

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

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June 19, 2012

**TO:** Budget and Finance Committee

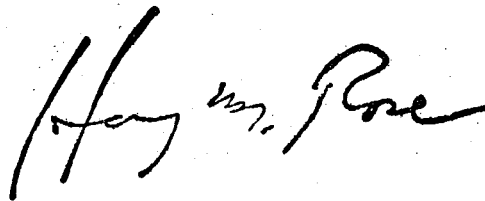
**FROM:** Budget and Legislative Analyst

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

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**Descriptions for Departmental Budget Hearing, June 21, 2012 Meeting, 10:00 a.m.**

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A handwritten signature in black ink, appearing to read "Harvey M. Rose". The signature is fluid and cursive, with the first name "Harvey" being the most prominent.

Harvey M. Rose

cc: Supervisor Chu  
Supervisor Avalos  
Supervisor Kim  
Supervisor Cohen  
Supervisor Wiener  
President Chiu  
Supervisor Campos  
Supervisor Elsbernd  
Supervisor Farrell  
Supervisor Mar

Supervisor Olague  
Clerk of the Board  
Cheryl Adams  
Mayor Lee  
Controller  
Kate Howard

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$8,313,225 budget for FY 2012-13 is \$598,046 or 7.8% more than the original FY 2011-12 budget of \$7,715,179.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 57.91 FTEs, which are 0.40 FTEs less than the 58.31 FTEs in the original FY 2011-12 budget. This represents a 0.7% reduction in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$2,710,928 in FY 2012-13, are \$18,072 or 0.7% less than FY 2011-12 revenues of \$2,729,000. General Fund support of \$5,602,297 in FY 2012-13 is \$616,118 or 12.4% more than FY 2011-12 General Fund support of \$4,986,179.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$8,648,776 budget for FY 2013-14 is \$335,551 or 4.0% more than the original FY 2012-13 budget of \$8,313,225.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 57.92 FTEs, which is 0.01 FTEs more than the 57.91 FTEs in the original FY 2012-13 budget. This represents a 0.02% change in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$2,727,865 in FY 2013-14, are \$16,937 or 0.6% more than FY 2012-13 revenues of \$2,710,928. General Fund support of \$5,920,911 in FY 2013-14 is \$318,614 or 5.7% more than FY 2012-13 General Fund support of \$5,602,297.

**Recommendations:**

FY 2012-13

The Budget and Legislative Analyst does not have recommendations in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommendations in FY 2013-14.

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

**DEPARTMENT:** AAM – ASIAN ART MUSEUM

**SUMMARY OF PROGRAM EXPENDITURES:**

			Increase/ Decrease from		Increase/ Decrease from
Program	FY 2011-2012 Budget	FY 2012-2013 Proposed	FY 2011-2012	FY 2013-2014 Proposed	FY 2012-2013
ASIAN ART MUSEUM					
ASIAN ARTS MUSEUM	7,715,179	8,313,225	598,046	8,648,776	335,551
<b>ASIAN ART MUSEUM</b>	<b>7,715,179</b>	<b>8,313,225</b>	<b>598,046</b>	<b>8,648,776</b>	<b>335,551</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has increased by \$598,046 largely due to:

- An increase in salaries and fringe benefits as a result of salary increases based on Memorandums of Understanding (MOUs) between the City and the labor unions representing City staff. The MOUs provide that the Department’s Museum Guards, whose hours were reduced from 40 to 35 hours per week in FY 2007-08, will be restored to 40 hours per week in FY 2012-13.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$335,551 largely due to increases in salaries and fringe benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 57.91 FTEs, which are 0.40 FTEs less than the 58.31 FTEs in the original FY 2011-12 budget. This represents a 0.7% change in FTEs from the original FY 2011-12 budget.

The FTE change is a result of a change in the FTE calculation of Temporary Salaries, whose funding is the same as the FY 2011-12 budget.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 57.92 FTEs, which is 0.01 less FTEs as the 57.91 FTEs in the original FY 2012-13 budget. This represents a 0.02% change in FTEs from the original FY 2012-13 budget.

The FTE change is a result of a change in the FTE calculation of Temporary Salaries, whose funding is the same as the FY 2012-13 budget.

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

**DEPARTMENT: AAM – ASIAN ART MUSEUM**

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$2,710,928 in FY 2012-13, are \$18,072 or 0.7% less than FY 2011-12 revenues of \$2,729,000. General Fund support of \$5,602,297 in FY 2012-13 is \$616,118 or 12.4% more than FY 2011-12 General Fund support of \$4,986,179.

Specific changes in the Department's FY 2012-13 revenues include a slight decrease in revenues from Museum Admissions.

**FY 2013-14**

The Department's revenues of \$2,727,865 in FY 2013-14, are \$16,937 or 0.6% more than FY 2012-13 revenues of \$2,710,928. General Fund support of \$5,920,911 in FY 2013-14 is \$318,614 or 5.7% more than FY 2012-13 General Fund support of \$5,602,297.

Specific changes in the Department's FY 2013-14 revenues include a slight increase in revenues from Museum Admissions.

**Recommendations:**

**FY 2012-13**

The Budget and Legislative Analyst has no recommendations for FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst has no recommendations for FY 2013-14.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department’s proposed \$11,416,034 budget for FY 2012-13 is \$1,125,112 or 10.9% more than the original FY 2011-12 budget of \$10,290,922.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 26.87 FTEs, which is 7.50 FTEs more than the 19.37 FTEs in the original FY 2011-12 budget. This represents a 38.7% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$6,343,022 in FY 2012-13, are \$706,787 or 12.5% more than FY 2011-12 revenues of \$5,636,235. General Fund support of \$5,073,012 in FY 2012-13 is \$418,325 or 9.0% more than FY 2011-12 General Fund support of \$4,654,687.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department’s proposed \$11,871,918 budget for FY 2013-2014 is \$455,884 or 4.0% more than the FY 2012-13 budget of \$11,416,034.

Personnel Changes

The number of full time equivalent positions (FTE) budgeted for FY 2013-14 is 26.87 FTEs, which is the same number of FTEs budgeted for FY 2012-13.

Revenue Changes

The Department’s revenues of \$6,198,851 in FY 2013-14 are \$142,191 or 2.3% less than FY 2012-13 revenues of \$6,343,022. General Fund support of \$5,673,067 in FY 2013-14 is \$600,055 or 11.8% more than FY 2012-13 General Fund support of \$5,073,012.

**Recommendations:**

FY 2012-13

The Budget and Legislative Analyst does not have recommendations in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommendations in FY 2013-14.

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

**DEPARTMENT:** ART – ARTS COMMISSION

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012	FY 2012-2013	Increase/ Decrease from	FY 2013-2014	Increase/ Decrease from
	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
<b>ARTS COMMISSION</b>					
ART COMMISSION-ADMINISTRATION	1,621,400	1,898,743	277,343	1,722,668	(176,075)
CIVIC COLLECTION	106,010	351,821	245,811	366,538	14,717
CIVIC DESIGN	0	142,509	142,509	148,044	5,535
COMMUNITY ARTS & EDUCATION	4,176,379	204	(4,176,175)	397	193
COMMUNITY ARTS & EDUCATION-GENERAL	0	2,846,731	2,846,731	2,863,981	17,250
CULTURAL EQUITY	2,001,147	2,333,867	332,720	2,348,689	14,822
EDUCATIONAL PROGRAMS	0	589,255	589,255	596,253	6,998
GALLERY	25,000	327,824	302,824	340,290	12,466
GRANTS FOR THE ARTS	0	30,000	30,000	30,000	0
MAINTENANCE	0	562,830	562,830	1,127,025	564,195
MUNICIPAL SYMPHONY CONCERTS	1,985,087	1,985,087	0	1,985,087	0
NO COMMUNITY	0	0	0	0	0
PUBLIC ART	113,586	35,130	(78,456)	22,598	(12,532)
STREET ARTISTS	262,313	312,033	49,720	320,348	8,315
<b>ARTS COMMISSION</b>	<b>10,290,922</b>	<b>11,416,034</b>	<b>1,125,112</b>	<b>11,871,918</b>	<b>455,884</b>

**FY 2012-13**

The Department's proposed \$11,416,034 budget for FY 2012-13 is \$1,125,112 or 10.9% more than the original FY 2011-12 budget of \$10,290,922. The budget increase is largely a result of salary and fringe benefit increases resulting from a departmental staffing reorganization discussed in the Background section below.

The Art Commission's budget increase in FY 2012-13 also reflects new expenditures of \$542,830 for maintenance of the City's cultural centers and other maintenance projects as well as an expenditure of \$250,000 for the design and build-out of the Commission's new space in the War Memorial Veterans Building, which will be undergoing two-years of seismic upgrades and other renovations. At the completion of construction, which is anticipated to last from July 1, 2012 through June 30, 2015, the Commission will have new office and public space, meeting rooms, gallery space, and storage in the Veterans Building.

*Background*

The Commission has undertaken a reorganization in response to recommendations that the Controller's City Services Auditor made in its Financial Management Review of the Arts Commission on November 15, 2011. The City Services Auditor recommended that the Arts Commission improve the alignment of job duties and official job classification descriptions, and that the Commission work with the Department of Human Resources (DHR) to align job classifications with its staffing needs and to confirm that each employee is working within the parameters of his or her job classification.

In response to the recommendations of the City Services Auditor, the Arts Commission's developed a new organization chart that is the basis of the departmental staffing reorganization proposed in the Department's FY 2012-13 budget.

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

**DEPARTMENT:** ART – ARTS COMMISSION

FY 2013-14

The Commission's proposed FY 2013-14 budget has increased by \$455,884 largely as a result of salary increases based on Memorandums of Understanding (MOUs) between the City and the labor unions representing City staff.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 is 26.87 FTEs, which is 7.50 FTEs more than the 19.37 FTEs in the original FY 2011-12 budget. This represents a 38.7% increase in FTEs from the original FY 2011-12 budget. The FTE increase includes: (1) the reinstatement of a Deputy Director position that serves as the Art Commission's CFO and is also responsible for Human Resources and Operations; (2) new Arts Education Associate positions; and (3) a new Management Assistant position in the Community Arts and Education program.

The FTE increase also reflects the Commission's reassignment of positions that were off-budget in the FY 2011-12 on budget in the FY 2012-13 budget in response to the City Services Auditor's findings discussed above.

**Interim Exceptions**

The Department has requested approval of 3.0 FTEs as interim exceptions. These include (1) one full-time Deputy Director (0951, 1.0 FTE); (2) two part-time Arts Program Assistants (3549) in the Cultural Equity Grants program and the Community Arts and Education program respectively (0.5 FTE each); and (3) one full-time Management Assistant (1842) in the Community Arts and Education Program.

According to the Commission's Deputy Director and CFO Ms. Rebekah Krell, these positions are currently filled on an acting basis and the new positions are a response to the City Service Auditors Review noted above. The employee currently in the Management Assistant position (1842) has been employed by the Arts Commission for ten years through temporary requisitions and has worked in the Management Assistant position since 2010. The Management Assistant manages the Commission's Community Arts program and the Central Market, Art in Storefronts, and Invest in Neighborhoods initiatives. Also, according to Ms. Krell, the two Arts Program Assistants (3549) that have been budgeted in the proposed budgets for fiscal years 2013 and 2014 at 0.5 FTE have been in their positions since 2010. In addition, these two part time Arts Program Assistants provide direct service to the Commission's non-profit partners and grantees.

Approval of these interim exceptions is a policy matter for the Board of Supervisors.

FY 2013-14

The number of full time equivalent positions (FTE) budgeted for FY 2013-14 is 26.87 FTEs which is the same number of FTEs budgeted for FY 2012-13.





**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$16,249,470 budget for FY 2012-13 is \$626,298 or 4.0% more than the original FY 2011-12 budget of \$15,623,172.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 109.86 FTEs, which are 3.80 FTEs more than the 106.06 FTEs in the original FY 2011-12 budget. This represents a 3.6% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$9,004,767 in FY 2012-13 are \$701,087 or 7.2% less than FY 2011-12 revenues of \$9,705,854. General Fund support of \$7,244,703 in FY 2012-13 is \$1,327,385 or 22.4% more than FY 2011-12 General Fund support of \$5,917,318.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed \$16,963,081 budget for FY 2013-14 is \$713,611 or 4.4% more than the original FY 2012-13 budget of \$16,249,470.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 110.01 FTEs, which is 0.15 FTEs more than the 109.86 FTEs in the original FY 2012-13 budget. This represents a 0.1 % change in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$9,017,368 in FY 2013-14, are \$12,601 or 0.1% more than FY 2012-13 revenues of \$9,004,767. General Fund support of \$7,945,713 in FY 2013-14 is \$701,010 or 9.7% more than FY 2012-13 General Fund support of \$7,244,703.

