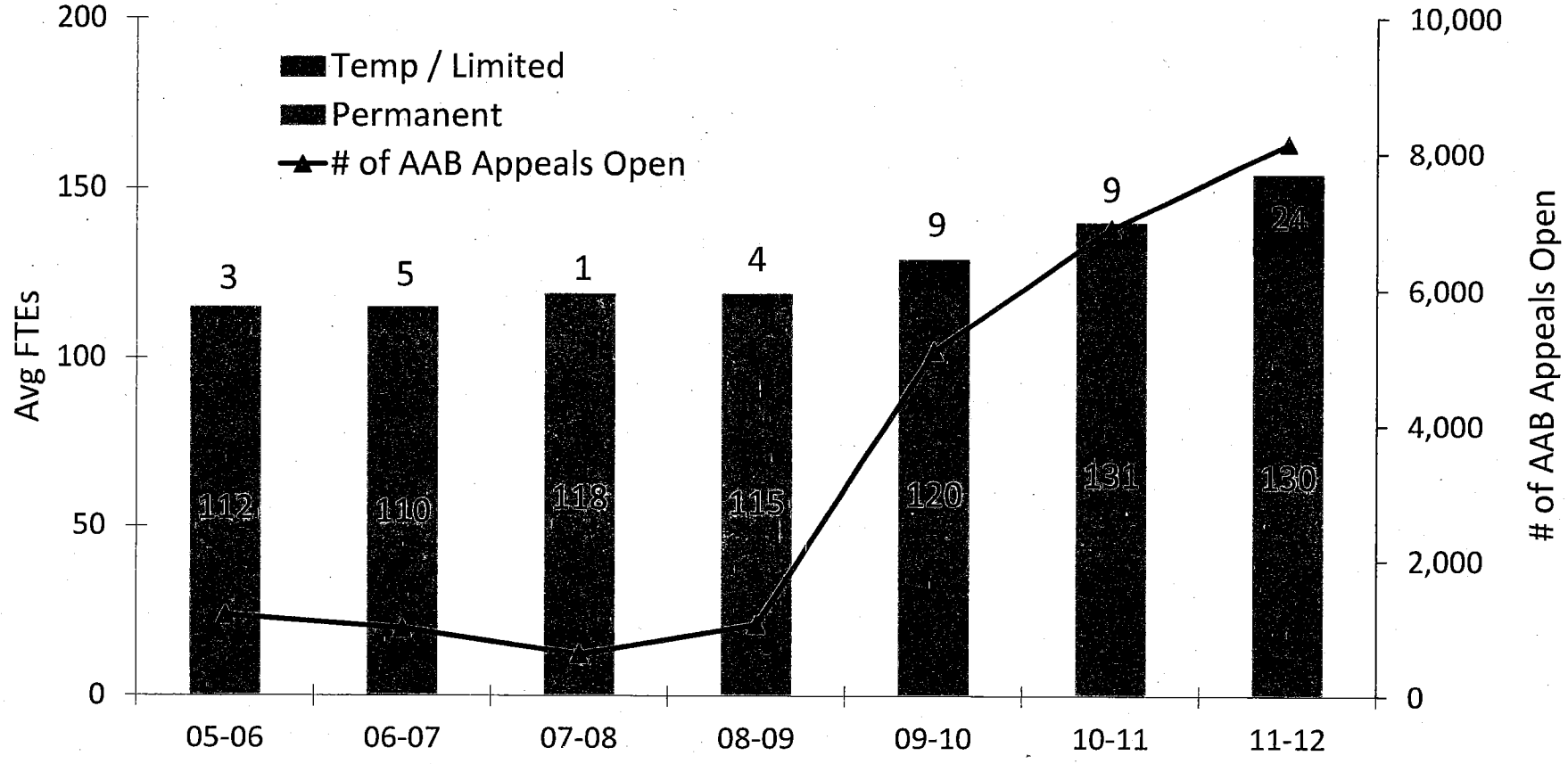
SAN FRANCISCO
Office of Economic and Workforce Development



Providing Increased Language Access to Better Serve the Public

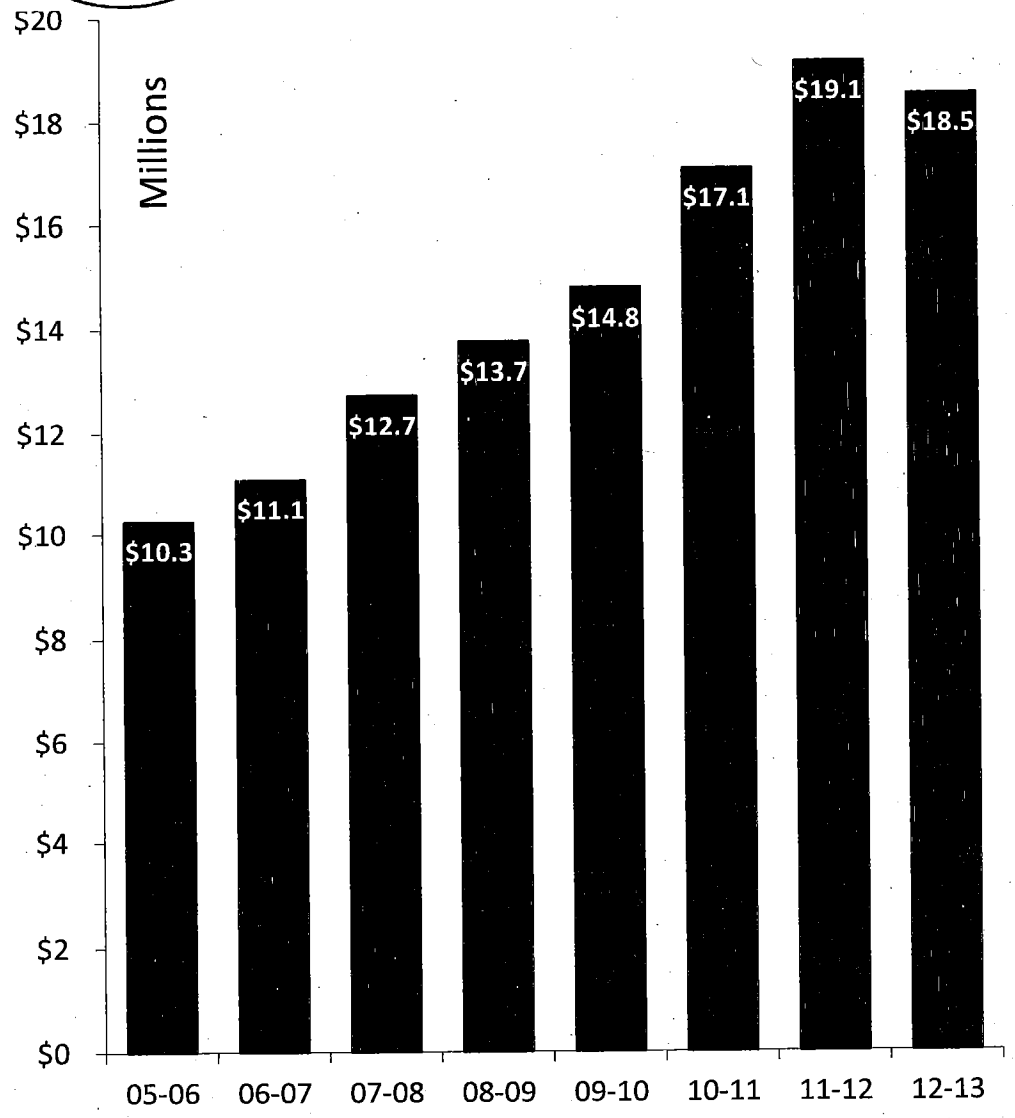
- Send out Notices of Assessed Valuation (NAV) letters in Spanish or Chinese upon request
- Translated FAQ form for the NAV letter available in Spanish, Chinese, Russian, Tagalog, Vietnamese, and Japanese
- Provide translation services in-person at ASR's front counter and over-the-phone (Language Line)
- Requested translation languages include:
  - Cantonese, Spanish, Mandarin, Farsi, Vietnamese, Burmese, Cambodian, Indonesian, Russian, Korean

ASR's Staffing Compared to Workload



- Temp / limited staffing has increased with the larger workload
- *Staffing / workload outlook:* As AAB appeals return to "normal" levels, temp / limited staffing to be reduced, but workload is still enormous:
  - 8,100 currently open AAB appeals
  - 27,000 Prop 8 requests reviewed in FY2011-2012

ASR General Fund Budget



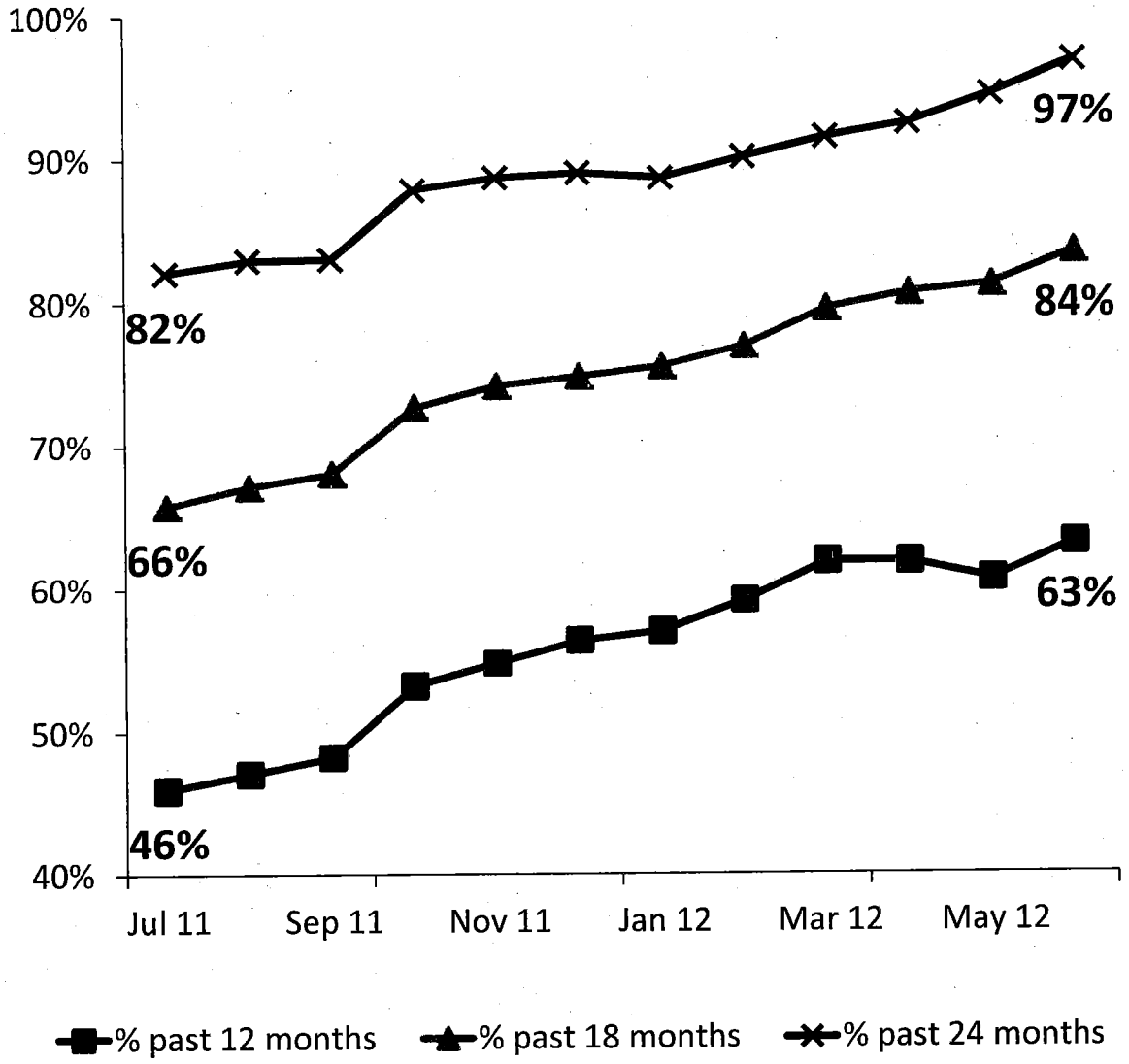
- ***No new positions proposed in FY2011-2012***
- Total General Fund budget down 3.4% year-on-year
- *Expenditure outlook:*
  - Limited staffing and legal services expenditure should decline as AAB workload diminishes
  - City's property tax database system is outdated; a major, multi-million dollar investment in a new and more effective system is inevitable in the next 3-5 years

Weekly Real Property Report: Tracking Appraiser Productivity

Appraiser	TOTAL WORKED (excl AAB)	Weighted Avg/Day	Avg/Day	CIO				NC				PMGT	Prop 8/ IRs	Other *	ALL AAB	SD	IR Proj	Days Worked	Weighted Total Worked
				08-09	09-10	10-11	08-11	08-09	09-10	10-11	08-11								
	28	5.6	5.6			28	28				0							5	28.0
	16	3.2	3.2				0				0		10	6				5	16.0
	57	11.4	11.4			11	11				0		46					5	57.0
	10	2.2	2.0			2	2			4	4		1	3				5	10.8
	111	*5.6*	*5.6*	*0*	*0*	*41*	*41*	*0*	*0*	*4*	*4*	*0*	*57*	*9*	*0*	*0*	*0*	*20*	*111.8*
	42	10.0	8.4		6	2	8		9	1	10			24	1			5	50.2
	14	2.3	2.8		1	2	3			1	1		10					5	14.4
	22	4.4	4.4			13	13				0		3	6				5	22.0
	51	12.2	10.2			1	1		50		50							5	61.0
	129	*7.4*	*6.5*	*0*	*7*	*16*	*25*	*0*	*59*	*2*	*61*	*0*	*13*	*30*	*1*	*0*	*0*	*20*	*147.6*
	12	2.5	2.4				0		3		3		8	1				5	12.6
	20	4.4	4.0				0				0	1		19				5	22.0
	15	3.2	3.0	1	2	11	14				0			1				5	15.9
	12	10.9	2.4	5		7	12				0				8			5	54.5
	59	*5.3*	*3.0*	*6*	*2*	*18*	*26*	*0*	*3*	*0*	*3*	*1*	*8*	*21*	*8*	*0*	*0*	*20*	*105*
	0	0.0	0.0				0				0							0	0
	6	6.8	1.2		1		1		5		5				1			5	34.2
	10	2.0	2.0				0				0		9	1				5	10.0
	0	33.8	0.0				0				0				5			4	135.0
	0	75.0	0.0				0				0				14			4	300.0
	16	*26.6*	0.9	*0*	*1*	*0*	*1*	*0*	*5*	*0*	*5*	*0*	*9*	*1*	*28*	*0*	*0*	*18*	*479.2*
	59	79.9	11.8		3	1	4		55		55				6			5	393.6
	19	4.4	3.8			4	4			14	14		1					5	21.8
	10	2.4	2.0				0			10	10							5	12.0
	88	*26.9*	5.3	*0*	*3*	*5*	*8*	*0*	*55*	*24*	*79*	*0*	*1*	*0*	*6*	*0*	*0*	*15*	*433.4*
	20	4.4	4.0		5		5		6		6			9				5	22.2
	0	0.0	0.0				0				0							2	0.0
	8	6.0	2.7				0				0			8	2			3	18.0
	10	3.0	2.0			10	10				0				1			5	15.0
	20	6.4	5.0			3	3			2	2			15	1			4	25.4
TEAM SUBTOTAL	58	*4.2*	3.1	*0*	*5*	*13*	*18*	*0*	*6*	*2*	*8*	*0*	*0*	*52*	*4*	*0*	*0*	*19*	*80.6*

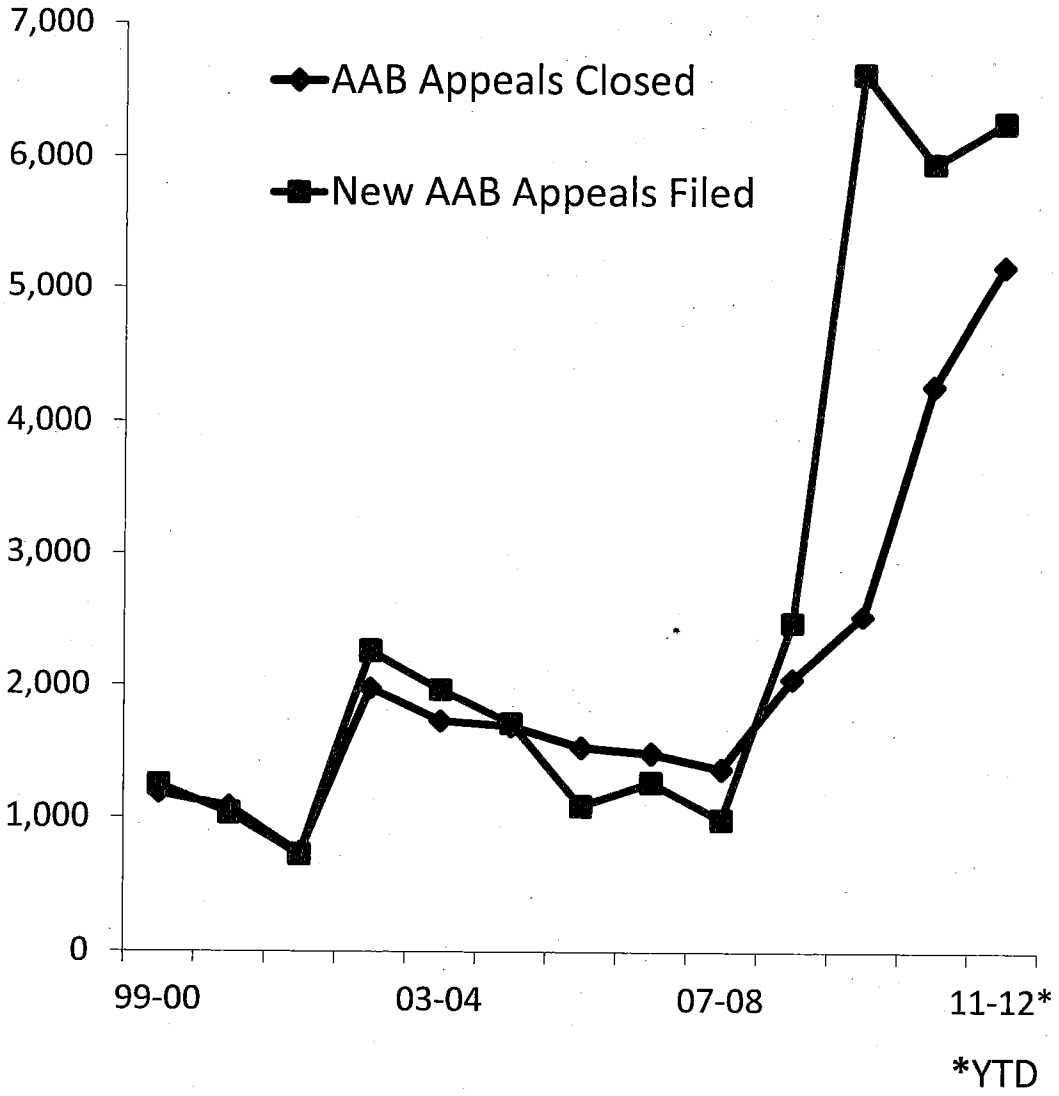
- Weekly report includes 16 different tracked metrics
- Each metric assigned a multiplier based on task complexity
- Appraisers with weighted production averages more than 20% below the median are placed on "report status", i.e. daily reporting

Age of Pending Events
Based on Event Date or DBI Permit Date



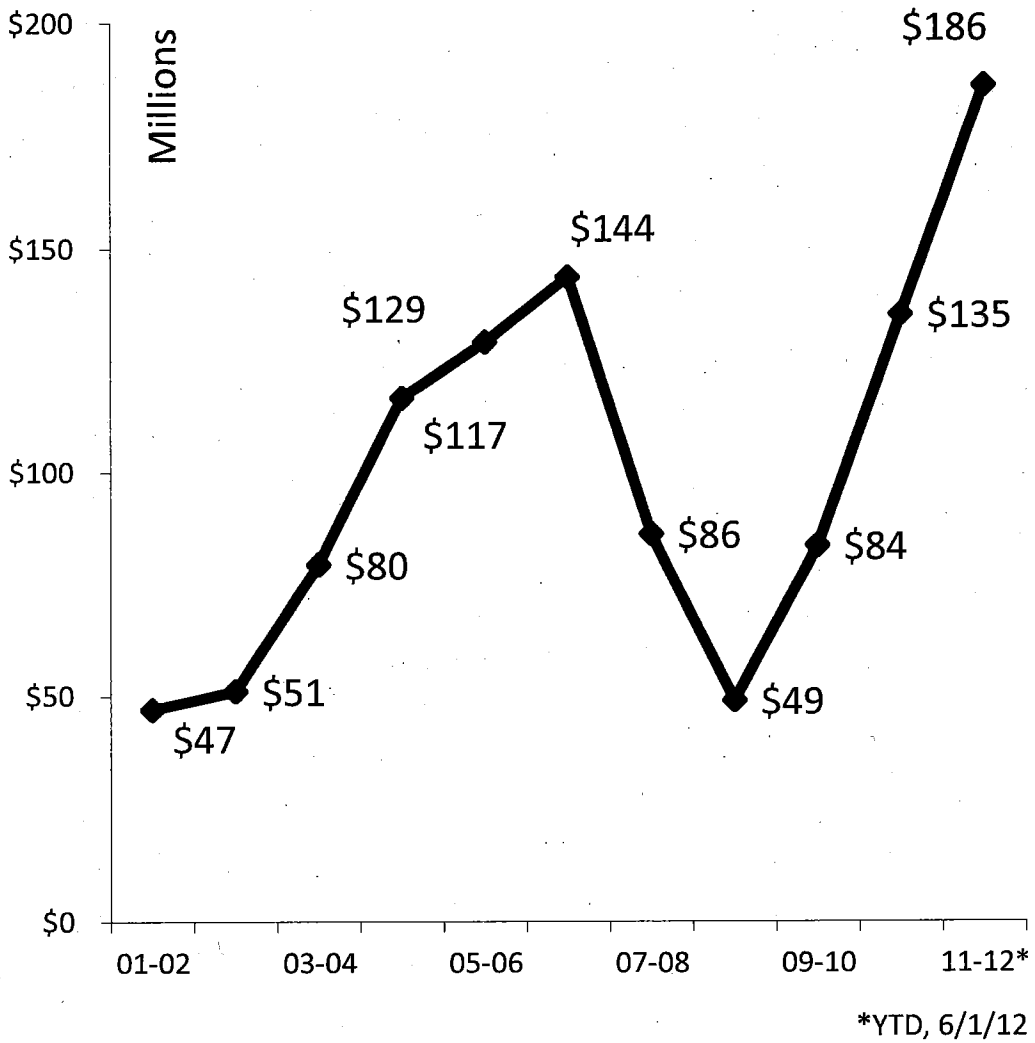
- Overall "quality" of pending events has improved significantly in FY2011-2012
- Almost all pending events currently are less than 24 months old
- Over half (63%) currently less than 12 months old

AAB Appeals Workload at All-time High



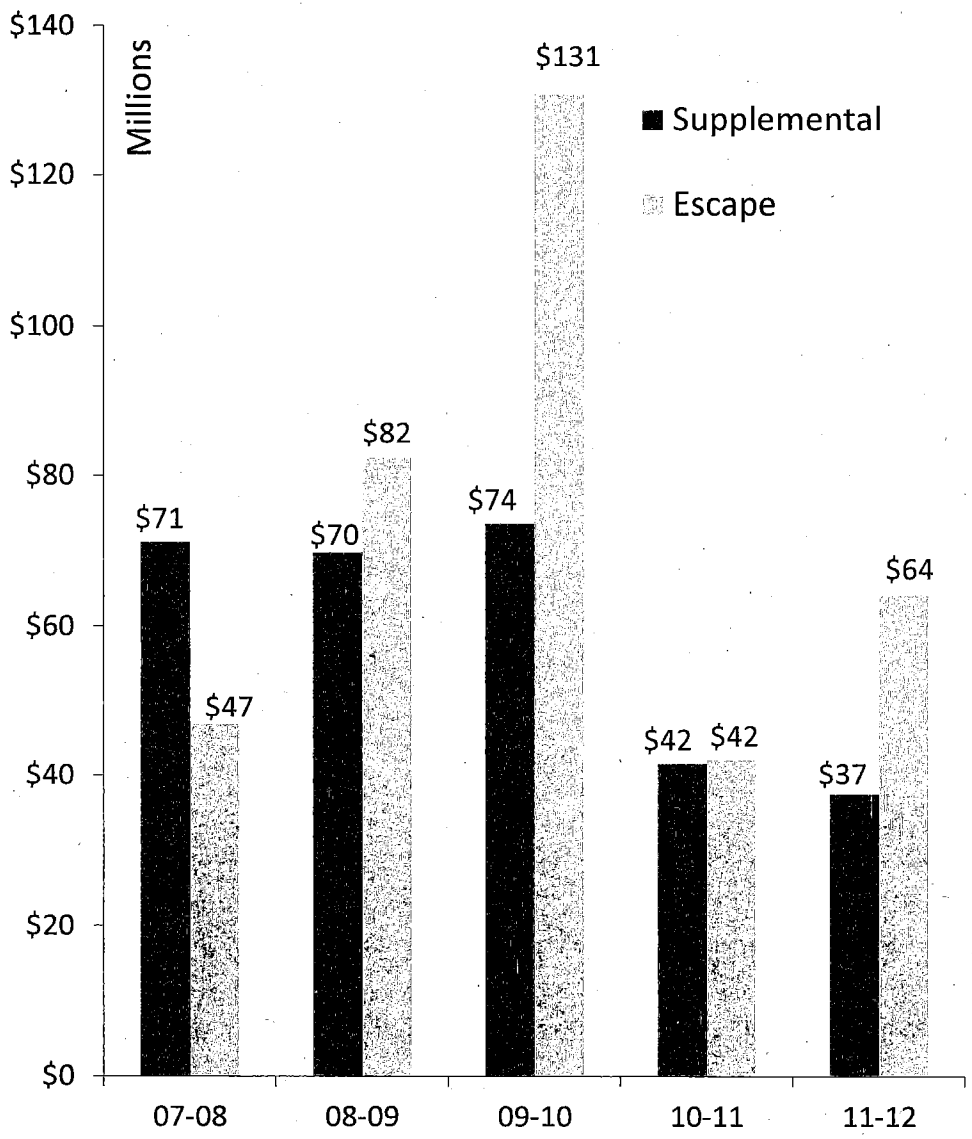
- Projected to close over 5,600 AAB cases – a 32% increase over last FY
- Currently, $384 million of property tax at risk
- *Outlook:*
  - Resolution of AAB appeals will result in property tax refunds in medium term
  - Rate of new appeals filed should slow in the next few years

Transfer Tax – Record High Revenue, 57% over Original Forecast



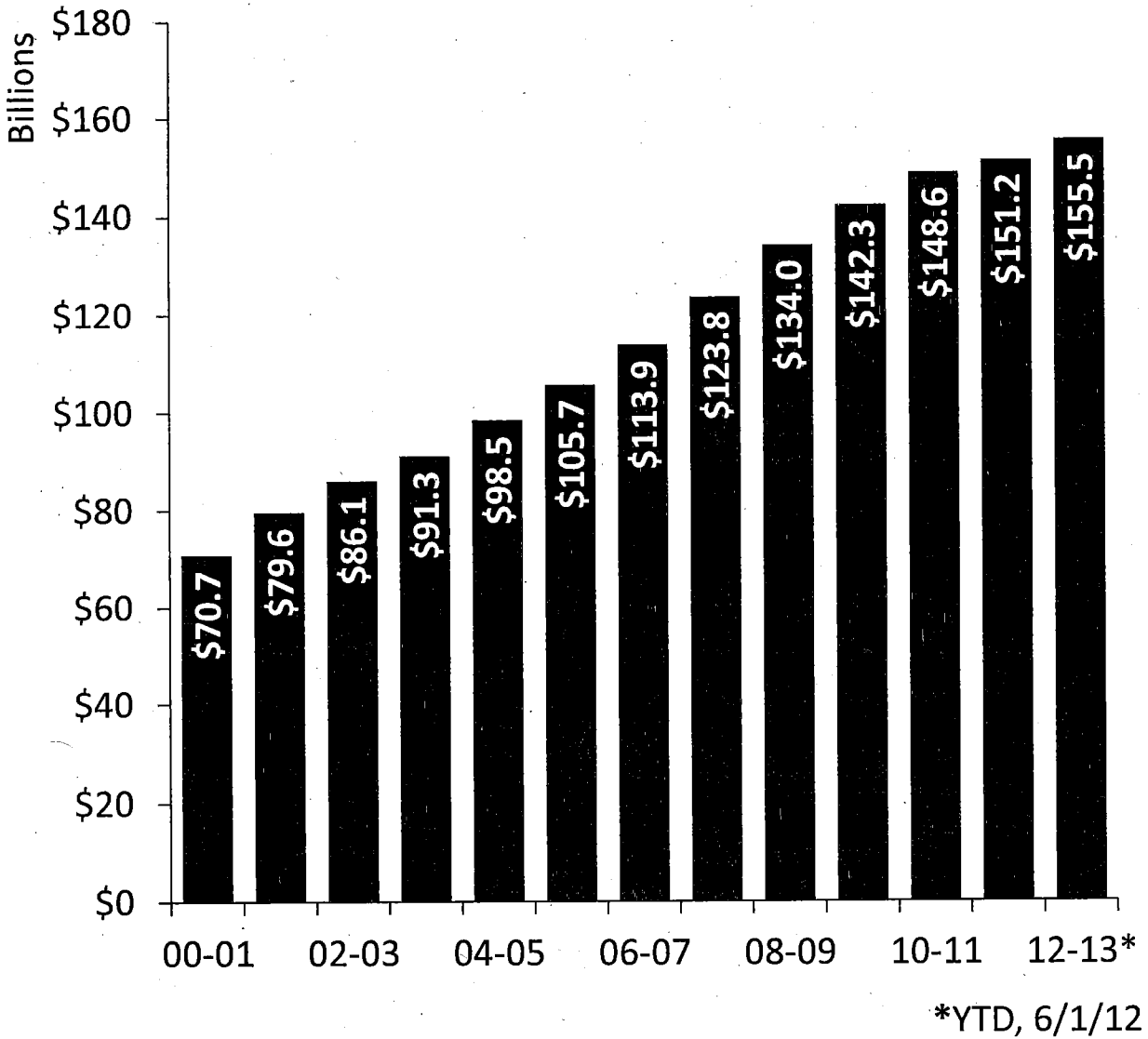
- FY2012-2013 goal: to rigorously collect transfer tax from Legal Entity Ownership transactions and scrutinize under payments
- Underreported / unrecorded transfer tax captured: $16.5 million, a 4% year-on-year increase

Supplemental & Escape Revenue: Exceeding Original Revenue Forecast by $20 million



- Two new limited-term AAB teams added in FY2011-2012
- New AAB teams freed up more experienced appraisers to assess pending Change in Ownership & New Construction events, therefore generating revenue
- FY2012-2013 goal: to continue to work down the backlog and generate this type of one-time revenue
- *Longer-term revenue outlook:* This one-time revenue will decline over time as the backlog is reduced – this is actually a positive development

Secured Real Property Assessment Roll Continues to Grow



*YTD, 6/1/12

- Anticipated CCSF roll increase of approximately 3% contrasts with declining trend in other counties statewide
- *Revenue outlook:* Property tax roll value expected to increase, in spite of economic climate

Office of the Assessor-Recorder

FY2012-2013 Budget
Board of Supervisors
Budget & Finance Committee Hearing

Phil Ting, Assessor-Recorder

June 18, 2012

Questions?

