

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 2013-2014 to Fiscal Year 2014-2015 Budget.

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BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department's proposed \$22,638,975 budget for FY 2013-14 is \$2,041,133 or 9.9% more than the original FY 2012-13 budget of \$20,597,842.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 97.99 FTEs, which are 1.40 FTEs more than the 96.59 FTEs in the original FY 2012-13 budget. This represents a 1.5% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$22,638,975 in FY 2013-14 are \$1,997,315 or 10.0% more than FY 2012-13 revenues of \$20,641,660. The Department does not receive General Fund revenues.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$23,585,983 budget for FY 2014-15 is \$947,008 or 4.2% more than the Mayor's proposed FY 2013-14 budget of \$22,638,975.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 99.96 FTEs, which are 1.97 FTEs more than the 97.99 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 2.0% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$23,585,983 in FY 2014-15 are \$947,008 or 4.2% more than FY 2013-14 estimated revenues of \$22,638,975. The Department does not receive General Fund revenues.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: RET – RETIREMENT SYSTEM

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
RETIREMENT SYSTEM					
ADMINISTRATION	1,513,005	1,617,539	104,534	1,733,331	115,792
EMPLOYEE DEFERRED COMP PLAN	893,084	1,143,513	250,429	1,171,129	27,616
INVESTMENT	3,030,848	3,201,735	170,887	3,629,192	427,457
RETIREMENT SERVICES	15,160,905	16,676,188	1,515,283	17,052,331	376,143
RETIREMENT SYSTEM	20,597,842	22,638,975	2,041,133	23,585,983	947,008

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$2,041,133 largely due to:

- Increases in mandated salaries and fringe benefits.
- Increases due to office relocation.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$947,008 largely due to increases in mandated salaries and fringe benefits and two proposed new Senior Security Analyst positions.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 97.99 FTEs, which are 1.4 FTEs more than the 96.59 FTEs in the original FY 2012-13 budget. This represents a 1.4% increase in FTEs from the original FY 2012-13 budget.

The Department’s proposed FY 2013-14 positions has increased by net 1.4 FTEs due to three new positions, offset by position deletions and other adjustments. The three new positions include:

- One 0941 Manager VI as a Risk Manager in the Investment Program;
- One 1842 Management Assistant to provide administrative support for all communications activities for both the San Francisco Employee Retirement System (SFERS) and the San Francisco Deferred Compensation Plan (SFDCP); and
- One Senior Personnel Analyst, partially funded from the Human Resources Department, to support the Department’s payroll, personnel, and recruitment activities.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: RET – RETIREMENT SYSTEM

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 99.96 FTEs, which are 1.97 FTEs more than the 97.99 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 2.0% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

The Department has requested two new Senior Security Analysts positions in the Investment Program.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$22,638,975 in FY 2013-14 are \$1,997,315 or 10.0% more than FY 2012-13 revenues of \$20,641,660. The Department does not receive General Fund revenues.

Specific changes in the Department's FY 2013-14 revenues include increases in San Francisco Employee Retirement System (SFERS) assets and charges for the Employee Deferred Compensation Plan, which fully covers the cost of the services.

FY 2014-15

The Department's revenues of \$23,585,983 in FY 2014-15 are \$947,008 or 4.2% more than FY 2013-14 estimated revenues of \$22,638,975. The Department does not receive General Fund revenues.

Specific changes in the Department's FY 2014-15 revenues include increases in SFERS assets and charges for the Employee Deferred Compensation Plan, which fully covers the cost of the services.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$232,210 in FY 2013-14. Of the \$232,210 in recommended reductions, \$168,700 are ongoing savings and \$63,510 are one-time savings. These reductions would still allow an increase of \$1,808,923 or 8.8% in the Department's FY 2013-14 budget.

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$597,460 in FY 2014-15. Of the \$597,460 in recommended reductions, \$347,460 are ongoing savings and \$250,000 are one-time savings. These reductions would still allow an increase of \$349,548 or 1.5% in the Department's FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

RET - Retirement System

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
EDC- Employee Deferred Compensation Plan												
Travel			\$5,000	\$3,000	\$2,000				\$5,000	\$3,000	\$2,000	
	The department has historically underspent for travel over the last three years.											
Professional & Specialized Services			\$300,000	\$275,000	\$25,000				\$300,000	\$275,000	\$25,000	
	The department has historically underspent for professional services over the last three years.											
	FDD-Retirement Services											
Professional & Specialized Services			\$1,063,400	\$963,400	\$100,000				\$1,063,400	\$813,400	\$250,000	x
	The Department has historically underspent for professional services over the last three years. The Budget and Legislative Analyst's recommendations provides for \$250,000 related to moving expenses while accounting for historical expenditures.											
Materials & Supplies			\$215,000	\$200,000	\$15,000				\$215,000	\$200,000	\$15,000	
	The department has historically underspent for materials and supplies over the last three years.											
Attrition Savings	(5.02)	(5.52)	(\$442,837)	(\$486,944)	\$44,107	x						
Mandatory Fringe Benefits			(\$194,808)	(\$214,211)	\$19,403	x						
			<i>Total Savings</i>		<i>\$63,510</i>							
	Due to the number of vacancies and expected hire dates, the Budget and Legislative Analyst recommends increasing the attrition savings from (5.02) FTEs to (5.52) FTEs.											
	FED-Administration											
Travel			\$20,000	\$15,000	\$5,000				\$20,000	\$15,000	\$5,000	
	The department has historically underspent for travel over the last three years.											
Training			\$9,700	\$5,000	\$4,700				\$9,700	\$5,000	\$4,700	
	The department has historically underspent for training over the last three years.											
Professional & Specialized Services			\$583,600	\$568,600	\$15,000				\$583,600	\$568,600	\$15,000	