**RECOMMENDATIONS:**

FY 2012-13

The Budget and Legislative Analyst does not have recommendations in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommendations in FY 2013-14.

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

**DEPARTMENT:** FAM – FINE ARTS MUSEUMS

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012	FY 2012-2013	Increase/ Decrease from	FY 2013-2014	Increase/ Decrease from
	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
<b>FINEARTS MUSEUM</b>					
ADMISSIONS	3,951,854	3,230,767	(721,087)	3,243,368	12,601
OPER & MAINT OF MUSEUMS	11,671,318	13,018,703	1,347,385	13,719,713	701,010
<b>FINEARTS MUSEUM</b>	<b>15,623,172</b>	<b>16,249,470</b>	<b>626,298</b>	<b>16,963,081</b>	<b>713,611</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has increased by \$626,298 largely due to:

- An increase in salaries and fringe benefits as a result of salary increases based on Memorandums of Understanding (MOUs) between the City and the labor unions representing City staff. The MOUs provide that the Department’s Museum Guards, whose hours were reduced from 40 to 35 hours per week in FY 2007-08 be restored to 40 hours per week.
- Capital project funding for (a) replacement and repair of portions of the Legion Of Honor’s roof, (b) rebuilding of the Legion of Honor’s chillers, which control humidity and therefore protect the City’s art from humidity-related damage, and (c) replacement of the boiler burners with low Nitrous Oxide (NOx) surface combustion burners at the DeYoung Museum to meet new Bay Area Air Quality Management District limits for NOx emissions.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$713,611 largely due to:

- Increases in salaries and fringe benefits.
- Capital project funding for (a) replacement and repair of a portion of the Legion Of Honor’s roof, (b) replacement of the boiler burners with low NOx surface combustion burners at the Legion of Honor to meet new Bay Area Air Quality Management District limits for NOx emissions.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 109.86 FTEs, which are 3.80 FTEs more than the 106.06 FTEs in the original FY 2011-12 budget. This represents a 3.6% change in FTEs from the original FY 2011-12 budget.

- The FTE account is increasing due to increased funding of Temporary Salaries and one new 3554 Associate Museum Registrar position budgeted for a September 1, 2012 start date.

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

**DEPARTMENT:** FAM – FINE ARTS MUSEUMS

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 110.01 FTEs, which is 0.15 FTEs more than the 109.86 FTEs in the original FY 2012-13 budget. This represents a 0.1% change in FTEs from the original FY 2012-13 budget.

The increase in FTEs is due to the annualization of the 3554 Associate Museum Registrar position created in FY 2012-13.

**DEPARTMENT REVENUES:**

FY 2012-13

The Department's revenues of \$9,004,767 in FY 2012-13, are \$701,087 or 7.2% less than FY 2011-12 revenues of \$9,705,854. General Fund support of \$7,244,703 in FY 2012-13 is \$1,327,385 or 22.4% more than FY 2011-12 General Fund support of \$5,917,318.

Specific changes in the Department's FY 2012-13 revenues include a slight decrease in revenues from Museum Admissions.

FY 2013-14

The Department's revenues of \$9,017,368 in FY 2013-14, are \$12,601 or 0.1% more than FY 2012-13 revenues of \$9,004,767. General Fund support of \$7,945,713 in FY 2013-14 is \$701,010 or 9.7% more than FY 2012-13 General Fund support of \$7,244,703.

Specific changes in the Department's FY 2013-14 revenues include a slight increase in revenues from Museum Admissions.

**OTHER ISSUES**

The Budget and Legislative Analyst recently completed its audit of the Department and found staffing issues with the Fine Arts Museums' security guards, whose funding comprise 51% of the Department's budget. The Department's security guards work 35-hour work weeks, with shifts averaging seven hours, five days a week. The Department hires temporary security guards at the de Young Museum and Legion of Honor to augment permanent security guard staffing. The Department schedules 41 permanent security guards per day at the de Young Museum and Legion of Honor on average. Approximately 13 of the 41 scheduled permanent security guards, or 32%, are off work due to vacation, sick leave, and other leave on any given day. The Fine Arts Museums replaces these permanent security guards with temporary security guards.

However, even if the high absentee rate for permanent security guards is reduced, the Fine Arts Museums have an ongoing need to schedule some temporary security guards to replace permanent security guards who are on vacation or other forms of leave. While scheduling temporary security guards is more cost effective than scheduling overtime to replace absent staff, side letter agreements or past practices between the Fine Arts Museums and the Service Employees International Union, which represents the permanent security guards, restrict

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

**DEPARTMENT:** FAM – FINE ARTS MUSEUMS

temporary security guards' assignments, requiring the Fine Arts Museums to staff certain shifts with overtime.

According to the Department, the Department is currently evaluating and improving the entire scheduling and staffing process, including determining reasons for absences and formulating policies to reduce absenteeism. In addition, the Department has actively collaborated with the City's Director of Labor Relations and, in recently concluded negotiations with the union representing security guard staff, side letters of agreement were revised. Improved policies and new shift scheduling will be implemented on July 1, 2012.

**Recommendations:**

FY 2012-13

The Budget and Legislative Analyst has no recommended reductions for FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst has no recommended reductions for FY 2013-14.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$4,026,851 budget for FY 2012-13 is \$3,792 or 0.1% more than the original FY 2011-12 budget of \$4,023,059.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 12.35 FTEs, which are 0.13 FTEs less than the 12.48 FTEs in the original FY 2011-12 budget. This represents a 1.0% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$1,208,000 in FY 2012-13 are unchanged from FY 2011-12. The Department's General Fund appropriation of \$2,818,851 in FY 2012-13 is an increase of \$3,792 or 0.1% from the General Fund appropriation of \$2,815,059 in FY 2011-12.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$3,975,283 budget for FY 2013-14 is \$51,568 or 1.3% less than the original FY 2012-13 budget of \$4,026,851.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 12.35 FTEs, which is unchanged from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$1,208,000 in FY 2013-14 are unchanged from FY 2012-13. The Department's General Fund appropriation of \$2,767,283 in FY 2013-14 is a decrease of \$51,568 or 1.8% from the General Fund appropriation of \$2,818,851 in FY 2012-13.

**RECOMMENDATIONS:**

FY 2012-13

The Budget and Legislative Analyst does not have recommendations in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommendations in FY 2013-14.

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

**DEPARTMENT:** SCI – ACADEMY OF SCIENCES

**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
<b>ACADEMY OF SCIENCES</b>					
ACADEMY OF SCIENCES	4,023,059	4,026,851	3,792	3,975,283	(51,568)
<b>ACADEMY OF SCIENCES</b>	<b>4,023,059</b>	<b>4,026,851</b>	<b>3,792</b>	<b>3,975,283</b>	<b>(51,568)</b>

**FY 2012-13**

The City’s budget supports the Steinhart Aquarium within the Academy of Sciences. The Department’s proposed FY 2012-13 budget has increased by \$3,792 largely due to an increase in salaries and mandatory fringe benefits as a result of salary increases based on Memorandums of Understanding (MOUs) between the City and the labor unions representing City staff who work in the Steinhart Aquarium. These increases were largely offset by reduced water and sewer service charges.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has decreased by \$51,568 largely due to a reduction in operation and maintenance funding of the Steinhart Aquarium.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 12.35 FTEs, which are 0.16 FTEs less than the 12.48 FTEs in the original FY 2011-12 budget. This represents a 1.0% decrease in FTEs from the original FY 2011-12 budget.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 12.35 FTEs, which is from the original FY 2012-13 budget.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department’s revenues of \$1,208,000 in FY 2012-13, which represents the Hotel Tax allocation to the Steinhart Aquarium, are unchanged from FY 2011-12. The Department’s General Fund appropriation of \$2,818,851 in FY 2012-13 is an increase of \$3,792 or 0.1% from the General Fund appropriation of \$2,815,059 in FY 2011-12.

**FY 2013-14**

The Department’s revenues of \$1,208,000 in FY 2013-14, which represents the Hotel Tax allocation to the Steinhart Aquarium, are unchanged from FY 2012-13. The Department’s General Fund appropriation of \$2,767,283 in FY 2013-14 is a decrease of \$51,568 or 1.8% from the General Fund appropriation of \$2,818,851 in FY 2012-13.





**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$12,115,869 budget for FY 2012-13 is \$19,886 or 0.2% more than the original FY 2011-12 budget of \$12,095,983.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 63.33 FTEs, which are 0.60 FTEs more than the 62.73 FTEs in the original FY 2011-12 budget. This represents a 1.0% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$12,115,869 in FY 2012-13, are \$19,886 or 0.2% more than FY 2011-12 revenues of \$12,095,983. The Department's annual budget appropriation does not include General Fund support.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$11,501,682 budget for FY 2013-14 is \$614,187 or 5.1% less than the original FY 2012-13 budget of \$12,115,869.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 59.31 FTEs, which are 4.02 FTEs less than the 63.33 FTEs in the original FY 2012-13 budget. This represents 6.3% reductions in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$11,501,682 in FY 2013-14, are \$614,187 or 5.1% less than FY 2012-13 revenues of \$12,115,869. The Department's annual budget appropriation does not include General Fund support.

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

**DEPARTMENT:** WAR – WAR MEMORIAL

**SUMMARY OF PROGRAM EXPENDITURES:**

<b>Program</b>	<b>FY 2011- 2012 Budget</b>	<b>FY 2012- 2013 Proposed</b>	<b>Increase/ Decrease from FY 2011- 2012</b>	<b>FY 2013- 2014 Proposed</b>	<b>Increase/ Decrease from FY 2012- 2013</b>
<b>WAR MEMORIAL</b>					
OPER & MAINT OF MUSEUMS	0	0	0	0	0
OPERATIONS & MAINTENANCE	12,095,983	12,115,869	19,886	11,501,682	(614,187)
<b>WAR MEMORIAL</b>	<b>12,095,983</b>	<b>12,115,869</b>	<b>19,886</b>	<b>11,501,682</b>	<b>(614,187)</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has increased by \$19,866 largely due to:

- Preparation for the closure of the War Memorial Veterans Building for two years of seismic upgrades and other renovations. Portions of the Veterans Building will close in FY 2012-13. The Department will cease renting the Veterans Building’s Green Room and Herbst Theater after April 30, 2013. All tenants, including the American Legion Posts, the Arts Commission, the Law Library, and the War Memorial Department will have vacated the building on or before June 30, 2013. The Veterans Building is expected to be reopened by July 1, 2015.
- Filling position vacancies with temporary staff in advance of the closure of the War Memorial Veterans Building.
- The Department will continue to operate the Opera House, Davies Theater, and Harold L. Zellerbach Rehearsal Hall while the Veterans Building undergoes renovations.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has decreased by \$614,187 largely due to:

- The War Memorial Veterans Building will be closed for the entirety of FY 2013-14 to undergo seismic upgrades and other renovations. The Department will realize some salary savings resulting from certain positions that will not be needed during construction, as well as savings of other Veterans Building operating costs.
- The renovation costs are in a separate capital budget, which is funded by Certificates of Participation.

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

**DEPARTMENT:** WAR – WAR MEMORIAL

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 63.33 FTEs, which are 0.60 FTEs more than the 62.73 FTEs in the original FY 2011-12 budget. This represents a 1.0% increase in FTEs from the original FY 2011-12 budget.

This increase is due to reduced attrition savings, offset in part by a reduction in temporary salaries.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 59.31 FTEs, which are 4.02 FTEs less than the 63.33 FTEs in the original FY 2012-13 budget. This represents 6.3% reductions in FTEs from the original FY 2012-13 budget.

The reduction is due to a two-year reduction in staffing while the War Memorial Veterans Building is closed for seismic and other renovations, including increased attrition savings and reduced temporary salaries.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$12,115,869 in FY 2012-13, are \$19,886 or 0.16% more than FY 2011-12 revenues of \$12,095,983. The Department's annual budget appropriation does not include General Fund support. Specific changes in the Department's FY 2012-13 revenues include:

- An increase in local tax revenues.
- Decreases in rent and fees for service as the War Memorial Veterans Building prepares for closure for seismic and other renovations.

**FY 2013-14**

The Department's revenues of \$11,501,682 in FY 2013-14, are \$614,187 or 5.1% less than FY 2012-13 revenues of \$12,115,869. The Department's annual budget appropriation does not include General Fund support.

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

- Decreases in rent and fees for service as the War Memorial Veterans Building prepares for closure for seismic and other renovations.
- A decrease in local tax revenues.