SAN FRANCISCO
PLANNING DEPARTMENT

Language Access Efforts

- **FY12-13 & FY13-14 Proposed Budget of $17,550**
  - On-site language interpretation services provided by a vendor.
  - Compensatory pay for bilingual employees.
  - Telephonic translation services provided by a vendor.
- Translation of required materials, such as notices and complaint forms, in Chinese and Spanish.
- Translation at community workshops, particularly if the workshop is being held in a community with a large percentage of LEP residents.
- **Public Engagement Project**: develop methodologies to better reach people who do not normally engage in public outreach processes, including LEP individuals.
- **Communications Manager**: assist with the development of a public engagement strategy, and to develop strategies, policies and procedures to access and provide service to LEP communities.

Job Creation & Summer Youth Employment Opportunities

Program	Number of Youth Served	Job Description
Planning Internship Program	11	Conduct research and collect and analyze data for planning work related to historic preservation, open space/urban design, transportation, sustainable development, and legislation.
Information & Analysis Program	2	Digitize 1985 Land Use Survey records.
Planning Libraries	1	Set up and maintenance of department libraries.
SF YouthWorks	2	Scan motions and resolutions, organize current dockets and historic materials.
Summer High School Graduate	1	Mapping work for historic resource staff.
IT Help Desk Assistant	1	Assist help desk, set up new computers for staff.
Total	18	

Position Changes Cont.

#	Position Description	Class	FY12-13 FTE Count	Division	Budget Action
7	Code Enforcement Planner	5278	0.77	Zoning Admin	Substitution from PI to PII
8	Legislative Affairs	5291	0.77	Admin.	New Position
9	Web Support	1053	0.50	Admin.	New Position
10	Payroll & Personnel Clerk	1222	0.50	Admin.	New Position
11	Manager, Commissions' Office	5291	0.77	Commission	New Position

Position Changes

#	Position Description	Class	FY12-13 FTE Count	Division	Budget Action
1	Assistant Current Planning Director	0923	0.77	Current	Substitution from PIII to 0923
2	Management Assistant	1842	0.50	Current	Substitution from 1426 to 1842
3	Strengthening Neighborhoods	5291	0.55	Citywide	New Position
4	Warrior's Arena Urban Design & Environmental Review	5291 & 5298	2.00	Citywide & Environ.	New Positions
5	Assistant Environmental Review Officer	0923	0.77	Environ.	Substitution from PIV to 0923
6	Environmental Planners for Public Projects	5298	1.54	Environ.	New Positions

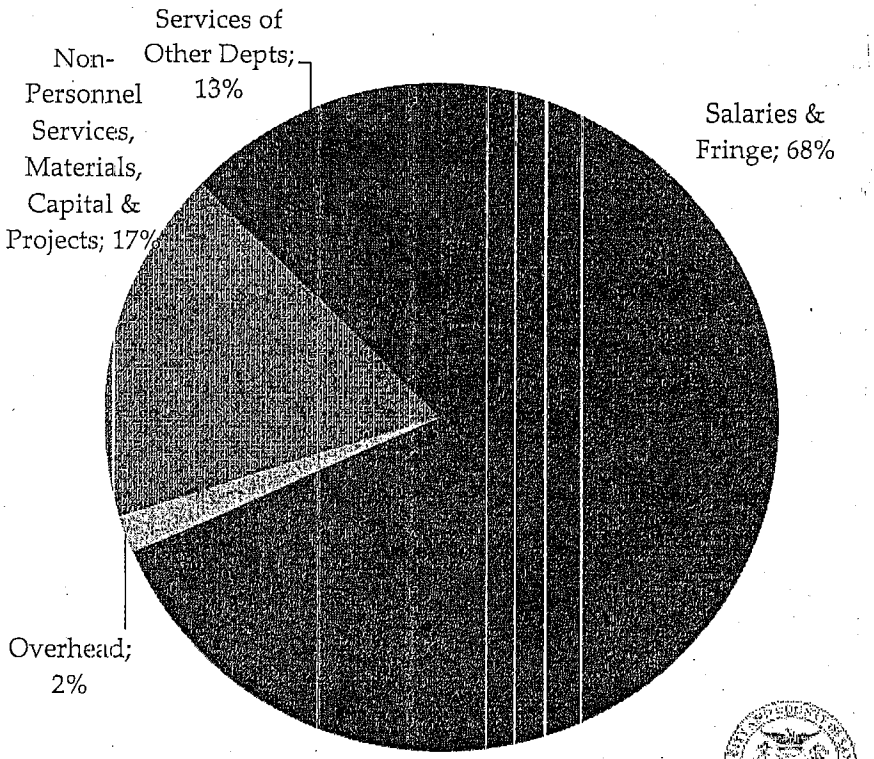
Major Department Initiatives

#	Initiative	Funding Type	FY12-13 Mayor's Budget	FY13-14 Mayor's Budget
1	Better Market Street (BMS)	Capital	$182,501	$100,000
2	Pavement to Parks Program (P2P)	Capital	95,000	0
3	Street Tree Inventory	Capital	0	200,000
4	Permit & Project Tracking System (PPTS)	Technology	641,527	0
5	Transportation Sustainability Program (TSP)	General Fund	600,000	0
6	Central Corridor EIR	General Fund	224,999	125,000
7	Warrior's Arena (Urban Design & Environmental)	Fees	278,010	301,828
	Total		**$2,022,037**	**$726,828**

Expenditure Budget

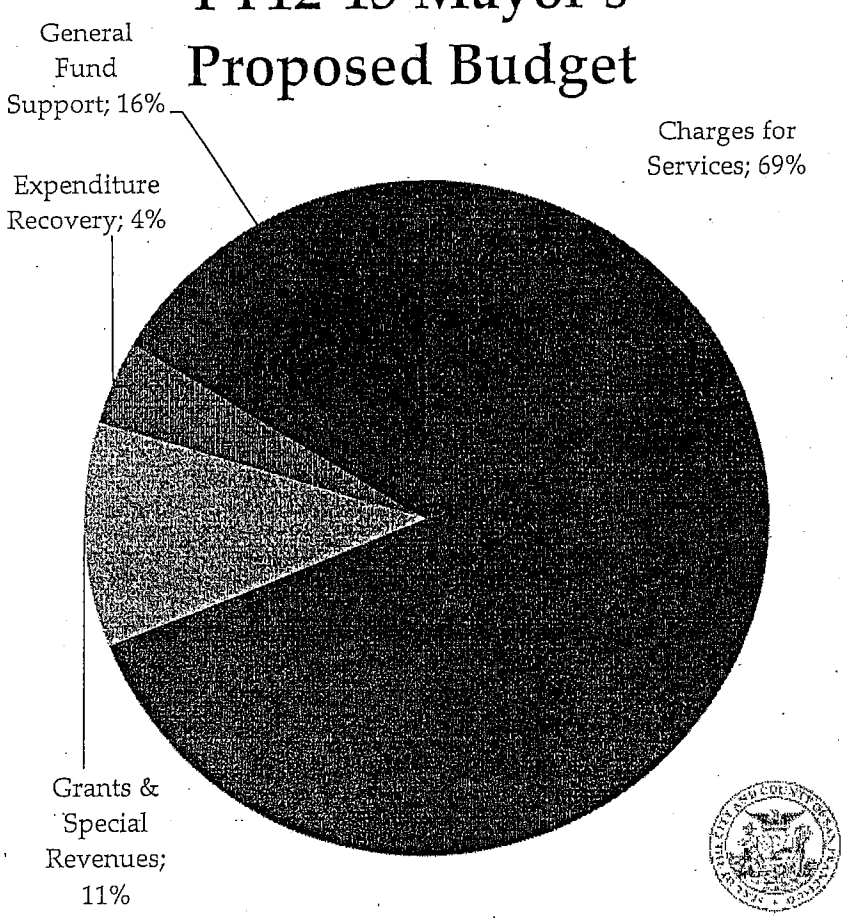
Expenditures ($ Millions)	FY11-12 Adopted Budget	FY12-13 Mayor's Budget	FY13-14 Mayor's Budget
Salary & Fringe	$19.8	$21.0	$22.2
Overhead	0.1	0.6	0.6
Non-Personnel Services, Materials, Capital & Projects	1.3	5.3	1.6
Services of Other Departments	3.4	3.9	3.9
Total Expenditures	**$24.6**	**$30.7**	**$28.2**

FY12-13 Mayor's Proposed Budget

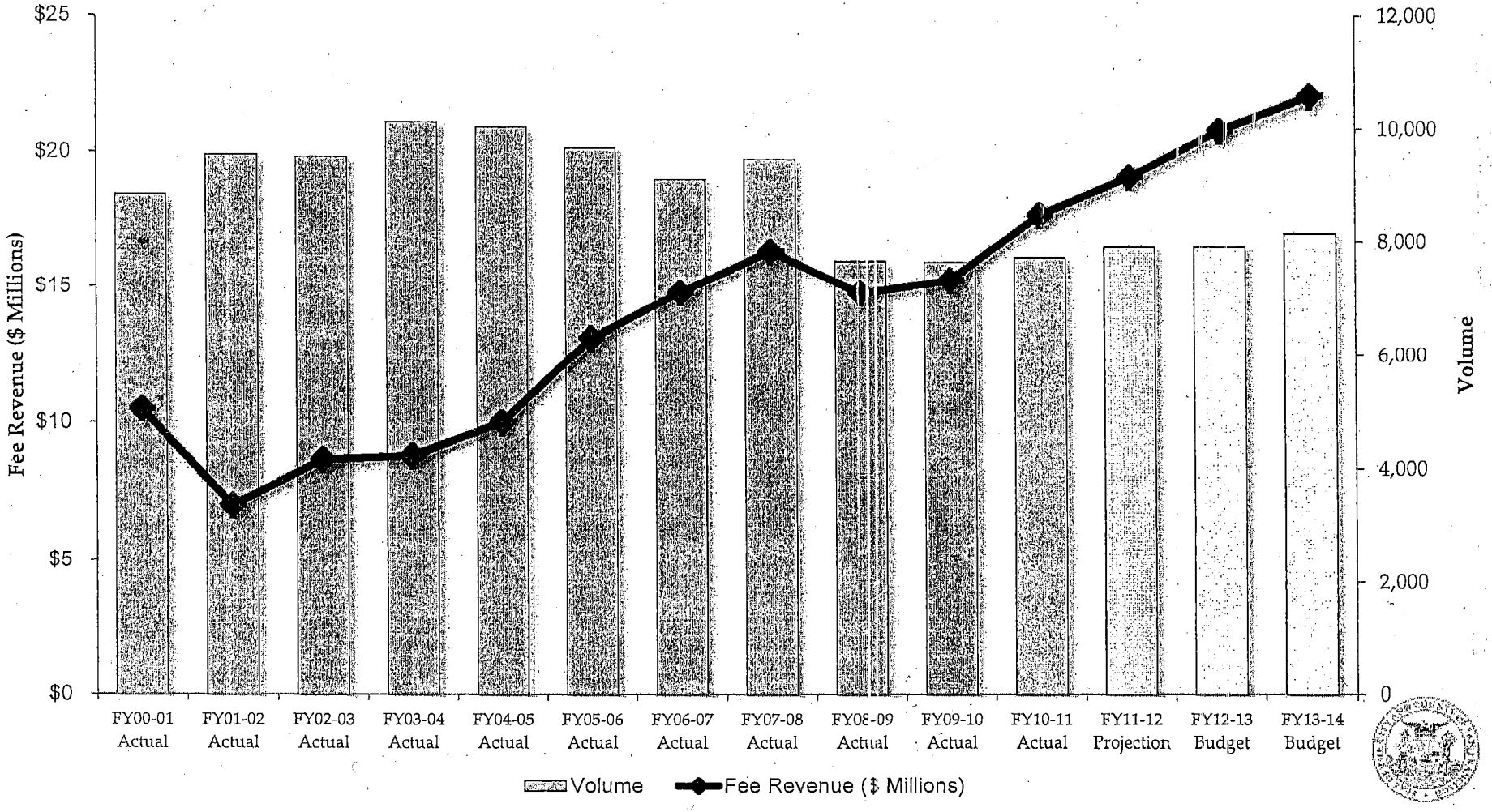


Revenue Budget

Revenues ($ Millions)	FY11-12 Adopted Budget	FY12-13 Mayor's Budget	FY13-14 Mayor's Budget
Charges for Services	$19.6	$21.1	$22.4
Grants & Special Revenues	1.4	3.3	1.1
Expenditure Recovery	1.6	1.2	0.9
General Fund Support	1.9	5.0	3.9
Total Revenues	**$24.6**	**$30.7**	**$28.2**



Case & Permit Volume Trends



Major Accomplishments FY11-12

1. Transit Center District Plan approved by the Planning Commission
2. America's Cup 34 environmental review complete
3. California Pacific Medical Center (CPMC) Long Range Development Plan Project approved
4. Restaurant Legislation adopted
5. Central Corridor Area Plan development
6. Permit & Project Tracking System (PPTS) on schedule

Agenda

1. Major Accomplishments FY11-12
2. Case & Permit Volume Trends
3. Revenue & Expenditure Budget
4. Major Department Initiatives FY12-14
5. Position Changes
6. Job Creation & Summer Youth Employment Opportunities
7. Language Access Efforts

Planning Department
Fiscal Year 2012-2014
Budget

June 18, 2012

John Rahaim, *Planning Director*

SAN FRANCISCO
PLANNING DEPARTMENT

Department of Public Works

Capital Budget

DPW FY 12/13 & 13/14 CAPITAL BUDGET				
	FY 12/13		FY 13/14	
	General Fund	Other Funds	General Fund	Other Funds
Major Projects	**$ 4,316,275**	**$ 9,784,749**	**$ 1,603,000**	**$ 1,257,211**
Includes: Fire Department Capital Projects - ESER, Great Streets Program, Market Street Environmental Review, Jefferson Street Streetscape, Law Library Reserve (FY 14).				
Facilities Maintenance	**$ 3,001,800**	**$ -**	**$ 3,251,115**	**$ -**
Includes: facility maintenance, pothole repair, asbestos & lead abatement, median maintenance, emergency capital improvements.				
Capital Renewals	**$ 2,135,472**	**$ 15,944,840**	**$ 2,764,752**	**$ 16,582,633**
Includes: street resurfacing (funded by State gas tax swap), sidewalk inspection, repair & renewal of street structures & plazas, landslide abatement, new tree establishment, roof replacement project.				
Total by Source	$ 9,453,547	$ 25,729,589	$ 7,618,867	$ 17,839,844
Grand Total All Sources	**$**	**35,183,136**	**$**	**25,458,711**

Department of Public Works

General Fund/Gas Tax FTE Changes

General Fund/Gas Tax FTEs									
	FY 07/08 FTE	FY 08/09 FTE	FY 09/10 FTE	FY 10/11 FTE	FY 11/12 FTE	Change from FY 11/12	FY 12/13 FTE	Change from FY 12/13	FY 13/14 FTE
Building Repair	16.6	16.1	10.7	9.5	8.0	0.9	8.9	-	8.9
Street Environmental Services	297.9	277.3	236.4	216.9	225.6	(0.8)	224.8	(0.2)	224.6
Street Use & Mapping	27.4	27.4	20.8	17.3	16.1	2.2	18.3	-	18.3
Street & Sewer Repair	12.0	11.0	10.0	9.0	8.8	0.1	8.9	-	8.9
Urban Forestry	53.0	54.1	42.5	35.4	32.3	(1.0)	31.2	-	31.2
Total	406.9	385.9	320.4	288.0	290.8	1.3	292.2	(0.2)	291.9

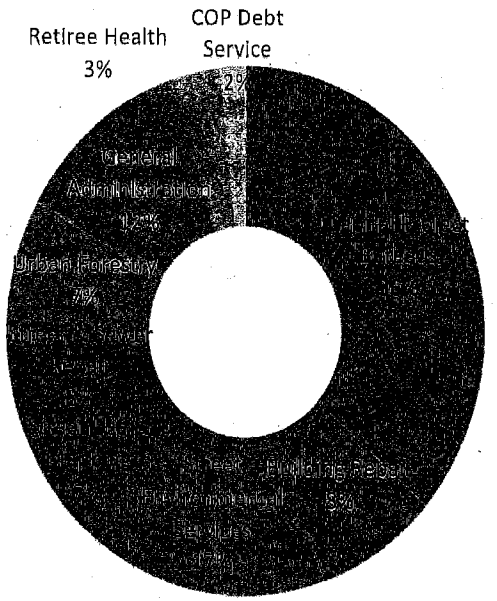
- General Fund/Gas Tax supported positions stay relatively flat over the two year budget period but are down almost 30% compared to FY 2007-08.
- We are adding 43.77 new FTEs in the Capital Project Bureaus to support delivery of major capital projects.

Department of Public Works

Two Year Budget Outlook - Uses

Bureau	Uses ($ in Millions) FY 11/12	Change	FY 12/13 Proposed	Change	FY 13/14 Proposed
Capital Project Bureaus	$ 61.9	$ 8.6	$ 70.5	$ 2.9	$ 73.3
Building Repair	$ 15.1	$ 0.8	$ 15.9	$ 0.6	$ 16.5
Street Environmental Services	$ 32.1	$ 1.2	$ 33.3	$ (0.1)	$ 33.2
Street Use & Mapping	$ 12.1	$ 0.7	$ 12.7	$ 0.3	$ 13.1
Street & Sewer Repair	$ 12.5	$ 2.0	$ 14.5	$ 0.3	$ 14.8
Urban Forestry	$ 14.0	$ 0.4	$ 14.5	$ 0.5	$ 14.9
General Administration	$ 18.7	$ 4.1	$ 22.8	$ 0.8	$ 23.6
Retiree Health	$ 6.1	$ 0.3	$ 6.4	$ 0.6	$ 7.0
COP Debt Service	$ 2.6	$ 0.9	$ 3.5	$ 2.0	$ 5.5
Total	$ 175.2	$ 18.9	$ 194.1	$ 7.8	$ 201.9

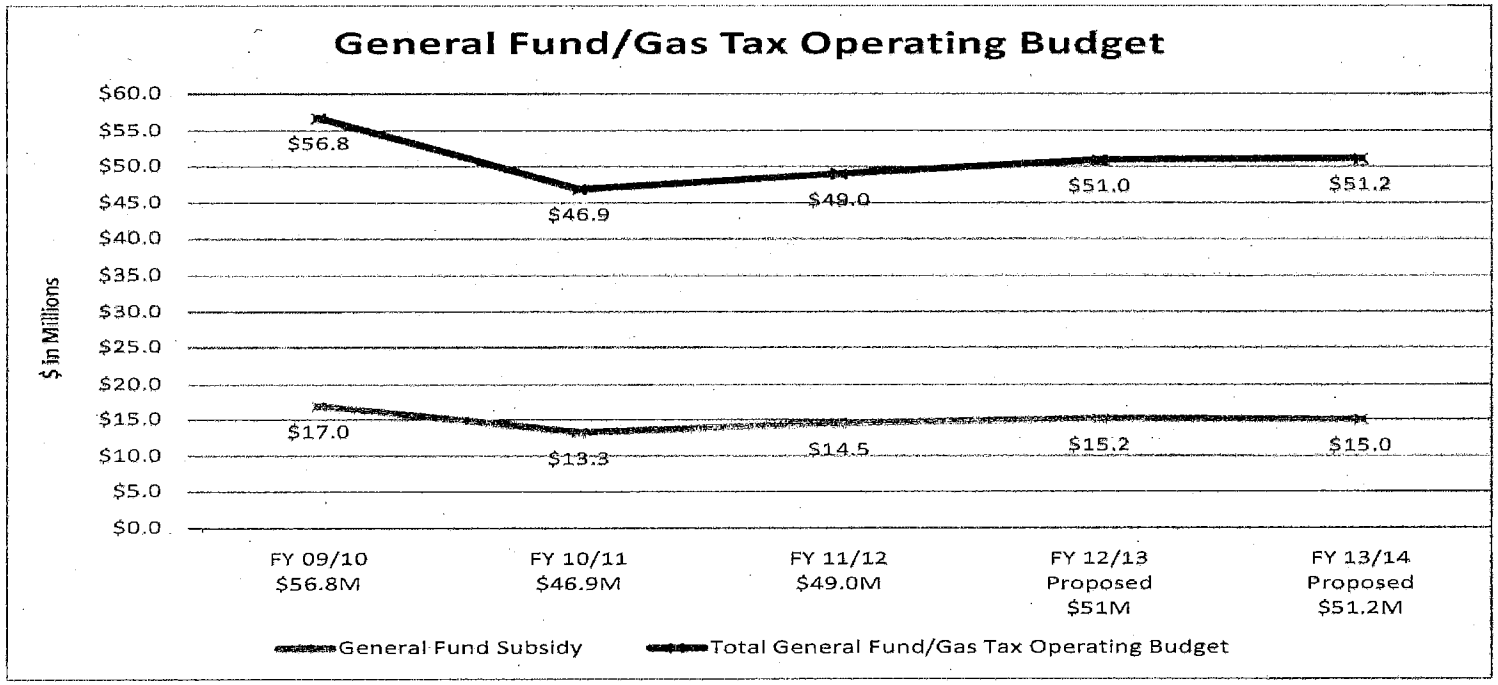
FY 12/13 Proposed Budget Uses



Department of Public Works

Two Year Budget Outlook - Sources

Sources ($ in Millions)					
	FY 11/12	Change	FY 12/13 Proposed	Change	FY 13/14 Proposed
Fund Source					
General Fund/Gas Tax	$ 49.0	$ 1.9	$ 51.0	$ 0.2	$ 51.2
Work Orders, Bonds, Grants, Special Funds	$ 123.5	$ 16.1	$ 139.6	$ 5.6	$ 145.2
COP Debt Service Subsidy	$ 2.6	$ 0.9	$ 3.5	$ 2.0	$ 5.5
Total Gross Operating Budget	**$ 175.2**	**$ 18.9**	**$ 194.1**	**$ 7.8**	**$ 201.9**



Department of Public Works

Language Access

DPW Language Access efforts include:

- Translating key outreach materials
- Staffing 107 bilingual employees, seven of whom are certified by DHR to provide translation services
- Utilizing 311 and language line when DPW staff are not available to speak to constituents on the phone
- Providing translation services at public meetings and hearings (with 72 hour notice)
- Assigning a Federal Title VI program coordinator who ensures compliance with the federal program and tracks public outreach efforts
- Working with local community organizations to conduct public outreach to ensure that those with limited English proficiency can access DPW projects and programs
- Completing the Language Access ordinance Annual Compliance Plan



Department of Public Works

Job Creation

Summer Youth Employment Program	Partnership with the Mission Neighborhood Center to hire approximately 160 youth ages 16 – 21. Program runs from May 29 – August 3rd.
Community Corridors Pre-Apprenticeship Program	Community Corridors Pre-Apprenticeship Program prepares Public Service Aides for future training as apprentice gardeners and laborers. DPW will employ 90 people through JobsNow!, and 18 additional apprentices through a contract with a community based organization. Pre-Apprentices work hand in hand with DPW employees in the City's key thoroughfares.
Apprenticeship Program	DPW plans to expand enrollment in our state certified General laborer "7501" and Gardener apprenticeship programs. Programs provide classroom and on-the job training to individuals seeking future employment as gardeners and laborers. New apprenticeships will include cement masons, painters, carpenters & electricians. A new apprenticeship curriculum for asphalt workers and arborists will be developed in FY 12/13 for implementation in FY 13/14.

Department of Public Works

Major Initiatives

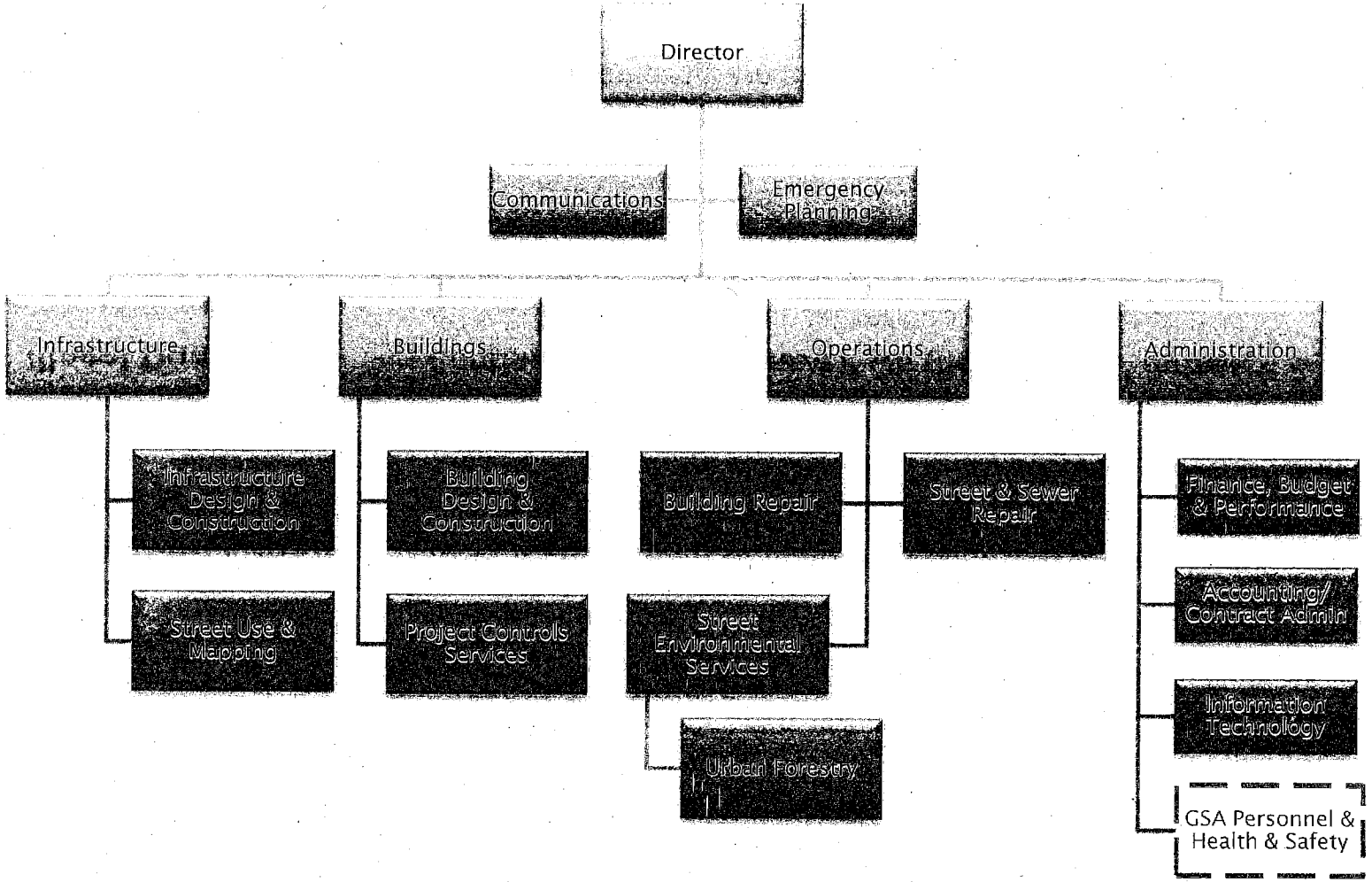
Capital Bureaus Reorganization	Consolidate the Engineering, Architecture and Construction Management Bureaus into two Divisions of Infrastructure and Buildings. The change improves integration between designers, architects, engineers, construction and project managers, making project delivery more efficient.
IT Centralization; Business Intelligence Tools and Financial Applications Development	Centralize IT staff and eliminate duplication of support functions. DPW's IT group will continue replacing legacy software systems with new web-based applications and tools that eliminate paper based processes, improve data management and collection, and create internal and external efficiencies.
Permitting and Inspection Consolidation	Tree permitting and inspection functions were moved from the Bureau of Urban Forestry to the Bureau of Street Use and Mapping to eliminate confusion for residents/business seeking permits.
Continue Tree Maintenance Transfer	Continue transferring City maintained street trees to fronting property owners to better align responsibilities with existing resources. In FY 2011-12 DPW will transfer ~6,400 street trees. Up to 10,000 additional trees are anticipated to be transferred over the next two fiscal years.

Department of Public Works

Major Initiatives

Strategic Plan Update	DPW is undergoing a comprehensive update to the 2009 Strategic Plan. The 2012 Plan will layout DPW's approach to achieving our mission, vision and goals. The Plan will also integrate the Mayor's Jobs Plan and be used to assess employee performance through annual work plans and appraisals.
GO Bond and Capital Project Delivery	DPW management of major capital projects including: General Hospital, Public Safety Building, Cruise Ship Terminal, Veteran's Memorial Building, Earthquake Safety projects and the Road Repaving and Street Safety Bond.
Illegal Dumping Education & Prevention	Continue the "Don't Leave it On the Sidewalk" outreach & education campaign in partnership with Recology and SF Environment. New partnerships with retired Sherriff and Police Officers as well as the SF Housing Authority will increase community awareness and accountability.
Community Corridors Partnership	With the aid of Community Ambassadors, DPW's Spruce up by Sun up inspection program ensures that the cities cleanliness codes and ordinances are observed.
Greening the City	DPW continues to create safe, clean & green infrastructure and rights-of-way through myriad programs, including Street Parks, Urban Gleaning, Parklets, and Great Streets.

