

File No. 140379

Committee Item No. 3

Board Item No. 8

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date April 30, 2014

Board of Supervisors Meeting

Date May 13, 2014

Cmte Board

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

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Completed by: Linda Wong Date April 11, 2014

Completed by: LW Date May 1, 2014

[Appropriation and De-Appropriation - Surplus Expenditures of ~~\$458,860~~ \$420,993 Supporting Increased Overtime Expenditures - FY2013-2014]

Ordinance appropriating ~~\$458,860~~ \$420,993 to overtime and de-appropriating ~~\$458,860~~ \$420,993 consisting of ~~\$257,226~~ \$219,359 in salaries and \$201,634 in contingency savings plan in the Department of Emergency Management's Operating Budget in order to support the Department's projected increases in overtime as required per Ordinance No. 194-11 in FY2013-2014.

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

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

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

USES Appropriation

Fund	Index/Project Code	Subobject	Description	Amount
1G AGF AAA	770211	01101	SALARIES -	\$458,860
GENERAL FUND - NON			OVERTIME - MISC	<u>\$420,993</u>
PROJECT CONTROLLED				

1 Total USES Appropriation \$458,860

2 \$420,993

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

6

7 **Uses De-Appropriation**

8	Fund	Index/Project Code	Subobject	Description	Amount
9	1G AGF AAA	770022	00101	SALARIES	(\$187,000)
10	GENERAL FUND - NON			MISC - REGULAR	<u>(\$149,132)</u>
11	PROJECT CONTROLLED				
12					
13	1G AGF AAA	770211	00101	SALARIES	(\$20,000)
14	GENERAL FUND - NON			MISC - REGULAR	
15	PROJECT CONTROLLED				
16					
17	1G AGF AAA	770218	00101	SALARIES	(\$50,226)
18	GENERAL FUND - NON			MISC - REGULAR	
19	PROJECT CONTROLLED				
20					
21	1G AGF AAA	770218	08001	EXPENDITURE.	(\$201,634)
22	GENERAL FUND - NON			CONTINGENCY -	
23	PROJECT CONTROLLED			DEPARTMENTAL	
24				SAVINGS PLAN	
25					

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Total USES De-Appropriation

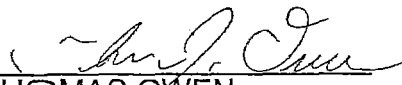
(\$458,860)

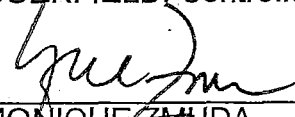
(\$420,993)

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

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

FUNDS AVAILABLE:
BEN ROSENFELD, Controller

By: 
THOMAS OWEN
Deputy City Attorney

By: 
MONIQUE ZMUDA
Deputy Controller

<p>Item 3 File 14-0379</p>	<p>Department: Department of Emergency Management (DEM)</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed ordinance would appropriate \$458,860 to overtime and de-appropriate \$458,860, consisting of \$257,226 in salaries and \$201,634 in contingency plan savings, in the Department of Emergency Management’s FY 2013-14 Budget. 	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • Beginning in FY 2011-12, the Department of Emergency Management received funding approval from the Committee on Information Technology (COIT) for a multi-year project to upgrade the existing Computer Aided Dispatch (CAD) system. • As a result of this upgrade, all Division of Emergency Communications Dispatchers and Supervisors were required to attend end-user training. • The trainings began in February 2014 and will conclude in April 2014. Given the minimum staffing requirements for Emergency Communications Dispatchers and Supervisors, the end-user training can only be provided when staff is not engaged in their normal work schedules. As a result, the use of overtime is necessary. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • The proposed ordinance would appropriate \$458,860 to overtime and de-appropriate \$458,860, consisting of \$257,226 in surplus salaries and \$201,634 in surplus miscellaneous work order savings, in the Department of Emergency Management’s FY 2013-14 budget. • The Department of Emergency Management estimates \$420,993 in overtime costs, which includes \$326,595 in overtime for staff attending the end-user training, and \$94,398 for other overtime, including backfilling dispatcher shifts and premium pay associated with overtime. • The Budget and Legislative Analyst recommends reducing the requested appropriation if \$458,860 by \$37,867, resulting in an appropriation of \$420,993. 	
<p style="text-align: center;">Recommendations</p>	
<ul style="list-style-type: none"> • Amend the proposed ordinance to reduce the requested amount by \$37,868, from \$458,860 to \$420,993, and return the \$37,867 to the General Fund balance • Approve the ordinance as amended. 	

MANDATE STATEMENT**Mandate Statement**

Charter Section 9.105 provides that amendments to the Annual Appropriation Ordinance be subject to Board of Supervisors approval by ordinance, after the Controller certifies the availability of funds.

Administrative Code Section 3.17, which was approved by the Board of Supervisors in September of 2011, requires that the Annual Appropriation Ordinance contain a separate overtime appropriation within the Airport, Emergency Management, Police, Public Health, Public Utilities, Public Works, Recreation and Park, and Sheriff Departments' operating budgets. In accordance with Administrative Code Section 3.17(b), these eight identified City departments must also request a supplemental appropriation ordinance, which is subject to Board of Supervisors approval, if their overtime expenditures are proposed to be greater than the amount of overtime previously appropriated by the Board of Supervisors in the department's budget.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would appropriate \$458,860 to overtime and de-appropriate \$458,860, consisting of \$257,226 in surplus salaries and \$201,634 in surplus miscellaneous work order savings, in the Department of Emergency Management's FY 2013-14 budget.