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

RET - Retirement System

Object Title	FY 2013-14					FY 2014-15									
	FTE		Amount		GF 1T	FTE		Amount		GF 1T					
	From	To	From	To		Savings	From	To	From		To	Savings			
	<p>The department is requesting a \$15,000 increase for graphic design and photography services related to the Department's communications including the Annual Report and member newsletters, however the Department has historically underspent for professional services over the last three years. The Budget and Legislative Analyst does not recommend the increase as the Department can absorb the new services in existing resources.</p>														
Other Current Expenses			\$10,000	\$8,000		\$2,000			\$10,000	\$8,000		\$2,000			
	<p>The department has historically underspent for other current expense over the last three years.</p>														
	FDF - Investment														
Financial System Supervisor															
Mandatory Fringe Benefits									\$196,613	\$0		\$196,613			
									\$82,147	\$0		\$82,147			
			<i>Total Savings</i>						<i>Total Savings</i>						
				\$0						\$278,760					
	<p>The 1.54 FTE 1670 Financial Systems Supervisors are salary placeholders for new senior security analyst classifications that will need to be created in FY 14-15. The Budget and Legislative Analyst recommends not approving these new positions in the FY 2014-15 budget until the classifications are created.</p>														

FY 2013-14

Total Policy Recommendations			
One-Time	Ongoing	Total	
General Fund	\$0	\$0	\$0
Non-General Fund	\$63,510	\$168,700	\$232,210
Total	\$63,510	\$168,700	\$232,210

FY 2014-15

Total Policy Recommendations			
One-Time	Ongoing	Total	
General Fund	\$0	\$0	\$0
Non-General Fund	\$250,000	\$347,460	\$597,460
Total	\$250,000	\$347,460	\$597,460

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department's proposed \$9,115,128 budget for FY 2013-14 is \$2,562,892 or 39.12 % more than the original FY 2012-13 budget of \$6,552,236.

Personnel Changes

The number of full-time equivalent (FTE) positions budgeted for FY 2013-14 are 45.78 FTEs, which are 10.68 FTEs more than the 35.10 FTEs in the original FY 2012-13 budget. This represents a 30.4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues are \$173,355 in FY 2013-14 are \$6,000 or 3.5% more than revenues in FY 2012-13 of \$167,355. The Department's Non-General Fund recoveries are \$4,303,238 in FY 2013-14, which is \$1,316,860 or 44.1% more than FY 2012-13 non-General Fund recoveries of \$2,986,378. General Fund support of \$4,811,890 in FY 2013-14 is \$1,246,032 or 35% more than FY 2012-13 General Fund support of \$3,565,858.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$9,630,226 budget for FY 2014-15 is \$515,098 or 5.7% more than the Mayor's proposed FY 2013-14 budget of \$9,115,128.

Personnel Changes

The number of full-time equivalent (FTE) positions budgeted for FY 2014-15 are 48.39 FTEs, which are 2.61 FTEs more than the 45.78 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 5.7% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues in FY 2014-15 are \$173,355, which is the same amount budgeted for FY 2013-14. The Department's Non-General Fund recoveries of \$4,515,855 in FY 2014-15, are \$212,617 or 5% more than FY 2013-14 estimated Non-General Fund recoveries of \$4,303,238. General Fund support of \$5,114,371 in FY 2014-15 is \$302,481 or 6.3% more than FY 2013-14 General Fund support of \$4,811,890.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$409,765 in FY 2013-14. Of the \$409,765 in recommended reductions, \$247,260 are ongoing savings and \$162,505 are one-time savings. These reductions would still allow an increase of \$2,153,127 or 32.8% in the Department’s FY 2013-14 budget.

Approximately 53% or \$217,175 of these recommendations will result in savings to the City’s General Fund in FY 2013-14.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$435,000 in FY 2014-15. Of the \$435,000 in recommended reductions, \$349,000 are ongoing savings and \$86,000 are one-time savings. These reductions would still allow an increase of \$80,098 or 0.9% in the Department’s FY 2014-15 budget.

Approximately 53% or \$230,550 of these recommendations will result in savings to the City’s General Fund in FY 2014-15.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 <u>Budget</u>	FY 2013- 2014 <u>Proposed</u>	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 <u>Proposed</u>	Increase/ Decrease from FY 2013- 2014
HEALTH SERVICE SYSTEM	<u>6,552,236</u>	<u>9,115,128</u>	<u>2,562,892</u>	<u>9,630,226</u>	<u>515,098</u>
HEALTH SERVICE SYSTEM	6,552,236	9,115,128	2,562,892	9,630,226	515,098

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$2,562,892 largely due to:

- 10.68 FTE additional positions and the associated salary and fringe benefit costs; and
- New expanded lease space at 1145 Market Street.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$515,098 largely due to:

- Annualization of the salary and fringe benefit costs for the new positions added in FY 2012-13.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent (FTE) positions budgeted for FY 2013-14 are 45.78 FTEs, which are 10.68 FTEs more than the 35.10 FTEs in the original FY 2012-13 budget. This represents a 30.4% increase in FTEs from the original FY 2012-13 budget.