Department of Public Works
Organizational Chart



Department of Public Works

Budget Development Strategy

- **Context**
  - Demand for services continues to increase as well as expectations for delivery of major bond and capital projects
  - Significant cuts have reduced level of service since FY 2008-09
- **Principles**
  - Preserve core services by
    - Restructuring and consolidating to improve service and realize operating and administrative efficiencies
    - Seeking additional revenues
    - Creating strategic partnerships and utilizing a robust volunteer force to backfill cuts made between FY 2008-09 and FY 2011-12
  - Invest in infrastructure and create local jobs

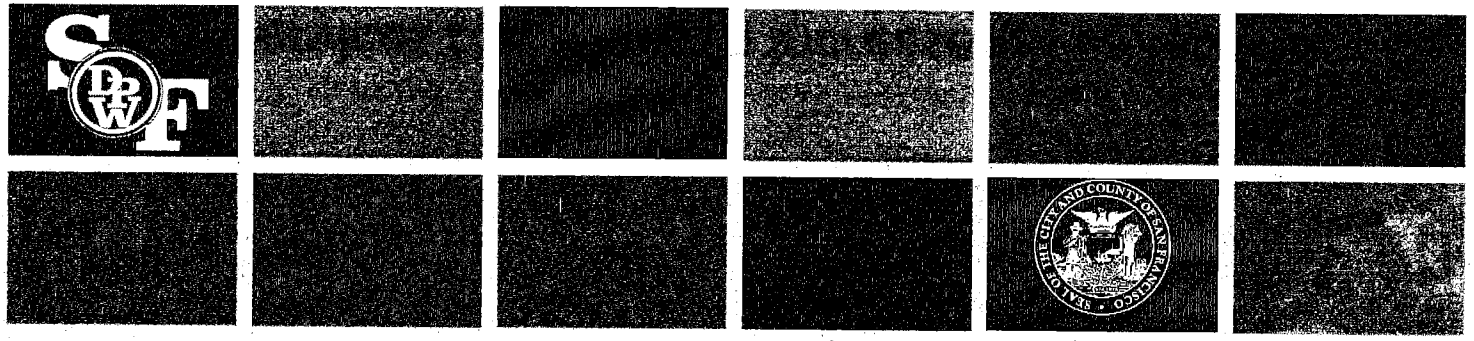
City and County of San Francisco

Department of Public Works

FY 2012-13 & 2013-14 Proposed Budget

Budget & Finance Committee

June 18, 2012



Office of the City Administrator

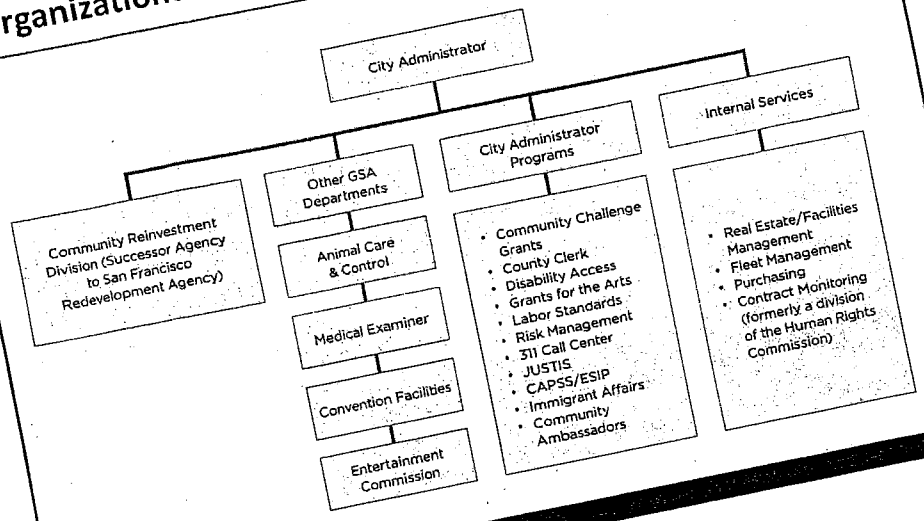
FY2012-13 & FY2013-14 Budget Presentation

Budget and Finance Committee

June 18, 2012

Naomi Kelly – City Administrator

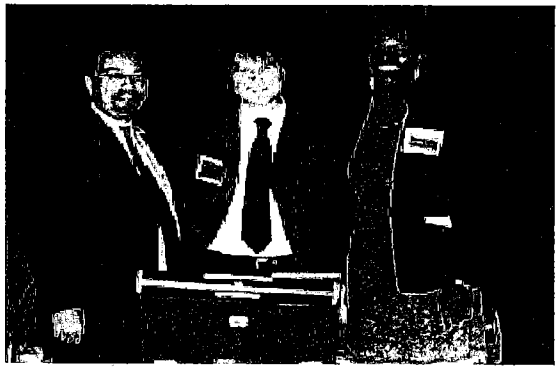
Organizational Structure of City Administrator's Office

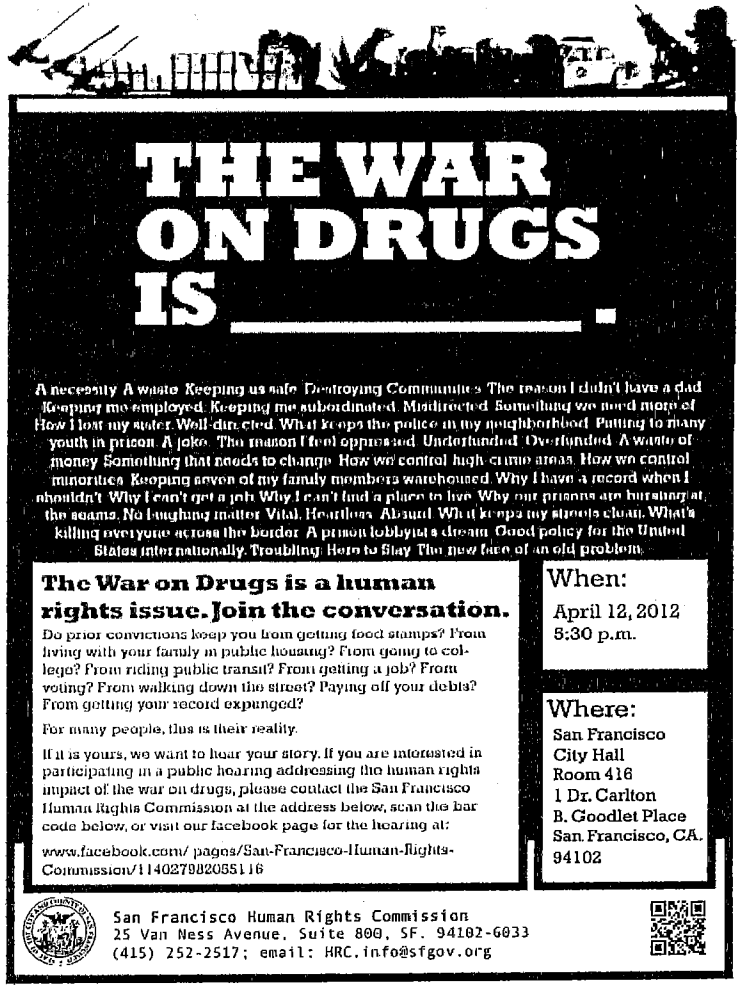


Job Creation and Summer Youth Employment Opportunities (continued)

The UC Hastings/HRC Law Clinic

In 2011, HRC established the UC Hastings/HRC Law Clinic, a joint collaboration between HRC and UC Hastings Social-Change Lawyering and Community Group Advocacy Clinic which teaches law students how to intersect their passion for social justice with various themes, such as lawyers as problem-solvers, lawyers as intermediaries and client-centered lawyering. The first culmination of this collaborative was a public hearing held on April 12, 2012 on "The Human Rights Impact of the War on Drugs". Working with HRC staff throughout the school semester, law students conducted research, interviewed city law enforcement executives, and developed a marketing strategy on the impact the national War on Drugs has had in San Francisco. In addition, they met with and obtained recommendations from community leaders, criminal justice experts, persons with drug convictions and direct service providers.





Job Creation and Summer Youth Employment Opportunities

Internship Opportunities

Name of Program	Start/End Dates	Total Number of Interns Served	Ages of Youth Served	Eligibility Criteria	Purpose	Wages/Stipends
DCYF	Every Summer	1 per summer	See DCYF guidelines	See DCYF guidelines	Clerical and Special Projects	See DCYF guidelines
Project Pull	Every Summer	2 per summer	See Project Pull guidelines	See Project Pull guidelines	Clerical and Special Projects	See Project Pull guidelines
Public Interest Law Program	Summer, Fall, Winter school semesters	2 per semester	18+	Law/graduate students with interest in public policy and social justice	Assist with legal research, legal writing, policy analysis and organizing panels and hearings	$0 - students to receive academic credit
UC Hasting Social Justice Lawyering Clinic	Fall and Winter school semesters	2 per semester	18+	Law/graduate students with interest in public policy and social justice	Assist with legal research, legal writing, policy analysis and organizing panels and hearings	$0 - students to receive academic credit
African American Leadership Council	Summer, Fall, Winter school semesters	1 per semester	18+	College/graduate students with interest in public policy and social justice	Assist with legal research, legal writing, policy analysis and organizing panels and hearings	$0 - students to receive academic credit
Housing, Employment and Public Accommodation Discrimination Division	Summer, Fall, Winter school semesters	1 - 2 per semester	18+	College/graduate students with interest in policy or law	Assist with legal research, legal writing, policy analysis and organizing panels and hearings	$0 - students to receive academic credit

Total Number of Interns for FY11-12: 18

Policy Division

FY11-12 Performance Data (continued)

Public Forums, Meetings & Hearings

- Participated in quarterly meetings with the Coalition against Hate Violence.
- Participated in quarterly meetings with the San Francisco Collaborative against Human Trafficking.
- Coordinated and staffed "Beyond the Castro: Expanding Services to LGBT Communities".
- Coordinated and staffed various forums and community meetings on reducing barriers for "Persons with Prior Arrest or Convictions" (PACR)
- Coordinated and staffed Beyond Marriage Forum to discuss the need for recognizing unrecognized familial relationships.
- Represented HRC in the Building Communities of Trust forum held by FBI and Homeland Security.
- Coordinated and staffed various forums on reducing barriers for "Persons with Prior Arrest or Convictions" (PACR).
- Coordinated and staffed the panel discussions on the stigmatization and criminalization of persons with HIV.
- Met with San Francisco Housing Development Corporation and members of the community on foreclosure prevention in San Francisco's Bayview District.
- Coordinated a hearing before the Board of Supervisors to discuss needs of LGBT seniors.
- Coordinated panel discussions with the Commonwealth Club on the needs of LGBT seniors.
- Held hearing on the Human Rights Impact of the War on Drugs
- Attended various community meetings regarding supporting immigrant rights, including Immigrant Rights Day and the San Francisco Foundation's Building Inclusive Community's
- Coordinated panel on LGBT housing
- Attended BOS Government Audit Committee meeting on LGBT senior task force legislation.
- Participated in Coalition for Safe San Francisco retreat
- Participated in meetings w City departments on replicating Super Bowl anti-trafficking campaigns for the America's Cup in San Francisco.

Research, Analysis & Publications

- Released initial guidelines for preventing discrimination against persons with arrest and criminal records (PACR).
- Released final draft of the Report on the Implementation of the Recommendations made by the 2011 AAMEMSA Report.
- Made initial proposal to the SF International Airport to notify travelers on their rights against racial and religious profiling.
- Published the 2012 Hate Crimes Directory of Services for Victims of Hate Violence.
- Commenced research into issues related to Environmental Justice.
- Conducted weekly interviews with female inmates with drug convictions at San Francisco County Jail to determine impact of War on Drugs on this segment of the community.
- Determined means by which to replicate the Super Bowl anti-trafficking campaigns for the America's Cup in San Francisco.
- Researched and analyzed how to minimize the impact of foreclosures on the African American Community in San Francisco.
- Analyzed possibility and means by which to pass legislation in San Francisco similar to the "End Racial Profiling Act"

Policy Division

FY11-12 Performance Data

Education, Training & Awareness

- Staffed monthly meetings by the LGBT, Equity Advisory and the newly created African American Leadership Council Committees.
- Staffed the 2012 Global Commission on HIV and the Law.
- Made various presentations to United States Congresswoman Jackie Spier, Coalition for Safe San Francisco and Stanford University regarding the finds and recommendations of the 2011 AAMEMSA report.
- Launched youth mentorship and internship program
- Conducted 12(N) City Ordinance Youth Sensitivity and Cultural Competency training.
- Served as advisors to the Jewish Community Relations Council, the San Francisco Inter-Faith Council, and Mayor's Office on removing a ban on circumcision from the November 2011 ballot
- Launched the Comprehensive Transgender Healthcare Initiative.
- Coordinated tour of SFPD's Special Victims Unit for members of the San Francisco Collaborative against Human Trafficking.
- Made presentations to the Immigrant Legal Defense Network and the Interfaith Coalition for Immigrant Rights on San Francisco's Sanctuary City Ordinance.
- Coordinated tour of SFPD's Special Victims Unit for members of the San Francisco Collaborative against Human Trafficking.
- Made presentations to the Immigrant Legal Defense Network and the Interfaith Coalition for Immigrant Rights on San Francisco's Sanctuary City Ordinance.
- Collaborated with DPH and SF Youth Commission to create City-Wide Training Module for the 12(N) City Ordinance related to youth sensitivity and cultural competency
- Collaborated with local retail outlet in Pac Heights Commercial District seeking to develop and increase positive community relations with City's LGBT community.
- Corresponded with private employers and government contractors regarding the impact of overbroad use of criminal background checks.
- Collaborated with San Francisco Interfaith Coalition for Human Rights regarding Sanctuary City ordinance enforcement.
- Met with Supervisor Weiner and Department of Public Health regarding discrimination against Transgendered persons in Healthy SF.
- Met with visitors from Belarus on human trafficking issues.

Advocacy

- Investigated the first of its kind complaint based on the Sanctuary City Ordinance.
- Investigated and mediated various transgender discrimination complaints.
- Launched the formal implementation of the recommendations made in the 2011 AAMEMSA Report.
- Issued various letters to CA State Assembly in support of Domestic Workers' Bill of Rights.
- Launched the formal implementation of recommendations made by HRC's 2011 Bisexuality Invisibility Report.
- Meeting with Department of Public Health to discuss necessity for including transgender health care in HealthySF.
- Issued an Executive Directive affirming the City's commitment to the retention and reinvigoration of the African American Community and the implementation of the recommendations found in the equity and disparity reports from 1993-2010.
- Issued letter for formal adoption by the HRC Commissioners on HRC's support of the Trust Act.
- Issued letter to Minnesota Department of Human Rights regarding discrimination of African American Transgender inmates.
- Issued letter to HUD regarding barriers to housing for persons with convictions.
- Presented the School Board Curriculum Subcommittee with HRC resolution for LGBTQ student rights.
- Issued letter for formal adoption by the HRC Commissioners on the creation of a task force for LGBT Seniors.

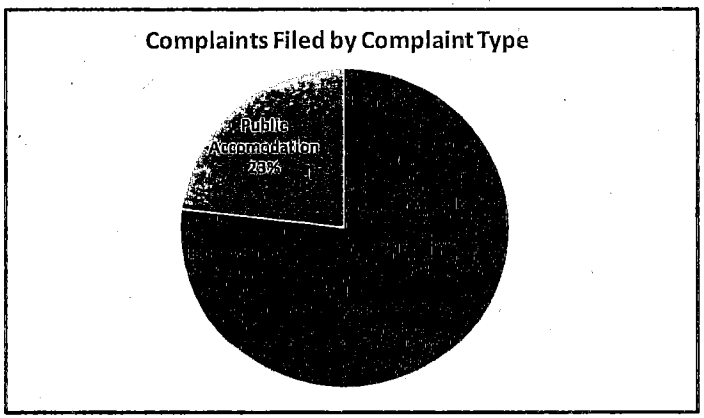
Discrimination Division

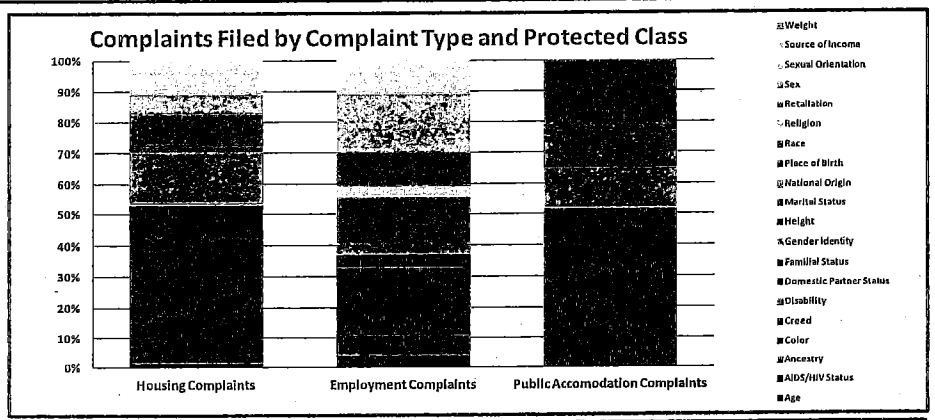
FY11-12 Performance Data

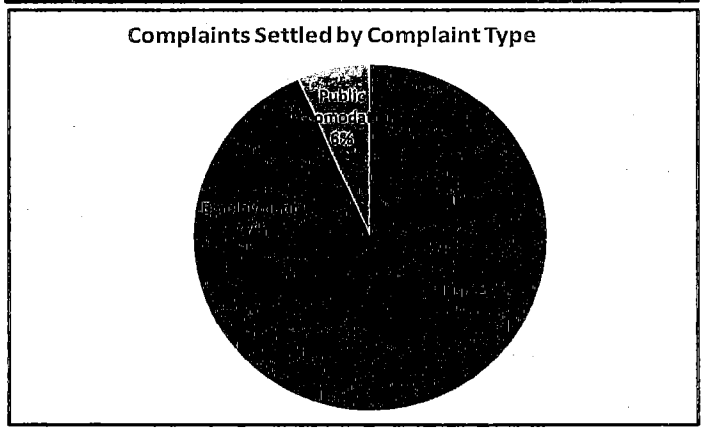
Number of Inquries and Intakes:
1560

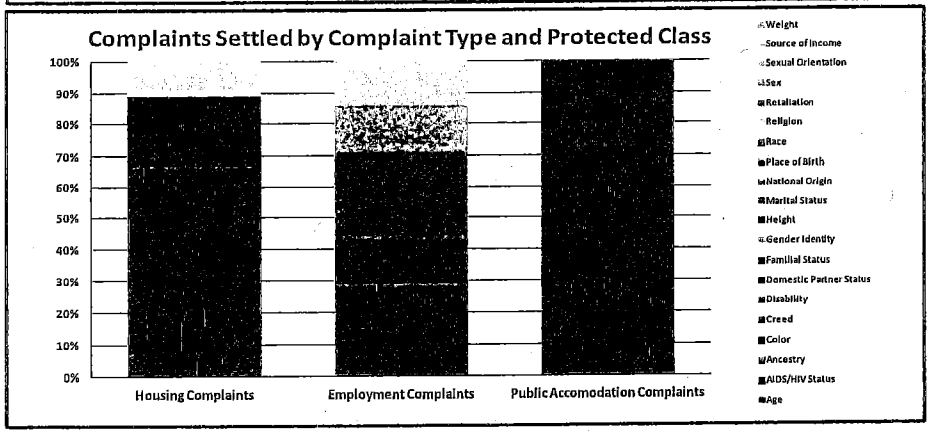
Complaint Type Most Filed or Settled by HRC:
Housing Complaints

Protected Class Most Raised in Any Complaint Type Filed or Settled:
Discrimination based on *Disability*









Current Projects and Initiatives

Other Initiatives

Sanctuary City Ordinance Enforcement and Drop the "I-Word" Campaign

Purpose:

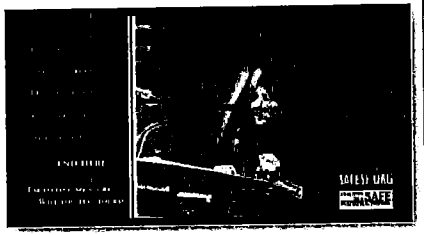
Enforce San Francisco's Sanctuary Ordinance, investigate all complaints of discrimination by city employees and educate the public about discrimination faced by undocumented immigrants.

Process:

Work with all City agencies, community organizations and non profits to raise awareness about SCO and its enforcement. Document daily uses of "illegal immigrant" in local media and educate the public and the local media regarding the marginalizing and dehumanizing impact of use the term "illegal" instead of "undocumented" when referring to this segment of the population.



Profiling of Arab, African, Middle Eastern, Muslim and South Asians Communities at the Airport



Purpose:

Promote fair and equal treatment at San Francisco airport for travelers and lessen inappropriate questioning and searching based on race, religion or national origin, and other protected categories.

Process:

Create accountability and provide know your rights information to travelers. Document instances of profiling of Arab, African, Middle Eastern, Muslim and South Asians and other communities traveling through SFP. Work with TSA and CBP to improve conditions for travelers and advise them of their rights. Provide training to TSA and CBP on cultural competency and best practices.

Reduce Barriers for Persons with Prior Arrest and Conviction Records

Purpose:

Reduce barriers to employment and housing for persons with prior arrest and conviction records given that studies consistently show that despite relatively equal rates of drug use among racial/ethnic groups, people of color, particularly African Americans and Latinos, are disproportionately arrested, prosecuted, and sent to prison for drug crimes and, as such, are disproportionately and unfairly impacted by such barriers.



Process:

Continue holding hearings amongst all stakeholders. Submit HRC's findings and policy recommendations to federal, state and local policy makers, including U.S. Equal Employment Office, and Department of Housing and Urban Development.

Youth Sensitivity and Cultural Competency Training Module



Purpose:

Raise anti-bullying awareness through education and training pursuant to Chapter 12N of the San Francisco Administrative Code which requires all City departments to provide lesbian, gay, bisexual, transgender sensitivity training to all staff who have direct contact with youth, or whose work directly affects youth. San Francisco is the first city in the country currently involved in a project of this nature.

Process:

Collaborate with the San Francisco Youth Commission, the Department of Public Health and Bayview Hunters Point Center for Arts Technology (BAYCAT) to create a web based module that will be conceptually similar to the "Its Gets Better" video series.

Current Projects and Initiatives

LGBT Initiatives

LGBTQ Youth Workgroup

Empower LGBTQ youth and ensure that they are receiving quality services at school to better promote healthier lives. Create a system of accountability for all components of Resolution No. 912-8A3; identify any gaps in services to ensure LGBTQ youth are adequately served; and generate a report to document all findings.





LGBT & Faith Communities

Create a dialogue between the LGBT community and faith communities to build mutual respect and create channels in which LGBT groups and faith groups can work together to identify common issues.

LGBT Housing Group



Identify and provide policy recommendations to address the issues faced by the homeless and marginally housed LGBT community, with a particular focus on people living with disability and HIV/AIDs. Provide specific policy recommendations to policy makers to increase safety, opportunity and access for this group.

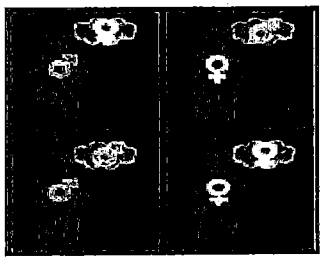


Beyond Castro

Highlight issues of race and ethnicity in the LGBT community and increase awareness and inclusivity for programs and services that meet specific and unique needs of the LGBT community in District 10, the Mission, and the Tenderloin.

Impact of Bisexual Invisibility

Increase awareness within the LGT and heterosexual communities that dismissal, lack of recognition, and suppression of bisexual identity has serious consequences on bisexuals' health, economic well-being, and funding for bi organizations and programs.



Current Projects and Initiatives

2012 Human Rights Commission HERO Awards

HRC "HERO" Awards

Established in 2012, HRC's HERO awards recognizes local "unsung heroes" for their outstanding contributions in the field of human rights advocacy and for local organizations whose programming advances equity in education for youth in vulnerable communities throughout the City and County of San Francisco. Nominees are submitted by the community; finalists are selected based on their demonstrated commitment to human rights, community service and fostering positive change in and throughout the City's diverse and multicultural communities.



HERO Legacy Award for Lifetime Achievement in Human Rights Advocacy

Reverend Amos Brown – Pastor, Third Baptist Church and President, NAACP (San Francisco Chapter); 2009 Mayor's Task Force on African American Out-Migration.

Aileen Hernandez – Civil Rights Activist and Chair, 2009 Mayor's Task Force on African American Out-Migration.

Doris Ward – Former County Supervisor and Assessor; 2009 Mayor's Task Force on African American Out-Migration

Espanola Jackson – Southeast Community Facility Commission and Community Icon.

HERO Award for Outstanding Contribution in Human Rights Advocacy

Jose Romero – Bayview Hunters Point Community Activist and LGBT Youth/Diversity Advocate

Karena Franses – MSW, LCSW– Social Worker, Compassion Specialist and Advocate for persons living with HIV/AIDS

HERO Award for Outstanding Contribution toward Equity in Education

The Omega Boys Club Leadership Academy – Provides academic development and life skills education, including college preparation and scholarship support serving youth in marginalized communities in San Francisco.

Japanese Community Youth Council (JCYC) Educational Hub – Assists low income youth that have the potential to be the first generation of their family to graduate from high school and enroll in a program of postsecondary education.

Current Projects and Initiatives

2012 African American Community Empowerment Initiative

The African American Leadership Council

In 2012, HRC's policy group under the direction of Executive Director Theresa Sparks formally launched the African American Leadership Council (AALC). AALC, composed entirely of the members of the community, will serves as a conduit between the African American Community and City government to create measures by which to address "Black Flight", ensure that the needs of this community are heard, and improve the quality of life for African Americans in San Francisco .



2012 African American Community Empowerment Initiative



Purpose: Address, prevent and remediate the negative impact of the "out-migration" of the African American community in San Francisco by implementing the findings and recommendations of numerous reports, spanning more than two decades, which examine the parity of the African American community in San Francisco

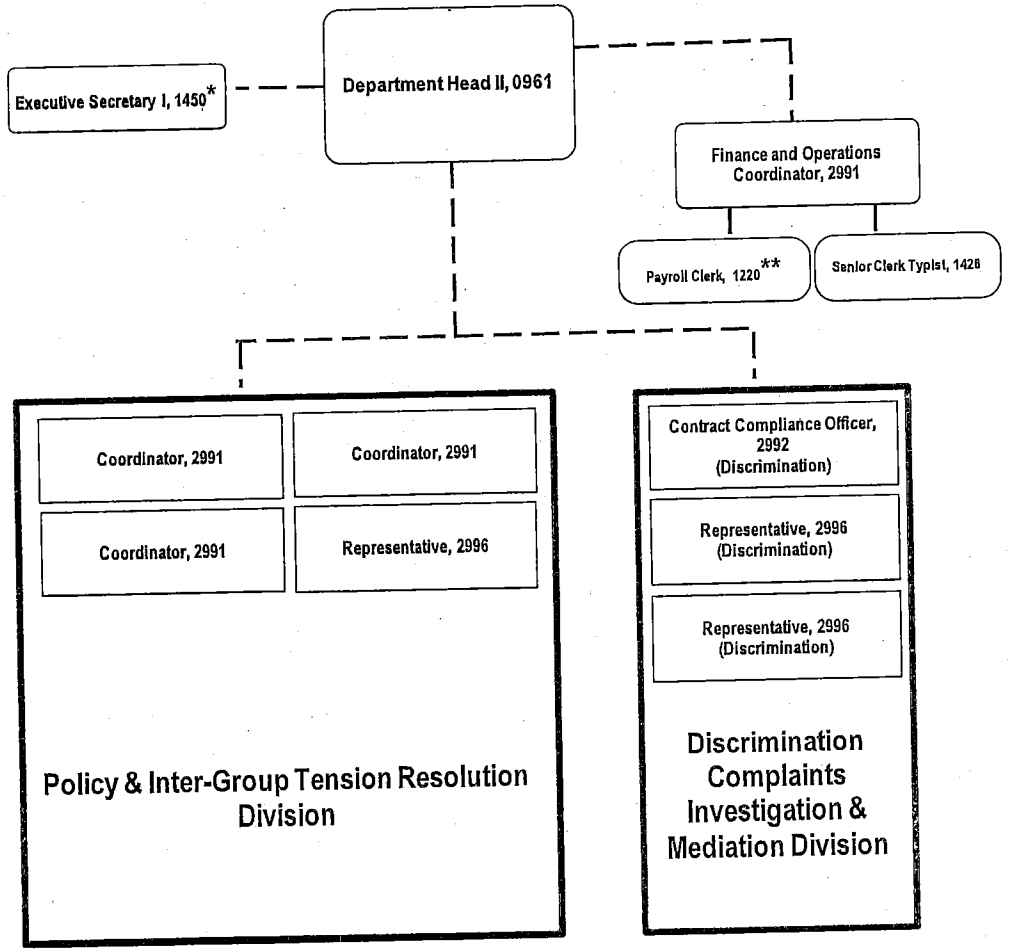
Outcome: Ensure greater inclusiveness and representation of the African American community at the policy and decision-making level where the community is disproportionally impacted and foster the retention of African Americans to San Francisco, a city renowned for its diverse and multicultural landscape and its commitment to the inclusion of all its ethnic communities toward the City's overall economic viability, industry and commerce.

Process:

- Establish a city-wide cultural competency and sensitivity action plan to counter the popular sentiment that San Francisco does not embrace or support the African American community at the same level of other ethnic communities in the City.
- Create a Minority Youth Economic, Civic and Vocational Internship/Mentorship Program to groom young African Americans to become leaders in their communities.
- Develop a mechanism whereby City leaders and agencies have to inform the community of any potential action plans that advance the City's commitment to implement the recommendations found in the various equity and disparity reports.
- Create opportunities for African American community stakeholders to experience the behind the scenes methodology by which public policy is created.
- Direct greater resources to Community Benefits Organizations and non-profits that can assist in community development and economic growth.