Beginning in FY 2011-12, the Department of Emergency Management (DEM) received funding approval from the Committee on Information Technology (COIT) for a multi-year project to upgrade the existing Computer Aided Dispatch (CAD) System. The Department is preparing to switch from the current system to the new CAD system on May 7, 2014. Due to the new system, all Division of Emergency Communications Dispatchers and Supervisors were required to attend mandatory end-user training.

The trainings began in February 2014 and will conclude in April 2014. Given the minimum staffing requirements for Emergency Communications Dispatchers and Supervisors, the end-user training can only be provided when staff is not engaged in their normal work schedules. As a result, the use of overtime is required in order to backfill the positions which attend the training sessions.

According to Mr. William Lee, DEM Deputy Director for Administration and Support, DEM has surplus regular salaries because of position vacancies within DEM's Divisions (Emergency Services and Administration), and surplus work-order funds due to the closeout of prior year work order encumbrances and decreased services of current year work orders.

FISCAL IMPACT

Table 1 below shows the number and type of employees that were required to undergo training related to the new Computer Aided Dispatch (CAD) System. Each class of employees was required to complete 24 hours of training; the total training hours by class are shown below, as well as the total overtime cost for those training hours, which will be incurred by April 30, 2014.

Table 1: Cost of Overtime Training Hours Required by Employee Classification

Class	Employees	Hours/ employee	Total Hours by Classification	OT Hourly Rate	Total OT Cost
8238 Public Safety Communications Dispatcher	171	24	4,104	\$65.61	\$269,263
8239 Public Safety Communications Supervisor	24	24	576	\$73.63	42,411
8240 Public Safety Communications Coordinator	8	24	192	\$77.71	14,921
Total	203		4,872		\$326,595

Source: Mr. William Lee, Deputy Director, Department of Emergency Management

The Department estimates that additional overtime expenditures will be incurred related to employee training by June 30, 2014. Therefore, as shown in Table 2 below, the total projected FY 2013-14 overtime deficit is \$420,993.

Table 2: Additional Overtime Costs Related to Employee CAD Training

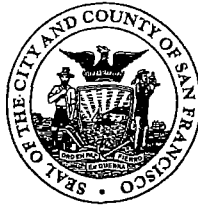
Other Overtime Costs	Total
Backfill CAD staff	\$126,346
Cost of Living Adjustment (COLA) effective 3/31/14	3,437
POST (Police Officer Standards and Training) Premium	13,064
Shift Premium Associated	16,156
Retraining	20,995
Train-the-Trainer (2/24-3/1)	5,800
Train-the-Trainer (3/2-3/6)	<u>8,600</u>
Subtotal, Other Overtime	194,398
Existing Available Funds	(100,000)
Total overtime training costs incurred related to CAD through 6/30/2014	\$94,398
Training costs incurred by April 30, 2014 (Table 1 above)	326,595
TOTAL	\$420,993

In addition to the \$420,993 for overtime noted in Table 2 above, the Department of Emergency Management requests \$37,867 for mandatory fringe benefits associated with the increased overtime resulting in a total re-appropriation of funds of \$458,860. However, because the Department has a projected FY 2013-14 year-end surplus in mandatory fringe benefits of approximately \$1 million, the \$37,867 requested for mandatory fringe benefit costs is not needed. Therefore, the Budget and Legislative Analyst recommends reducing the requested appropriation by \$37,867.

RECOMMENDATIONS

1. Amend the proposed ordinance to reduce the requested amount by \$37,868, from \$458,860 to \$420,993, and return the \$37,867 to the General Fund balance.
2. Approve the proposed ordinance as amended.

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *Ed* Mayor Edwin M. Lee *JE*
RE: Appropriation and De-Appropriation - Surplus Expenditures of \$458,860
Supporting Increased Overtime Expenditures - FY2013-2014
DATE: April 15, 2014

Attached for introduction to the Board of Supervisors is the ordinance Appropriating \$458,860 to Overtime and De-Appropriating \$458,860, consisting of \$257,226 in Salaries and \$201,634 in Contingency Savings Plan, in the Department of Emergency Management's Operating Budget in order to support the Department's projected increases in Overtime as required per Ordinance 194-11 in FY2013-2014.

I request that this item be calendared in Budget and Finance Committee on April 23, 2014.

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

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JE

President, District 3
BOARD of SUPERVISORS



BO-11, Alder
COB, Comm clerk
City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7450
Fax No. 554-7454
TDD/TTY No. 544-5227

DAVID CHIU
邱信福
市參事會主席

PRESIDENTIAL ACTION

Date: 4/18/14

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 140379 Mayor
(Primary Sponsor)

Title. Surplus Expenditures Supporting Overtime

Transferring (Board Rule No. 3.3)

File No. _____
(Primary Sponsor)

Title. _____

From: _____ Committee

To: _____ Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor _____

Replacing Supervisor _____

For: _____ Meeting
(Date) (Committee)

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David Chiu

David Chiu, President

270 Board of Supervisors