- 1.0 FTE position was added during the current FY;
- 1.71 FTE positions are proposed to be added due to a reduction in Attrition Savings;
- 0.58 FTE temporary salary positions are proposed to be added; and
- 7.39 FTE positions would be new positions, including (a) two new positions to negotiate and monitoring contracts, (b) one new Data Analytics Manager position which was recently hired, (c) three new positions for direct operations due to increased workload from Project Emerge and the consolidation of flexible benefits, (d) one new position to provide administrative assistance to the Director and Chief Operating Officer, and (e) three new positions for a new Wellness Program, as summarized in the Table below.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

New Position Classification	New Position Title	Number of New Positions in FY 2013-14	Total Cost of Positions Salaries and Benefits in FY 2013-14	Total Annualized Number of Positions	Total Cost of Positions Salaries and Benefits in FY 2014-15
0923	Manager II (Contract Compliance)	.77	\$132,772	1.0	\$178,781
1824	Principal Administrative Analyst (Contract Compliance)	.77	121,912	1.0	285,778
0931	Manager III (Data Analytics Manager)	1.0	184,168	1.0	190,966
1209	Benefits Technician (Operations)	.77	70,156	1.0	94,521
1210	Benefits Analyst (Operations)	1.54	162,863	2.0	219,550
1827	Administrative Services Manager (Administrative)	.77	107,982	1.0	145,148
0931	Manager III (Wellness)	.77	141,009	1.0	190,966
1823	Senior Administrative Analyst (Wellness)	.50	69,518	1.0	143,905
1842	Management Assistant (Wellness)	.50	55,883	1.0	116,032
Total		7.39	\$1,046,263	10.0	\$1,565,647

FY 2014-15

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: **HSS – HEALTH SERVICES SYSTEM**

The number of full-time equivalent (FTE) positions budgeted for FY 2014-15 are 48.39 FTEs, which are 2.61 FTEs more than the 45.78 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 5.7% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

- All of the increase in positions is a result of the annualization of the new positions added in FY 2013-14.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues are \$173,355 in FY 2013-14 are \$6,000 or 3.5% more than revenues in FY 2012-13 of \$167,355. The Department’s Non-General Fund recoveries are \$4,303,238 in FY 2013-14, which is \$1,316,860 or 44.1% more than FY 2012-13 non-General Fund recoveries of \$2,986,378. General Fund support of \$4,811,890 in FY 2013-14 is \$1,246,032 or 35% more than FY 2012-13 General Fund support of \$3,565,858.

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

- All of the increases are a direct result of the increases in the HSS budget which are primarily offset by General Fund and non-General Fund recoveries.
- Approximately 47% of the HSS budget is funded with non-General Fund revenues and approximately 53% of the HSS budget is funded with General Fund revenues.

FY 2014-15

The Department's revenues in FY 2014-15 are \$173,355, which is the same amount budgeted for FY 2013-14. The Department’s Non-General Fund recoveries of \$4,515,855 in FY 2014-15, are \$212,617 or 5% more than FY 2013-14 estimated Non-General Fund recoveries of \$4,303,238. General Fund support of \$5,114,371 in FY 2014-15 is \$302,481 or 6.3% more than FY 2013-14 General Fund support of \$4,811,890.

Specific changes in the Department’s FY 2014-15 revenues include:

- All of the increases are a direct result of the increases in the HSS budget which are primarily offset by General Fund and non-General Fund recoveries.
- Approximately 47% of the HSS budget is funded with non-General Fund revenues and approximately 53% of the HSS budget is funded with General Fund revenues.

COMMENTS:

FY 2013-14

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$409,765 in FY 2013-14. Of the \$409,765 in recommended reductions, \$247,260 are ongoing savings and \$162,505 are one-time savings. These reductions would still allow an increase of \$2,153,127 or 32.8% in the Department’s FY 2013-14 budget.

Approximately 53% or \$217,175 of these recommendations will result in savings to the City’s General Fund in FY 2013-14.

FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$435,000 in FY 2014-15. Of the \$435,000 in recommended reductions, \$349,000 are ongoing savings and \$86,000 are one-time savings. These reductions would still allow an increase of \$80,098 or 0.9% in the Department’s FY 2014-15 budget. Approximately 53% or \$230,550 of these recommendations will result in savings to the City’s General Fund in FY 2014-15.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

HSS - Health Services System

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT		
	From	To	From	To			From	To	From	To				
Rents/Leases-Bldgs									\$936,000	\$850,000	\$86,000	x	x	
Benefit Technician	0.77	0.00	\$46,581	\$0	\$46,581	x	x	1.00	0.00	\$61,526	\$0	\$61,526	x	x
Mandatory Fringe Benefits			\$23,575	\$0	\$23,575	x	x			\$32,995	\$0	\$32,995	x	x
			<i>Total Savings</i>	\$70,156						<i>Total Savings</i>	\$94,521			
	Delete the requested new lower-level 1209 Benefit Technician position as the Department is already requesting two other higher-level new 1210 Benefit Analyst positions within the Operations Division.													
Manager III	0.77	0.50	\$100,720	\$65,408	\$35,312	x	x					\$0		
Mandatory Fringe Benefits			\$41,089	\$26,687	\$14,402	x	x					\$0		
			<i>Total Savings</i>	\$49,714						<i>Total Savings</i>	\$0			
	Reduce the requested new 0931 Manager III position as a new Wellness Manager position from 0.77 FTE to 0.50 FTE, in order to delay the hiring to provide sufficient time for the completion and issuance of the Controller's Office report on the strategic plan for a new Wellness Program in HSS. The Controller's report is anticipated to be issued in the Fall of 2013.													
Senior Administrative Analyst	0.50	0.33	\$48,678	\$32,127	\$16,551	x	x					\$0		
Mandatory Fringe Benefits			\$20,840	\$13,756	\$7,084	x	x					\$0		
			<i>Total Savings</i>	\$23,635						<i>Total Savings</i>	\$0			
	Reduce the requested new 1823 Senior Administrative Analyst position for a new Wellness position from 0.50 FTE to 0.33 FTE, in order to delay the hiring to provide sufficient time for the completion and issuance of the Controller's Office report on the strategic plan for a new Wellness Program in HSS and the hiring of a new Wellness Manager. The Controller's report is anticipated to be issued in the Fall of 2013. As recommended above, the new Wellness Manager would be hired on January 1, 2014 and would be responsible for the hiring of this new Senior Administrative Analyst position.													