FY12-14: Positions

HRC's Two-Year Organizational Chart and ASO Summary



FY12-14 ASO

Class	Title	FTE Count
0962	Department Head II	1
1220	Payroll Clerk	1
1426	Senior Clerk Typist	1
1450	Executive Secretary I	1
2991	Coordinator	4
2992	Contract Compliance Officer	1
2996	Representative	3
	Total	**12**

** Also performs Commission Secretary functions.*

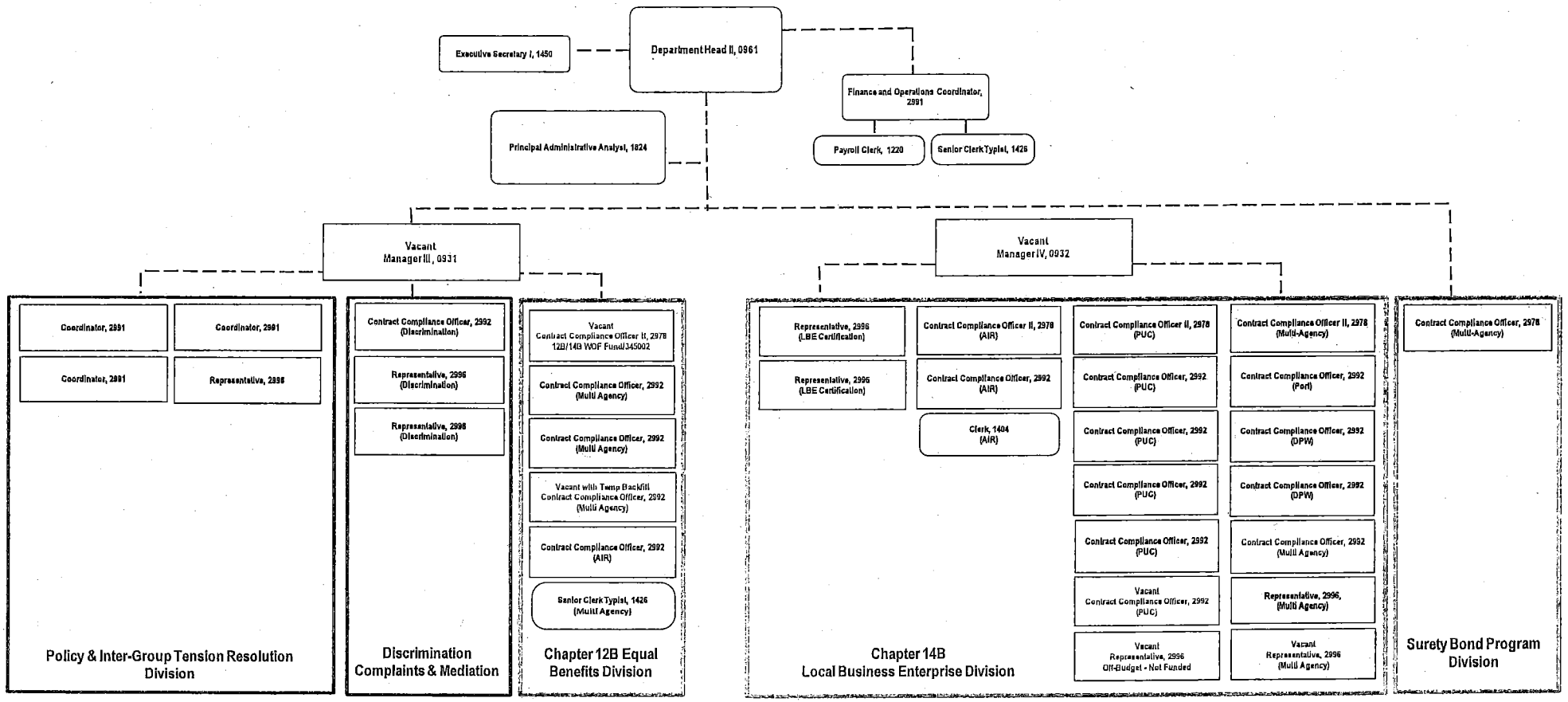
*** Also performs all FAMIS accounting, purchasing and back up to front desk functions.*

FY12-14: Positions

Transfer of Functions from HRC to General Services Agency

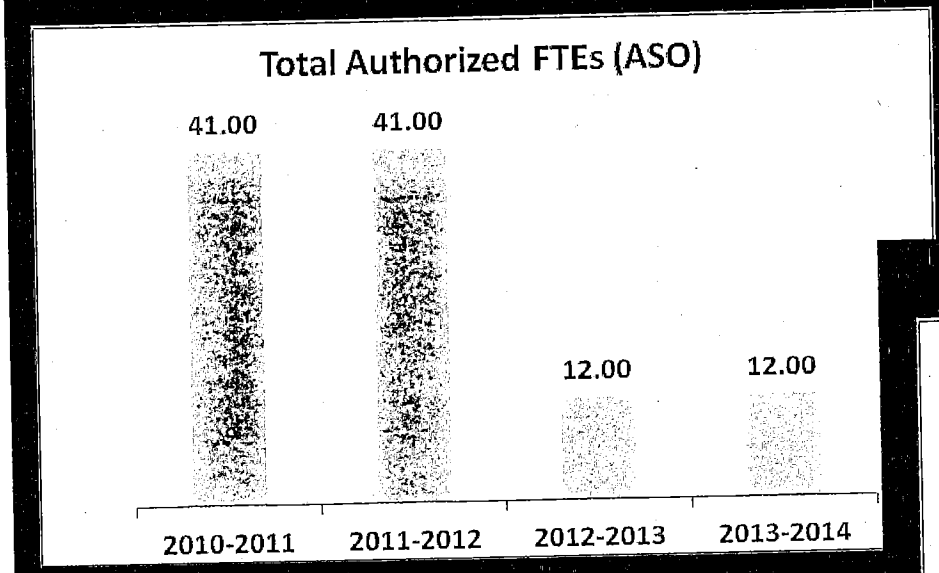
Total staff remaining at HRC (all boxes in green): 12

Total staff transferred to General Services Agency (all boxes in grey): 29

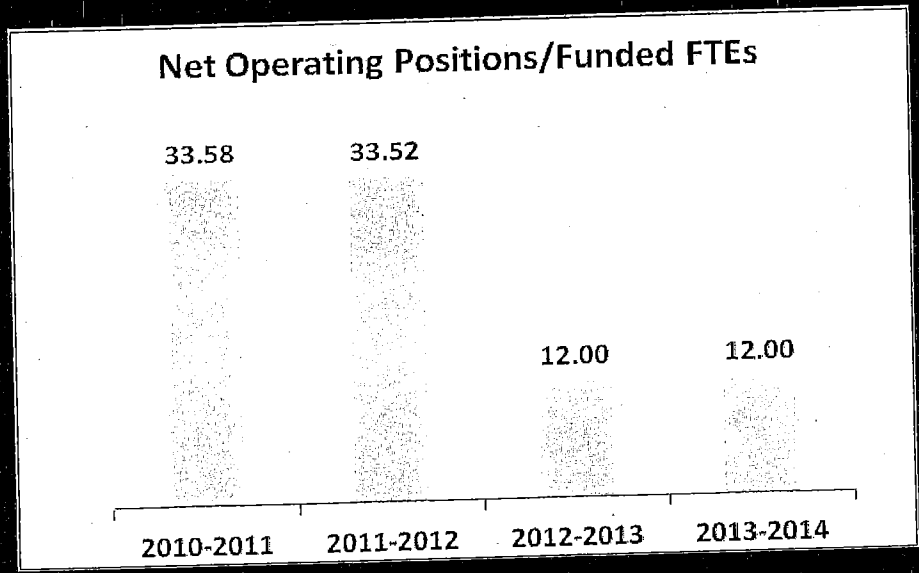


FY12-14: Positions

Changes to Authorized and Funded FTEs

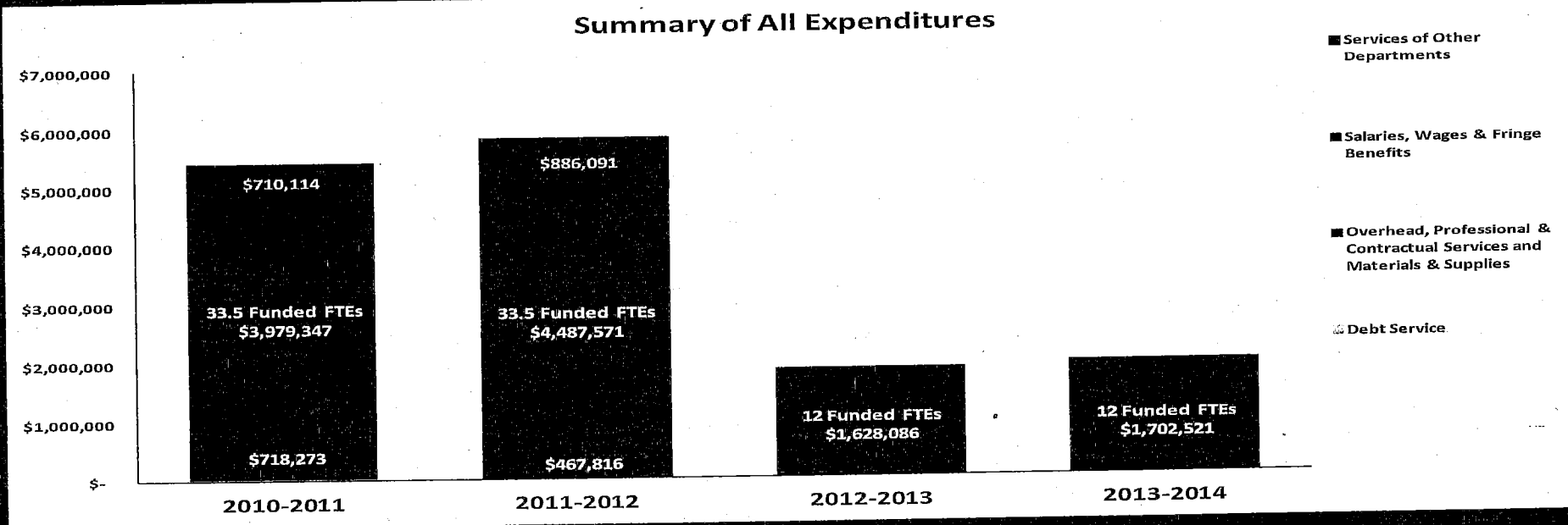


FY 12-14 :
71% reduction in *authorized* FTEs



FY 12-14 :
64% reduction in *funded* FTEs

FY12-14: Uses



Year to Year Comparison	2011-2012	2012-2013	2013-2014
Salaries, Wages & Fringe Benefits	13%	-64%	4%
Overhead, Professional & Contractual Services and Materials & Supplies	-35%	-92%	0%
Debt Service	-100%	0%	0%
Services of Other Departments	25%	-78%	0%
Total	**8%**	**-68%**	**4%**

FY12-14: Sources

General Fund

GENERAL FUND (FY12-14)	FY11-12	FY12-13			FY 13-14		
	BY Original Amount	BY Mayor Amount	Change over BY Original Amount ($)	Change over BY Original Amount (%)	BY+1 Mayor Amount	Change over BY Original Amount ($)	Change over BY Original Amount (%)
GENERAL FUND	933,501	1,215,774	282,273	30%	1,224,717	8,943	1%
EXP REC FR ADMINISTRATIVE SERVICES (AAO)	-	647,946	647,946	NA	713,438	65,492	10%
TOTAL	**933,501**	**1,863,720**	**930,219**	100%	**1,938,155**	**74,435**	4%

In the proposed budgets for fiscal years 2013 and 2014, HRC's overhead and staff will be funded by a combination of General Fund support and work order recoveries from Administrative Services. The work order recoveries from Administrative Services in FY 2012-14 is intended to facilitate the transfer of functions and assist GSA in matters previously dealt with by HRC over the last two decades with regard to the Equal Benefits, LBE and Surety Bond Programs.

New Funding Sources?

Beginning in FY12-13, HRC will seek new funding sources which will include one or more of the following:

Dedicated funding source similar to those secured by other City agencies, including the Department of Environment, the Arts Commission, the Rent and Arbitration Board and the Department of Building Inspections.

Federal grants from various federal agencies, including HUD, Department of Justice and Department of Labor.

Private grants from various private foundations which share the vision and goals of the SFHRC through the assistance of the newly reconstituted Friends of HRC.

FY12-14: Sources

12B/14B and Surety Bond Work Order Funds

12B/14B Work Order: Redirected to Admin Services

12B/14B WOF FUND RECOVERIES (FY12-14)		FY 12-14			
		BY Original Amount	BY Mayor Amount	Change over BY Original Amount ($)	Change over BY Original Amount (%)
EXP REC FR AIRPORT (AAO)	086AC	525,783	-	-525,783	-100%
EXP REC FR ADMINISTRATIVE SERVICES (AAO)	086AD	28,730	-	-28,730	-100%
EXP REC FR BLDG INSPECTION (AAO)	086BI	42,387	-	-42,387	-100%
EXP REC FR ENVIRONMENT (AAO)	086EV	57,870	-	-57,870	-100%
EXP REC FR SF GENERAL HOSPITAL (AAO)	086HG	209,939	-	-209,939	-100%
EXP REC FR PUBLIC LIBRARY (AAO)	086LB	11,033	-	-11,033	-100%
EXP REC FR PORT COMMISSION (AAO)	086PO	216,332	-	-216,332	-100%
EXP REC FR PUBLIC TRANSPORTATION(AAO)	086PT	129,279	-	-129,279	-100%
EXP REC FR PUBLIC WORKS (AAO)	086PW	888,551	-	-888,551	-100%
EXP REC FR REAL ESTATE (AAO)	086RE	116,364	-	-116,364	-100%
EXP REC FR REC & PARK (AAO)	086RP	85,246	-	-85,246	-100%
EXP REC FR SHERIFF (AAO)	086SH	49,253	-	-49,253	-100%
EXP REC FR HUMAN SERVICES (AAO)	086SS	62,272	-	-62,272	-100%
EXP REC FROM ISD (AAO)	086TI	88,661	-	-88,661	-100%
EXP REC FR PUC (AAO)	086UC	1,765,071	-	-1,765,071	-100%
EXP REC FR MAYOR (NON-AAO)	087MY	60,034	-	-60,034	-100%
TOTAL 12B/14B WOF FUND RECOVERIES		**4,336,805**	**-**	**-4,336,805**	-100%

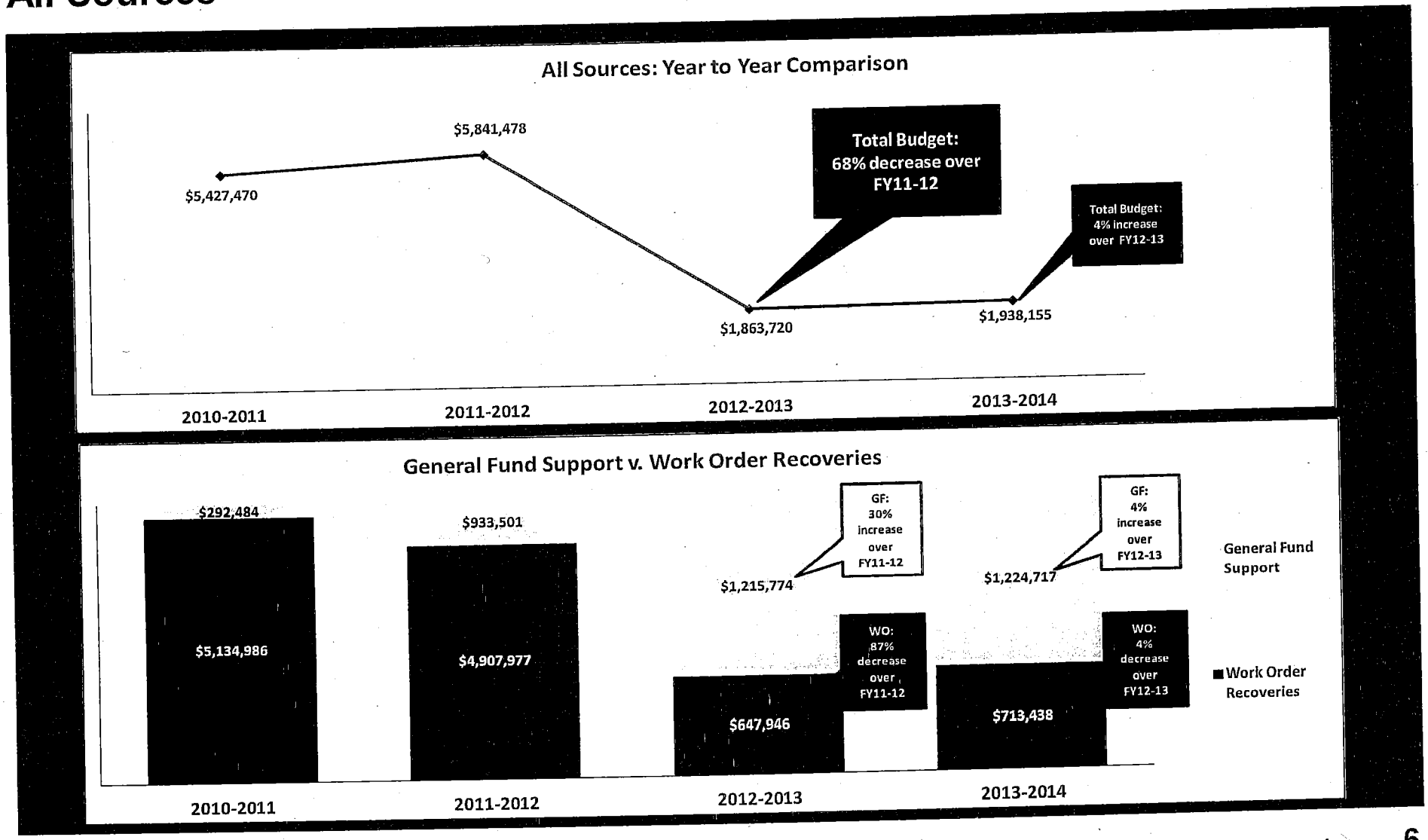
Surety Bond Work Orders: Redirected to Risk Management

SURETY BOND FUND RECOVERIES (FY12-14)	FY 12-14			
	BY Original Amount	BY Mayor Amount	Change over BY Original Amount ($)	Change over BY Original Amount (%)
EXP REC FR AIRPORT (AAO)	85,455	-	-85,455	-100%
EXP REC FR ADMINISTRATIVE SERVICES (AAO)	21,364	-	-21,364	-100%
EXP REC FR PORT COMMISSION (AAO)	37,076	-	-37,076	-100%
EXP REC FR PUBLIC TRANSPORTATION(AAO)	85,455	-	-85,455	-100%
EXP REC FR PUBLIC WORKS (AAO)	85,456	-	-85,456	-100%
EXP REC FR REC & PARK (AAO)	42,727	-	-42,727	-100%
EXP REC FR PUC (AAO)	213,639	-	-213,639	-100%
TOTAL SURETY BOND FUND RECOVERIES	**571,172**	**-**	**-571,172**	-100%

Beginning FY12-13, the General Services Agency will oversee Chapter 12B Equal Benefits Program, Chapter 14B LBE Program, and Chapter 14B Surety Bond Program. All work orders between HRC and the above-mentioned agencies will now be redirected to Administrative Services (who will be overseeing Chapter 12B Equal Benefits and Chapter 14B LBE Programs) and Risk Management (who will be overseeing Chapter 14B Surety Bond Program).

FY12-14: Sources

All Sources



FY12-14: Budget Outlook

HRC BUDGET HISTORICAL COMPARISON	2010-2011 Actual	2011-2012 Original Budget	2012-2013 Proposed Budget	2012-2013 $ Chg from 2011-12	2013-2014 Proposed Budget	2013-2014 $ Chg from 2012-13
POSITIONS						
Total Authorized FTEs (ASO)	41.00	41.00	12.00	-29.00	12.00	0.00
Non-Funded FTEs (Includes off budget and attrition FTEs)	(7.42)	(7.48)	0.00		0.00	
Net Operating Positions/Funded FTEs	**33.58**	**33.52**	**12.00**	**-21.52**	**12.00**	**0.00**
SOURCES						
Charges for Services	264	0	0	0	0	0
Work Order Recoveries	$ 5,134,986	$ 4,907,977	$ 647,946	$ (4,260,031)	$ 713,438	$ 65,492
General Fund Support	$ 292,484	$ 933,501	$ 1,215,774	$ 282,273	$ 1,224,717	$ 8,943
Sources Total	**$ 5,427,734**	**$ 5,841,478**	**$ 1,863,720**	**$ (3,977,758)**	**$ 1,938,155**	**$ 74,435**
USES- OPERATING EXPENDITURES						
Salaries, Wages & Fringe Benefits	$ 3,979,347	$ 4,487,571	$ 1,628,086	$ (2,859,485)	$ 1,702,521	$ 74,435
Overhead (020 Character/CALCAP)	$ 284,307	$ 49,896	$ -	$ (49,896)	$ -	$ -
Professional & Contractual Services (021 Character)	$ 421,118	$ 396,345	$ 34,300	$ (362,045)	$ 34,300	$ -
Materials & Supplies (041 Character)	$ 12,848	$ 21,575	$ 5,000	$ (16,575)	$ 5,000	$ -
Debt Service (070 Character)	$ 20,000	$ -	$ -	$ -	$ -	$ -
Services of Other Departments (081 Character)	$ 710,114	$ 886,091	$ 196,334	$ (689,757)	$ 196,334	$ -
Uses-Operating Expenditures Total	**$ 5,427,734**	**$ 5,841,478**	**$ 1,863,720**	**$ (3,977,758)**	**$ 1,938,155**	**$ 74,435**
USES BY PROGRAM RECAP						
Human Rights Commission	$ 5,427,734	$ 5,841,478	$ 1,863,720	$ (3,977,758)	$ 1,938,155	$ 74,435
Uses by Program Recap total	**$ 5,427,734**	**$ 5,841,478**	**$ 1,863,720**	**$ (3,977,758)**	**$ 1,938,155**	**$ 74,435**

Divisions and Programs

FY 11-12

Policy & Inter-Group Tension Resolution Division

Discrimination Complaints
Investigation & Mediation Division

Chapter 12B Equal Benefits Division

Chapter 14B Local Business Enterprise Division

Surety Bond and Financing Assistance Division

Total Program Areas: Five

FY 12-14

Policy & Inter-Group Tension Resolution Division

Discrimination Complaints
Investigation & Mediation Division

12B Equal Benefits Division moved to Administrative Services under the General Services Agency

14B LBE Division moved to Administrative Services under the General Services Agency

Surety Bond Division moved to Risk Management under the General Services Agency

Total Program Areas: Two

Agency Background

The San Francisco Human Rights Commission provides leadership and advocacy in securing, protecting and promoting human rights for all people.

- Sanctuary City Enforcement
- Hate Crime Coalition
- Human Trafficking Collaborative
- Anti-Bullying Programs

- Studies, investigates and mediates all incidents of discrimination and intergroup tension.
- Prepares, encourages and coordinates programs of voluntary affirmative action.
- Prepares and disseminates educational materials relating to prejudice and discrimination.
- Provides guidance and technical assistance private persons, public agencies and private institutions.

Established: 1964

Charter Commission: 1990

Agenda

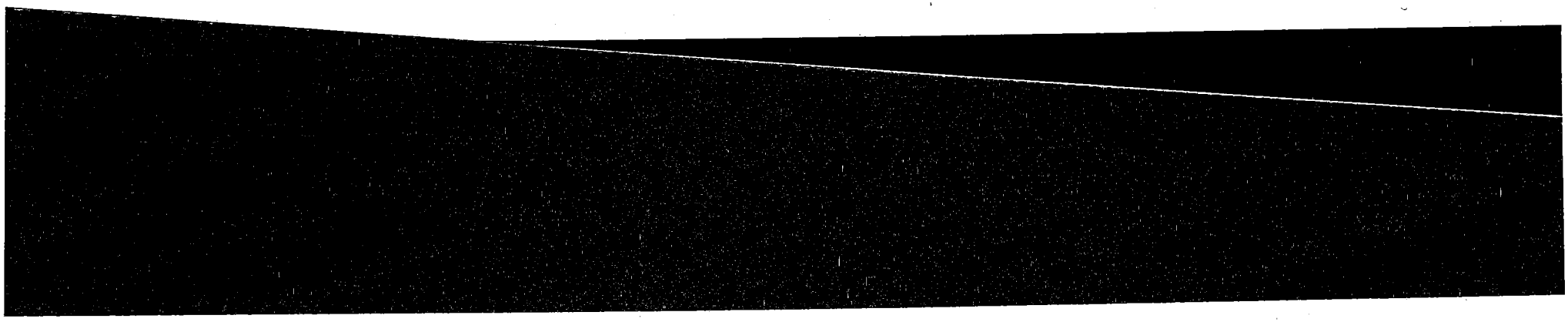
* *Denotes topics requested by Supervisor Carmen Chu*

Topic	Slide Number(s)
Agency Background	3
*Divisions and Programs	4
*FY12-14: Budget Outlook	5
*FY12-14: Sources	6-8
*FY12-14: Uses	9
*FY12-14: Positions	10-12
Current Projects and Initiatives	13-16
Discrimination Division FY11-12 Performance Data	17
Policy Division FY11-12 Performance Data	18-19
*Job Creation and Summer Youth Employment Opportunities	20-21

San Francisco Human Rights Commission FY12-14 Budget Presentation to the Board of Supervisors

June 18, 2012

Theresa Sparks
Executive Director



11 QUESTIONS

Language Access

- Provide the public materials and information in multiple languages
  - Informational brochure is printed in English, Spanish, and Chinese
    - Available at the front counter in the Office of the Clerk of the Board
  - All pages on the department's website can be translated by using the Google Translate tool featured on every page
  - "Speaker cards" contain information in English, Chinese, and Spanish
  - Interpretation and Translation services provided upon request

SUMMER YOUTH EMPLOYMENT

- Youth Commission
  - Mission to advise the Mayor and the Board of Supervisors on youth-related policy and law
  - Works year-round with various agencies in our community to promote jobs for youth in San Francisco
  - In FY 2011-2012, worked in close partnership with the San Francisco Youth Employment Coalition to make San Francisco's Summer Jobs+ program a reality
  - Successfully promoted the inclusion of "youth involvement plans" in future real estate, tax break, and other development deals between the City and the private sector

- Expanded participation in YouthWorks in summer 2012
  - 11 placements 2011-2012 school year
  - 15 placements summer 2012
    - Youth Commission
    - Supervisors' offices
    - Assessment Appeals Board
    - Office of the Clerk of the Board

Staffing Plan

Staff transitions

- Matching job classifications to business needs in the Clerk's Office
- Using training programs for career ladder and cost savings

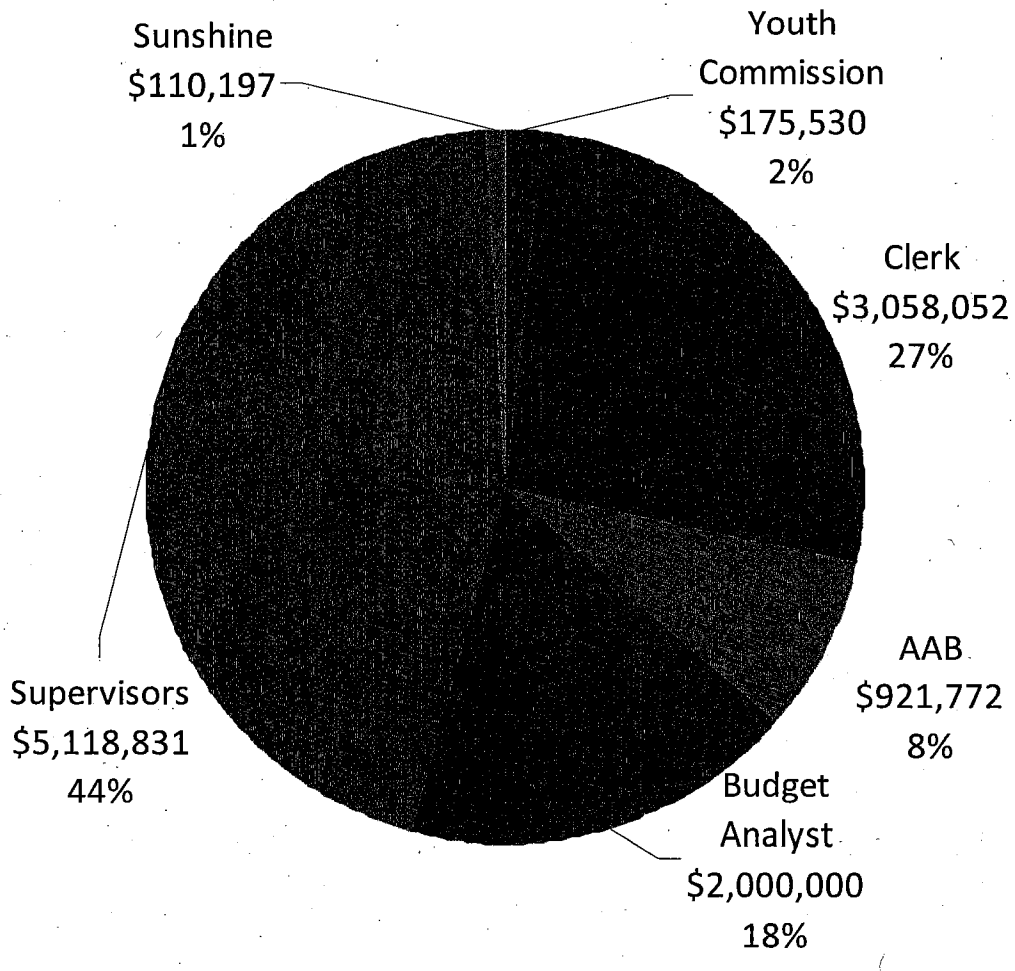
Reclassifications

- Substituted 0922 Manager I to 1823 Senior Administrative Analyst
- Potential substitution of 1023 to 1052 Business Analyst II for IT business/work process analysis and project management

Apprenticeships and Training

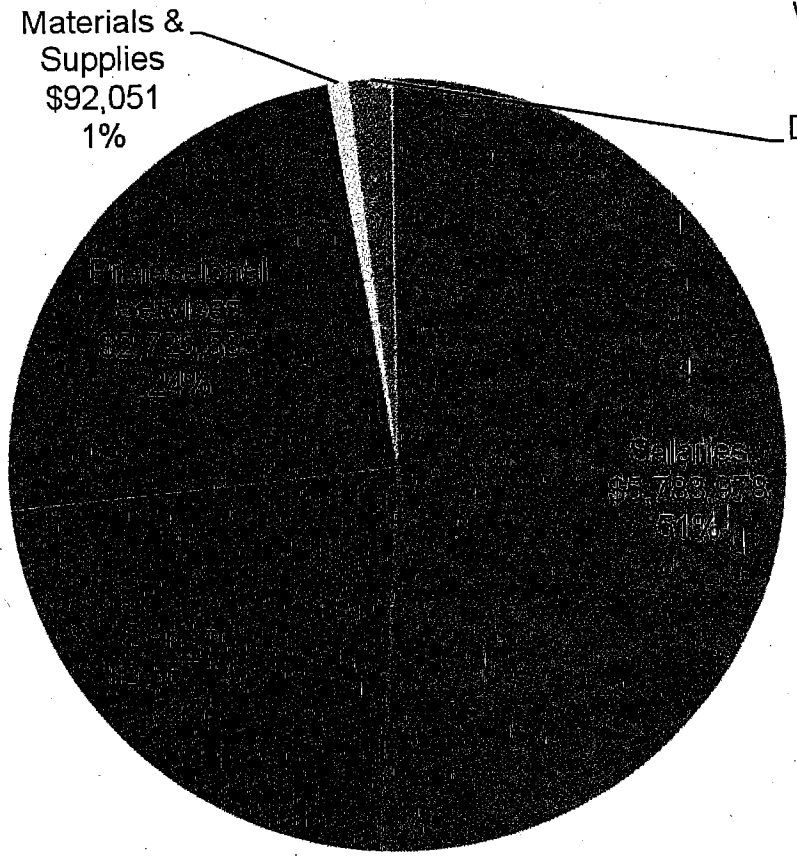
- 1492 Assistant Clerk – Committee Clerk
  - Three filled at apprenticeship level for two year training
- 1652 Accountant II
  - Using Controller's internship program to backfill retirement
  - Potential for work order if scope of role is reduced and if another department has the capacity to absorb this work