**RECOMMENDATIONS:**

**FY 2012-13**

The Budget and Legislative Analyst has no recommendations for FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst has no recommendations for FY 2013-14.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department’s proposed \$137,282,614 budget for FY 2012-13 is \$9,460,379 or 7.4% more than the original FY 2011-12 budget of \$127,822,235.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 838.92 FTEs, which are 5.19 FTEs more than the 833.73 FTEs in the original FY 2011-12 budget. This represents a 0.6% increase in FTEs from the original FY 2011-12 budget.

The Department has requested approval of 5 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 0 positions as an interim exception and disapproval of 5 positions.

Revenue Changes

The Department's revenues of \$92,921,468 in FY 2012-13, are \$758,129 or 0.8% less than FY 2011-12 revenues of \$93,679,592. General Fund support of \$44,361,151 in FY 2012-13 is \$10,218,508 or 29.9% more than FY 2011-12 General Fund support of \$34,142,643.

**YEAR TWO: FY 2013-14**

Budget Changes

The department’s proposed \$139,176,059 budget for FY 2013-14 is \$1,893,445 or 1.4% more than the original FY 2012-13 budget of \$137,282,614.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 837.19 FTEs, which are 1.73 FTEs less than the 838.92 FTEs in the original FY 2012-13 budget. This represents a 0.2% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$93,708,847 in FY 2013-14, are \$787,384 or 0.8% more than FY 2012-13 revenues of \$92,921,468. General Fund support of \$45,467,212 in FY 2013-14 is \$1,106,061 or 2.5% more than FY 2012-13 General Fund support of \$44,361,151.

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

**DEPARTMENT:** REC – RECREATION AND PARK

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$475,550 in FY 2012-13. Of the \$475,550 in recommended reductions, \$241,419 are ongoing savings and \$234,131 are one-time savings. These reductions would still allow an increase of \$8,984,829 or 7.0% 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 \$257,469 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$1,635,976 or 1.2% 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:** REC – RECREATION AND PARK

**SUMMARY OF PROGRAM EXPENDITURES:**

Program	FY 2011-2012	FY 2012-2013	Increase/ Decrease from	FY 2013-2014	Increase/ Decrease from
	Budget	Proposed	FY 2011-2012	Proposed	FY 2012-2013
<b>RECREATION AND PARK COMMISSION</b>					
CAPITAL PROJECTS	10,370,511	12,780,112	2,409,601	10,411,848	(2,368,264)
CHILDREN'S BASELINE	9,305,425	9,650,793	345,368	9,896,106	245,313
CHILDREN'S SVCS - NON - CHILDREN'S FUND	400,109	400,000	(109)	400,000	0
GOLDEN GATE PARK	10,261,066	10,636,007	374,941	11,049,443	413,436
MARINA HARBOR	1,876,127	3,013,871	1,137,744	3,609,646	595,775
NEIGHBORHOOD SERVICES	0	0	0	0	0
PARKS	68,520,453	72,103,134	3,582,681	74,466,493	2,363,359
REC & PARK ADMINISTRATION	76,225	76,158	(67)	79,634	3,476
RECREATION	13,780,444	14,762,173	981,729	15,212,918	450,745
STRUCTURAL MAINTENANCE	13,231,875	13,860,366	628,491	14,049,971	189,605
<b>RECREATION AND PARK COMMISSION</b>	<b>127,822,235</b>	<b>137,282,614</b>	<b>9,460,379</b>	<b>139,176,059</b>	<b>1,893,445</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has increased by \$9,460,379 largely due to:

- An increase in funding from both General Fund and non-General Fund sources for various capital projects, including (a) the renovation and coordination to resolve American Disability Act (ADA) issues of existing playgrounds and recreational facilities, (b) the stabilization of Telegraph Hill, (c) the resurfacing of various playgrounds, and (d) the repair of the West Harbor seawall.
- An increase in temporary salaries to fund the department's 3,279 direct recreation program providers who staff the department's day camps and recreation centers.
- The expansion of the department's gardener apprentice program, which is designed to develop a strong pool of skilled staff who have acquired the knowledge and ability to become effective City gardeners. The gardener apprentice program began in FY 2010-11 with 10 apprentices and increased by five apprentices in FY 2011-12. The FY 2012-13 budget expands the gardener apprentice program by an additional 10 apprentices.
- An increase in Overhead as a result of increases in the cost of services of other City departments, such as the Public Utilities Commission and the City Attorney.
- An increase in salaries and fringe benefits as a result of salary increases based on MOUs between the City and the labor unions representing City staff.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$1,893,445 largely due to:

- Increases in salaries and fringe benefits.
- An increase in debt service payments. The department is in the process of completing a renovation of the West Harbor in the Marina, primarily funded by a State loan from the Department of Boating and Waterways. The department will pay partial debt service on that State loan in FY 2012-13 and a full year of debt service in FY 2013-14.

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

**DEPARTMENT:                                REC – RECREATION AND PARK**

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 838.92 FTEs, which are 5.19 FTEs more than the 833.73 FTEs in the original FY 2011-12 budget. This represents a 0.6% increase in FTEs from the original FY 2011-12 budget.

The 5.19 FTE increase is due to department's proposed expansion of the gardener apprenticeship program, with 10 apprentices proposed to be added in FY 2012-13.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 837.19 FTEs, which are 1.73 FTEs less than the 838.92 FTEs in the original FY 2012-13 budget. This represents a 0.2% decrease in FTEs from the original FY 2012-13 budget.

The 1.73 FTE decrease is due to the department's increase in attrition savings for FY 2013-14.

**INTERIM EXCEPTIONS**

The Department has requested approval of 5 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 0 positions as an interim exception and disapproval of 5 positions.

- The Department has indicated that it plans to hire the 5 positions in December, 2012. Therefore, there is no need for interim exceptions for these 5 positions.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$92,921,468 in FY 2012-13, are \$758,129 or 0.8% less than FY 2011-12 revenues of \$93,679,592. General Fund support of \$44,361,151 in FY 2012-13 is \$10,218,508 or 29.9% more than FY 2011-12 General Fund support of \$34,142,643.

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

- An increase in the Department's General Fund subsidy.
- An increase in revenue from Candlestick Park rentals.
- An increase in Proposition C reserve funds. Prop. C, passed by the voters in 2000, reauthorized the Open Space Fund and required that year over year increases in Department-generated revenues be dedicated to capital/facility maintenance improvements.

**FY 2013-14**

The Department's revenues of \$93,708,847 in FY 2013-14, are \$787,384 or 0.8% more than FY 2012-13 revenues of \$92,921,468. General Fund support of \$45,467,212 in FY 2013-14 is \$1,106,061 or 2.5% more than FY 2012-13 General Fund support of \$44,361,151.

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

- An increase in the Department's General Fund subsidy.
- An increase in Proposition C reserve funds.

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

**DEPARTMENT:** REC – RECREATION AND PARK

- An increase in revenues from the department-owned Civic Center Garage.

**Fee Legislation**

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

File No.	Fee Description	FY 2011-12		Annualized Revenue Thereafter	% Cost Recovery
		Original Revenue	Change in FY 2012-13		
12-0608	Increases certain golf fees at Harding Park, Fleming Park, Lincoln Park, Sharp Park and Golden Gate Park golf courses to account for operational expenses at these courses that exceed the Consumer Price Index (CPI) level and decreases weekend junior rates at Lincoln Park and Sharp Park and standard twilight rates at Harding Park to bring them into conformity with the rates charged by comparable municipal courses. amend and expand the flexible pricing policy that was instituted in 2007 for Harding Park to cover Lincoln Park and Sharp Park as well, and allow for temporary fee decreases of up to 25%, and temporary fee increases of up to 25% for resident fees and up to 50% for non-resident and tournament fees based on fluctuations in demand at those three courses.	\$8,055,810	200,000	240,000	56%



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

**DEPARTMENT:** REC – RECREATION AND PARK

File No.	Fee Description	FY 2011-12		Annualized Revenue Thereafter	% Cost Recovery
		Original Revenue	Change in FY 2012-13		
12-0609	Increase tennis lesson rates on September 1, 2012 and September 1, 2013 per instructor classifications of “Tier 1” and “Tier 2” based on the US Professional Tennis Association certification and experience level of the instructors. After August 31, 2014, tennis lesson rates would increase according to the CPI.	\$25,000	\$8,300	\$10,000	N/A
<b>Total</b>		<b>\$8,080,810</b>	<b>208,300</b>	<b>\$250,000</b>	

Recommendation: Approval of the proposed fee legislation is a policy matter for the Board of Supervisors. However, the Budget and Legislative Analyst notes that the proposed (Recreation & Park) 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 \$475,550 in FY 2012-13. Of the \$475,550 in recommended reductions, \$241,419 are ongoing savings and \$234,131 are one-time savings. These reductions would still allow an increase of \$8,984,829 or 7.0% in the Department’s FY 2012-13 budget.

**FY 2013-14**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$257,469 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$1,635,976 or 1.2% in the Department’s FY 2013-14 budget.

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

REC - Recreation & Park	FY 2012-13						FY 2013-14					
	FTE From	FTE To	Amount From	Amount To	Savings	GF IT	FTE From	FTE To	Amount From	Amount To	Savings	GF IT
Equipment Purchase			\$5,425	\$3,628	\$1,797	x						
Reduction based on quote provided by Department.												
<b>EAP - Parks</b>												
Attrition Savings	(2.54)	(3.34)	(\$166,524)	(\$219,128)	\$52,604	x	2.54		(\$166,524)	(\$219,801)	\$53,277	x
Mandatory Fringe Benefits			(\$84,892)	(\$111,709)	\$26,817	x			(\$84,892)	(\$112,052)	\$27,160	x
			<i>Total Savings</i>	\$79,421					<i>Total Savings</i>	\$80,437		
Increase Attrition Savings based on Department's hiring plans.												
Apprentice Gardener	3.85	2.92	\$190,879	\$144,605	\$46,274	x						
Mandatory Fringe Benefits			\$105,636	\$80,027	\$25,609	x						
			<i>Total Savings</i>	\$71,882								
Decrease FTE to December, 2012 hiring date per Department's hiring plans.												
Apprentice Gardener	5.00	2.92	\$247,894	\$144,605	\$103,289	x						
Mandatory Fringe Benefits			\$137,190	\$80,028	\$57,163	x						
			<i>Total Savings</i>	\$160,452								
Decrease FTE to December, 2012 hiring date per Department's hiring plans.												
<b>EIA - Rec &amp; Park Administration</b>												
Attrition Savings	0.01	(0.24)	\$799	(\$18,786)	\$19,585	x	0.01	(0.23)	\$812	(\$19,015)	\$19,827	x
Mandatory Fringe Benefits			\$342	(\$8,041)	\$8,383	x			\$377	(\$8,828)	\$9,205	x
			<i>Total Savings</i>	\$27,968					<i>Total Savings</i>	\$29,032		
Increase Attrition Savings based on Department's hiring plans.												
Professional & Specialized Services			\$213,638	\$93,638	\$120,000	x			\$213,638	\$93,638	\$120,000	x
Reduce budgeted amount based on historical expenditures from FY 2009-10 through FY 2011-12.												

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

REC - Recreation & Park	REC - Recreation & Park											
	FY 2012-13					FY 2013-14						
	FTE		Amount		GF 1T	FTE		Amount		GF 1T		
From	To	From	To	From		To	From	To				
Data Processing Supplies			\$91,312	\$77,282	\$14,030	x			\$91,312	\$63,312	\$28,000	x
Reduce budgeted amount for purchase of Department of Technology-approved portable radios per new FCC requirements based on Department-provided quote.												
Reduce budgeted amount based on one-time purchase/re-programming of portable radios per new FCC requirements.												

**FY 2012-13**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$73,679	\$181,480	\$255,159
Non-General Fund	\$160,452	\$59,939	\$220,391
<b>Total</b>	<b>\$234,131</b>	<b>\$241,419</b>	<b>\$475,550</b>

**FY 2013-14**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$191,967	\$191,967
Non-General Fund	\$0	\$65,502	\$65,502
<b>Total</b>	<b>\$0</b>	<b>\$257,469</b>	<b>\$257,469</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$122,071,942 budget for FY 2012-13 is \$1,876,178 or 1.5% less than the original FY 2011-12 budget of \$123,948,120.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 33.38 FTEs, which are 1.33 FTEs more than the 32.05 FTEs in the original FY 2011-12 budget. This represents a 4.1% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$94,799,321 in FY 2012-13, are \$705,158 or 0.7% less than FY 2011-12 revenues of \$95,504,479. General Fund support of \$27,272,621 in FY 2012-13 is \$1,171,020 or 4.1% less than FY 2011-12 General Fund support of \$28,443,641.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$124,067,194 budget for FY 2013-14 is \$1,995,252 or 1.6% more than the original FY 2012-13 budget of \$122,071,942.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 34.07 FTEs, which are 0.69 FTEs more than the 33.38 FTEs in the original FY 2012-13 budget. This represents 2.1% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$98,196,791 in FY 2013-14, are \$3,397,470 or 3.6% more than FY 2012-13 revenues of \$94,799,321. General Fund support of \$25,870,403 in FY 2013-14 is \$1,402,218 or 5.1% less than FY 2012-13 General Fund support of \$27,272,621.