GF = General Fund
1T = One Time

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

HSS - Health Services System

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Management Assistant	0.50	0.33	\$38,214	\$25,221	x	x						
Mandatory Fringe Benefits			\$17,669	\$11,662	x	x						
			<i>Total Savings</i>	<i>\$19,000</i>					<i>Total Savings</i>	<i>\$0</i>		
	Reduce the requested new 1842 Management Assistant position for a new Wellness position from 0.50 FTE to 0.33 FTE, in order to delay the hiring to provide sufficient time for the completion and issuance of the Controller's Office report on the strategic plan for a new Wellness Program in HSS and the hiring of a new Wellness Manager. The Controller's report is anticipated to be issued in the Fall of 2013. As recommended above, the new Wellness Manager would be hired on January 1, 2014 and would be responsible for the hiring of this new Management Assistant position.											
Temp Salaries Misc	0.86		\$73,000	\$23,000	x				\$73,000	\$23,000	x	
Mandatory Fringe Benefits			\$5,766	\$1,817	x				\$5,766	\$1,817	x	
			<i>Total Savings</i>	<i>\$53,949</i>					<i>Total Savings</i>	<i>\$53,949</i>		
	Reduce Temporary salaries to current year budgeted levels, particularly given the number of new positions requested in the FY 2013-14 budget.											
Attrition Savings	(0.47)	(2.00)	(\$41,184)	(\$175,251)	x				(\$41,785)	(\$177,809)	x	
Mandatory Fringe Benefits			(\$18,199)	(\$77,443)	x				(\$19,811)	(\$84,317)	x	
			<i>Total Savings</i>	<i>\$193,311</i>					<i>Total Savings</i>	<i>\$200,530</i>		
	Increase Attrition Savings to 2.0 FTE positions given a higher level of Attrition Savings currently budgeted and the number of new positions being requested in the FY 2013-14 budget.											

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$86,128	\$131,048	\$217,175
Non-General Fund	\$76,377	\$116,212	\$192,590
Total	\$162,505	\$247,260	\$409,765

FY 2014-15

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$45,580	\$184,970	\$230,550
Non-General Fund	\$40,420	\$164,030	\$204,450
Total	\$86,000	\$349,000	\$435,000

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department’s proposed \$77,883,343 budget for FY 2013-14 is \$3,940,686 or 5.3% more than the original FY 2012-13 budget of \$73,942,657.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 135.87 FTEs, which are 12.10 FTEs more than the 123.77 FTEs in the original FY 2012-13 budget. This represents a 9.8% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$66,515,888 in FY 2013-14, are \$1,951,788 or 3.0% more than FY 2012-13 revenues of \$64,564,100. General Fund support of \$11,367,455 in FY 2013-14 is \$1,988,898 or 21.2% more than FY 2012-13 General Fund support of \$9,378,557.

YEAR TWO: FY 2014-15

Budget Changes

The Department’s proposed \$78,486,233 budget for FY 2014-15 is \$602,890 or 0.8% more than the Mayor’s proposed FY 2013-14 budget of \$77,883,343.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 132.53 FTEs, which are 3.34 FTEs less than the 135.87 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 2.5% decrease in FTEs from the Mayor’s proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$67,574,881 in FY 2014-15 are \$1,058,993 or 1.6% more than FY 2013-14 estimated revenues of \$66,515,888. General Fund support of \$ 10,911,352 in FY 2014-15 is \$456,103 or 4.0% less than FY 2013-14 General Fund support of \$11,367,455.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: HRD – HUMAN RESOURCES

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Decrease from FY 2013-2014
HUMAN RESOURCES					
ADMINISTRATION	833,056	1,094,180	261,124	1,154,069	59,889
CLASS AND COMPENSATION	603,795	480,605	(123,190)	497,796	17,191
EMPLOYEE RELATIONS	4,291,925	5,484,599	1,192,674	4,637,378	(847,221)
EQUAL EMPLOYMENT OPPORTUNITY	1,145,098	1,487,528	342,430	1,608,755	121,227
RECRUIT/ ASSESS/ CLIENT SERVICES	7,317,440	7,725,039	407,599	7,880,668	155,629
WORKERS COMPENSATION	58,991,898	60,925,530	1,933,632	62,003,215	1,077,685
WORKFORCE DEVELOPMENT	759,445	685,862	(73,583)	704,352	18,490
HUMAN RESOURCES	73,942,657	77,883,343	3,940,686	78,486,233	602,890

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$3,940,686 largely due to:

- Increases in salaries and mandatory fringe benefits and professional services related to the Employee Relations Division’s Labor Project budget due to anticipated contract negotiations for City employees.
- Increases in salaries and mandatory fringe benefits related to the establishment of the Citywide Leave Management Unit which will address the many of Federal, State, and local laws governing employee leave and the corresponding relationships with the City’s leave programs.
- Increases in City departments’ costs for workers compensation claims, administered by DHR.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$602,890 largely due to increases in mandatory fringe benefits and professional services.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 135.87 FTEs, which are 12.10 FTEs more than the 123.77 FTEs in the original FY 2012-13 budget. This represents a 9.8% increase in FTEs from the original FY 2012-13 budget.