FY 2012-2013 Proposed Budget: By Division



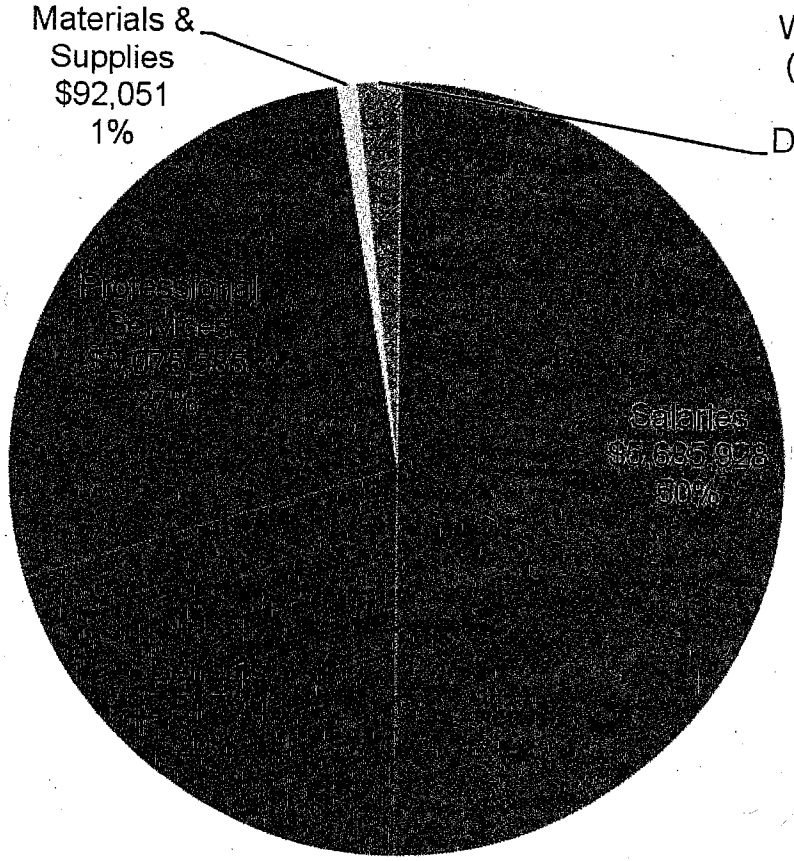
Division	Current Year	Change
Youth	169,933	5,597
Clerk	2,706,898	351,154
AAB	578,457	343,315
Budget	2,050,000	(50,000)
Supervisors	4,942,952	175,879
Sunshine	172,957	(62,760)
LAFCO	0	0

FY 2013-2014 Budget: By Expense Type



- 73% of budget is salaries and benefits
- 1% of the budget is allocated to all departmental office materials and supplies
- Of professional services 91% are for:
  - Budget & Legislative Analyst
  - CAFR
  - Citywide Memberships
  - AAB Project
- All other services include:
  - Multi-function printer leases/copier charges
  - Services purchased from Supervisors' legislative accounts
  - Advertising

FY 2012-2013 Proposed Budget: By Expense Type



- 70% of the budget is salaries and benefits
- 1% of the budget is allocated to all departmental office materials and supplies
- Of professional services 92% are for:
  - Budget & Legislative Analyst
  - CAFR
  - Citywide Memberships
  - AAB Project
- All other professional services include:
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Major Expenses and Revenues

- Total expenditures $11.4M
  - $8.0M and $8.3M for salaries and benefits (70% and 73% of total)
  - $2.0M for budget and legislative analysis (18% of total)
  - $1.4M and $1.0M all other costs (12% and 9% of total)
    - Assessment Appeals Board COIT project (12-13 only)
    - Comprehensive Annual Financial Report (CAFR) contract
    - Work orders
    - Materials & supplies
    - Non-personnel services

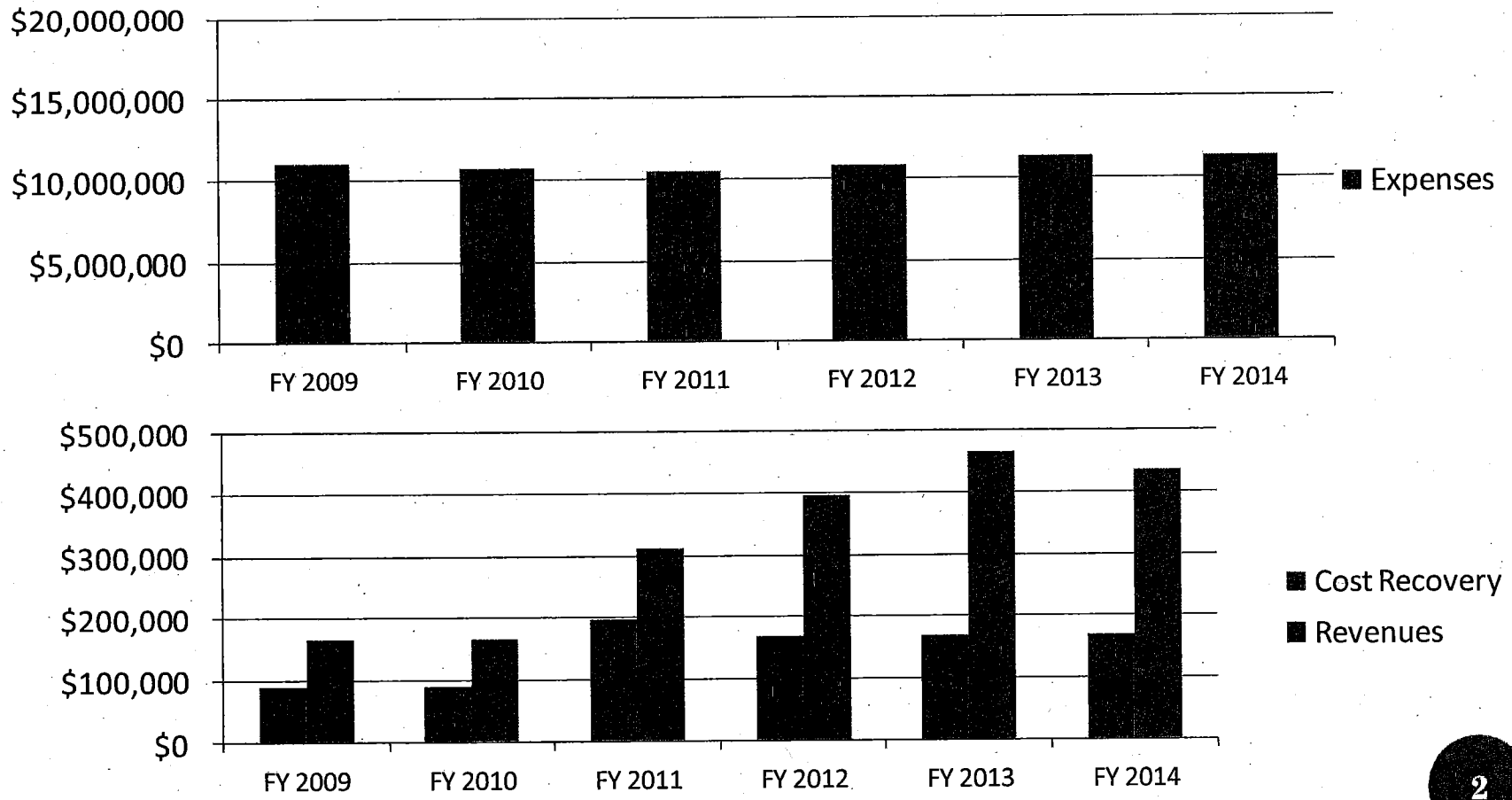
- Total revenues $465,250 and $435,250
  - Assessment appeals projected to remain high, but begin to return to usual levels in FY 2013-2014

Major Department Initiatives

- Assessment Appeals Board
  - Tracking system replacement
    - COIT funded for $350,000
    - To replace unsupported, outdated system

- Records Management
  - Position substituted from 0922 to 1823 classification
    - $23,000 savings
  - COIT funding request pending for FY 13-14 records digitization project
    - $400,000 request

EXPENDITURE AND REVENUE BUDGETS
HISTORICAL AND PROPOSED



BOARD OF SUPERVISORS

FY 2012-2013 and FY 2013-2014 Proposed Budgets

June 18, 2012

ETHICS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

BENEDICT Y. HUR
CHAIRPERSON

JAMIENNE S. STUDLEY
VICE-CHAIRPERSON

BEVERLY HAYON
COMMISSIONER

DOROTHY S. LIU
COMMISSIONER

PAUL A. RENNE
COMMISSIONER

JOHN ST. CROIX
EXECUTIVE DIRECTOR

Date: June 18, 2012

To: Board of Supervisors Budget Committee

From: John St. Croix, Executive Director

Re: FY 12-14 Budget for Ethics Commission

1) Two-year budget outlook: The Commission's budget for FY 12-14 is relatively stable. The bulk of the Commission's expenditures come from salary and benefits – because the Commission substituted four higher paid positions to four lower paid positions in FY 11-12, it will experience $59,077 salary savings in FY 13 and $51,253 savings in FY 14. The Commission does not anticipate the creation of any new positions; however, it hopes to be able to fill an investigator position that has remained vacant to meet expected attrition savings goals.

The other major cost in the Commission's budget is the public financing program. Recent changes to the Campaign Finance Reform Ordinance increased the eligibility thresholds for supervisorial candidates and capped the maximum amount of public funds at $152,500 for incumbents or $155,000 for non-incumbents. The projected disbursement of public funds for the November 2012 election is $1,343,380. (The next election will not occur until November 2014, and disbursements of public funds for that election may not begin until mid-June 2014, near the end of FY 13-14.)

2) Major department initiatives and their budget/operational impacts: In the next two fiscal years, the Commission will propose legislation to allow it to designate the electronic version of campaign finance filings as the official record, thereby eliminating the need for paper filings. The Commission may also approve regulations to move to an all electronic campaign consultant filing system. This too would eliminate the need for paper filings. Reducing paper filings would enable staff to work on other mandates other than scanning documents to put them on our website.

3) FTE changes: None.

4) Job creation and summer youth employment opportunities: The Commission lacks funding to provide such opportunities.

5) Department's efforts in Language Access: In December 2011, our annual survey determined that we serve 0% LESPs. On inquiries regarding issues that are within our jurisdiction, our staff who speak Spanish, Cantonese, and Mandarin have been able to address them.

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E-Mail Address: ethics.commission@sfgov.org Web site: http://www.sfethics.org

ETHICS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

BENEDICT Y. HUR
CHAIRPERSON

JAMIENNE S. STUDLEY
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DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

Department's Efforts in Language Access

- **26 bilingual employees certified by DHR in public contact positions**
  - (13 Cantonese, 5 Mandarin, 3 Russian, 8 Spanish, 1 Tagalog - the breakdown of languages spoken exceeds the number of total bilingual staff because some employees speak more than one language)
- **Dedicated telephone lines**
  - Provide election-related information in Cantonese, Mandarin, and Spanish
- **Protocol for serving limited-English proficiency voters in crisis or emergency situations** (e.g., postponement or cancellation of an election if ordered by the Governor of California)

DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

Department's Efforts in Language Access

❖ Bilingual Poll Worker Program

- As many as 1,000 bilingual poll workers are recruited to provide language assistance in Cantonese, Mandarin, and Spanish to voters on Election Day

❖ Outreach and Education Program

- All official election materials and outreach presentations are provided in English, Chinese, and Spanish (i.e., official ballots, Voter Information pamphlets, Vote-by-Mail applications, Voter Registration forms, voter notices, polling place materials and signage, voter education brochures).
- Partnership with mass media outlets in the Chinese and Spanish communities to raise awareness of the election and requirements to participate.

DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

Job Creation and Summer Youth Employment Opportunities

❖ Administers High School Student Poll Worker Program

- Nearly 1,300 students are recruited for each election
  - get an inside look at the election by working at polling places on Election Day
  - receive $122 stipend

❖ Supports San Francisco YouthWorks High School Internship Program

- 2-3 interns perform administrative and clerical work related to the Department's operations

DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

New Initiatives and Positions

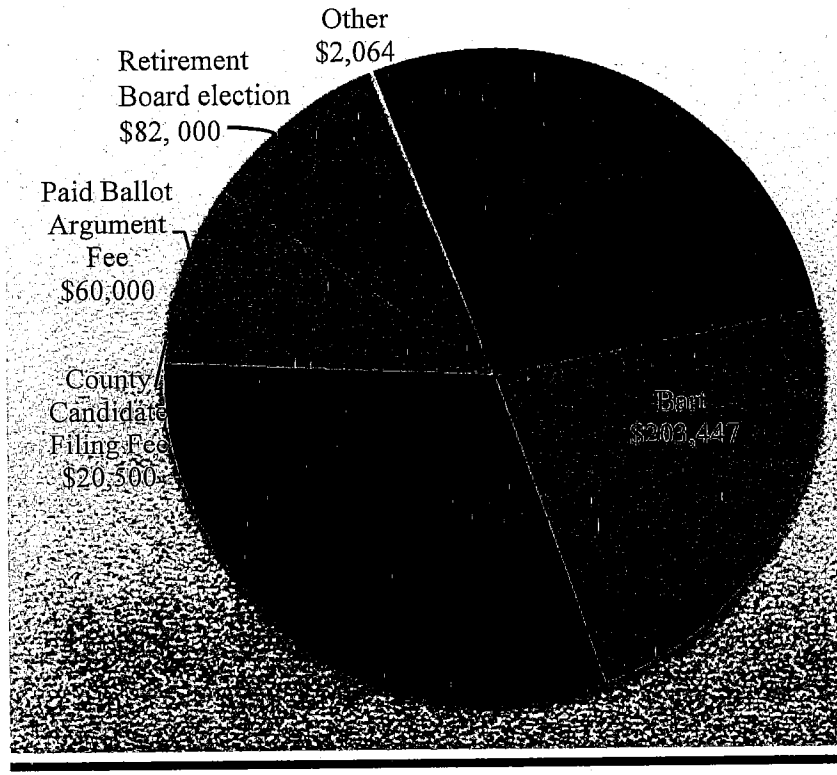
- The Department does not have any new initiatives or new positions

DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

Two-Year Budget Outlook: Sources of Revenue

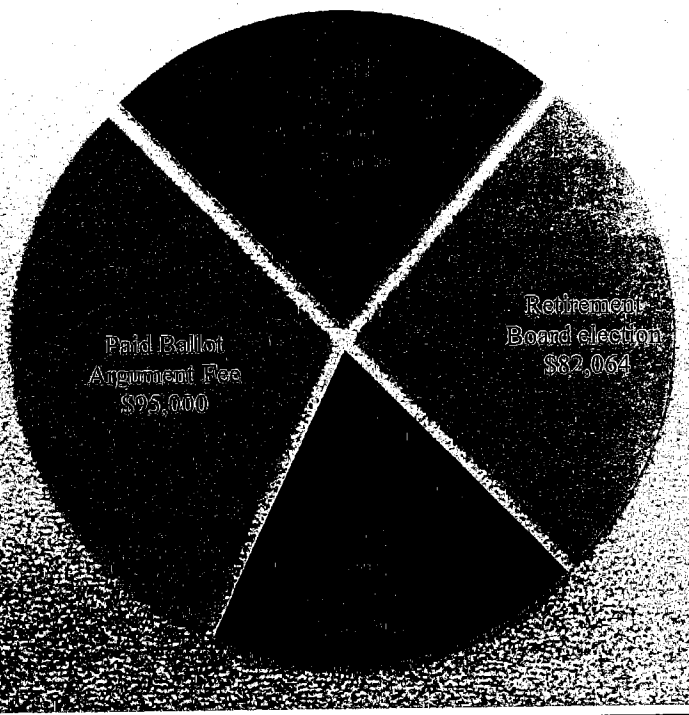
FY 2012-2013

Total: $892,356



FY 2013-2014

Total: $308,060

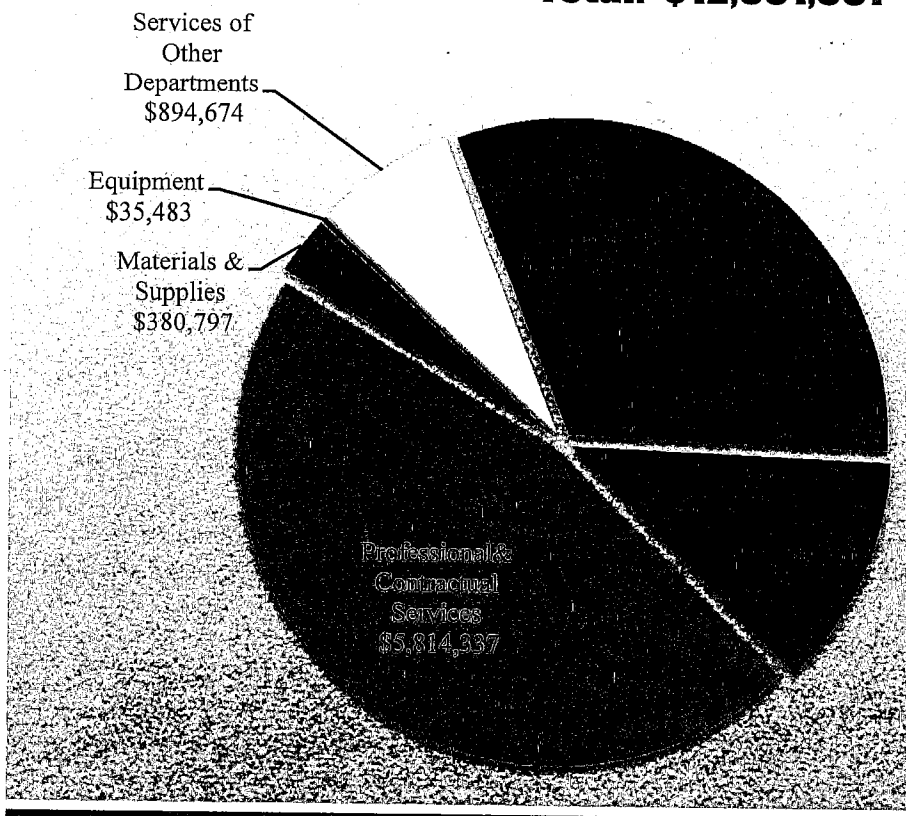


DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

Two-Year Budget Outlook: Expenses

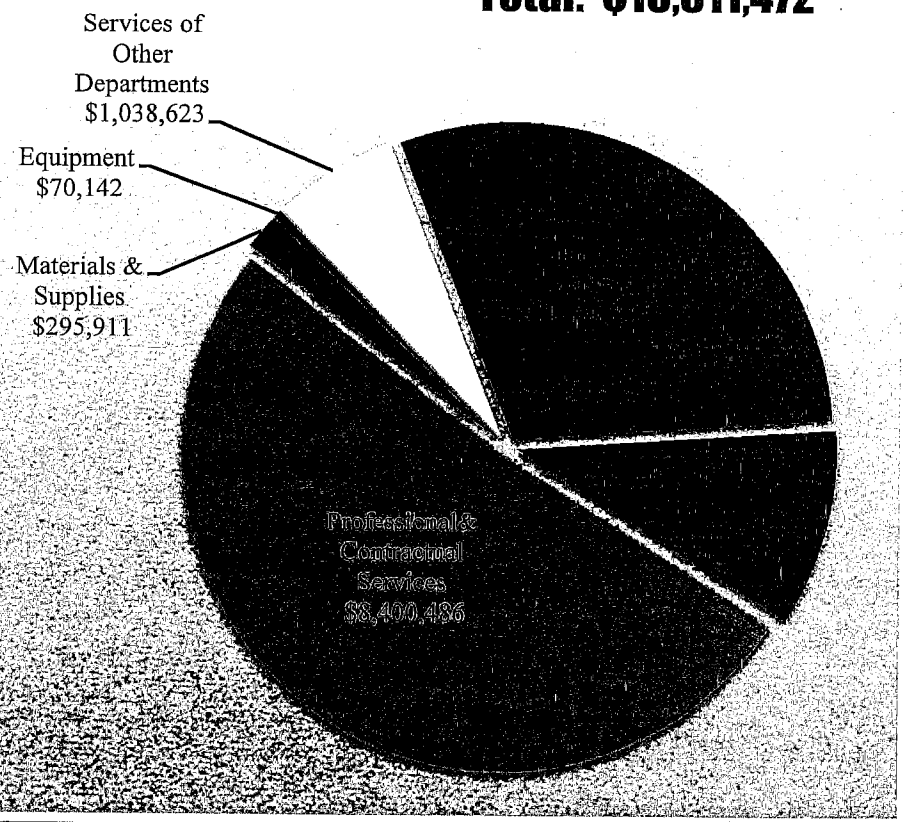
FY 2012-2013

Total: $12,591,551



FY 2013-2014

Total: $16,311,472



DEPARTMENT OF ELECTIONS | CITY & COUNTY OF SAN FRANCISCO

Scheduled Elections

FY 2012-2013

- November 6, 2012
  Consolidated Presidential Election

FY 2013-2014

- November 5, 2013
  Municipal Election

- June 3, 2014
  Consolidated Gubernatorial Primary Election

DEPARTMENT OF ELECTIONS
CITY & COUNTY OF SAN FRANCISCO

Department of Elections
Proposed Budget

FY 2012-2013 and FY 2013-2014

Language Access

- "Language Access Tools" are used on average 50 times a day
- SFPD has a designated Language Access Officer to further develop Limited English Proficiency (LEP) services
- 467 or 18% of SFPD is bilingual in one of 34 languages
- 163 Officers are certified in one of five core languages
- SFPD is developing a Training Video for Officers in LEP
- DEM is updating system to show real time which bilingual officers are working and available
- SFPD meets monthly with OCC and quarterly with community stakeholders to address and resolve language access issues

Strategic Technology Plan

FY11 – FY13

Technical Support Services

- Consolidate Technology Team Location ✓
- Hire proper team (in progress)
- Implement 24 X 7 Help Desk for 24 police locations and vehicle MDTs

Predictive Policing

- Web based incident reports and online search tool ✓
- Provide crime data to JUSTIS hub ✓
- Mapping and geo-coding crime
- Run suspect summary screen
- Self serve incident reports added to CDW (Coplogic)
- Start using Sheriff's Jail Management system

Mobile Technology for Officers

- Provide email to all SFPD ✓
- Automated Phone Directory for SFPD ✓
- Finish rollout of Cal Photo in cars (in progress)
- Pilot mobile devices for officers (in progress)

Automate Crime Reporting

- Department Operations Center Set-up ✓
- Compstat reporting
- UCR and BCS Reporting to Dept. of Justice
- Ad hoc reports for Captains

Community Engagement

- Provide Business cards w/email address ✓
- Better format for police newsletters
- Agreements on data sharing for JUSTIS

Improve Operations

- Cable access at airport ✓
- Single sign on (in progress)
- Workstation upgrades (in progress)
- Academy upgrades
- Public Safety Building planning
- Improve network speed

✓ = Complete



FY 12-13 Budget



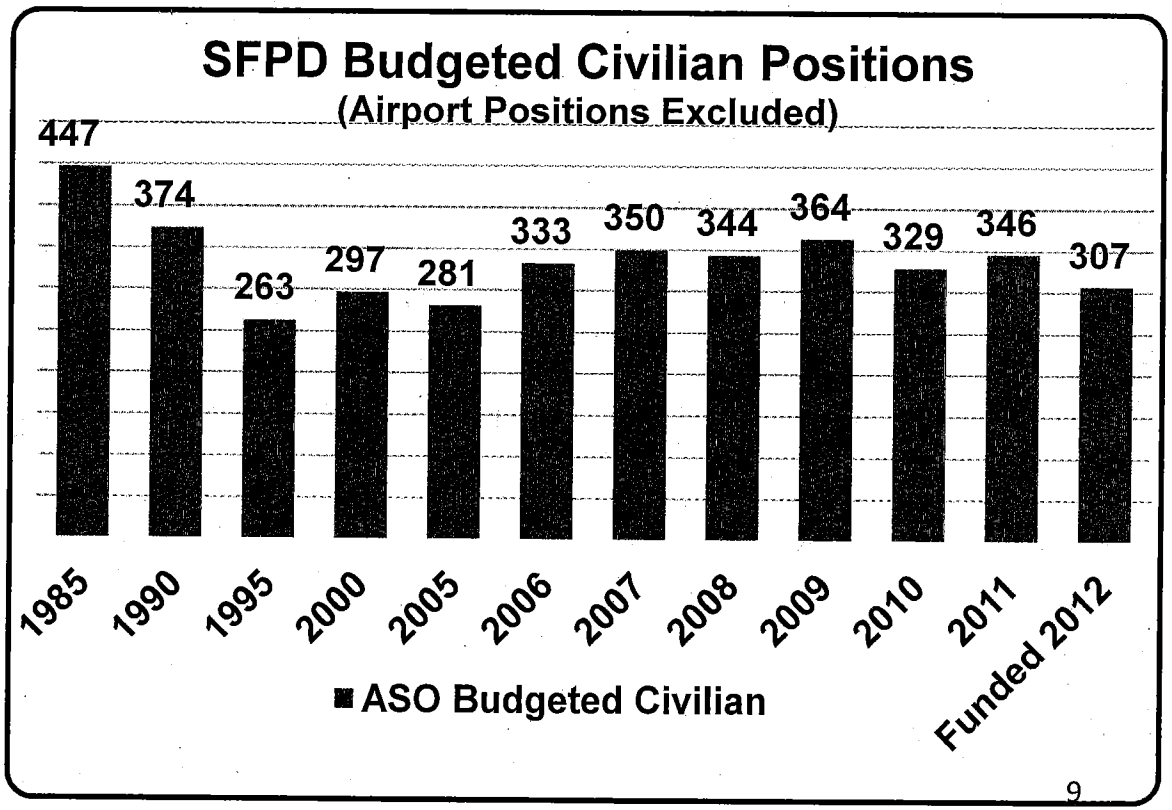
Capital & Technology Initiatives

- New Public Safety Building - $490K + $8.5m
- Crime Lab Relocation - $1.15m
- Crime Data Warehouse - $380K
- Improving Network Speed at District Stations - $150K

Re-Civilianization Plan

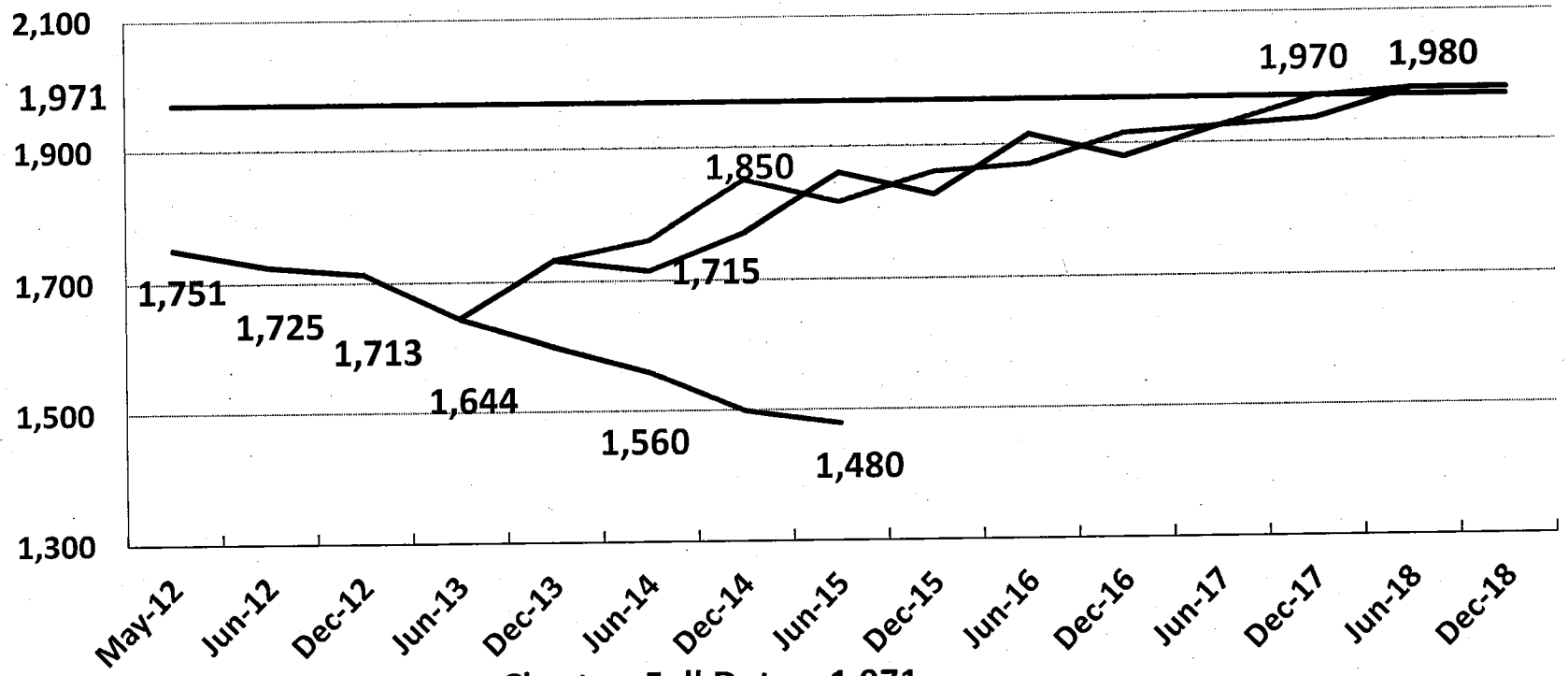
- 21 Positions in FY 12-13
- 31 Positions in FY 13-14

These civilianized positions will allow 52 officers, who had been in Patrol prior, to be redeployed back to the field.