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$61,987 in FY 2012-13, including \$15,496 in General Fund savings, all of which are ongoing savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$11,220 to the

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

**DEPARTMENT: CHF-DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES**

General Fund.

These recommendations will result in \$26,716 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 \$63,822 in FY 2013-14, all of which are ongoing savings. These reductions would still allow an increase of \$1,931,430 or 1.6% in the Department's FY 2013-14 budget.

These recommendations will result in 15,545 savings to the City's General Fund in FY 2013-14.

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

**DEPARTMENT: CHF-DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES**

**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
<b>CHILDREN; YOUTH &amp; THEIR FAMILIES</b>					
CHILDREN'S BASELINE	33,621,480	32,934,086	(687,394)	32,214,050	(720,036)
CHILDREN'S FUND PROGRAMS	45,055,727	45,404,534	348,807	49,567,234	4,162,700
CHILDREN'S SVCS - NON - CHILDREN'S FUND	11,450,671	6,138,880	(5,311,791)	5,815,565	(323,315)
PUBLIC EDUCATION FUND ( PROP H )	28,600,000	31,137,000	2,537,000	31,004,000	(133,000)
VIOLENCE PREVENTION	5,220,242	6,457,442	1,237,200	5,466,345	(991,097)
<b>CHILDREN; YOUTH &amp; THEIR FAMILIES</b>	<b>123,948,120</b>	<b>122,071,942</b>	<b>(1,876,178)</b>	<b>124,067,194</b>	<b>1,995,252</b>

**FY 2012-13**

The Department's proposed FY 2012-13 budget has decreased by \$1,876,178 largely due to a reduction in a State reserve, which was available in FY 2011-12, and is no longer included in the Department's budget.

**FY 2013-14**

The Department's proposed FY 2013-14 budget has increased by \$1,995,252 largely due to:

Increases in Children's Fund revenues and transfer of funds from the San Francisco Unified School District (SFUSD) have increased available funds to be reallocated to children, youth, and family service providers, as well as funding evaluation, technical assistance, and capacity building for community-based organizations

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 33.38 FTEs, which are 1.33 FTEs more than the 32.05 FTEs in the original FY 2011-12 budget. This represents a 4.1% increase in FTEs from the original FY 2011-12 budget.

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

**DEPARTMENT: CHF-DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES**

To aid in the improvement of the Department’s ability to provide services, the Department proposed the following position changes.

	<b>Requested New Position</b>	<b>Reason</b>
1	1823 Senior Administrative Analyst	Supports education efforts in Out of School Time and Youth Leadership Empowerment and Development as well as new Transitional Age Youth work assigned to DCYF
1	9775 Principal Community Development Specialist (Principal Program Officer)	Serves as DCYF Contracts Manager to manage the granting process as well as oversee Fiscal Monitoring and sit on the Joint Monitoring Steering Committee. The position will manage up to three program officers and report to the Director of Programs and Grants.
1	9774 Senior Community Development Specialist (Program Officer)	Assists in alleviating the Department’s caseload to approximately 50 grants per officer, as well as aids in the implementation of the assessment, monitoring, and capacity building plan. This position restores one of the three 9774 positions deleted in FY 2010-11.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 34.07 FTEs, which are 0.69 FTEs more than the 33.38 FTEs in the original FY 2012-13 budget. This represents 2.1% increase in FTEs from the original FY 2012-13 budget.

The three new positions—Senior Community Development Specialist, Principal Community Development Specialist, and Senior Administrative Analyst— are annualized in FY 2013-14.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$94,799,321 in FY 2012-13, are \$705,158 or 0.7% less than FY 2011-12 revenues of \$95,504,479. General Fund support of \$27,272,621 in FY 2012-13 is \$1,171,020 or 4.1% less than FY 2011-12 General Fund support of \$28,443,641.

**FY 2013-14**

The Department's revenues of \$98,196,791 in FY 2013-14, are \$3,397,470 or 3.6% more than FY 2012-13 revenues of \$94,799,321. General Fund support of \$25,870,403 in FY 2013-14 is \$1,402,218 or 5.1% less than FY 2012-13 General Fund support of \$27,272,621.

Specific changes in the Department’s FY 2013-14 revenues include increases in Children’s Fund revenues to be allocated to children, youth, and family service providers, as well as funding evaluation, technical assistance, and capacity building for community-based organizations. The revenue increase also includes increases in the SFUSD pass-through funds.

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

**DEPARTMENT: CHF-DEPARTMENT OF CHILDREN, YOUTH & THEIR FAMILIES**

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$61,987 in FY 2012-13, including \$15,496 in General Fund savings, all of which are ongoing savings.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$11,220 to the General Fund.

Together, these recommendations will result in \$26,716 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 \$63,822 in FY 2013-14, all of which are ongoing savings. These reductions would still allow an increase of \$1,931,430 or 1.6% in the Department's FY 2013-14 budget.

These recommendations will result in \$15,545 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**

**CHF - Children, Youth & Their Families**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings		FTE		Amount		Savings	
	From	To	From	To	From	To	From	To	From	To	From	To
<b>CBI - Children's Fund Programs</b>												
Community Development Specialist	(5.00)	(2.00)	(\$387,723)	(\$155,089)	(\$232,634)		(5.00)	(2.00)	(\$392,738)	(\$157,095)	(\$235,643)	
Mandatory Fringe Benefits			(\$166,305)	(\$66,522)	(\$99,783)				(\$184,032)	(\$73,613)	(\$110,419)	
Senior Community Development Specialist	5.00	2.00	\$448,892	\$179,556	\$269,336		2.00	1.00	\$454,698	\$181,879	\$272,819	
Mandatory Fringe Benefits			\$182,619	\$73,047	\$109,572				\$202,533	\$81,013	\$121,520	
			<i>Total Savings</i>		<i>\$46,491</i>				<i>Total Savings</i>		<i>\$48,277</i>	

The Department did not provide sufficient justification for the upward substitution of three Community Development Specialist positions to the Senior Community Development Specialist positions. The Department has requested upward substitution of six total Community Development Specialist positions to Senior Community Development positions, for which we are recommending approval of two and disapproval of four.

Ongoing savings.

<b>FAL - Children's Baseline</b>												
FTE		Amount		Savings		FTE		Amount		Savings		
From	To	From	To	From	To	From	To	From	To	From	To	
Community Development Specialist	0.00	1.00	\$0	\$77,545	(\$77,545)	x	0.00	1.00	\$0	\$78,548	(\$78,548)	x
Mandatory Fringe Benefits			\$0	\$33,261	(\$33,261)	x			\$0	\$36,806	(\$36,806)	x
Senior Community Development Specialist	1.00	0.00	\$89,778	\$0	\$89,778	x	1.00	0.00	\$90,393	\$0	\$90,393	x
Mandatory Fringe Benefits			\$36,524	\$0	\$36,524	x			\$40,506	\$0	\$40,506	x
			<i>Total Savings</i>		<i>\$15,496</i>				<i>Total Savings</i>		<i>\$15,545</i>	

The Department did not provide sufficient justification for the upward substitution of this Community Development Specialist position to the Senior Community Development Specialist position. The Department has requested upward substitution of six total Community Development Specialist positions to Senior Community Development positions, for which we are recommending approval of two and disapproval of four.

Ongoing savings.

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$15,496
Non-General Fund	\$0	\$46,491
<b>Total</b>	<b>\$0</b>	<b>\$61,987</b>

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$15,545
Non-General Fund	\$0	\$48,277
<b>Total</b>	<b>\$0</b>	<b>\$63,822</b>

**Recommendations of the Budget and Legislative Analyst  
For Reduction and Close-out of Past-year Encumbrances from City Budget  
CHF - Children, Youth & Their Families**

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
	GF-HR-MGMT TRAINING	No	2009	8/31/2009	1,000.00	1,000.00
	SR-CFC-FIRST 5 COMMISSION	Yes	2009	9/21/2010	198,289.00	11,219.67
	GF-HR-MGMT TRAINING	No	2010	8/26/2010	1,000.00	1,000.00
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-

**Total Amount Return to Fund Balance** 13,219.67  
**General Fund** 11,219.67  
**Non-General Fund** 2,000.00

Note: The above encumbrance balances are from budget years prior to FY 2011-12. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The department's proposed \$109,523 budget for FY 2012-13 is \$6,503 or 5.6 % less than the original FY 2011-12 budget of \$116,026.

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2012-13 are 0.00 FTEs, which are 0.99 FTEs less than the 0.99 FTEs in the original FY 2011-12 budget. This represents a 100% reduction in FTEs from the original FY 2011-12 budget.

Revenue Changes

The department's revenues of \$109,523 in FY 2012-13, are \$6,503 or 5.6% less than FY 2011-12 revenues of \$116,026. The department is supported entirely by the General Fund.

**YEAR TWO: FY 2013-14**

Budget Changes

The department's proposed budget of \$108,492 for FY 2013-14 is \$1,031 or 0.9 % less than the proposed FY 2012-13 budget of \$109,523

Personnel Changes

The number of full-time equivalent operating positions (FTE) budgeted for FY 2013-14 is 0.00 FTE and remains unchanged from FY 2012-13.

Revenue Changes

The department's revenues of \$108,492 in FY 2013-14, are \$1,031 or 0.9% less than FY 2012-13 revenues of \$109,523. The department is supported entirely by the General Fund.

**RECOMMENDATIONS:**

FY 2012-13

The Budget and Legislative Analyst does not have recommendations in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommendations in FY 2013-14.

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

**DEPARTMENT:** USD – COUNTY EDUCATION OFFICE

**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
<b>COUNTY EDUCATION OFFICE</b>					
COUNTY EDUCATION SERVICES	116,026	109,523	(6,503)	108,492	(1,031)
<b>COUNTY EDUCATION OFFICE</b>	<b>116,026</b>	<b>109,523</b>	<b>(6,503)</b>	<b>108,492</b>	<b>(1,031)</b>

**FY 2012-13**

The department’s proposed FY 2012-13 budget has decreased by \$6,503 due to a technical error in the Budget, according to the Controller’s Office. The Controller’s Office has indicated that pending a technical correction, funding for the department will be identical to FY 2011-12. In addition, the proposed budget shifts funding for the SFUSD Superintendent’s salary and Board of Educations’ stipends from the Department’s salary budget to its City Grants Program budget.

*Background*

The duties of the state-mandated County Education Office are performed in San Francisco by the Superintendent and Board of Education of the San Francisco Unified School District (SFUSD). The department’s only expenses are payments by the Count Education Office to the SFUSD based on an historical agreement for the work performed by the Superintendent and the Board of Education that would normally be performed by a distinct County Education Office. The share of the salaries that are paid by the County Education Office are based on an informal historical agreement. The Controller noted that there is no record of a formal agreement regarding the precise share of the Superintendent and Board of Education salaries (or stipends) that are attributable to the state-mandated responsibilities of the County Education Office.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has decreased by \$1,031 due to a technical error in the proposed budget. The Controller’s Office has indicated that pending a technical correction, funding for the department will be identical to FY 2012-13.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent operating positions (FTE) budgeted for FY 2012-13 are 0.00 FTEs, which are 0.99 FTEs less than the 0.99 FTEs in the original FY 2011-12 budget. This represents a 100% decrease in FTEs from the original FY 2011-12 budget. The reduction in FTEs is due to a change in the budgeting for the salary of the SFUSD Superintendent and Board of Education’s stipends. The proposed budget shifts funding for the SFUSD Superintendent’s salary and Board of Education’s stipends from the Department’s salary budget to its City Grants Program budget.

**FY 2013-14**

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

**DEPARTMENT:** USD – COUNTY EDUCATION OFFICE

There is no change to the number of budgeted FTE for FY2013-14 compared to the proposed FY 2012-13 budget.