The Department’s proposed FY 2013-14 positions has increased by 12.10 FTEs due to 13 new positions (12.93 FTEs) in FY 2013-14 and other adjustments:

- Three 1820 Junior Administrative Analysts for the Mayor’s Innovation Fellows Program.
- Three 1281 Senior Employee Relations Representatives (limited term) and one 1840 Junior Management Assistant for the Labor Project.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

HRD - Human Resources

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
FC8 - Equal Employment Opportunity													
Principal Administrative Analyst	0.77	0.00	\$86,762	\$0	\$86,762	x		1.00	0.00	\$114,063	\$0	\$114,063	x
Mandatory Fringe Benefits			\$35,150	\$0	\$35,150	x				\$49,804	\$0	\$49,804	x
Senior Administrative Analyst	0.00	0.77	\$0	\$74,964	(\$74,964)	x		0.00	1.00	\$0	\$98,552	(\$98,552)	x
Mandatory Fringe Benefits			\$0	\$32,094	(\$32,094)	x				\$0	\$45,352	(\$45,352)	x
			<i>Total Savings</i>		\$14,854					<i>Total Savings</i>		\$19,963	
A new 1823 Senior Administrative Analyst is recommended in the place of a proposed 1824 Principal Administrative Analyst for the new Citywide Leave Management Unit. The responsibilities and functions of the new position can be carried out by the 1823 classification.													
FC4 - Employee Relations													
Temporary Salaries			\$666,380	\$616,380	\$50,000	x	x						
The Department has increased Temporary Salaries from \$320,529 in FY 2012-13 to \$666,380 in FY 2013-14 to pay for staff to support labor contract negotiations. In addition, the Department is proposing 3.00 FTE new limited tenure Senior Employee Relations Representatives and 1.00 FTE Junior Management Analyst to support labor contract negotiations. The recommended reduction of \$50,000 is consistent with the Department's staffing plan and will provide sufficient resources for labor contract negotiations in FY 2013-14.													
Professional & Specialized Services			\$400,000	\$380,000	\$20,000	x				\$200,000	\$180,000	\$20,000	x
The Department has increased Professional and Specialized Services in this division from \$100,000 in FY 2012-13 to \$400,000 in FY 2013-14 to pay for outside lead negotiators and for the use of arbitrators and actuarial services. However the Department has historically underspent for Professional and Specialized Services. The recommended reduction is consistent with historical expenditures for the prior fiscal years and will provide sufficient resources for labor contract negotiations in FY 2013-14.													
FCW - Administration													
Professional & Specialized Services			\$36,367	\$30,000	\$6,367	x				\$36,367	\$30,000	\$6,367	x
Reduce to reflect historical departmental expenditures on professional and specialized services.													
Training			\$124,769	\$104,769	\$20,000	x				\$124,769	\$104,769	\$20,000	x
Reduce to reflect historical departmental expenditures on training.													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

HRD - Human Resources

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Materials & Supplies			\$48,148	\$38,148	\$10,000	x			\$48,148	\$38,148	\$10,000	x
Reduce to reflect historical departmental expenditures on materials and supplies.												
FC5 - Recruit/Assess/Client Services												
Professional & Specialized Services			\$50,000	\$30,000	\$20,000	x						
The Mayor's Budget includes \$50,000 for professional services contracts to recruit San Francisco residents for City jobs; the proposed reduction is consistent with the Department's spending plan and provides sufficient funding for these services.												

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$70,000	\$71,221	\$141,221
Non-General Fund	\$0	\$0	\$0
Total	\$70,000	\$71,221	\$141,221

FY 2014-15

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$76,330	\$76,330
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$76,330	\$76,330

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

HRD - Human Resources

Vendor Name	Subsubject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	15,622.30	177.71
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	34,716.21	177.71
GIVE SOMETHING BACK INC	OTHER OFFICE SUPPLIES	Yes	2012	9/27/2012	56.31	56.31
UPTIME RESOURCES	OTHER OFFICE SUPPLIES	Yes	2010	9/27/2012	2,880.22	2,880.22
UPTIME RESOURCES	OTHER OFFICE SUPPLIES	Yes	2011	9/27/2012	277.34	277.34
SHRED WORKS	OTHER CURRENT EXPENSES	Yes	2011	9/27/2012	3,000.00	605.00
ENERGETIX CORP	OTHER PROFESSIONAL SERVICES	Yes	2011	9/27/2012	30,000.00	460.00
LUNCH GEEK	FOOD	Yes	2011	9/27/2012	4,500.00	1,343.53
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE P	Yes	2010	9/27/2012	30,500.00	472.53
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE P	Yes	2011	9/27/2012	3,000.00	199.26
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	24,590.65	209.34
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	24,590.64	209.34
BAY AREA COMMUNICATION ACCESS	INTERPRETERS	No	2011	9/27/2012	2,000.00	1,145.00
Total Amount Return to Fund Balance						8,213.29
General Fund						7,068.29
Non-General Fund						1,145.00

Note: The above encumbrance balances are from budget years prior to FY 2013-14. 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 2013-14