FY 12-13 Budget

Multi-Year Staffing Plan to Reach 1,971 Full Duty



Scheduling Efficiencies

- 10-hour day industry standard for Patrol since 1986
- Scheduling adjustments for units, not assigned to Patrol, nets nearly 16,000 additional days (66 FTEs valued at $10.5m at no added cost) – Officers are available for deployment
- Significantly more officers assigned to night and weekend shifts

Community Policing Initiatives

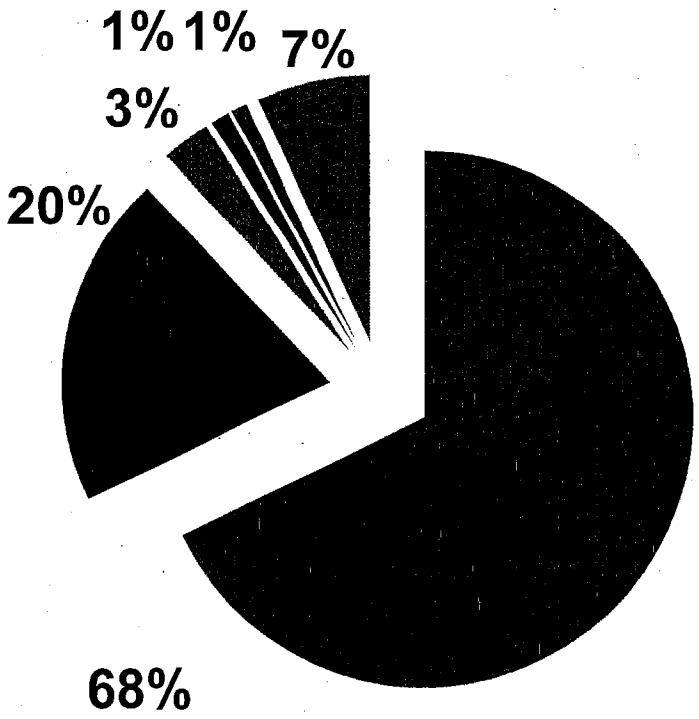
- Current Activities
  - Community Relations Unit
  - 10 Community Forums
  - District Station Community Advisory Boards
  - Summer Youth Employment – 108 Youth Internships
    - Police Foundation & Wells Fargo – 28 interns
    - SFPD & PUC Project Pull – 10 interns
    - SFPD & PUC Garden Project – 70 interns from Bayview & Hunter's Point
- FY 12-13 Initiatives
  - Cameras on Plain Clothes Supervisors - $100,000
  - Mobile Devices to Keep Officers in the Field - $300,000
  - Scheduling Changes to Increase Availability For Deployment

Work Order / Police Services

	FY 2012-13	FY 2013-14
Airport	$47,645,035	$49,827,889
Municipal Trans. Agen. (MTA)	$14,415,674	$14,788,431
Port of San Francisco	$621,550	$628,637
Public Utilities Commission	$300,000	$300,000
Library	$189,000	$189,000
Human Services Agency	$171,731	$171,731
Moscone Convention Center	$75,000	$75,000
Treasure Island	$74,234	$77,230
DPW Graffiti Abatement	$60,000	$60,000

FY 12-13 Budget

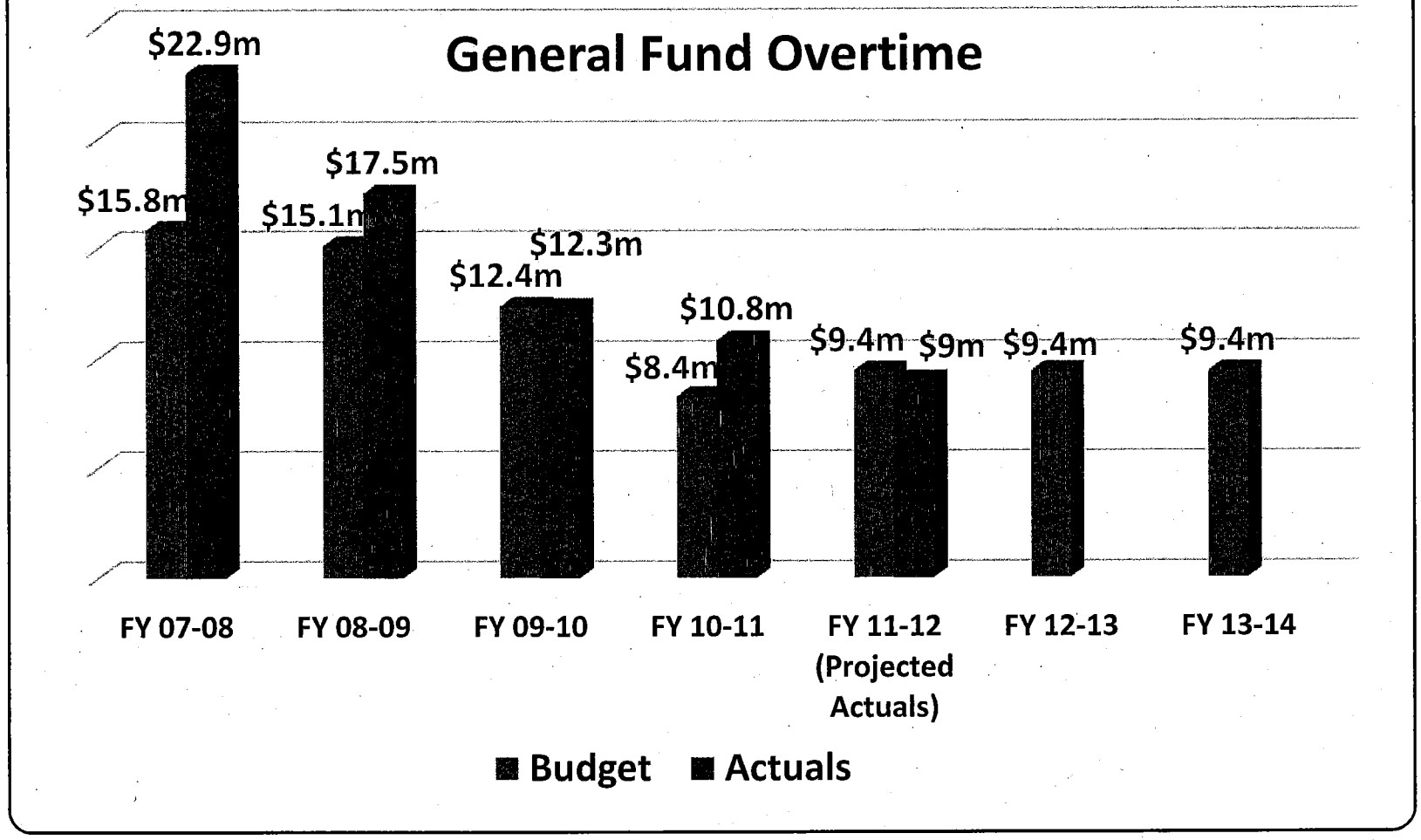
All Funds Expenditures by Category $492,124,231



- Salaries - $333.5m / 68%
- Fringe Benefits - $99.9m / 20%
- Non-Personnel, Prof. Services - $14.6m / 3%
- Materials and Supplies - $5.6m / 1%
- Capital Outlay - $4.8m / <1%
- Department Service Charges - $33.4m / 7%

General Fund = 89%

Police Department



Police Department

	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget
Expenditures	$461,807,061	$492,124,231	$512,549,197
Sworn FTEs	2,243	2,216	2,202
Civilian FTEs	482	490	537
Total FTEs (Funded)	2,725	2,706	2,739
Total Sworn FTEs			
Airport Sworn	179	173	178
All Other Sworn	2,064	2,043	2,024
Total Civilian FTEs			
Airport	142	138	138
Office of Citizen Complaints	33	35	35
All Other	307	317	364

Chief Gregory P. Suhr

San Francisco Police Department

Proposed Budget FY 12-13 and FY 13-14

Major Comparable California County Law Libraries

COUNTY LAW LIBRARY	GROSS SQ FT MAIN LIBRARY	VOLUMES & LINEAR SHELF FEET (LSF)	NUMBER OF USER SEATS	NO. OF PUBLIC COMPUTERS	CONFERENCE ROOMS SPECIAL USE SPACES	NO. OF ATTORNEYS
SAN FRANCISCO LAW LIBRARY Current	***14,310***	***90,078 vols = 18,015 LSF; but 10,830 actual LSF. + storage 166,000 vols.***	20 (tables) 8 (PCs) 4 casual	9	Conf. Rooms: 2 Seminar Room: 1 (capacity 40) Board Room: 0 Copy Center: 0 Staff: lounge, kitchen, lockers: 0	18,316
City Hall at 1995 move-out	***16,900 Some 14' high shelves***	***284,600 vols in 34,000 LSF, but needed 56,920 LSF for all vols***	87	0	Conf. Rooms: 1 (capacity 4) No other special use spaces	
ALAMEDA COUNTY LAW LIBRARY	***31,300***	***75,000 vols 19,822 LSF***	91	11	Conf. Rooms: 7 Classroom: 1 (capacity 28) Board Room: 1 Copy Center: 0 Staff: lounge, kitchen, shower	6,648
LOS ANGELES LAW LIBRARY	***173,000***	***656,220 vols***	200	27	Conf. Rooms: 4 Seminar: 1 (capacity 70) Specialty: 1 Members Study Copy Center: 1 Staff: lounge, kitchen, lockers	49,006
ORANGE COUNTY LAW LIBRARY	***47,454***	***159,313 vols 63,106 LSF (27,750 in compact shelves)***	121	9	Conf. Rooms: 1 Seminar: 1 (capacity 49) Board Room: 1 Specialty: 1 Computer lab Copy Center: 1 Staff: lounge, kitchen, lockers	14,816
SAN DIEGO COUNTY LAW LIBRARY	***35,000***	***120,265 vols 28,057 LSF***	133	12-16	Conf. Rooms: 2 Seminar/Training Room: 1 Board room: 1 Copy Center: 1 Staff: lounge, kitchen	16,306

Sources: California Library Statistics 2010 for FY 2008-09, Calif. State Library, 9/2010; Library sizes, vol. counts, LSF, special use spaces provided by law library directors 2009-12



How Has the Library Reduced Space Needs to Save Costs?

- Thousands of books were deleted from the collection during the 1995 move from City Hall
- Aggressive routine weeding
- More than 100,000 items have been deleted from the library's collection in the past ten years
- Cancelled hundreds of print subscriptions including case reports, treatises and over 370 law reviews
- Replaced thousands of volumes with electronic databases
- Reduced annual linear shelf growth rates from 1,000 LSF (2010) to 588 LSF (2012) to 400 LSF (2018)
- An estimated 25-30% or more of the stored collection will have to be discarded as a result of damaging storage conditions (41,500 – 49,800 volumes)
- Reduced the estimated amount of space needs from 64,164 gsf to 45,473 gsf to the year 2023

Space Comparisons – Actuals & Deficiencies: City Hall, Current, Proposed

City Hall 1994	Current Vets Bldg	Proposed Space
16,900 GSF (incl some 14' high shelves) **32,500 GSF required at 1994**	14,310 GSF	43,663 GSF
34,000 LSF actual = only 170,000 vols 284,600 total volumes Deficient 22,920 LSF (on floors) **56,920+ LSF required for 284,600 vols**	10,537 LSF actual = 52,685 vols 90,078 actual vols = 18,015 LSF Deficient 7,478 LSF (on floors) **18,015+ LSF required for 90,078 vols;** + Additional 166,000 vols in storage	40,340 LSF

More than 100,000 volumes have been deleted from the Library's collection.

SINCE 1870

SAN FRANCISCO
LAW LIBRARY

Professional Legal Reference Services Available Only at the Law Library

In order for patrons to resolve or understand their legal issues, law librarians:

- help them identify their legal issues
- determine the areas of the law that are pertinent
- identify the legal information, procedures, forms they need to address their issues
- inform them about any agencies, legal advocacy groups or other resources they may need to consult
- provide instruction in how to use and understand computer and print legal resources
- locate legal information materials from outside sources for patrons

An example of reference services provided during one week by one law librarian:

- new Tree Maintenance Transfer Plan issues and the appeal process
- how to oppose a ticket for parking on a grade
- assisted people struggling with their landlord, or individual landlords struggling with tenant issues who want to know what to do, how to resolve or address the problems effectively
- a request for powers of attorney when a mother or father is suddenly put in hospice care
- condominium owners trying to understand changes in their association rules
- partners seeking information on domestic partnerships and dissolutions
- child custody issues, often when one parent is planning to leave town
- helped journalists and others obtain difficult to find legislative and historical documents
- handled requests to track aspects of the SF Municipal Code to earlier origins
- assisted a small business owner who needed to defend an action from an unhappy client, that was ultimately dismissed
- helped an artist who sought information about how to assert her right to a share of the resale value of a painting sold by a gallery which resulted in her successfully obtaining payment for her work
- obtained documents for a law firm from the Dept of Labor Standards of Enforcement for State Wage and Hour orders which are not available in print or online, and often decades old
- identified resources and located references for a law firm on a specific issue new to their practice
- helped lawyers in a small firm and legal nonprofits to track regulations backwards in time
- guided solo practitioner in the use of legal databases for preparation of an appeal
- helped new lawyers or those transitioned out of their jobs determined to set up their own practices, to find information on how to start, set up, and maintain a practice
- provided assistance to an attorney taking on a pro bono appeal on constitutional issues on behalf of an indigent prisoner, who used the Law Library to draft the appeal briefs and to build skills and technique for oral argument

About the Law Library

- There is a great need for print materials which are unavailable elsewhere.
- Many archival materials are essential to maintain but are not available electronically and will not be retrospectively digitized.
- Print collections remain necessary to ensure equal access to all – those who cannot afford computers or the cost of printing, or are unable to use complex databases.

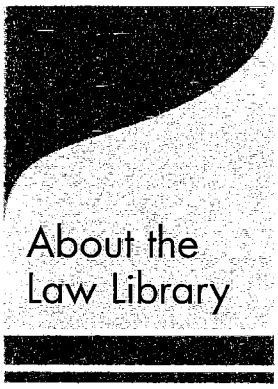
Why is the Law Library an essential resource?

- As a national and international commercial and legal center, San Francisco requires and deserves a major, full service public law library.
- Its collection contains comprehensive legal resources in print as well as electronic and Internet formats to enable the people of San Francisco to conduct their legal affairs and preserve their rights.
- It archives, preserves and retains special collections and precedential materials, much of it unavailable anywhere else.
- It provides professional legal research assistance.
- Its resources are unavailable to the public anywhere else in San Francisco.



The current library location only houses 14,310 sf.

The Law Library requires at least 43,663 sf.



What benefits and services does the Law Library provide?

- Serves people who are not eligible for pro bono or legal services programs, who have been unable to secure or afford counsel, and those who choose to represent themselves.

- A comprehensive collection of legal information resources including San Francisco, California and Federal law, regulations and cases, court and legal forms, self-help materials in print and electronic formats.

- Key legal resources unavailable to the public and attorneys that they do not have, cannot obtain elsewhere, are beyond their financial resources to acquire, and not available electronically.

- Maintains archival collections unavailable anywhere else, such as:

  - A very rare collection of San Francisco municipal codes going back to the original Charter used frequently by City departments, law firms and citizens; not all of which is available in the SF Public Library.
  - Administrative Registers for the California Code of Regulations back to 1945 when they were created; online sources only available from 2002.
  - Historical collection of SF and California Building Codes, which is not available online, even to the present.

- Free use of legal databases, including Westlaw & Lexis.

- In depth reference assistance and training in the use of legal databases.

- Helps the public in finding, using and understanding legal information.

Why does the City need a Law Library when so much is available on the Internet?

- Digital media is an important resource that saves space, and the Law Library has significantly reduced its print needs by replacing print collections with digital collections.

- But digital resources do not replace the need for print legal materials; there are large gaps in Internet sources of essential legal information.

- Legal publishers do not provide free access to their databases; they are extremely expensive making them beyond the financial resources of most solo and small firm attorneys and the public.

- Electronic publishers have licensing restrictions and do not permit off-site access; patrons must use them in libraries.

JOB CREATION & OPPORTUNITIES

Law Library reference librarians are required to have a law degree or extensive law library experience. All of the Law Library's reference team members are attorneys or law school graduates. The Law Library has provided temporary, part time employment to law students, and law graduates studying for the Bar for decades, and continues to do so. Other library positions require extensive law library experience. The Law Library welcomes students and all members of the public, and provides resources geared to the non-lawyer, information about the practice of law and how to become a lawyer or member of the legal profession. We have facilitated individuals graduate school projects in law librarianship, and provided some volunteer opportunities.

Language Access

The law is an entire new language to most people in and of itself, and the duty of the Law Library is to assist everyone in their efforts to use and understand the legal processes and legal information. The language challenges for persons whose primary languages are other than English are exacerbated by the complexity of the Law. The Law Library provides legal resources that are available in languages other than English, but very few such resources are offered by legal publishers. Patrons with special language needs are served by the staff with those language skills, and when that is not possible, the Library staff contacts organizations, agencies and legal associations who do provide services in other languages. The Library also provides legal information services to limited English speaking patrons through online sources such as LawHelpCA.org and courtinfo.ca.gov.

Other Important Information about the Law Library

Enclosed is additional information about the unique services and benefits the Law Library provides San Franciscans, why the City needs a Law Library when so much is available on the Internet, and an example of professional legal reference services that are provided daily by the Library and unavailable elsewhere.

Because the Library must be relocated, also enclosed is information about how the Library has reduced space needs to reduce costs, the library's space needs requirements, and how San Francisco's public law library space compares with other California metropolitan county law libraries including Alameda, San Diego, Orange County and Los Angeles.

*****

The Law Library Board of Trustees on behalf of the Law Library, its patrons and staff, thank the Board of Supervisors, the Mayor and City officials for their continued support of the San Francisco Law Library, and look forward to working with you to develop a solution for the relocation of the Law Library that will meet the needs of the people of San Francisco and the City and County.

SINCE 1870

SAN FRANCISCO
LAW LIBRARY

SAN FRANCISCO LAW LIBRARY FY 2013-2014
BUDGET HEARING
June 20, 2012

TWO YEAR BUDGET OUTLOOK

The Law Library is an autonomous agency pursuant to state law governed by an independent Board of Trustees. The Law Library is the Access to Justice resource for the people of the City and County of San Francisco and it provides essential services and resources unavailable elsewhere in San Francisco. It serves the public, the legal community, City and County departments, government agencies, businesses, attorneys, law firms, legal advocacy organizations and non-profits. Annually, the Law Library serves approximately 32,000 people, answers 30,000 questions, and provides more than 9,000 individual professional legal reference service sessions.

Pursuant to state law and the San Francisco Charter Section 8.103 mandate, the City and County of San Francisco funds Law Library rent and related expenses, salaries and benefits for three management positions, and $443 a year for material and supplies. The City does not fund operating expenses including legal materials and electronic databases, staff salaries and benefits, taxes, supplies, equipment, computers and all other necessary expenses.

The Charter requires the City and County to provide Law Library quarters and furnishings sufficient to meet its needs. The Law Library was therefore housed in City Hall from 1914 until 1995 when it closed for a retrofit project. It was moved temporarily for the retrofit to reduced quarters in the Veterans Building, and was to return to City Hall when it reopened. It was not however, and the Law Library has remained in the insufficient Veterans Building space for more than 17 years, awaiting a move to an appropriate, permanent space pursuant to the Charter.

The Law Library must move out of the Veterans Building when it closes for renovations May 2013. No space has been identified as the new location for the Library. The Department of Real Estate has informed the Law Library that space in a building at 1455 Market Street is a potential location for the Library.

As has been the case for decades, the Law Library's basic budget programs and position counts are not expected to change during this two year budget period.

PENDING MAJOR ISSUE

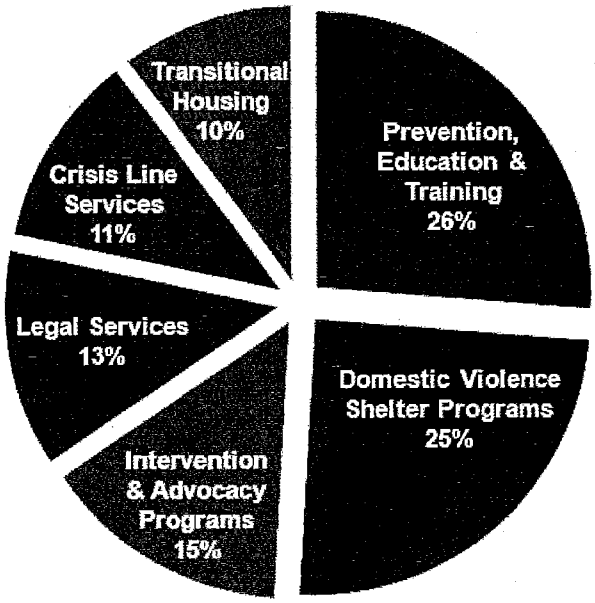
In FY 2013 and FY 2014, funds will be required to relocate the Law Library. These one-time relocation costs must include move expenses, tenant improvements and necessary furnishings, including bookshelves and stacks. These expenses are an investment in the preservation of San Franciscans rights and their ability to conduct their legal affairs. They will not be ongoing annual budget expenses.

Lease costs are expected to increase as a result of the relocation of the Law Library.

VIOLENCE AGAINST WOMEN (VAW) PREVENTION AND INTERVENTION GRANTS PROGRAM
FISCAL YEAR 2012 - 2014

Total Allocation per Fiscal Year: $2,761,665

Funding Allocation By Service Area

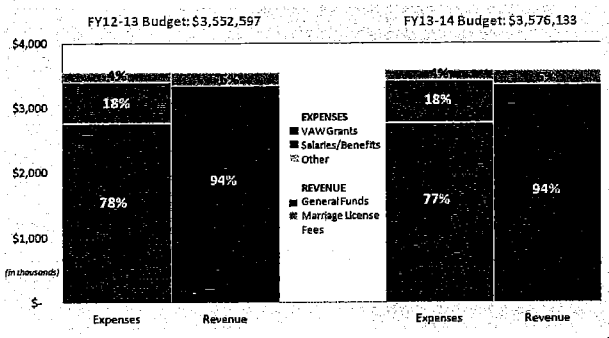


Partner Agencies

Prevention, Education & Training	
Arab Cultural & Community Center	Arab Women's Program
Asian Pacific Islander Legal Outreach	Asian Anti-Trafficking Collaborative
Community United Against Violence	LBT Prevention and Education Services
Community Youth Center – S.F.	Young Asian Women Against Violence
Filipino Community Center	Babae Domestic Violence Program
Glide Foundation	Glide Women's Center
Horizons Unlimited of San Francisco, Inc.	Females Against Violence Peer Leadership Program
Institute on Aging	Preventing Domestic Violence Late in Life
Lavender Youth Recreation & Information Center	Queer Young Women's Health & Safety Project
Mission Neighborhood Centers, Inc.	Real Arising Issues Creating Empowered Students
S.F. Women Against Rape	SA Education
S.F. Women Against Rape	Students Talking About Non-Violent Dating (S.T.A.N.D.)
Women in Dialogue	In Defense of Prostitute Women's Safety
Domestic Violence Shelter Programs	
Asian Women's Shelter	Domestic Violence Shelter Program
La Casa de las Madres	Domestic Violence Shelter Services
St. Vincent de Paul (Riley Center)	Rosalie House
Intervention & Advocacy Programs	
APA Family Support Services	Home Visitation
Donaldina Cameron House	Asian Domestic Violence Advocay
Mujeres Unidas y Activas	Sanando el Alma
S.F. Women Against Rape	Sexual Assault Advocacy
W.O.M.A.N., Inc.	Therapy and Latina Case Management Program
Legal Services	
Asian Pacific Islander Legal Outreach	Asian/Pacific Domestic Violence Project
Bay Area Legal Aid	Domestic Violence Legal Services
S.F. Bar Volunteer Legal Services	Cooperative Restraining Order Clinic (CROC)
S.F. Bar Volunteer Legal Services	Domestic Violence Project (VSLP)
Crisis Line Services	
S.F. Women Against Rape	Sexual Assault Crisis Line
W.O.M.A.N., Inc.	Domestic Violence Crisis Line
Transitional Housing	
Gum Moon Women's Residence	Transitional Housing for Immigrant DV Women
Jewish Family and Children's Services	Dream House
Mary Elizabeth Inn	INNroads
St. Vincent de Paul (Riley Center)	Brennan House

City and County of San Francisco
Department on the Status of Women
FY12-14 Budget Presentation
June 20, 2012

Two-year Budget Outlook



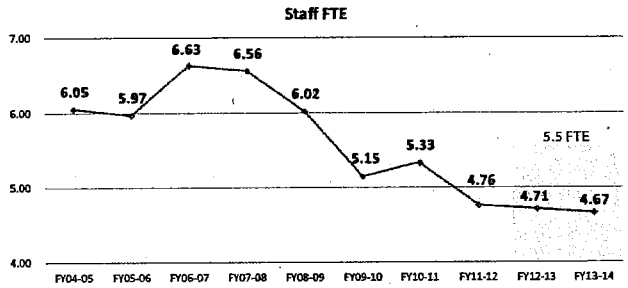
Major Department Initiatives

- Violence Against Women Intervention and Prevention Grants Program
  - $2.8 million, 31 community programs
  - FY10-11 outcomes
    - 34,902 individuals served
    - 54,215 hours of supportive services
    - 17,566 bed nights at emergency shelters and transitional/supportive housing programs
    - 21,797 crisis calls fielded

Major Department Initiatives

- Gender Equality Principles (GEP) Initiative
  - Adopted by the UN Global Compact
  - Awarded the 2012 International Work-Life Balance Award for Continent America
- 5th World Conference on Women (2015 proposed)
  - Joint Statement by the United Nations Secretary-General and President of the General Assembly
- Justice & Courage Oversight Panel
- Family Violence Council
- SF Collaborative Against Human Trafficking

FTE Changes

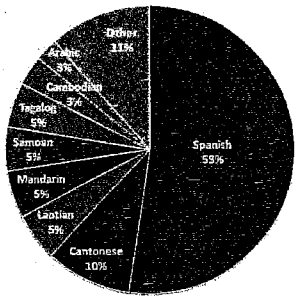


Job Creation & Summer Youth Employment Opportunities

- YouthWork Interns
  - 1 during the school year
  - 2 during the summer
- 5th World Conference on Women (2015 proposed)
  - Draw in thousands of domestic and international conference attendees
  - Increase in demand for hotels, restaurants, and other local businesses

Department's Language Access

- Partner Agencies provide multilingual services and have access to the language lines
- Staff language capability
  - Spanish, Cantonese, Mandarin, Japanese, Italian



FY 10-11 VAW Grants Program
Non-English speaking clients served, (n=7,251)

Fiscal Year 2012-14 Budget Presentation

- Two-Year Budget Outlook

  All costs of administering SFERS are paid from investment earnings on SFERS Trust
  All costs of administering SFDCP are reimbursed by Plan third-party administrator

- Major Department Initiatives – SFERS Strategic Plan (October 2011)

  1) Enhanced Customer Service – move toward self-service model
  2) Enhanced website – 24/7 access to personalized retirement information through secure member portal; benefit modeling calculator
  3) Investment risk measurement and reporting
  4) Electronic Content Management system to replace obsolete electronic archiving technology

- New Positions

  SFDCP – 2 new positions (Manager I and Benefits Technician) to augment existing SFDCP staff to support the Plan's new products (Target Date Funds and Roth), services and monitoring

  SFERS – 1 new Senior Benefits Analyst to support disability application processing

- Summer Youth Employment Opportunities

  The Department's FY2012-14 budgets include an allocation for the Mayor's Summer Youth Work Program

- Language Access Ordinance

  Retirement is a Tier 2 Department under the ordinance
  The Department provides all members access to interpreter services upon request
  Certified counseling staff for Mandarin, Cantonese and Spanish speaking members

SFERS
San Francisco Employees' Retirement System

SFDCP Deferred Compensation Plan: Established in 1997

- **SFDCP Participants (May 2012):**

  13,742 actively contributing (approximately 50% of eligible participants)
  24,173 total participants

- **SFDCP Assets as of May 31, 2012 - $2.1 billion**

SFERS
San Francisco Employees' Retirement System

SFERS Trust Funding Levels

Fiscal Year	Actuarial Liability	Actuarial Value of Assets	Actuarial Value Funding Ratio	Market Value of Assets	Market Value Funding Ratio
2006-07	$13.541 billion	$14.929 billion	110.0%	$16.952 billion	125.1%
2007-08	$15.359 billion	$15.941 billion	103.8%	$15.832 billion	103.0%
2008-09	$16.499 billion	$16.005 billion	97.0%	$11.887 billion	72.3%
2009-10	$17.643 billion	$16.069 billion	91.1%	$13.137 billion	74.5%
2010-11	$18.599 billion	$16.313 billion	87.7%	$15.599 billion	83.9%

SFERS
San Francisco Employees' Retirement System

SFERS Membership Trends over the Past 5 Fiscal Years

Fiscal Year	Active Members	Vested Members	Reciprocal Members	Total Non-retired	Retirees/ Continuants	Active to Retiree Ratio
2006-2007	30,190	3,096	774	34,060	21,116	1.613
2007-2008	30,650	3,877	869	35,396	21,514	1.645
2008-2009	29,975	4,096	890	34,961	22,294	1.568
2009-2010	28,222	4,515	978	33,715	23,500	1.435
2010-2011	27,955	4,499	1,021	33,475	24,292	1.378

- **Active members decreased by 2,235 or 7.5% over the 5-year period**
- **Vested members increased by 1,403 or 45.3% over the 5-year period**
- **Reciprocal members increased by 247 or 31.9% over the 5-year period**

- **Retired members/continuants increased by 3,176 or 15.0% over the 5-year period**

SFERS
San Francisco Employees' Retirement System

Department Overview

SFERS Defined Benefit Plan: Established in 1924

- Currently administering 14 separate SFERS benefit plans:
  - Miscellaneous, Police and Fire members hired before 1976 (1-year Final Comp)
  - Miscellaneous, Police and Fire members hired after 1976 (1-year Final Comp)
  - Miscellaneous, Police and Fire members hired after July 1, 2010 (2-year Final Comp)
  - Miscellaneous, Police, Fire, Sheriff and Miscellaneous Safety members hired after January 7, 2012 (3-year Final Comp)

- SFERS Membership (CCSF, SFUSD, SFCCD and Trial Courts): July 1, 2011

  33,475 non-retired
  24,292 retired
  57,767 total

SFERS
San Francisco Employees' Retirement System

San Francisco Employees' Retirement System

Department Budget Presentation

Prepared for: Budget and Finance Committee of the San Francisco Board of Supervisors
Supervisor Carmen Chu, Chair
Supervisor John Avalos, Vice Chair
Supervisor Jane Kim
Supervisor Malia Cohen
Supervisor Scott Wiener

June 20, 2012

SFERS
San Francisco Employees' Retirement System

Budget Overview - HSS Budget Cuts

- HSS Administration is predominately funded through Work-Order Recoveries and approximately 60% is from General Fund Departments and 40% is from Non-General Fund Departments
- HSS Cut 5% ($90,000) in FY 2012-2013
- HSS Cut an additional 5% ($180,000) in FY 2013-2014
- HSS has been historically understaffed and proposed no decreases or increases to FTEs

Budget Presentation, FY 2012-2013 and FY 2013-2014 June.2012

Budget Overview – HSS Budget Cuts

- In FY 2012-2013 the increase of $136,126 (2.1%) represents increases to only *existing* salaries and benefits and *existing* departmental work orders
- In FY 2013-2014 the increase of $169,600 (2.6%) represents increases to only *existing* salaries and benefits, and *existing* departmental work orders

Health Service System
CITY & COUNTY OF SAN FRANCISCO MYHSS.ORG

Language Access

- With the passage of the Patient Protection and Affordable Care Act (PPACA) health plans are required to provide Summary of Benefits and Coverage(SBC)
- Will be effective for HSS with the plan year starting January 1, 2013
- Will include availability in translations to other languages that are the primary language for 10% or more of the County's population

Budget Overview - Expenditures

Program	FY 2011-2012 Budget	FY 2012-2013 Proposed Budget	Increase From FY 2011-2012 Budget	FY 2013-2014 Proposed Budget	Increase From FY 2011-2012 Budget
Health Service System	6,462,314	6,598,440	136,126	6,768,040	169,600
	6,462,314	6,598,440	136,126	6,768,040	169,600

eMerge (PSoft 9.0)