**DEPARTMENT REVENUES:**

FY 2012-13

The department's revenues of \$109,523 in FY 2012-13, are \$6,503 or 5.6% less than FY 2011-12 revenues of \$116,026. The department is supported entirely by the General Fund.

FY 2013-14

The department's revenues of \$108,492 in FY 2012-13, are \$1,031 or 0.9% less than FY 2012-13 revenues of \$109,523. The department is supported entirely by the General Fund.

**Recommendations:**

FY 2012-13

The Budget and Legislative Analyst has no recommended reductions for FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst has no recommended reductions for FY 2013-14.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$13,244,947 budget for FY 2012-13 is \$99,770 or .8% more than the original FY 2011-12 budget of \$13,145,177.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 90.35 FTEs, which are 4.09 FTEs less than the 94.44 FTEs in the original FY 2011-12 budget. This represents a 4.3% decrease in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$13,244,947 in FY 2012-13, are \$99,770 or .8% more than FY 2011-12 revenues of \$13,145,177.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$13,258,307 budget for FY 2013-14 is \$13,360 or .1% less than the original FY 2012-13 budget of \$13,244,947.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 82.83 FTEs, which are 7.52 FTEs less than the 90.35 FTEs in the original FY 2012-13 budget. This represents a 8.3% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$13,258,307 in FY 2013-14, are \$13,360 or 0.1% more than FY 2012-13 revenues of \$13,244,947.

**RECOMMENDATIONS:**

FY 2012-13

The Budget and Legislative Analyst does not have recommendations in FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst does not have recommendations in FY 2013-14.

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

**DEPARTMENT:** CSS– CHILD SUPPORT SERVICES

**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
CHILD SUPPORT SERVICES PROGRAM	13,145,177	13,244,947	99,770	13,258,307	13,360
<b>CHILD SUPPORT SERVICES</b>	<b>13,145,177</b>	<b>13,244,947</b>	<b>99,770</b>	<b>13,258,307</b>	<b>13,360</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has increased by \$99,770 largely due to:

- An increase in expenditures for salaries, wages, and fringe benefits.
- The increase in labor costs are offset by reductions in professional services, materials and supplies, and services of other departments.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has increased by \$13,360 largely due to:

- An increase in expenditures for fringe benefits and professional services.
- These increases are offset by reductions in personnel.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 90.35 FTEs, which are 4.09 FTEs less than the 94.44 FTEs in the original FY 2011-12 budget. This represents a 4.3% decrease in FTEs from the original FY 2011-12 budget.

The Department’s FY 2012-13 budget includes deletion of vacant positions.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 82.83 FTEs, which are 7.52 FTEs less than the 90.35 FTEs in the original FY 2012-13 budget. This represents 8.3% decrease in FTEs from the original FY 2012-13 budget.

The Department’s FY 2013-14 budget includes a reduction of FTE’s due to management restructuring and deletion of vacant positions.

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$13,244,947 in FY 2012-13, are \$99,770 or .8% more than FY 2011-12 revenues of \$13,145,177.

The Department is funded by Federal and State funds, which are reduced in FY 2012-13. These reductions are offset by new work orders and expenditure recoveries. The first work order is

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

**DEPARTMENT:** CSS– CHILD SUPPORT SERVICES

between Child Support Services and the Adult Probation Department for employment services and child support assessment and plans for parents on probation. The second work order is with the Office of Economic and Workforce Development to help recruit and refer non-custodial parents who have been delinquent in child support services to Goodwill for employment services.

FY 2013-14

The Department's revenues of \$13,258,307 in FY 2013-14, are \$13,360 or 0.1% more than FY 2012-13 revenues of \$13,244,947.

**RECOMMENDATIONS:**

FY 2012-13

The Budget and Legislative Analyst has no recommendations for FY 2012-13.

FY 2013-14

The Budget and Legislative Analyst has no recommendations for FY 2013-14.



**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

The Department's proposed \$38,700,136 budget for FY 2012-13 is \$6,568,920 or 20.4% more than the original FY 2011-12 budget of \$32,131,216.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 16.74 FTEs, which is 0.63 FTE more than the 16.11 FTEs in the original FY 2011-12 budget. This represents a 3.9% increase in FTEs from the original FY 2011-12 budget.

Revenue Changes

The Department's revenues of \$21,061,136 in FY 2012-13, are \$4,430,920 or 26.6% more than FY 2011-12 revenues of \$16,631,216. General Fund support of \$17,638,000 in FY 2012-13 is \$2,138,000 or 13.8% more than FY 2010-11 General Fund support of \$15,500,000.

**YEAR TWO: FY 2013-14**

Budget Changes

The Department's proposed \$38,688,405 budget for FY 2013-14 is \$11,731 or 0.03% less than the original FY 2012-13 budget of \$38,700,136.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 16.74 FTEs, which is unchanged from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$20,405,405 in FY 2013-14, are \$656,731 or 3.1% less than FY 2012-13 revenues of \$21,062,136. General Fund support of \$18,283,000 in FY 2013-14 is \$645,000 or 3.7% more than FY 2012-13 General Fund support of \$17,638,000.

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst does not have recommended reductions in FY 2012-13.

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst does not have recommended reductions in FY 2013-14.

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

**DEPARTMENT:** CFC – CHILDREN AND FAMILIES 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
CHILDREN AND FAMILIES FUND	16,347,584	19,367,356	3,019,772	19,327,494	(39,862)
PUBLIC ED FUND - PROP H ( MARCH 2004 )	15,783,632	19,332,780	3,549,148	19,360,911	28,131
<b>CHILDREN AND FAMILIES COMMISSION</b>	<b>32,131,216</b>	<b>38,700,136</b>	<b>6,568,920</b>	<b>38,688,405</b>	<b>(11,731)</b>

**FY 2012-13**

The Department’s proposed FY 2012-13 budget has increased by \$6,568,920 largely due to:

- The increased funding from Proposition H for implementing the City’s Universal Preschool for All Program. Proposition H established the Public Education Enrichment Fund (PEEF) that provides funding for K-12 schooling to make preschool accessible to the City’s four-year-old children. The Department anticipates funding half-day of free preschool for 3,300 children, an increase of 200 children from FY 2011-12, with specific focus on children from low income families.
- Increased funding in city grant programs, notably in the Family Support Program.

**FY 2013-14**

The Department’s proposed FY 2013-14 budget has decreased by \$11,731 largely due to:

- Minor reductions to professional services offset by increases in employee salaries and fringe benefits.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

The number of full-time equivalent positions (FTE) budgeted for FY 2012-13 are 16.74 FTEs, which are 0.63 FTEs more than the 16.11 FTEs in the original FY 2011-12 budget. This represents a 3.9% increase in FTEs from the original FY 2011-12 budget.

- The Deputy Director I position was reassigned to the Human Service Agency (HSA) to manage the newly-formed Office of Early Care and Education.
- The Department has requested a full-time Senior Community Development Specialist.

**FY 2013-14**

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 16.74 FTEs, which is unchanged from the original FY 2012-13 budget.

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

**DEPARTMENT: CFC – CHILDREN AND FAMILIES COMMISSION**

**DEPARTMENT REVENUES:**

**FY 2012-13**

The Department's revenues of \$21,062,136 in FY 2012-13, are \$4,430,920 or 26.6% more than FY 2011-12 revenues of \$16,631,216. General Fund support of \$17,638,000 in FY 2012-13 is \$2,138,000 or 13.8% more than FY 2010-11 General Fund support of \$15,500,000.

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

- Increases in work order transfers from the Department of Children, Youth, and Their Families (DCYF) and the HSA for a new joint RFP to solicit community-based organization services for programs for children.
- Increases in reserve revenues. The Department has developed a sustainability plan that sets asides current State Tobacco Tax (Proposition 10) revenues to be appropriated for future use, in anticipation of declining State Tobacco Tax revenues. The FY 2012-13 budget draws on the Department's State Tobacco Tax reserve funds to cover revenue shortfalls.

**FY 2013-14**

The Department's revenues of \$20,405,405 in FY 2013-14, are \$656,731 or 3.1% less than FY 2012-13 revenues of \$21,062,136. General Fund support of \$18,283,000 in FY 2013-14 is \$645,000 or 3.7% more than FY 2012-13 General Fund support of \$17,638,000.

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

- Reduction in Proposition 10 revenues, work orders transfers from DCYF and HSA, and reserve funding.

**OTHER ISSUES:**

**FY2012-13 Expenditure Plan for Public Education Enrichment Fund**

**File No. 12-0642.** This resolution would approve the San Francisco Children and Families Commission (First 5) expenditure plan for the Public Education Enrichment Fund (PEEF) for FY 2012-13.

The Public Education Enrichment Fund (PEEF), which was approved by the voters in March 2004, transfers General Fund monies each year to the San Francisco Unified School District (SFUSD) and to First 5, based on a formula defined in the Charter. PEEF designates one-third of funds to First 5 for universal access to preschool, one-third to San Francisco Unified School District (SFUSD) for sports, library, arts, and music programs, and one-third of the fund or in-kind services to SFUSD for general education purposes.

The City's FY 2012-13 required contribution to PEEF is \$70.8 million, of which the City proposes to defer \$17.7 million, as allowed by the Charter, and to allocate \$53.1 million. The Charter allows the deferral of payments if the joint budget report prepared by the Controller's

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

**DEPARTMENT:** CFC – CHILDREN AND FAMILIES COMMISSION

Office, Mayor’s Office, and the Board of Supervisor’s Budget Analyst projects a budgetary shortfall of \$100 million or more.

Of the proposed PEEF allocation in FY 2012-13, \$17.7 million is allocated to First 5 for the Preschool for All Program. The total FY 2012-13 budget for Preschool for All is \$20.5 million, as shown in the table below.

<b>Revenues</b>	<b>FY 2012-13</b>
General Fund Appropriation for Direct Financial Support	\$17,710,000
Carry Forward of Unspent Funds from FY2011-12	\$1,274,905
Interest Earnings	\$107,164
Use of Proposition H Reserve Fund	\$1,437,901
<b>Total Revenues</b>	<b>\$20,529,970</b>

<b>Expenditures</b>	<b>FY 2012-13</b>
Administration, Program and Salaries	\$1,428,847
Quality Improvements	\$12,704,218
Infrastructure Investments	\$585,000
Developmental Supports	\$1,775,000
Family Supports	\$185,000
Capacity Building	\$1,660,000
Curriculum Enhancements	\$470,000
Evaluation	\$145,000
Carry Forward from Previous Year	\$1,274,905
Additional uses (First 5 will identify in quarter 1 of FY2012-13)	\$302,000
<b>Total Expenditures</b>	<b>\$20,529,970</b>

Source: Office of the Controller – City Services Auditor, Public Education Enrichment Fund: Annual Report for FY 12-13

The proposed legislation would approve the \$17,710,000 General Fund allocation to PEEF in FY 2012-13 and the carry forward of \$1,274,905 in unspent funds in FY 2011-12, totaling \$18,984,905.

The Controller’s Office has reviewed the First 5 expenditure plan and concluded that the proposal meets the requirements and intended uses of Charter section 16.123-2. The Department has presented comments to the Mayor’s Office and the Board of Supervisors.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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

**DEPARTMENT: CFC – CHILDREN AND FAMILIES COMMISSION**

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst has no recommended reductions for FY 2012-13.

**FY 2013-14**

The Budget and Legislative Analyst has no recommended reductions for FY 2013-14.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

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

Personnel Changes

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

Revenue Changes

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

**YEAR TWO: FY 2013-14**

Budget Changes

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

Personnel Changes

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

Revenue Changes

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

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

**DEPARTMENT:** JUV – JUVENILE PROBATION

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$217,443 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$1,780,526 or 5.3% in the Department's FY 2012-13 budget.

These recommendations will result in \$217,443 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 \$217,443 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$715,995 or 2.0% in the Department's FY 2013-14 budget.

These recommendations will result in \$217,443 savings to the City's General Fund in FY 2013-14.

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

**DEPARTMENT:** JUV – JUVENILE PROBATION

**SUMMARY OF PROGRAM EXPENDITURES:**

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

**FY 2012-13**

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

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

**FY 2013-14**

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

- Funding for capital improvements.

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

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

**FY 2013-14**

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



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

**DEPARTMENT:** JUV – JUVENILE PROBATION

**DEPARTMENT REVENUES:**

**FY 2012-13**

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

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

- Increased State funding for Juvenile Probation and Camps grants; and
- Increased State funding through the Youthful Offender Block Grants program.

**FY 2013-14**

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

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

- Increased State funding for Juvenile Probation and Camps grants.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$217,443 in FY 2012-13, which are ongoing savings. These reductions would still allow an increase of \$1,780,526 or 5.3% in the Department's FY 2012-13 budget.