Budget Changes

The Department's proposed \$100,894,185 budget for FY 2013-14 is \$8,495,748 or 9.2% more than the original FY 2012-13 budget of \$92,398,437.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 651.73 FTEs, which are 11.25 FTEs more than the 640.48 FTEs in the original FY 2012-13 budget. This represents 1.8% increase from the FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$43,204,185 in FY 2013-14 are \$3,755,748 or 9.5% more than FY 2012-13 revenues of \$39,448,437. General Fund support of \$57,690,000 in FY 2013-14 is \$4,740,000 or 9.0% more than FY 2012-13 General Fund Support of \$52,950,000.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$104,573,790 budget for FY 2014-15 is \$3,679,605 or 3.6% more than the proposed FY 2013-14 budget of \$100,894,185.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 653.97 FTEs, which are 2.24 FTEs more than the 651.73 FTEs in the original FY 2013-14 budget. This represents 0.3% increase from the FTEs from the original FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$44,313,790 in FY 2014-15 are \$1,109,605 or 2.6% more than FY 2013-14 revenues of \$43,204,185. General Fund support of \$60,260,000 in FY 2014-15 is \$2,570,000 or 4.5% more than FY 2013-14 General Fund Support of \$57,690,000.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: **LIB – LIBRARY**

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$485,420 in FY 2013-14. Of the \$485,420 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$8,010,328 or 8.7% in the Department's FY 2013-14 budget. Of these recommendations \$0 are General Fund reductions.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, which would allow the return of \$72,412 to the Library Preservation Fund, Library Special Revenue Fund, and the ETF-Bequests Fund.

Together, these recommendations will result in \$557,832 savings in FY 2013-14.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$500,734 in FY 2014-15. Of the \$500,734 in recommended reductions, \$490,734 are ongoing savings and \$10,000 are one-time savings. These reductions would still allow an increase of \$3,178,871 or 3.2% in the Department's FY 2014-15 budget. Of these recommendations \$0 are General Fund reductions.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: LIB – LIBRARY

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
PUBLIC LIBRARY					
ADULT SERVICES	400,000	400,000	0	400,000	0
BRANCH PROGRAM	19,570,250	20,997,341	1,427,091	21,989,760	992,419
CHILDREN'S BASELINE	8,635,577	8,926,363	290,786	9,379,362	452,999
CHILDREN'S SERVICES	1,168,384	1,292,682	124,298	1,318,925	26,243
COLLECTION TECHNICAL SERVICES	13,466,587	14,086,975	620,388	15,124,752	1,037,777
COMMUNITY PARTNERSHIPS AND PROGRAMMING	1,400,466	1,024,781	(375,685)	1,059,084	34,303
FACILITES	12,757,244	15,212,215	2,454,971	13,818,552	(1,393,663)
INFORMATION TECHNOLOGY	6,173,935	8,072,934	1,898,999	7,545,799	(527,135)
LIBRARY ADMINISTRATION	11,968,453	13,188,705	1,220,252	15,659,966	2,471,261
MAIN PROGRAM	16,857,541	17,692,189	834,648	18,277,590	585,401
PUBLIC LIBRARY	92,398,437	100,894,185	8,495,748	104,573,790	3,679,605

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$8,495,748 largely due to the following major library initiatives:

- ***Branch Library Improvement Project (BLIP) and the Post-Occupancy Enhancements Project.*** The Library is undergoing major renovations under BLIP to ensure that all branches in San Francisco are fully accessible, seismically safe, and updated with the latest technology and resources to provide library services for future generations. To date 23 branches have been completed. As the Library plans to open the last BLIP project in early 2014, the Library will undergo post-occupancy evaluations of library facilities to identify investments required to ensure that facilities are operating efficiently and meeting public and staff needs.
- ***Increase in Library hours.*** The Library is expanding its operating hours by 56 more hours per week for access to the Main Library services, bringing all libraries in San Francisco to a tiered baseline of 45, 55, and 60 hours per week, and establishing 7-day-per-week service at two thirds of the city's libraries by offering 5 additional days of service. The project aims to ensure equity of library service citywide and establish a consistent level of hours for all branches.
- ***Teen Center Learning Lab Program.*** The Library is also building a Teen Center Learning Lab Program, housed within the Main Library, to ensure that teens in San Francisco gain access to new media and technologies, foster knowledge around environment, health, and civics, and improve literacy.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: **LIB – LIBRARY**

- *Continued investment in collections and technology.* The Library continues to invest in its print books collection but is also expanding its investment in eResources such as eBooks, eMusic, eVideo, databases, and eLearning. The Library focuses on upgrading its servers, networks, bandwidth, infrastructure and improving public access to technology to help close the City’s digital divide through initiatives such as the laptop lending program and eReaders and tablets investment.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$3,679,605 due to the Teen Center and continued efforts in BLIP, Post-Occupancy Enhancements Project, and its investment in collections and technology.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2012-13

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 651.73 FTEs, which are 11.25 FTEs more than the 640.48 FTEs in the original FY 2012-13 budget. This represents a 1.8% increase from the FTEs from the original FY 2012-13 budget.

The Library is requesting 10 new positions, and a reduction in attrition savings to hire existing vacant positions, for the proposed increase in library hours. The goal for adding hours to the Library was to respond to community preferences for additional hours and demand for services and to prioritize equity of services. The Library Commission has proposed the following increase in hours:

- Glen Park– 5 additional hours
- Ingleside – 1 additional hour
- Mission Bay – 7 additional hours
- Noe Valley – 1 additional hour
- Portola – 9 additional hour
- Visitacion Valley – 6 additional hours
- Marina – 1 additional hour
- Ortega – 1 additional hour
- Park – 2 additional hours
- Western Addition – 1 additional hour
- Merced – 3 additional hours
- Main Library Services: Deaf Services Center – 19 additional hours, Library for the Blind & Print Disabled – 28 additional hours, SF History and Book Arts & Special Collections -- 9 additional hours

The schedule of increase in hours will be finalized on June 20, 2013.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: LIB – LIBRARY

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 653.97 FTEs, which are 2.24 FTEs more than the 651.73 FTEs in the original FY 2013-14 budget. This represents 0.3% increase from the FTEs from the original FY 2013-14 budget.