- Significant impact on HSS Benefit Administration, including:
  - PSoft 9.0 will be unavailable two weekdays per month; HSS will not be able to support benefit changes, payments, reinstatements and other inquires and transactions that require access – HSS will be able to serve SFUSD, CCD, and retirees during these outages
  - Most processes will require additional steps, very few will result in fewer steps

Budget Presentation, FY 2012-2013 and FY 2013-2014 June,2012

eMerge (PSoft 9.0), continued

- Expect improved timeliness of Leaves of Absence (LOAs), terminations, and retirements, thus reducing retroactive adjustments
- Sets the stage for future deployment (2015) of an online open enrollment process

Health Service System
CITY & COUNTY OF SAN FRANCISCO MYHSS.ORG

Health Service System

FY 2012-2013 and FY 2013-2014 Budget Presentation

June 20, 2012

Catherine Dodd, PhD, Director

Change in Plan Year

Proposition C was approved by voters in November, 2011, which allowed the Health Service Board to shift from a fiscal year plan year to a calendar year plan year, thus enabling:

- *One-time* six month plan year savings of $16.9 million
- Implementing an *ongoing* Medicare Employer Group Waiver Plan (EGWP) to replace the Retiree Drug Subsidy plan, with estimated $2.325 million *additional* savings per year
- Required two sets of rate negotiations and two open enrollments in one calendar year; currently HSS is negotiating rates for calendar year 2013

Language Access Ordinance



- SFPL staff provide core public library service in 8 languages
  - Interpretation services provided as needed
  - Public programs offered regularly in Spanish, Cantonese, Mandarin & Russian
  - American Sign Language services available & will be enhanced beginning in FY 13
  - Library Collections include over 40 languages
  - Library's website is available in English, Spanish & Chinese
  - Online tutorials and Citizenship Toolkit are available in Chinese, Spanish, Russian, Filipino & Korean
  - Proposed budget increases translation service to ensure all policies & procedures are available in multiple languages

Job Creation and Employment Resources

Job Creation

- YouthWorks – 28 employment slots
- Mayor's Employment and Education Program – 7 employment slots
- Project Pull – new investment in FY 13
- Youth Design Advisory Board - 15 teens to lead, design and program activities for the new Main Library Teen Center and Digital Media Learning Lab

Employment Resources

- Jobs and Careers Center at the Main Library
- Resume Workshops
- Online job and career tutorials
- Job Searching with Social Media workshops
- Job Seekers Lab



Youth Engagement

Laptop Lending Program

- Bridging the digital divide
- Available at 24 branch locations for in-branch use
- FY 13: $60,000 enhancement funded from departmental efficiencies

Teen Center & Digital Media Learning Lab at Main Library

- IMLS-MacArthur Grant to develop a digital media learning center
- FY 13: $200,000 & FY 14: $250,000 for site design & bid documents

MacArthur Foundation

INSTITUTE of Museum and Library SERVICES

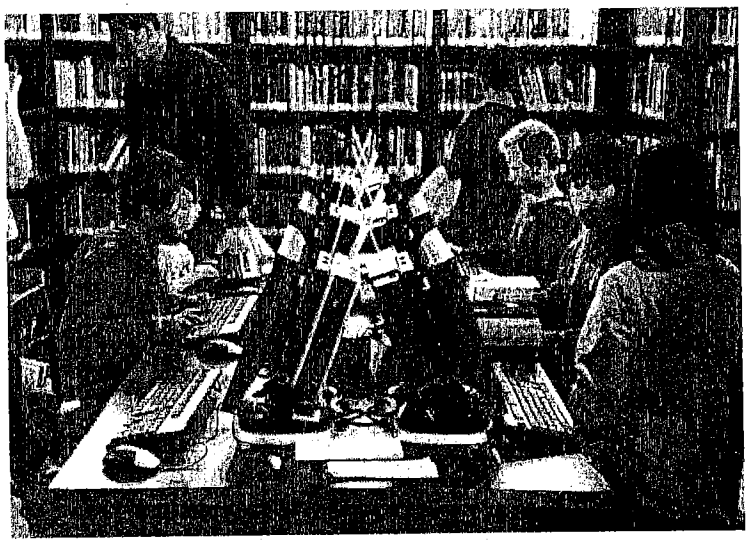


Literacy and Learning

Collections Enhancement

Proposed Collection Budgets:

- FY 13: $9.9M & FY 14: $10.4M
- Investments - FY 13: $833,500
  FY 14: $532,000



Collections investments include:

- eResources
- books
- audio visual materials
- youth materials

Techmobile: FY 13: $32,000

- Outfits 3 bookmobiles to run cleaner & greener energy supply for operating technology equipment
- Retrofit Bookmobile interior to provide digital literacy programs, & access to technology

Hours of Operations:

Open	2006-07	2007-08	2008-09	2009-12	2012-14
5 days/wk	13	6	2	0	0
6 days/wk	8	13	14	15	13
7 days/wk	8	9	12	13	15

Proposed budget includes additional day of service at Visitacion Valley & Portola branch libraries resulting in:

- 2.5 new FTEs on an annualized basis
- 1,326 operating hrs/wk or 115 hours more than required by the charter
- An increase of 120 operating hrs/wk since 2007

	SFPL	San Jose	Seattle	Chicago	Philadelphia
% of facilities open 7 days/wk	54%	5%	44%	4%	2%

Branch Library Improvement Program

- 22 of 24 projects complete
- Two remaining projects
  - **Bayview Branch Library**

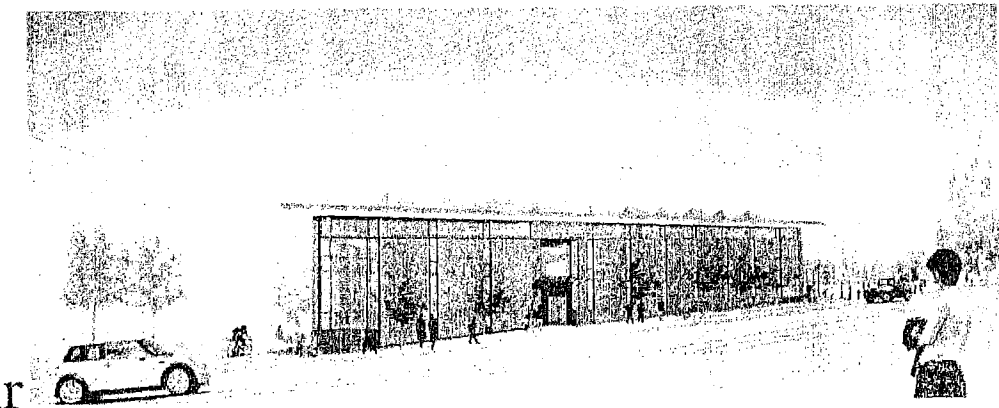
    Budget: $13,567,244

    Anticipated Opening: Feb 2013
  - **North Beach Branch Library**

    Budget: $ 14,548,574

    Anticipated Opening: March 2014
- Post Occupancy Evaluation
  - Branch survey in FY 12
  - $100,000 allocation per fiscal year over the next two years





Strategic Priorities

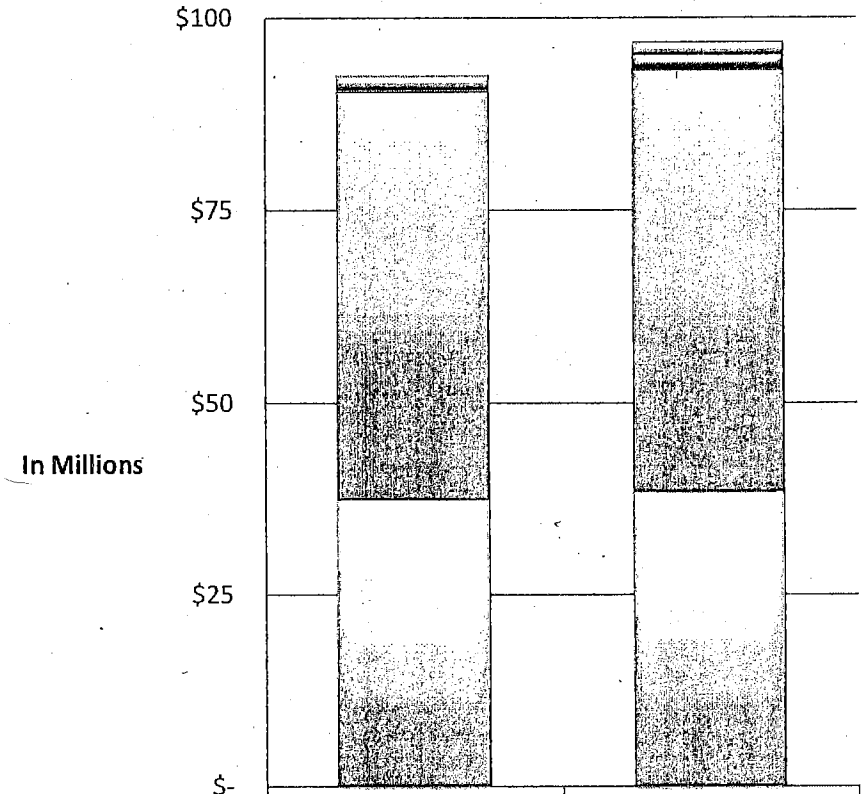
- Literacy & Learning
- Digital Strategy
- Youth Engagement
- Strategic Partnerships
- Diversity in Programming



Other Investments

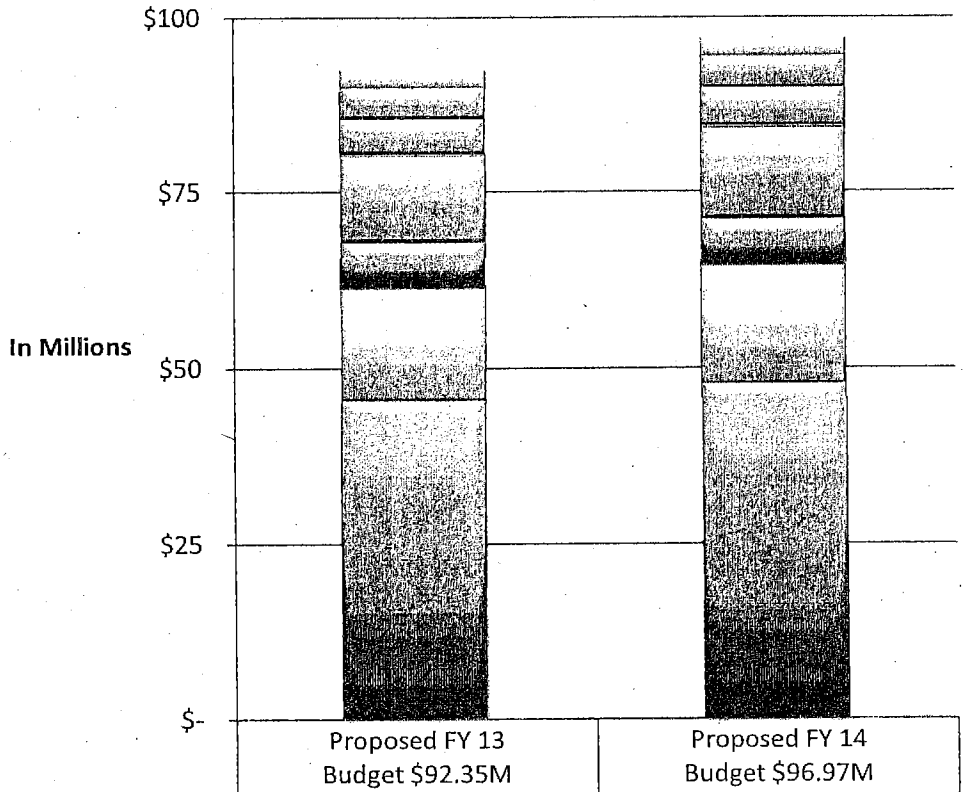
- Facilities & BLIP Post Occupancy Evaluation
- Efficiencies & Personnel Adjustments

SFPL Sources



	Proposed FY 13 Budget $92.35M	Proposed FY 14 Budget $96.97M
State Grants	$0.17	$0.17
Misc. Annual Sources	$1.73	$1.73
LPF Fund Balance	$0.44	$2.04
General Fund Baseline	$52.75	$54.68
Property Tax Setaside	$37.27	$38.36

SFPL Uses



	Proposed FY 13 Budget $92.35M	Proposed FY 14 Budget $96.97M
Debt Service	$2.52	$2.52
Retiree Health	$4.47	$4.87
Administration	$5.00	$5.19
Capital	$0.30	$0.35
Facilities	$12.18	$12.89
IT	$6.49	$6.70
Library Collections	$15.87	$16.63
Direct Public Service	$45.52	$47.82

SFPL Overview

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

Employs
889 full and part-time staff

Circulates
11 million items annually

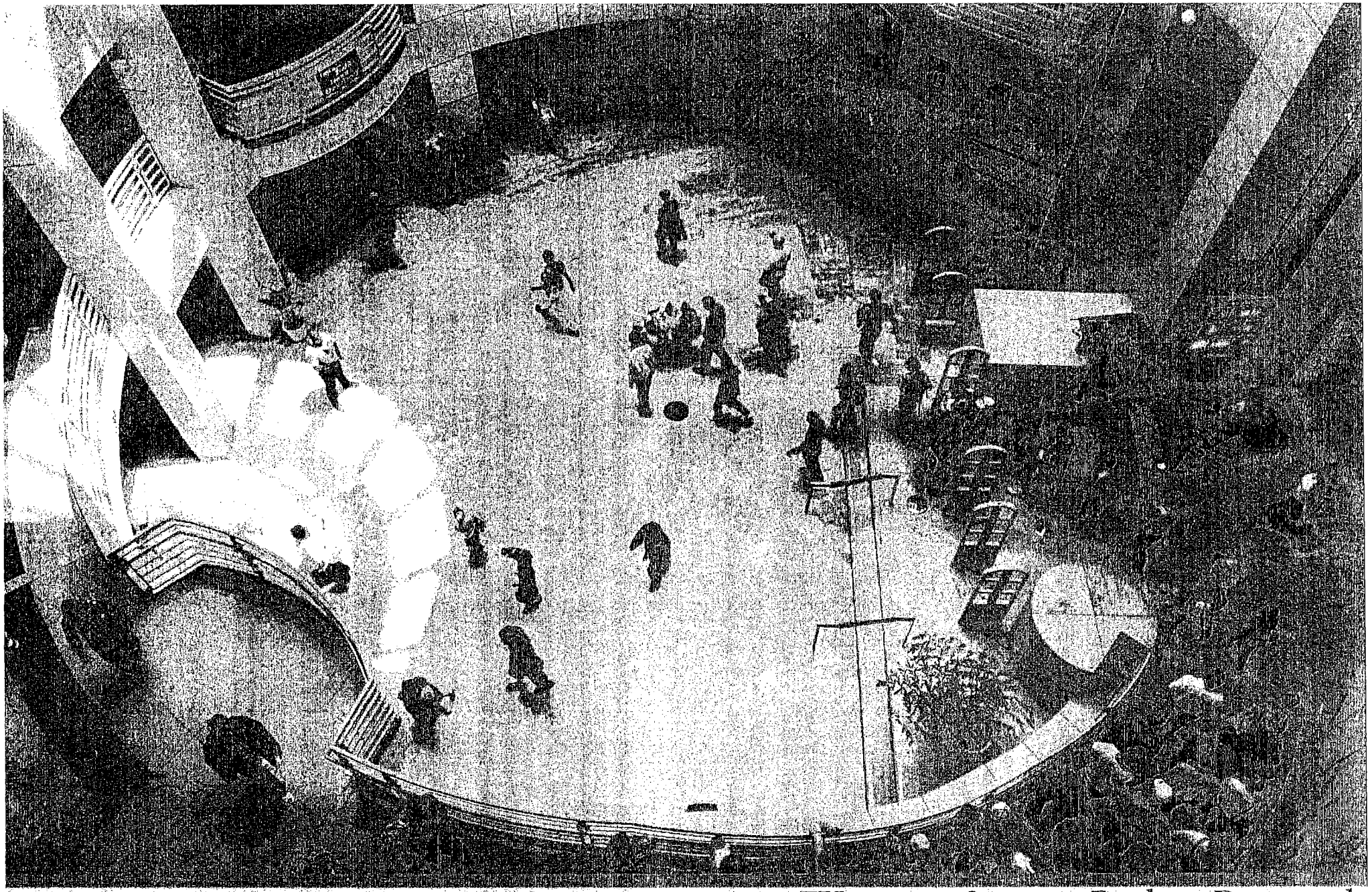
Serves
Over 7 million people annually

Provides programs
Over 100 educational, literary, & recreational programs for children, teens and adults monthly

Provides access to the internet
842 computers in 28 locations

Branch Library Improvement Program
- 22 of 24 branches remodeled or rebuilt
- 2 Certified LEED Gold, 2 Certified LEED Silver
- Numerous design & historical preservation awards

Collection
- 7.5 million printed & multi-media items
- Special collections
- 80 on-line databases
- Materials in 50 languages



San Francisco Public Library

FYs 2013 & 2014 Budget Proposal

Budget & Finance Committee

June 20, 2012

Overtime Spending by Department ($ Millions)

Fund/Service Area	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adj. Revised Budget *	FY 2011-12 Straight Line Year End Projection based on last Pay Period (5/25/2012)	FY 2012-13 Proposed Budget	FY 2013-14 Proposed Budget
MTA						
Municipal Railway	$ 44.2	$ 50.4	$ 30.3	$ 51.1	$ 40.4	$ 35.4
Parking & Traffic	2.1	1.9	1.8	2.3	1.5	1.5
Capital Projects and Others	1.5	2.3	-	1.4	0.0	0.0
Subtotal - MTA	47.8	54.6	32.1	54.7	41.9	36.9
Police						
General Fund Operations	13.8	13.1	12.1	10.2 **	11.5	11.3
Special Law Enforcement Services (10B)	10.5	8.6	10.8	10.8	10.8	10.8 ***
Grants & Other Non-10B Special Revenues	0.9	1.5	1.4	1.4	1.2	1.3
Airport	1.7	1.4	1.7	1.8	1.8	1.7
Subtotal - Police	26.9	24.6	26.1	24.1	25.3	25.1
Public Health						
All Other Non-Hospital Operations	0.8	0.8	0.8	0.7	0.8	0.8
Grants & Other Special Revenues	0.0	0.0	-	0.0	0.0	0.0
SF General	2.9	4.2	4.5	4.9	4.5	4.5
Laguna Honda Hospital	5.1	5.6	4.8	5.6	4.8	4.8
Subtotal - Public Health	8.9	10.6	10.1	11.3	10.1	10.1
Fire						
General Fund Operations	21.0	27.7	32.7	32.3	36.0	37.9 ****
Grants & Other Special Revenues	0.0	-	-	-	0.0	0.0
Airport	2.2	2.5	2.8	2.7	2.7	2.6
Port	0.2	0.3	0.4	0.2	0.4	0.4
Subtotal - Fire**	23.5	30.5	35.8	35.2	39.0	40.9
Sheriff	7.1	5.8	9.7	8.2	6.3	6.3
Public Utilities Commission	5.3	5.9	3.9	4.9	4.0	4.0
Airport Commission	1.7	2.2	2.3	2.2	2.6	2.6
Subtotal	**121.1**	**134.3**	**120.0**	**140.7**	**129.2**	**125.8**
All Other Departments	10.1	10.1	8.4	9.3	7.3	7.5
Total	**131.2**	**144.3**	**128.4**	**150.0**	**136.5**	**133.4**
Top 7 % of Total	***92.3%***	***93.0%***	***93.4%***	***93.8%***	***94.6%***	***94.4%***
Change from Prior Year Actual / Projected	$ (12.0)	$ 14.0	$ (15.9)		$ (13.49)	$ (3.13)
Total Gross Salaries (Cash Compensation)	$ 2,595.8	$ 2,529.6	$ 2,582.9		$ 2,640.31	$ 2,684.48
Overtime as a % of Total Gross Salaries	***5.0%***	***5.7%***	***5.0%***		***5.2%***	***5.0%***

* Revised Budget includes Fire and Police Overtime Supplemental in FY2011-12

** The Police Department's revised budget includes $0.93 million for a 3 year workorder with MTA, from a grant started in March 2012; as of 6/18/2012, there have been $0.03 million in the expenditure. The full three year grant total was all budgeted in FY2011-12, but the majority will be spent in FY2012-13 and FY2013-14.

*** The Police Department's 10B budget is projected to be consistent.

**** The Fire Department's overtime budget increases in FY2012-13 and FY2013-14 are attributed to 1) MOU 3.5% increase in salary, approximately $1.2 million; 2) Projecting $2.5 million overtime needed for re-activating Engine 35 with no staffing increase. This will bring the estimated annual expense to $36.0 million in FY2012-13. For the FY2013-14 Overtime budget, there will be a technical adjustment to reduce the overtime budget by $3.3 million, as the additional academy class for the second year was announced in late May to make changes in the department's budget to properly reflect the department's overtime and regular salary costs. This will result in a proposed overtime budget of $34.6 million for FY2013-14.

San Francisco Police Commission
Office of Citizen Complaints
Joyce M. Hicks
Executive Director

Impact of Budget Analyst Cuts to Office of Citizen Complaints 2012/2013 and 2013/2014 Budgets

	Program	Amount	Budget Analyst Description	OCC Justification for Not Cutting This Item
16)	385021 OCC	$94,952	Subobject 00101 Reduce 8124 position	**Elimination of large caseloads for the 8124 investigators.** The reduction of an additional 8124 investigator would perpetuate the OCC's inability to reduce its investigators' caseloads to 16 cases per investigator as recommended by the Controller's City Services Audit Division's 2007 recommendation after auditing the OCC. Between 2007 and 2011 OCC investigators' caseloads averaged 27 cases. The average number of investigators with full caseloads during that same period has been 13. With 18 investigators, the caseload would equal 18 cases. Both complainants and police officers have expressed dissatisfaction with the time it takes to investigate and close OCC cases. California Government Code section 3304 requires most investigations of allegations of police misconduct be completed within one year.
17)	385021 OCC	$11,179	Subobject 00501 Reduce Temporary Salaries	**Prompt backfill of unplanned vacancies due to long term medical leaves, family leaves and unexpected resignations and temporary hiring for complex investigations.** A reduction in temporary salaries from $21,179 to $10,000 would hamper the OCC's ability to quickly backfill unplanned vacancies due to long term medical leaves, family leaves and unexpected resignations and its ability to hire specialized investigators for complex investigations. Without temporary salaries, the 8124 investigators' caseloads would increase to absorb the absent investigators' caseloads. This would lead to longer times to investigate and close an OCC case. The temporary salary subobject shows zero expenditures in 2011/2012 when in fact $32,000 was expended on temporary salaries. The temporary salaries were paid out of Subobject 00101 but are fully accounted for.
	Program	Amount	Budget Analyst	**OCC Justification for Not Cutting This Item**

San Francisco Police Commission
Office of Citizen Complaints
Joyce M. Hicks
Executive Director

Impact of Budget Analyst Cuts to Office of Citizen Complaints 2012/2013 and 2013/2014 Budgets

			Description	
18)	385021 OCC	$10,000	Subobject 02700 Reduce Professional Services	**Funding for Information Technology Improvements, Training and Document Production Costs** A reduction of professional services from $25,000 to $15,000 would preclude the OCC from moving forward with a planned IT improvement project that was recommended by the City's Controller in 2007. The OCC's professional services budget is used for specialized projects such as online complaint filing and auto-prompt calendaring which cannot be addressed by existing staff. Additionally overages in Character 21 are absorbed by subobject 02700. The OCC is using $9,000 of its 2011/2012 professional services budget to implement online complaint filing. The OCC planned to use $7,000 of its 2012/2013 budget to implement auto-prompt calendaring. The Controller's City Services Audit Division's 2007 audit contained recommendations that the OCC implement online complaint filing and auto-prompt calendaring. Additionally, State Bar dues are paid for the office's five lawyers as required by an MOU. Training costs and document production costs are also paid from this budget. With a $10,000 reduction, the OCC would be unable to implement auto-prompt calendaring and would be over budget in dues and document production costs. Additional professional services are needed to 1) migrate the OCC's database to a more robust and better performing storage system and 2) upgrade user interface. Professional services for investigators include translation services, forensics, audio and video enhancement. Finally, the OCC's Training program would shrink with the loss of $10,000 from its professional services budget.

Language Access (Continued)

9-1-1 Translated Calls

Language Line: June 1, 2011 – May 31, 2012

Language	# of Calls	% of Total Translations
SPANISH	8,055	62%
CANTONESE	2,985	23%
MANDARIN	900	7%
RUSSIAN	389	3%
VIETNAMESE	197	2%
ALL OTHER (31)	553	3%
TOTAL	**13,079**	**100%**

Department of Emergency Management
FY 2012-2014 Budget

Language Access

- DEM is a Tier I Department for language access.
- 72hours.org - Brochures and website in English, Spanish, Chinese, Russian, and Vietnamese.
- Tuesday noon sirens: "This is a test" message broadcast in Spanish (2) and Cantonese (18), out of a total of 109 sirens.

Department of Emergency Management
FY 2012-2014 Budget

New Positions

FY 2012-2013:

Program	Subfund	Index	Class	FTE	Note
BIV	2SPPFHLS	771013	0932	1.00	Regional Project Manager - Grant position funded through the UASI FY10 Program. No GF Match requirement.
BIV	2SPPFHLS	771013	0931	1.00	Medical & Public Health Project Manager - Grant position funded through the UASI FY10 Program. No GF Match requirement.
BIV	2SPPFHLS	771224	0931	1.00	Resilience and Recovery Manager - Accept & Expend (Ord. 51-12) was approved in FY 11-12, thus, this position is being annualized as part of the FY 12-13 budget.
BIV	2SPPFHLS	771012	5291	1.00	Strategic Communications Planner - Limited Tenure Grant position (will end 06-30-2013) funded through the UASI FY10 Program. No GF Match requirement.

FY 2013-2014:

Program	Subfund	Index	Class	FTE	Note
BIV	2SPPFHLS	771112	8603	1.00	External Affairs Planner - Grant position funded through the UASI FY11 Program. No GF Match requirement.

Department of Emergency Management
FY 2012-2014 Budget

SFDEM
SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

Job Creation

- New Emergency Services Coordinator (ESC) Series:
  - Class 8600 – ESC Assistant
  - Class 8601 – ESC I
  - Class 8602 – ESC II
  - Class 8603 – ESC III
  - Class 8604 – ESC IV

- Position Based Exams will be taking place this summer

Department of Emergency Management
FY 2012-2014 Budget

New Initiatives

- Computer Aided Dispatch (CAD) System Project:
  - 3-Year Project to be completed by March 2014
  - Total Project cost of $3.64M with $1.2M allocated in FY 11-12, another $1.2M in FY 12-13, and the balance will need to be budgeted in FY 13-14

- BayWEB Project:
  - $226K in FY 12-13 for Leases, Permits, & DT staff time

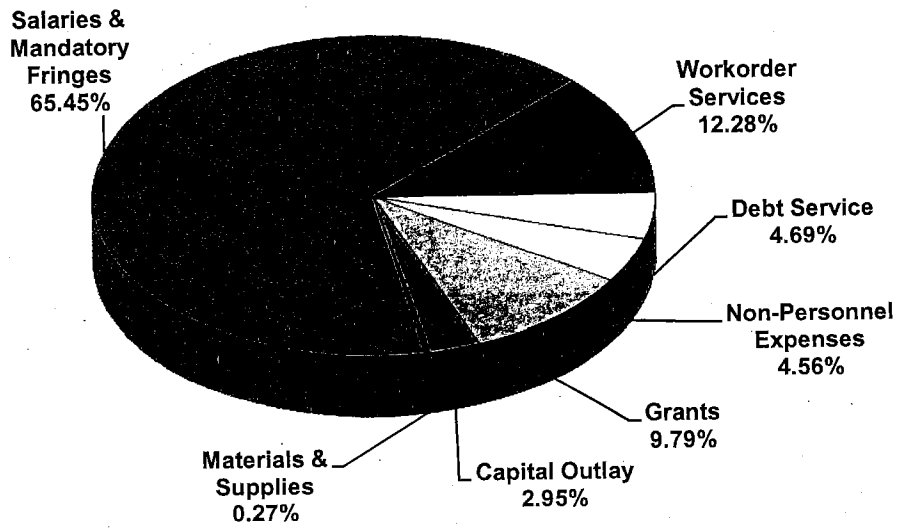
- Exempt Transition Project:
  - Conversion of Positions from Exempt to PCS appointments