These recommendations will result in \$217,443 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 \$217,443 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$715,995 or 2.0% in the Department's FY 2013-14 budget.

These recommendations will result in \$217,443 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**

**JUV - Juvenile Probation**

Object Title	FY 2012-13						FY 2013-14											
	FTE		Amount		Savings		GF		IT		Amount		Savings		GF		IT	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To
<b>AKC - Probation Services</b>																		
Deputy Probation Officer	39.10	38.10	\$3,204,695	\$3,122,733	\$81,962	x					39.10	38.10	\$3,204,695	\$3,122,733	\$81,962	x		
Mandatory Fringe Benefits			\$1,512,963	\$1,474,268	\$38,695	x							\$1,512,963	\$1,474,268	\$38,695	x		
			<i>Total Savings</i>		\$120,656								<i>Total Savings</i>		\$120,656			
Delete position. The Department has 26 vacancies in this classification and does not have a plan to fill the positions. The Department's projected salary savings in FY 2011-12 are \$400,000.																		
<b>ASC - Administration</b>																		
Professional Services			\$120,000	\$80,000	\$40,000	x							\$120,000	\$80,000	\$40,000	x		
			<i>Total Savings</i>		\$40,000								<i>Total Savings</i>		\$40,000			
Reduce expenditures to reflect historical spending rates. The Department underspent Non Personnel Services in FY 2010-11 and is projected to underspend in FY 2011-12.																		
<b>AKE - Juvenile Hall</b>																		
Food			\$376,787	\$320,000	\$56,787	x							\$376,787	\$320,000	\$56,787	x		
Reduce expenditures to reflect historical spending rates and a reduced average daily population at the facility.																		

**FY 2012-13**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$217,443	\$217,443
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$217,443</b>	<b>\$217,443</b>

**FY 2013-14**

Total Recommended Reductions			
One-Time	Ongoing	Total	
General Fund	\$0	\$217,443	\$217,443
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$217,443</b>	<b>\$217,443</b>

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

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

Personnel Changes

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

Revenue Changes

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

**YEAR TWO: FY 2013-14**

Budget Changes

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

Personnel Changes

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

Revenue Changes

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

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

**DEPARTMENT:** DPH – PUBLIC HEALTH

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,523,084 in FY 2012-13. Of the \$2,523,084 in recommended reductions, \$2,321,948 are ongoing General Fund savings and \$201,136 are one-time savings. These reductions would still allow an increase of \$95,834,102 or 6.1% 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 \$103,712 to the General Fund.

Together, these recommendations will result in \$2,626,796 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 \$2,137,344 in FY 2013-14, which are ongoing. These reductions would still allow an increase of \$70,812,755 or 4.2% in the Department's FY 2013-14 budget.

These recommendations will result in \$2,137,344 savings to the City's General Fund in FY 2013-14.

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

**DEPARTMENT: DPH – PUBLIC HEALTH**

**SUMMARY OF PROGRAM EXPENDITURES:**

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

**FY 2012-13**

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

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

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

**DEPARTMENT:                                  DPH – PUBLIC HEALTH**

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

**FY 2013-14**

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

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

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

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

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

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

**DEPARTMENT:** DPH – PUBLIC HEALTH

FY 2013-14

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

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

**INTERIM EXCEPTIONS**

The Department has requested approval of one position as an interim exception. The Budget and Legislative Analyst recommends disapproval of this position because the Department has not provided sufficient justification to show that an August 1, 2012 start date would make the Department noncompliant with a new Penal Code.

**DEPARTMENT REVENUES:**

FY 2012-13

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

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

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

FY 2013-14

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

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

- The Department anticipates changes in revenue and General Fund support in FY 2013-14 that are consistent with the revenue issues discussed above for FY 2012-13. While the Department anticipates losing \$8 million in Federal Ryan White funding for HIV and AIDS

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

**DEPARTMENT: DPH – PUBLIC HEALTH**

programs in FY 2013-14, only \$4 million in General Fund support is included in the FY 2013-14 budget to support these programs. The Department will have to identify efficiencies and savings to help address the shortfall in funding for HIV and AIDS programs in FY 2013-14. Additionally, the Department anticipates an increase of \$14.1 million in revenue from service charges.

**Fee Legislation**

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

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

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

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$2,523,084 in FY 2012-13. Of the \$2,523,084 in recommended reductions, \$2,321,948 are ongoing General Fund savings and \$201,136 are one-time savings. These reductions would still allow an increase of \$95,834,102 or 6.1% 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 \$103,712 to the General Fund.

Together, these recommendations will result in \$2,626,796 savings to the City’s General Fund in FY 2012-13.



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

**DEPARTMENT:** **DPH – PUBLIC HEALTH**

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,137,344 in FY 2013-14, which are ongoing. These reductions would still allow an increase of \$70,812,755 or 4.2% in the Department's FY 2013-14 budget.

These recommendations will result in \$2,137,344 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**

**DPH - Public Health**

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
<b>DIH - SFGH- Acute Care- Hospital</b>													
IS Business Analyst-Principal	0.77	0.00	\$93,654	\$0	\$93,654	x		1.00	0.00	\$123,792	\$0	\$123,792	x
Mandatory Fringe Benefits			\$33,954	\$0	\$33,954	x				\$49,024	\$0	\$49,024	x
			<i>Total Savings</i>		\$127,608			<i>Total Savings</i>		\$172,816			
Delete one new 1054 IS Business Analyst-Principal position, which has been requested in the FY 2012-13 budget. The Department has had 2.0 FTE IS Business Analyst-Principal positions vacant since 2010. Additionally, the Department requested 3 new IS Business Analyst -Principal positions for FY 2011-12 for this program, which have not yet been filled.													
Attrition Savings			(\$13,965,736)	(\$13,872,082)	(\$93,654)	x				(\$14,163,141)	(\$14,039,349)	(\$123,792)	x
Mandatory Fringe Benefits			(\$6,155,512)	(\$6,121,558)	(\$33,954)	x				(\$6,808,278)	(\$6,759,254)	(\$49,024)	x
			<i>Total Savings</i>		(\$127,608)			<i>Total Savings</i>		(\$172,816)			
Offset reduction in position.													
IS Business Analyst-Principal	1.00	0.00	\$121,628	\$0	\$121,628	x		1.00	0.00	\$123,792	\$0	\$123,792	x
Mandatory Fringe Benefits			\$44,097	\$0	\$44,097	x				\$49,024	\$0	\$49,024	x
IS Programmer Analyst-Principal	0.00	1.00	\$0	\$110,864	(\$110,864)	x		0.00	1.00	\$0	\$112,837	(\$112,837)	x
Mandatory Fringe Benefits			\$0	\$41,956	(\$41,956)	x				\$0	\$46,495	(\$46,495)	x
			<i>Total Savings</i>		\$12,905			<i>Total Savings</i>		\$13,484			
Disapprove upward substitution. The Department has had 2.0 FTE IS Business Analyst-Principal positions vacant since 2010. Additionally, the Department requested 3 new IS Business Analyst -Principal positions for FY 2011-12 for this program, which have not yet been filled.													
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	11.00	12.00	\$1,414,259	\$1,542,828	(\$128,569)	x		11.00	12.00	\$1,439,425	\$1,570,282	(\$130,857)	x
Mandatory Fringe Benefits			\$541,216	\$590,417	(\$49,201)	x				\$597,448	\$651,761	(\$54,313)	x
			<i>Total Savings</i>		\$11,148			<i>Total Savings</i>		\$11,649			
Department's budget includes a new Manager IV position as the result of an upward substitution. The Department has not shown that the responsibilities and role of the position require a Manager IV. Therefore, instead of an upward substitution from a Manager II to a Manager IV, we recommend an upward substitution from a Manager II to a Manager III, which is consistent with the responsibility and role of the position.													
			<i>Total Savings</i>					<i>Total Savings</i>					
Ongoing savings													

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

**DPH - Public Health**

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
Professional and Specialized Services			\$94,179,685	\$93,714,685	\$465,000	x			\$92,463,551	\$92,248,551	\$215,000	x	
	The recommended reduction of \$465,000 is based on actual FY 2011-12 expenditures for IT, temporary staffing, maintenance and other contracts which are budgeted in FY 2012-13 at the same level as FY 2011-12.												
Other Current Expenses			\$1,511,485	\$1,311,485	\$200,000	x			\$1,373,011	\$1,173,011	\$200,000	x	
	The FY 2012-13 budget includes \$1,511,485 for new software licenses, which exceeds the original estimate of new software license requirements by \$390,000. A reduction of \$200,000 is sufficient to pay for the necessary software licenses, including greater than estimated cost increases.												
Materials and Supplies			\$57,752,769	\$57,702,769	\$50,000	x			\$57,871,250	\$57,821,250	\$50,000	x	
	Reduce to reflect projected expenditures in FY 2011-12.												
Equipment			\$2,122,004	\$1,930,708	\$191,296	x							
	Reduce Equipment Purchase to reflect vendor quotes.												
	<b>DIP -SFGH- Acute Care- Psychiatry</b>												
Health Program Coordinator II	1.00	0.00	\$85,098	\$0	\$85,098	x		1.00	0.00	\$86,612	\$0	\$86,612	x
Mandatory Fringe Benefits			\$35,705	\$0	\$35,705	x				\$39,443	\$0	\$39,443	x
Principal Clerk	0.00	1.00	\$0	\$69,316	(\$69,316)	x		0.00	1.00	\$0	\$70,213	(\$70,213)	x
Mandatory Fringe Benefits			\$0	\$31,066	(\$31,066)	x				\$0	\$34,316	(\$34,316)	x
			<i>Total Savings</i>		\$20,421				<i>Total Savings</i>		\$21,526		
	Disapprove upward substitution. The Department has 4.0 vacant Health Program Coordinator II positions, including one position vacant since 2010 and 1.0 FTE new Health Program Coordinator II position for FY 2011-12, which has not yet been filled.												
	Ongoing savings												
	<b>DA5 -Laguna Honda - Long Term Care</b>												
Maintenance Services - Equipment			\$488,602	\$438,602	\$50,000	x				\$488,602	\$438,602	\$50,000	x
	Reduce to reflect projected expenditures in FY 2011-12.												
	Ongoing reduction.												

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

**DPH - Public Health**

Object Title	FY 2012-13						FY 2013-14							
	FTE		Amount		GF	IT	FTE		Amount		GF	IT		
	From	To	From	To			From	To	From	To			Savings	
<b>FAL - Children's Baseline</b>														
Other Current Expenses		\$12,574	\$1,574	\$11,000	x				\$12,574	\$1,574			\$11,000	x
	Reduce to reflect projected expenditures in FY 2011-12.													
<b>FAM - Mental Health- Children's Program</b>														
Psychiatric Social Worker	1.00	0.92	\$87,173	\$80,199	x	x								
Mandatory Fringe Benefits			\$35,829	\$32,963	x	x								
			<i>Total Savings</i>	<i>\$9,840</i>										
	Reduce to 0.92 FTE to reflect an August 1, 2012 start date. The Department has requested an interim exception to hire this position on July 1, 2012. The July 1, 2012 hire date has not been adequately justified.													
Other Current Expenses			\$9,204	\$2,204		x			\$9,204	\$2,204			\$7,000	x
			\$5,400	\$1,400		x			\$5,400	\$1,400			\$4,000	x
			<i>Total Savings</i>	<i>\$1,000</i>					<i>Total Savings</i>	<i>\$11,000</i>				
	Reduce to reflect projected expenditures in FY 2011-12.													
	Ongoing reduction.													
<b>DMM - Mental Health- Community Care</b>														
Manager II	1.00	0.00	\$119,128	\$0		x		1.00	0.00	\$121,248	\$0		\$121,248	x
Mandatory Fringe Benefits			\$47,369	\$0		x				\$52,141	\$0		\$52,141	x
Manager I	0.00	1.00	\$0	\$111,066		x		0.00	1.00	\$0	\$113,042		(\$113,042)	x
Mandatory Fringe Benefits			\$0	\$45,864		x				\$0	\$50,288		(\$50,288)	x
			<i>Total Savings</i>	<i>\$9,567</i>						<i>Total Savings</i>	<i>\$10,059</i>			
	Disapprove upward substitution. The Department has had a Manager II position vacant since 2009 within this program.													
	Ongoing savings													
<b>DHP -Primary Care- Ambulatory Care- Health Centers</b>														
Physician Specialist	0.15	0.00	\$28,710	\$0		x		0.15	0.00	\$29,459	\$0		\$29,459	x
Mandatory Fringe Benefits			\$8,670	\$0		x				\$9,822	\$0		\$9,822	x
Nurse Practitioner	0.00	0.15	\$0	\$27,464		x		0.00	0.15	\$0	\$27,464		(\$27,464)	x
Mandatory Fringe Benefits			\$0	\$9,278		x				\$0	\$10,267		(\$10,267)	x
			<i>Total Savings</i>	<i>\$638</i>						<i>Total Savings</i>	<i>\$1,550</i>			
	Disapprove upward substitution. The Department has determined that the requested upward substitution is no longer needed.													
	Ongoing savings													
<b>FAL - Children's Baseline</b>														
Other Current Expenses			\$10,850	\$2,850		x				\$10,850	\$2,850		\$8,000	x
	Reduce to reflect projected expenditures in FY 2011-12.													
	Ongoing reduction.													