This change reflects an annualizing of the positions requested for the proposed increase of 56 hours.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$43,204,185 in FY 2013-14 are \$3,755,748 or 9.5% more than FY 2012-13 revenues of \$39,448,437. General Fund support of \$57,690,000 in FY 2013-14 is \$4,740,000 or 9.0% more than FY 2012-13 General Fund Support of \$52,950,000.

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

- The Library receives a significant portion of its revenues from the Library Preservation Fund, which was initiated in 1994 under Proposition E, renewed in 2007 under Proposition D, and codified in Charter Section 16.109. This Charter Section requires the City to annually appropriate General Fund revenues to the Public Library equal to the percentage amount of General Fund revenues received by the Library in FY 2006-07. Therefore, as total General Fund revenues increase, the appropriation to the Library Preservation Fund increases. Revenues from the General Fund in FY 2012-13 will equal \$57,690,000 in FY2013-14 which is \$4,740,000 or 8.9% more than FY2012-13 General Fund Support of \$52,950,000.
- In addition, as codified in Charter Section 16.109, the Library Preservation Fund receives \$0.025 for every \$100 of assessed property value in the City. The proposed revenue from Property Taxes to the Library Preservation Fund in FY 2013-14 is \$39,956,000, an increase of \$2,691,000 or 7.2% more than FY2012-13 budget of \$37,265,000.
- Reliance on the Library Preservation Fund's balance increases from \$213,106 in FY 2012-13 by \$1,098,898 to \$1,312,004 in FY 2013-14.

FY 2014-15

The Department's revenues of \$44,313,790 in FY 2014-15 are \$1,109,605 or 2.6% more than FY 2013-14 revenues of \$43,204,185. General Fund support of \$60,260,000 in FY 2014-15 is \$2,570,000 or 4.5% more than FY 2013-14 General Fund Support of \$57,690,000.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: LIB – LIBRARY

Specific changes in the Department’s FY 2014-15 revenues are due to Charter-required Property Tax and General allocations.

FEE LEGISLATION

File No.	Fee Description	FY 2012-13	FY 2013-14		FY 2014-15	
		Projected Revenue	Projected Revenue	Change from PY	Projected Revenue	Change from PY
130539	DVD late fees for adults/seniors from \$1/day & a maximum of \$5 to \$0.10/day & a maximum of \$5 for adults & \$0.05/day & a maximum of \$5.	164,745	19,745	(145,000)	19,745	-
130539	San Francisco History Center, scanning of photographs: \$15 per 300 dpi existing scan; \$20 per 300 dpi new scan; \$35 per 600 dpi scan, \$50 per 1,200 dpi scan; \$35 per 3,000 dpi slides, negatives or glass plates; \$1.00 per CD	7,000	27,000	20,000	27,000	-
130539	San Francisco History Center, permission to publish photographs (for commercial purpose): \$15 per project in a single type of media or \$100 per project in unlimited types of media + cost of any additional labor required due to age or condition of the photograph	-	20,000	20,000	20,000	-

File 13-0539: The proposed ordinance would revise certain Library fees, as shown in the table above and as follows:

- Reduction in the existing overdue fees for DVDs to be consistent with overdue fees for other Library materials;
- Increase in fees for scanning of San Francisco History Center photographs to pay for the costs of scanning at higher resolutions than currently offered; and
- New fees for reproduction of San Francisco History Center photographs for commercial purposes.

The revenue from the fines and fees for scanning and reproduction of photographs will be dedicated to the San Francisco History Center for archival collections and supplies.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: LIB – LIBRARY

Recommendation:

Approve the proposed ordinance.

OTHER RELATED LEGISLATION

File 13-0544: The proposed ordinance amends the Administrative Code to (1) create a San Francisco Public Library gift fund; and (2) amend the procedures to accept and expend grants.

Currently, the Library does not have a gift fund to receive private gifts of cash, goods, or services. The proposed ordinance would create a gift fund to receive these private gifts, including in-kind goods or services, as a category eight fund, allowing appropriation of fund revenues without further Board of Supervisors approval.

The Budget and Legislative Analyst recommends amending the proposed ordinance to require Board of Supervisors approval by resolution of donations of a cash or market value greater than \$100,000.

The proposed ordinance would exclude grants from non-profit organizations to the Library to support the Library's activities from the existing Administrative Code provision requiring Board of Supervisors approval by resolution of the acceptance and expenditure of grants of \$100,000 or more. Under the proposed ordinance, the Controller would prescribe the rules for the acceptance and expenditure of such funds.

The Budget and Legislative Analyst recommends amending the proposed ordinance to delete this provision. Under the Budget and Legislative Analyst's recommendation, grants from non-profit organizations of \$100,000 or more would continue to require Board of Supervisors approval by resolution.

Recommendations:

Amend the proposed ordinance to (1) require Board of Supervisors approval by resolution of donations of a cash or market value of \$100,000 or more; and (2) delete the provision excluding grants to the Library from non-profit organizations from the requirement that the Board of Supervisors approve by resolution the acceptance and expenditure of grants of \$100,000 or more.

Approve the proposed ordinance, as amended.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: LIB – LIBRARY

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$485,420 in FY 2013-14. Of the \$485,420 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$8,010,328 or 8.7% in the Department’s FY 2013-14 budget. Of these recommendations \$0 are General Fund reductions.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended encumbrances, which would allow the return of \$72,412 to the Library Preservation Fund, Library Special Revenue Fund, and the ETF-Bequests Fund.