Department of Emergency Management
FY 2012-2014 Budget

SFDEM
SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

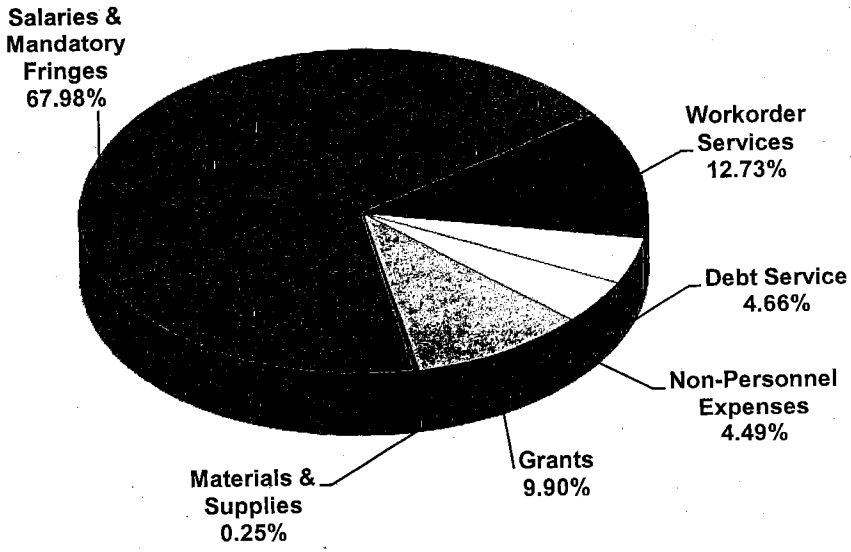
FY 12-13 Uses

Total Budget = $47.2M



FY 13-14 Uses

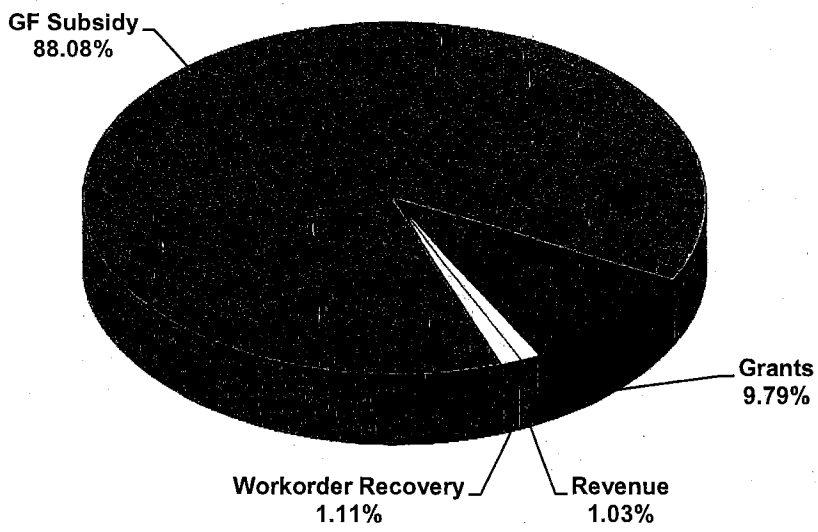
Total Budget = $46.7M



Department of Emergency Management
FY 2012-2014 Budget

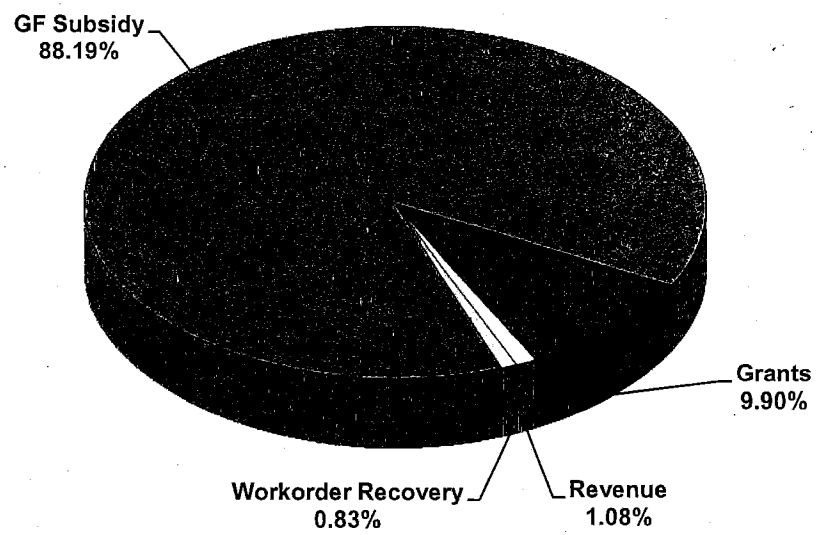
FY 12-13 Sources

Total Budget = $47.2M



FY 13-14 Sources

Total Budget = $46.7M



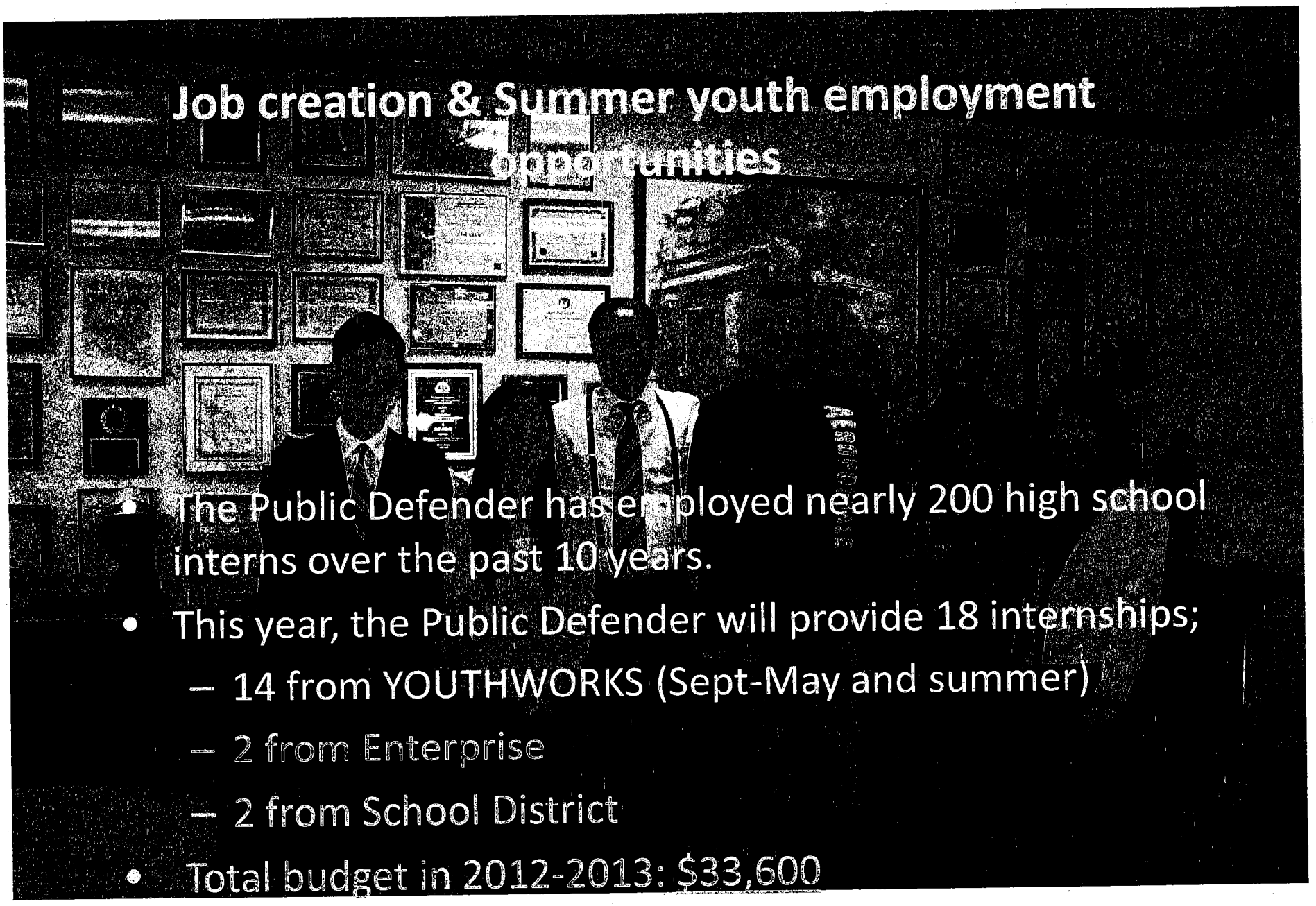
Budget & Finance Committee

DEM's FY 2012-2014 Budget Proposal

June 20, 2012

Language Access

- More than one-third of employees in the office are bilingual employees.
- Our bilingual employees speak Spanish, Cantonese, Mandarin, Russian, Tagalog, French, Japanese, Korean, Samoan, and Vietnamese.
- Telephonic translation services are used if no staff person is fluent in the language.
- All attorneys use certified court interpreters for all matters relating to court representation.
- Annual budget for interpreter and telephonic translation services is $72,100 in 2012-2013 and 2013-2014.



Job creation & Summer youth employment opportunities

- The Public Defender has employed nearly 200 high school interns over the past 10 years.
- This year, the Public Defender will provide 18 internships;
  - 14 from YOUTHWORKS (Sept-May and summer)
  - 2 from Enterprise
  - 2 from School District
- Total budget in 2012-2013: $33,600

FTEs

Grant Writer (8446)

- Will allow the department to compete for over $2 million in grant funds
- New federal program to fund public defender programs
- Will help maintain department's current grant programs

Juvenile Social Worker (2910)

- Current position subject to grant re-funding in September
- Off-budget position (unfunded position) will allow current social worker to continue work using salary savings if grant funded not received
- Monitors 150 youth who are released from out of home placements

Case-weighting system

ATTORNEY	CASE TYPE	WEEKLY HOURS PROJECTED ON EACH CASE TYPE	TOTAL CASELOAD	TOTAL WEEKLY HOURS
ATTORNEY 6 (Felony attorney)	LEVEL 1 - 21 LEVEL 2 - 11 LEVEL 3 - 5 LEVEL 4 - 1 LEVEL 5 – 1	24.1 hours 10.1 hours 7.7 hours 3.2 hours 4.8 hours	39 cases	49.9 hours
ATTORNEY 1 (Misdemeanor attorney)	LEVEL 1 – 4 LEVEL 2 – 16 LEVEL 3 – 42 LEVEL 4 - 1	1.3 hours 7.3 hours 64.6 hours 2 hours	63 cases	74.3 hours

Attorney Total Hours

Attorneys	Hours Per Week	Detail
Total attorney hours	2080 hours	260 Work days
Less vacation hours	104 hours	Average of 13 days
Less administrative leave	80 hours	Average of 10 days
Less sick leave	40 hours	Average of 5 days
Total hours less vacation administrative and sick leave	1700 hours	232 days
Less training	78 hours	
Less 10% Administrative tasks	178 hours	
Total Trial Hours	300 hours	Assumes 3 jury trials per year; 10 days per trial, 10 hours per day
Total Non-Trial Hours Available	1,300 hours	

Case-types and weights

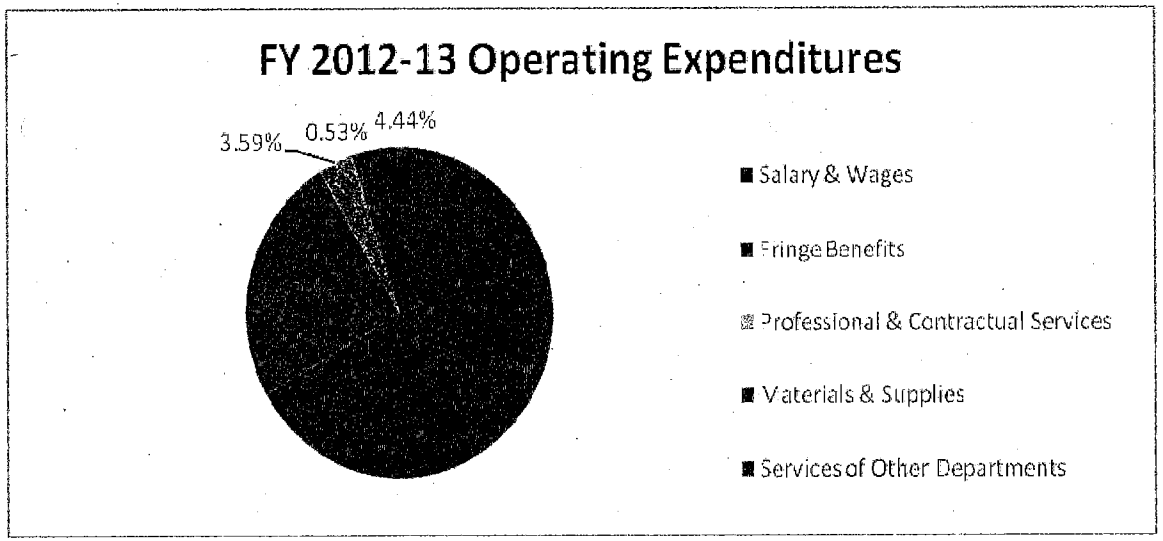
Case Type	Charges	Total Hours Allocated Per Case	Average dispositi on time
Type 1 (Regular Felonies)	HS 11350, 11351, 11351.5, 11352, 11358, 11360; PC 118, 290, 459 second degree, 476, 487, 666, 12020, 12021, 12025a, 12031, probation violations, WC 10980; VC 2800.2, 10851	10 hours	2 months
Type 2 (Serious Felonies)	212.5, 245a1, 273.5, 368, 422, 451, 455, 459 first degree, 503, VC 20001, 23153, any two strikes case or case involving mental illness	20 hours	5 months
Type 3 (Special Felonies)	203, 207, 209, 215, 220, 245a2, 261, 288, 289, 664/187	60 hours	9 months
Type 4 (Murder)	187	250 hours	18 months
Type 5 (Murder with special circumstances)	187 murder with special circumstances	500 hours	2 years

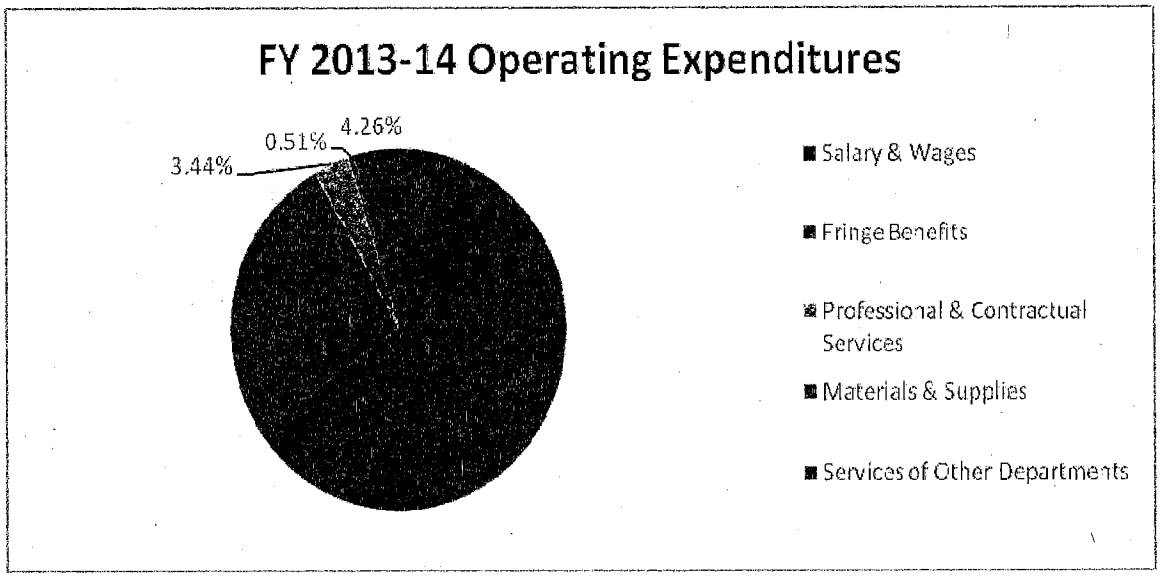
Case-weighting report is based on statistics provided by the Superior Court's Case Management System and the case-weighting standards established by the City Controller in 2003.

Major Department Initiatives

- In July 2012, the department will implement its *Gideon* case tracking and management system, which will help automate most functions and result in department efficiencies.
- The department has initiated a new case-weighting method to manage its caseload, following recent recommendations proposed by the American Bar Association.
- The department has begun new training programs for all employees and has updated its Manual of Policy and Procedures.
- The department will continue to work with the court and other agencies to identify new efficiencies, such as staffing the CJC and re-alignment.

Public Defender's Two Year Budget Overview

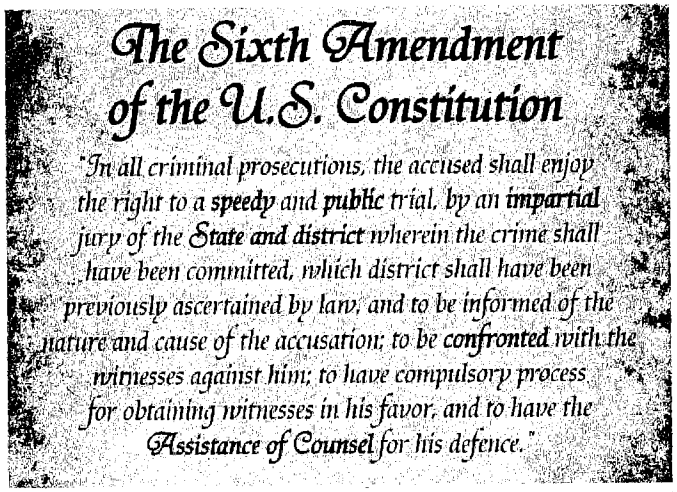




Of the Public Defender's total operating budget:

- 92% goes to pay salaries and benefits
- 3.5% non-personal services as experts, training, and legal research
- 4% to inter-department services, including building lease, telecommunications, worker's compensation, and reproduction mail services
- 0.5% materials and supplies

Public Defender's Mission



- To provide high quality legal representation to over 28,000 indigent persons each year
- The right to counsel guaranteed by US and California Constitutions

Department's Summer Youth Employment Program

- While job creation is not within the scope of our responsibilities, **we maintain a robust internship program** that assists with the training of the next generation of criminal justice professionals.
- Our internship program **encompasses high school students, undergraduates, law school students, and post graduate law school students.**
- The program has three sessions, Fall, Spring and Summer that engage approximately **60 to 70 youth ages 16 to 24** in tasks geared towards exposing them to careers associated with criminal justice system.
- While most of the internships are unpaid, we **offer stipends to approximately 15 second year law clerks and 5 post bars law clerks annually.**

Department Language Access Program

- Approximately **16% of all clients accessing services are LEP.**
- The Department seeks out qualified bi-lingual candidates when hiring.
- There are approximately **74 or 31% of our staff that are multi-lingual.** This is up from 70 or 29% the previous year.
- Just this year the District Attorney launched a **financial fraud hotline that recorded messages in English, Spanish, Chinese, Tagalog, and Russian.**
- The Department prepares most publications in English, Spanish, and Chinese. The Department also prepares publications in different languages when there is a need. The office just completed an **Elder Abuse public service announcement where all printed materials were prepared in English, Spanish, Chinese, and Russian.**

Department Capital Plan

- The San Francisco District Attorney's Office **primary capital need is to have its physical plant replaced.** The Department faces daily challenges due to the limitations of the physical plant. The physical plant limitations include:
  - Lack of **space for confidential interviews of witnesses and victims;**
  - Inability to provide **safe and secure spaces for victims** to wait as they seek services or await court proceedings;
  - **Unable to adequately house existing staffing** or any contemplated growth
  - **Unable to provide appropriate work space for managers** who currently have to share offices with non managerial staff;
  - **Inadequate conference or training spaces** for staff;
- The District Attorney is currently soliciting ideas on a public/private venture project to consolidate and replace the District Attorney's physical plant.

Continued Investment Trial Integrity

- With the recently developed Brady protocols and in influx of recent hires, the Department has **placed a higher premium on training** than ever before.
- **Implemented 7 full day "Boot camp" for all new hires** prior to first court appearance;
- **Developed a 10 week Trial Advocacy College** for continuing education on trial skills for misdemeanor and preliminary hearing attorneys
- Result of all above training is appreciable: misdemeanor trial convictions **improved from 40% during last 2 years to 67%** YTD this calendar year.

Continued Investment Realignment

- Hired an **Alternative Sentencing Planner** position to provide support to prosecutors in identifying and assessing alternative sanction options to hold offenders accountable.
- Collaborating with Delancey Street Foundation to open a **transitional housing program for offenders**, supported through a grant from the US Department of Justice
- Worked with SF Superior Court, the Public Defender and the defense bar, to expand the use of the **Early Resolution Calendar**, which has doubled in capacity, enabling us to resolve cases and prison eligible cases quickly and early, saving resources and enhancing the opportunities for the use of alternatives where appropriate.
- Engaged in **extensive internal staff training** on the parameters of Realignment and best practices in recidivism reduction

Continued Investment Neighborhood Based Services

- In 2011 with existing staff we started offering services to victims in the community. We have community office hours at Cameron House in Chinatown, Mujeres Unidas in the Mission and the YMCA in the Bayview.
- Also with existing staff we have pulled together various community groups to develop stronger community partnerships. We now have advisory groups in the Latino, African American, LGBT, and Women's community. We are currently planning on expanding into the API community and other areas as well.

Continued Investment Neighborhood Court

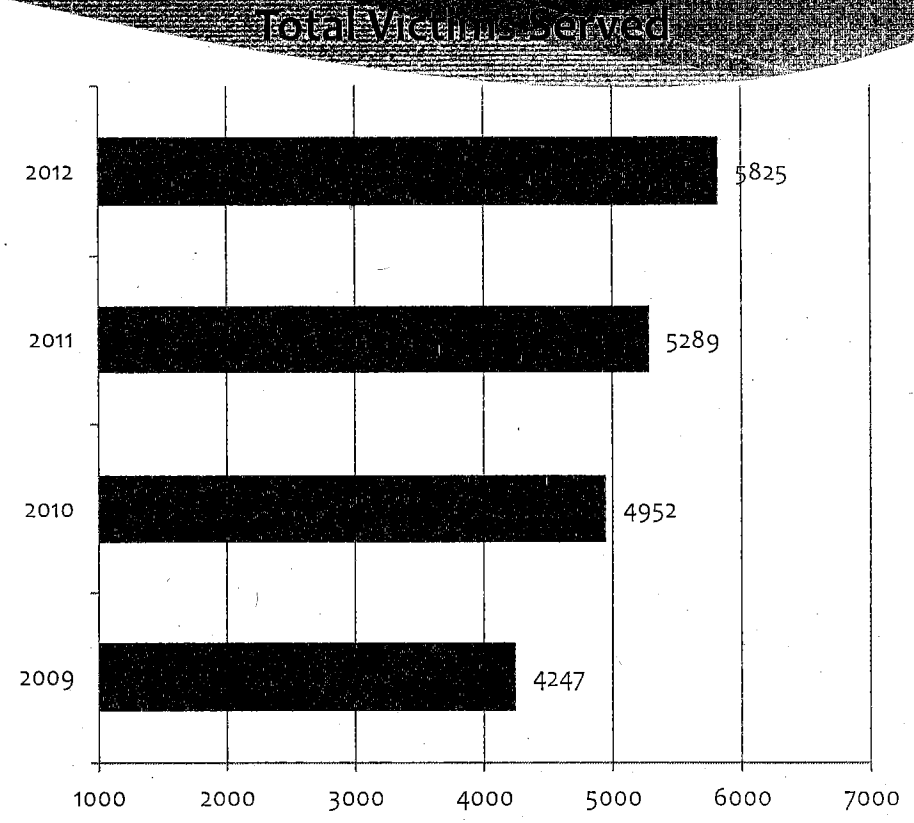
- In 2011 the SF District Attorney's Office launched a new initiative to create a Neighborhood Prosecutor Program and expand the scope of Neighborhood Courts.
- This initiative quickly refers nonviolent criminal cases to these courts so community members can decide how to best address the problems that commonly plague that particular neighborhood.
- Using existing staffing, a total of 5 Neighborhood Prosecutors have been reassigned from HOJ to Police District Stations to quickly review and refer appropriate misdemeanor and infractions to the Neighborhood Courts and to work with the community and Police on public safety challenges.

Continued Investment
Homicide Backlog Reduction

- Homicide Prosecutor – With the addition of 1 prosecutor to the Homicide team, the Department has reduced its backlogged cases 4 years or older by 76% in the past 12 months.

Continued Investment Victim Services

- The District Attorney has placed bi-lingual Victim Advocates in the community to outreach to victims who otherwise wouldn't come to the Hall of Justice
- Since 2009 the number of victims served has risen 37%
- Services include but not limited to funeral assistance, restitution, TRO assistance, orientation to criminal justice system, crisis intervention, court escort, relocation assistance, claims assistance.



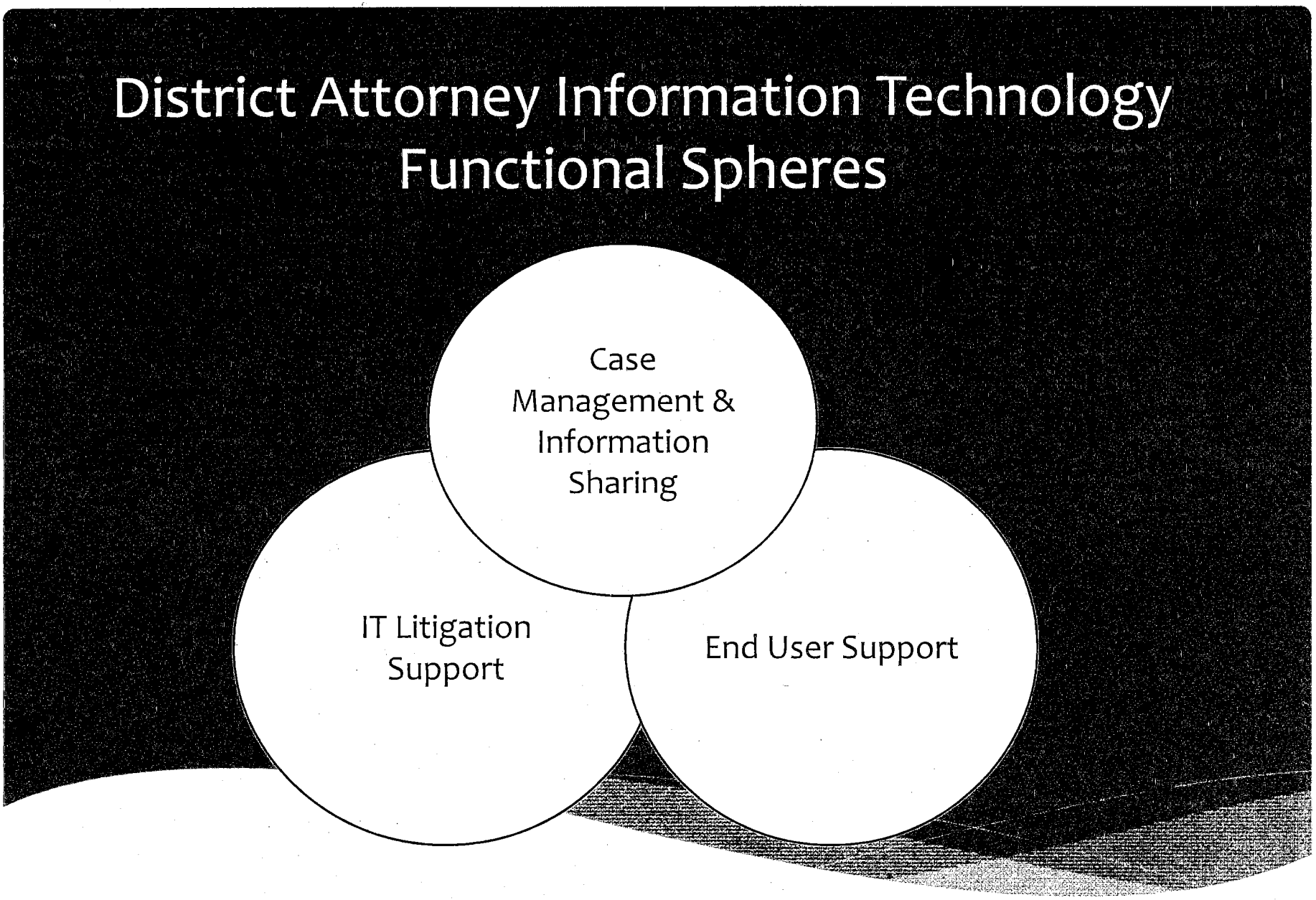
* 2012 Data is projected based on YTD information

New Investments
Information Technology Efficiencies

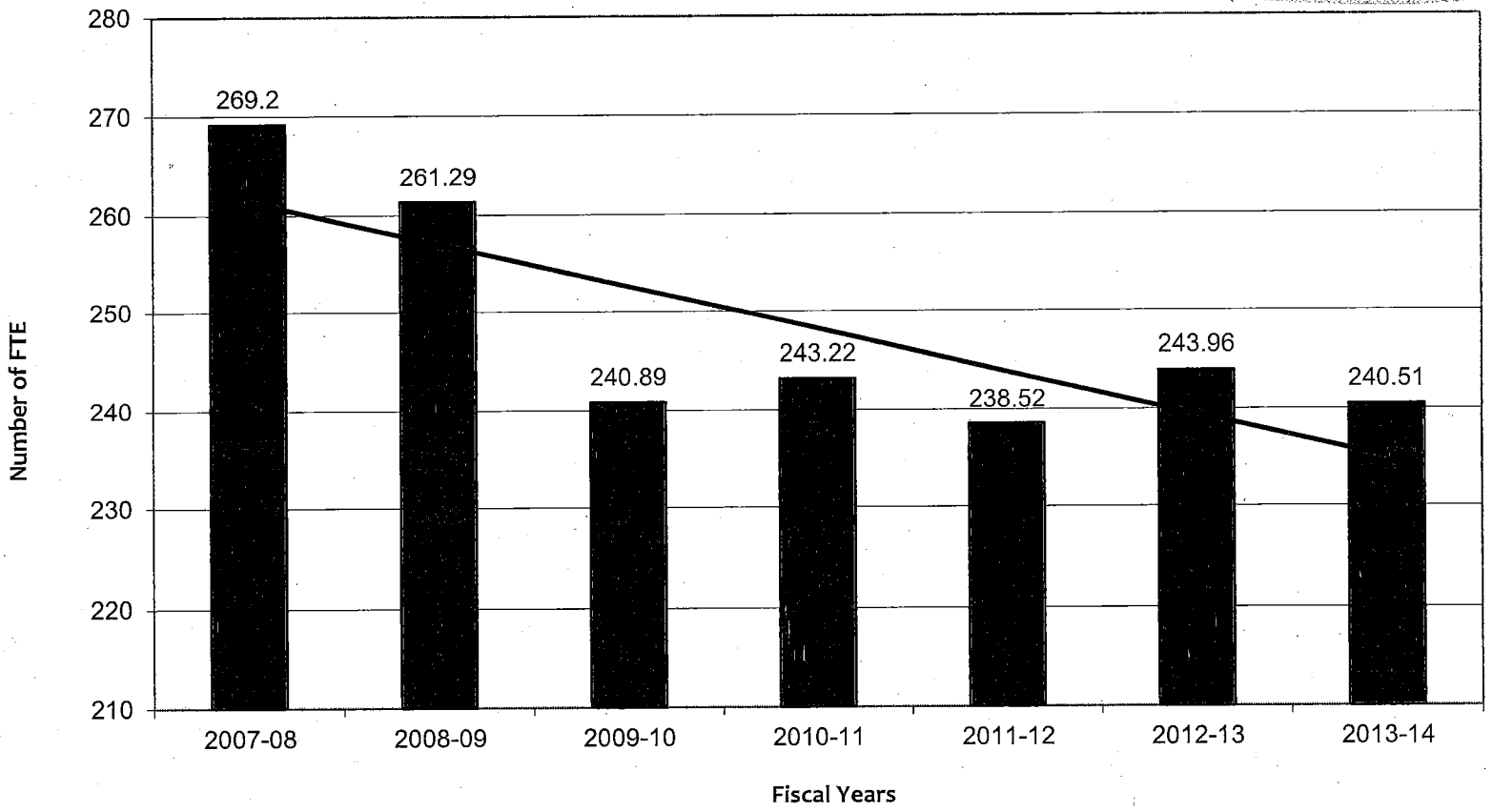
- **Chief Information Officer**
  - This position will be **responsible for driving the analysis and re-engineering of existing business processes** throughout the Office by integrating technological solutions into everyday workflows .
  - This position will be tasked with **identifying and developing new technological tools to create efficiencies in the work of the Office** as well as how we provide information to its clients, constituents, business partners and stakeholders.

- **DAMION Case Management System Upgrade**
  - DAMION is the **case management system that allows us to track and manage our case processing data.**
  - We are **developing full DAMION functionality** throughout our office by updating to the latest version of the software which would allow us to design statistical reports and implement new modules.
  - Our business objective is to **create a seamless environment which would enable us to access key information using the current platform in a real time basis.**

District Attorney Information Technology Functional Spheres



Proposed District Attorney FTE Count



Decline of Grant Funded Budget