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

**DPH - Public Health**

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To			
<b>DHA - Central Administration</b>													
Attrition Savings			(\$967,441)	(\$1,067,441)	\$100,000	x			(\$983,272)	(\$1,083,272)	\$100,000	x	
Mandatory Fringe Benefits			(\$386,279)	(\$426,207)	\$39,928	x			(\$427,988)	(\$471,515)	\$43,527	x	
			<i>Total Savings</i>		\$139,928				<i>Total Savings</i>		\$143,527		
Professional and Specialized Services			\$5,636,382	\$5,286,382	\$350,000	x			\$5,629,165	\$5,279,165	\$350,000	x	
Maintenance Services - Equipment			\$1,413,709	\$1,013,709	\$400,000	x			\$1,413,709	\$1,013,709	\$400,000	x	
Other Current Expenses			\$166,139	\$100,000	\$66,139	x			\$166,139	\$100,000	\$66,139	x	
			The Department has increased Professional and Specialized Services in Central Administration by \$2.1 million in FY 2012-13. The recommended reduction is for ongoing IT and consulting contracts for which the Department is underspending in FY 2011-12.						Ongoing reduction.				
			Reduce to reflect projected expenditures in FY 2011-12.						Ongoing reduction.				
			Reduce to reflect projected expenditures in FY 2011-12.						Ongoing reduction.				
<b>DPB - Environmental Health Services</b>													
Other Current Expenses			\$41,000	\$11,000	\$30,000	x			\$41,000	\$11,000	\$30,000	x	
			\$55,000	\$8,000	\$47,000	x			\$55,000	\$8,000	\$47,000	x	
			<i>Total Savings</i>		\$77,000				<i>Total Savings</i>		\$77,000		
			Reduce to reflect projected expenditures in FY 2011-12.						Ongoing reduction.				
<b>DPC - Community Health - Prevention - AIDS</b>													
Other Current Expenses			\$152,612	\$32,612	\$120,000	x			\$152,612	\$32,612	\$120,000	x	
			\$58,802	\$20,802	\$38,000	x			\$58,802	\$20,802	\$38,000	x	
			<i>Total Savings</i>		\$158,000				<i>Total Savings</i>		\$158,000		
			Reduce to reflect projected expenditures in FY 2011-12.						Ongoing reduction.				

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

**DPH - Public Health**

Object Title	FY 2012-13						FY 2013-14													
	FTE		Amount		Savings		GF		IT		Amount		Savings		GF		IT			
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To	From	To		
<b>DPH -Community Health -Prevention -Health Education</b>																				
Other Current Expenses			\$33,702	\$9,702	\$24,000	x							\$33,702	\$9,702	\$24,000	x				
	Reduce to reflect projected expenditures in FY 2011-12.																			
<b>DPM -Community Health -Prevention -Maternal &amp; Child Health</b>																				
Other Current Expenses			\$20,000	\$3,000	\$17,000	x							\$20,000	\$3,000	\$17,000	x				
			\$59,727	\$6,727	\$53,000	x							\$59,727	\$6,727	\$53,000	x				
			\$28,783	\$5,783	\$23,000	x							\$28,783	\$5,783	\$23,000	x				
			<i>Total Savings</i>			\$93,000							<i>Total Savings</i>			\$93,000				
	Reduce to reflect projected expenditures in FY 2011-12.																			
<b>DSP -Community Health- Community Support- Housing</b>																				
Senior Clerk	0.77	0.00	\$40,426	\$0	\$40,426	x							1.00	0.00	\$53,180	\$0				
Mandatory Fringe Benefits			\$20,468	\$0	\$20,468	x									\$29,230	\$0				
			<i>Total Savings</i>			\$60,894							<i>Total Savings</i>			\$82,410				
Senior Administrative Analyst	0.77	0.00	\$73,654	\$0	\$73,654	x							1.00	0.00	\$97,356	\$0				
Mandatory Fringe Benefits			\$29,654	\$0	\$29,654	x									\$42,644	\$0				
			<i>Total Savings</i>			\$103,308							<i>Total Savings</i>			\$140,000				
	Delete one new 1406 Senior Clerk position, which the Department is requesting in the FY 2012-13 budget. The Department has at least 14 FTE Senior Clerk positions currently vacant, including 6.5 FTE Senior Clerk positions that were new for FY 2011-12, which have not yet been filled.																			
	Delete one new 1823 Senior Administrative Analyst position, which the Department has requested in the FY 2012-13 budget, but has not provided sufficient justification. The Department already has 30.97 FTE Senior Administrative Analyst positions.																			

**FY 2012-13**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$201,136	\$2,321,948
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$201,136</b>	<b>\$2,321,948</b>

**FY 2013-14**

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$2,137,344
Non-General Fund	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$2,137,344</b>

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

**DPH - Public Health**

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

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

Note: The above encumbrance balances are from budget years prior to FY 2011-12. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

**BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2012-13**

Budget Changes

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

Personnel Changes

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

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

Revenue Changes

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

**YEAR TWO: FY 2013-14**

Budget Changes

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

Personnel Changes

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

Revenue Changes

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



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

**DEPARTMENT:** DSS– HUMAN SERVICE AGENCY

**RECOMMENDATIONS**

**YEAR ONE: FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,542,775 in FY 2012-13. Of the \$1,542,775 in recommended reductions, \$1,492,775 are ongoing savings and \$50,000 are one-time savings. These reductions would still allow an increase of \$4,519,763 or 0.7% in the Department's FY 2012-13 budget.

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

Together, these recommendations will result in \$546,148 savings to the City's General Fund in FY 2012-13.

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

**YEAR TWO: FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,578,667 in FY 2013-14. The \$1,578,667 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$2,088,979 or 0.3% in the Department's FY 2013-14 budget.

These recommendations will result in \$520,960 savings to the City's General Fund in FY 2013-14.

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

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

**DEPARTMENT:** DSS– HUMAN SERVICE AGENCY

**SUMMARY OF PROGRAM EXPENDITURES:**

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

**FY 2012-13**

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

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

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

**DEPARTMENT:                    DSS– HUMAN SERVICE AGENCY**

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

**FY 2013-14**

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

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

**SUMMARY OF DEPARTMENT POSITION CHANGES:**

**FY 2012-13**

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

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

**DEPARTMENT:                    DSS– HUMAN SERVICE AGENCY**

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

**FY 2013-14**

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

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

**INTERIM EXCEPTIONS**

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

- The Budget and Legislative Analyst recommends approval of 2.0 FTE 1822 Administrative Analysts for the Broadband Technology Opportunities Program, 1.0 FTE Employment And Training Specialist III to manage a Department of Labor (DOL) grant that provides subsidized employment for non-custodial parents, and 4.0 FTE Medical Social Workers and 1.0 FTE Medical Social Worker Supervisor for the Community-Based Care Transition Program and the Center for Medicare and Medicaid Innovation grant to develop new payments and delivery models.
- The Department requested an interim exception for 1.0 FTE 0922 Manager I for the Lesbian, Gay, Bisexual and Transgender Seniors (LGBT) Task Force, which would be established if approved by the Board of Supervisors in a pending ordinance (File No. 12-0378), and the Dementia Care Plan. The Budget and Legislative Analyst recommends that this position, which has analytical and program coordination but not management responsibilities, be budgeted as 0.92 FTE 1823 Senior Administrative Analyst, which would allow for an August 1, 2012 hire date. Because this position would support a new program, approval of the proposed 0.92 FTE 1823 Senior Administrative Analyst is a policy matter for the Board of Supervisors.

**DEPARTMENT REVENUES:**

**FY 2012-13**

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

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

**DEPARTMENT:                    DSS– HUMAN SERVICE AGENCY**

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

- While the Department experiences a net reduction in federal funding in FY 2012-13, this reduction is offset by increases in State funding in administrative support for adoption assistance, child welfare services, and foster care assistance programs. The Department will also receive additional funding from State Health and Welfare Tax revenues.
- The Department will receive new federal funding sources including a Department of Labor grant awarded to the Office of Economic and Workforce Development that will support subsidized employment for non-custodial parents and funding for Supplemental Nutrition Assistance Program (SNAP) Innovation Ideas Project, where funding is awarded on a competitive basis to improve nutrition education offering for children and families.

**FY 2013-14**

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

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

- With the advent of the federal health care reform and the implementation of the Affordable Care Act, the Department anticipates more than \$1 million in savings resulting from the expansion of the County Adult Assistance Program (CAAP) program that would include Medi-Cal eligibility services in FY 2013-14.

**OTHER ISSUES**

**FY 2012-2013 and FY 2013-2014 Expenditure Plans for Human Services Care Fund**

**File No. 12-0598.** This resolution would approve the Department’s proposed FY 2012-2013 and FY 2013-14 Human Services Care Fund expenditure plans for the Housing First Program. The Housing First Program focuses on placing the homeless and the formerly-homeless CAAP into permanent supportive housing.

The FY2012-13 budget of \$14,453,577, consists of proposed expenditures supported by (a) \$13,698,867 in projected Human Services Care Fund revenues, (b) \$470,727 in prior-year unexpended revenues, and (c) \$283,983 in General Fund revenues. \$14,005,521, or 96.9% of the Human Services Care Fund, are for housing, while \$448,056, or 3.1%, are for services.

The FY2013-14 budget of \$14,859,737 consists of expenditures supported by (a) \$13,698,867 in projected FY2013-14 Care Fund revenues and (b) \$1,106,870 in General Fund revenues. \$14,411,681 or 97.0% are for housing, while \$448,056, or 3.0%, are for services.

**Recommendation:** Approval of the proposed resolution to adopt the expenditure plans is a policy matter for the Board of Supervisors.

**Child Care Services Contract Modification**

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

**DEPARTMENT: DSS– HUMAN SERVICE AGENCY**

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

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

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

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

**Recommendations:**

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

**Conard House Inc. Retroactive Contract**

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

Under the proposed contract, Conard House, a nonprofit organization, would manage the McAllister Hotel, Aranda Hotel, and Allen Hotel, which are Single Room Occupancy (SRO) hotels, under a master lease. Conard House has managed the McAllister Hotel under a master-lease contract with HSA since March 2009. Under the proposed contract, HSA selected Conard

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

**DEPARTMENT: DSS– HUMAN SERVICE AGENCY**

House to manage the Aranda and Allen Hotels in a Request for Qualification (RFQ) after the prior manager, Tenderloin Health, entered into bankruptcy on April 6, 2012. Because the new contract with Conard House to manage the three hotels exceeds \$10 million, HSA is seeking retroactive approval from the Board of Supervisors.

Under the contract, Conard House will provide:

- Services to residents of the three hotels that include assessment of needs and skills, case management, advocacy and assistance to benefits programs, service referrals to community agencies, conflict resolution, and organized tenant activities;
- Money management services to seniors and adults with disabilities, under an agreement between DAAS and Conard House from July 1, 2012 to June 30, 2015, which will assist 45 consumers and conduct 9,450 consumer contacts.

On-site micro computer services to 8 supportive housing sites and 2 case management sites, funded by a federal American Recovery and Reinvestment Act (ARRA) grant funds from January 8, 2011 to December 30, 2013.

**Recommendation:** Approve the proposed resolution.

**Homeless and Senior Services Contract – Episcopal Community Services**

**File No. 12-0602.** This resolution would approve the contract between the City and County of San Francisco and the Episcopal Community Services (ECS) to provide safety net services to the homeless, formerly homeless, and frail and elderly senior citizens in San Francisco for the five-year period from July 1, 2012 to June 30, 2017 for not-to-exceed \$76,016,410. This proposed contract was competitively bid through various RFPs for the services to be provided by ECS, including supportive services and case management, emergency shelter, 477 units of master-lease permanent housing, rental assistance, meals, employment services, and senior center services. Prior to the proposed contract, the Department had a three-year contract with ECS from FY 2005-06 through FY 2008-09, with three one-year extensions through FY 2011-12.

**Recommendations:**

Amend the proposed resolution to specify the not to exceed amount of \$76,016,410.  
Approve the proposed resolution as amended.

**Homeless Shelter Services Contract - St. Vincent De Paul Society**

**File 12-0603.** The resolution would approve the renewal of the existing contract between the City and County of San Francisco and St. Vincent De Paul Society, which was effective from July 1, 2009 through June 30, 2012, to provide emergency shelter services to homeless individuals in San Francisco for the five-year period from July 1, 2012 to June 30, 2017 for \$20,482,985. HSA selected St. Vincent to provide these services through a competitive RFP process in 2009.

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

**DEPARTMENT: DSS– HUMAN SERVICE AGENCY**

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

**Recommendations:**

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

Approve the proposed resolution as amended.

**COMMENTS:**

**FY 2012-13**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,542,775 in FY 2012-13. Of the \$1,542,775 in recommended reductions, \$1,492,775 are ongoing savings and \$50,000 are one-time savings. These reductions would still allow an increase of \$4,519,763 or 0.7% in the Department's FY 2012-13 budget.

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

Together, these recommendations will result in \$546,148 savings to the City's General Fund in FY 2012-13.

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

**FY 2013-14**

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,578,667 in FY 2013-14. The \$1,578,667 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$2,088,979 or 0.3% in the Department's FY 2013-14 budget.

These recommendations will result in \$520,960 savings to the City's General Fund in FY 2013-14.

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



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

Object Title	FY 2012-13						FY 2013-14						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			Savings	From	To	From			To
<b>CGU - DSS Child Care</b>													
Senior Community Development Specialist	1.00	0.00	\$89,778	\$0	\$89,778	x		1.00	0.00	\$90,939	\$0	\$90,939	x
Mandatory Fringe Benefits Community Development Specialist			\$36,524	\$0	\$36,524	x				\$40,506	\$0	\$40,506	x
	0.00	1.00	\$0	\$77,545	(\$77,545)	x		0.00	1.00	\$0	\$78,548	(\$78,548)	x
Mandatory Fringe Benefits			\$0	\$33,261	(\$33,261)	x				\$0	\$36,806	(\$36,806)	x
			<i>Total Savings</i>		<i>\$15,496</i>		<i>Total Savings</i>						<i>\$16,091</i>
<p>HSA is requesting to transfer 1.0 FTE vacant Employment &amp; Training Specialist III position to the new Office of Early Care and Education and substitute the position to a Senior Community Development Specialist. Based on the role, responsibilities, and workload of the position in the new Office of Early Care and Education, the Community Development Specialist is the appropriate classification for this position.</p>													
Ongoing savings													
<b>CIF - Department of Aging and Adult Services</b>													
Manager I	1.00	0.00	\$111,066	\$0	\$111,066	x		1.00	0.00	\$113,042	\$0	\$113,042	x
Mandatory Fringe Benefits Principal Administrative Analyst			\$45,864	\$0	\$45,864	x				\$50,288	\$0	\$50,288	x
	0.00	0.92	0	101,851	(\$101,851)	x		0.00	1.00	\$0	\$112,678	(\$112,678)	x
Mandatory Fringe Benefits			0	38,570	(\$38,570)	x				\$0	\$41,924	(\$41,924)	x
			<i>Total Savings</i>		<i>\$16,509</i>		<i>Total Savings</i>						<i>\$8,728</i>
<p>The Department requested an interim exception for 1.0 FTE 0922 Manager I for the Lesbian, Gay, Bisexual and Transgender Seniors (LGBT) Task Force and the Dementia Care Plan. We recommend substitution of a 0.92 FTE 182r Principal Administrative Analyst, which would allow a hire date of August 1, 2012 rather than July 1, 2012. The Principal Administrative Analyst is the appropriate position for this new program, because the program position does not require management responsibilities. Approval of the proposed position, as noted below, is a policy matter for the Board of Supervisors because this is a new program which would result in new General Fund costs.</p>													
Ongoing reduction													

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

Object Title	FY 2012-13				FY 2013-14					
	FTE		Amount		FTE		Amount			
	From	To	From	To	From	To	From	To		
<b>CAL - Family and Children's Services</b>										
Protective Services Supervisor	28.00	27.00	\$2,731,456	\$2,633,904	28.00	27.00	\$2,766,786	\$2,667,972	\$98,814	x
Mandatory Fringe Benefits			\$1,090,603	\$1,051,653			\$1,210,602	\$1,167,366	\$43,236	x
			<i>Total Savings</i>	<i>\$136,502</i>			<i>Total Savings</i>	<i>\$142,050</i>		
Delete one vacant position , which has been vacant since 11/30/2009. The Department is projected to have a \$8.5 million salary surplus in FY 2011-12.										
Aid Payments			\$18,445,954	\$18,395,954			\$18,853,820	\$18,803,820	\$50,000	x
Reduce 037 Aid Payments in Adoption by \$50,000 based on historical and projected actual expenditures as well as the reduced costs per case in Adoptions.										
Aid Payments			\$42,134,515	\$42,034,515			\$42,041,803	\$41,941,803	\$100,000	x
Reduce 037 Aid Payments in Foster Care by \$100,000 based on historical and projected actual expenditures.										
Aid Payments			\$2,831,932	\$2,781,932			\$3,114,869	\$3,023,952	\$90,917	x
Reduce 037 Aid Payments in KinGAP, which is the guardian assistant payment program, by \$50,000 based on historical and projected actual expenditures.										
<b>CAH - Food Stamps</b>										
Clerk	2.00	1.00	\$101,162	\$50,581	2.00	1.00	\$102,470	\$51,235	\$51,235	x
Mandatory Fringe Benefits			\$52,141	\$26,071			\$60,888	\$30,444	\$30,444	x
			<i>Total Savings</i>	<i>\$76,652</i>			<i>Total Savings</i>	<i>\$81,679</i>		
Delete one vacant position that has been vacant since 12/12/2009. The Food Stamps program will still have 5 1404 Clerks.										
							Ongoing savings			

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

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Principal Clerk	2.00	1.00	\$138,631	\$69,316	\$69,316	x	2.00	1.00	\$140,424	\$70,212	\$70,212	x
Mandatory Fringe Benefits			\$62,133	\$31,067	\$31,067	x			\$68,634	\$34,317	\$34,317	x
			<i>Total Savings</i>	<i>\$100,382</i>					<i>Total Savings</i>	<i>\$104,529</i>		
Delete one vacant position that has been vacant since 7/1/2009. The Department is projected to have a \$8.7 million salary surplus in FY 2011-12. The Department has three total vacancies in this classification. Reduction of one vacancy will still allow the Department to hire two positions.												
<b>CAO - Administrative Support</b>												
IS Business Analyst-Senior	7.00	5.00	\$735,644	\$525,460	\$210,184	x	7.00	5.00	\$748,734	\$534,810	\$213,924	x
Mandatory Fringe Benefits			\$283,478	\$202,484	\$80,994	x			\$314,790	\$224,850	\$89,940	x
			<i>Total Savings</i>	<i>\$291,178</i>					<i>Total Savings</i>	<i>\$303,864</i>		
Delete two vacant positions that have been vacant since 7/22/2009 and 2/9/2009. The Department has a projected \$8.7 million salary surplus in FY 2011-12.												
Clerk	29.00	27.00	\$1,466,847	\$1,365,685	\$101,162	x	29.00	27.00	\$1,485,820	\$1,383,350	\$102,470	x
Mandatory Fringe Benefits			\$756,027	\$703,887	\$52,140	x			\$882,877	\$821,989	\$60,888	x
			<i>Total Savings</i>	<i>\$153,302</i>					<i>Total Savings</i>	<i>\$163,358</i>		
Delete two vacant positions that have been vacant since 11/3/2009 and 12/12/2009. The Department has a projected \$8.7 million salary surplus in FY 2011-12.												
IS Programmer Analyst	4.00	3.00	\$313,560	\$235,170	\$78,390	x	4.00	3.00	\$319,140	\$239,355	\$79,785	x
Mandatory Fringe Benefits			\$135,684	\$101,763	\$33,921	x			\$149,641	\$112,231	\$37,410	x
			<i>Total Savings</i>	<i>\$112,311</i>					<i>Total Savings</i>	<i>\$117,195</i>		
Delete one vacant position that has been vacant since 8/23/2008. The Department has a projected salary surplus of \$8.7 million in FY 2011-12.												
Ongoing savings												

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

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
IS Programmer Analyst-Principal	4.00	3.00	\$443,456	\$332,592	\$110,864	x	4.00	3.00	\$451,347	\$338,510	\$112,837	x
Mandatory Fringe Benefits			\$167,823	\$125,867	\$41,956	x			\$185,978	\$139,484	\$46,495	x
			<i>Total Savings</i>	<i>\$152,820</i>					<i>Total Savings</i>	<i>\$159,331</i>		
Delete one vacant position that has been vacant since 8/23/2008. The Department has a projected salary surplus of \$8.7 million in FY 2011-12.												
Senior Inventory Clerk	1.00	0.00	\$51,980	\$0	\$51,980	x	1.00	0.00	\$52,652	\$0	\$52,652	x
Mandatory Fringe Benefits			\$26,444	\$0	\$26,444	x			\$29,073	\$0	\$29,073	x
			<i>Total Savings</i>	<i>\$78,424</i>					<i>Total Savings</i>	<i>\$81,725</i>		
Delete one vacant position that has been vacant since 8/23/2008.												
Training			\$50,000	\$30,000	\$20,000	x			\$50,000	\$30,000	\$20,000	x
Reduce 021 Training by \$20,000 according to on historical and projected actual expenditures.												
Travel			\$67,262	\$54,762	\$12,500	x			\$67,262	\$54,762	\$12,500	x
Reduce 021 Travel by \$12,500 based on historical and projected actual expenditures.												
Material & Supplies Budget Only			\$808,593	\$798,593	\$10,000	x			\$808,593	\$798,593	\$10,000	x
Reduce 040 Materials & Supplies Budget Only by \$10,000 according to historical and projected actual expenditures.												
Other Current Expenses			\$291,263	\$221,263	\$70,000	x			\$291,263	\$221,263	\$70,000	x
Reduce 021 Other Current Expenses by \$70,000 based on historical and projected actual expenditures.												
<b>CAG - CalWorks</b>												
Aid Payments			\$28,070,182	\$28,020,182	\$50,000	x						
Reduce 037 Aid Payments in CalWorks Program by \$50,000 based on historical and projected actual expenditures. The Department expects a decrease in CalWorks caseload. This is a one-time decrease. The Department has already decreased 037 Aid Payments in CalWorks in FY 2013-14.												

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

**DSS - Human Service Agency**

Object Title	FY 2012-13						FY 2013-14					
	FTE		Amount		Savings		FTE		Amount		Savings	
	From	To	From	To	From	To	From	To	From	To	From	To
Aid Assistance			\$9,265,576	\$9,218,876	\$46,700	x			\$9,265,576	\$9,218,876	\$46,700	x
<p><b>FAL - Children's Baseline</b></p> <p>Reduce 036 Aid Assistance for Children's Baseline based on historical and projected actual expenditures and offsets from recoveries to Department of Children, Youth and Families. Request the Controller to apply these savings to reduce the excess appropriation over the amount required for the Children's Baseline, thereby creating a General Fund savings.</p>												

**FY 2012-13**

**Total Recommended Reductions <sup>1</sup>**

	One-Time	Ongoing	Total
General Fund	\$16,500	\$492,616	\$509,116
Non-General Fund	\$33,500	\$1,000,159	\$1,033,659
<b>Total</b>	<b>\$50,000</b>	<b>\$1,492,774</b>	<b>\$1,542,774</b>

<sup>1</sup> \$1 difference due to rounding

**FY 2013-14**

**Total Recommended Reductions**

	One-Time	Ongoing	Total
General Fund	\$0	\$520,960	\$520,960
Non-General Fund	\$0	\$1,057,707	\$1,057,707
<b>Total</b>	<b>\$0</b>	<b>\$1,578,667</b>	<b>\$1,578,667</b>

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

**DSS - Human Service Agency**

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

**FY 2012-13**

**Total Policy Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$140,421	\$140,421
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$140,421</b>	<b>\$140,421</b>

**FY 2013-14**

**Total Policy Recommendations**

	One-Time	Ongoing	Total
General Fund	\$0	\$154,602	\$154,602
Non-General Fund	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$154,602</b>	<b>\$154,602</b>

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

**HAS - Human Service Agency**

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

Note: The above encumbrance balances are from budget years prior to FY 2011-12. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.