Together, these recommendations will result in \$557,832 savings in FY 2013-14.

FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$500,734 in FY 2014-15. Of the \$500,734 in recommended reductions, \$490,734 are ongoing savings and \$10,000 are one-time savings. These reductions would still allow an increase of \$3,178,871 or 3.2% in the Department’s FY 2014-15 budget. Of these recommendations \$0 are General Fund reductions.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

Library

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To			
EGG - Information Technology													
GF-TIS-Telephone (AAO)		\$ 818,885	\$ 458,165	\$ 360,720					\$ 824,199	\$ 458,165	\$ 366,034		
	Based on projected actual need of \$458,165.												
CBF - Children's Services													
Minor Furnishings		\$ 10,000	\$ 6,500	\$ 3,500					\$ 10,000	\$ 6,500	\$ 3,500		
	FY 2012-13 actuals are projected to be \$5,500. FY 2012-13 budget was \$5,000. It would cost an extra \$500 to close out encumbrances. Our recommended reduction of \$3,500 provides for \$6,500, an increase of \$1,500 or 30%.												
EIB - Library Admin													
Copy Machine		\$ 18,000	\$ 16,800	\$ 1,200					\$ 18,000	\$ 16,800	\$ 1,200		
	The Library anticipates 10% above the 3-year historical average of \$15,300, which is a projected actual need of \$16,800.												
Temp-Regular-Misc		\$ 72,000	\$ 67,000	\$ 5,000					\$ 72,000	\$ 67,000	\$ 5,000		
	Projected actual need of \$67,000.												
	Ongoing savings.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

Library

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To			From	To	From	To			
Freight/Delivery			\$ 80,000	\$ 50,000	\$ 30,000					\$ 80,000	\$ 50,000	\$ 30,000	
	Projected actual need of \$50,000.												
	EEF - Main Program												
	Ongoing savings.												
	EGH - Facilities												
Equipment Purchase - Budget										\$ 40,000	\$ 30,000	\$ 10,000	x
	Reduction of \$10k for Media Van based on price quotes provided by SFPL. The Library agrees with recommendation.												
Other Materials & Supplies			\$ 185,000	\$ 145,000	\$ 40,000					\$ 185,000	\$ 145,000	\$ 40,000	
	Based on projected actual need of \$145,000.												
Other Equip Maint			\$ 286,058	\$ 241,058	\$ 45,000					\$ 286,058	\$ 241,058	\$ 45,000	
	The 5 year average of actual expenditures is approximately \$115,000. Increase from FY 2012-13 budget of \$210,520 to FY 2013-14 is due to the Library moving \$50,538 from 02799 Other Professional Services and \$25,000 from 081W6 Work Order with Real Estate. However, the projected underspending for FY 2012-13 budget of \$210,520 is \$45,000. Reduce requested amount by historical underspending.												

FY 2013-14

Total Recommended Reductions

One-Time Ongoing Total

General Fund	\$ -	\$ -	\$ -
Non-General Fund	\$ -	\$ 485,420	\$ 485,420
Total	\$ -	\$ 485,420	\$ 485,420

FY 2014-15

Total Recommended Reductions

One-Time Ongoing Total

General Fund	\$ -	\$ -	\$ -
Non-General Fund	\$ 10,000	\$ 490,734	\$ 500,734
Total	\$ 10,000	\$ 490,734	\$ 500,734

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

LIB - Public Library

Vendor Name	Subsubject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
Y M C A OF SAN FRANCISCO	PLBINT LIBRARY INTERIM SERVICES		06/06/2011	02/19/2013	21,600	1,200
NO VENDOR	NKEY NO PROJECT		03/19/2004	09/27/2012	10,240	10,240
J C X EXPENDABLES	NKEY NO PROJECT		12/13/2011	09/27/2012	700	28
DIRECT MAIL CENTER	NKEY NO PROJECT		07/21/2011	09/27/2012	80,000	3,202
ARC	NKEY NO PROJECT		07/12/2011	09/27/2012	4,948	838
EN POINTE TECHNOLOGIES SALES INC	NKEY NO PROJECT		06/28/2012	10/02/2012	6,029	3,598
EN POINTE TECHNOLOGIES SALES INC	NKEY NO PROJECT		06/28/2012	10/02/2012	2,456	1,591
EN POINTE TECHNOLOGIES SALES INC	NKEY NO PROJECT		06/28/2012	10/02/2012	45,445	13,856

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department's proposed \$334,306,104 budget for FY 2013-14 is \$8,233,291 or 2.5% more than the original FY 2012-13 budget of \$326,072,813.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,466.77 FTEs, which are 4.26 FTEs more than the 1,462.51 FTEs in the original FY 2012-13 budget. This represents a 0.3% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$118,473,351 in FY 2013-14, are \$7,528,921 or 6.8% more than FY 2012-13 revenues of \$110,944,430. General Fund support of \$215,832,753 in FY 2013-14 is \$704,370 or 0.3% more than FY 2012-13 General Fund support of \$215,128,383.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$346,212,615 budget for FY 2014-15 is \$11,906,511 or 3.6% more than the Mayor's proposed FY 2013-14 budget of \$334,306,104.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,469.47 FTEs, which are 2.7 FTEs more than the 1,466.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.2% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$120,484,589 in FY 2014-15 are \$2,011,238 or 1.7% more than FY 2013-14 estimated revenues of \$118,473,351. General Fund support of \$225,728,026 in FY 2014-15 is \$9,895,273 or 4.6% more than FY 2013-14 General Fund support of \$215,832,753.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: **FIR-FIRE**

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,300,408 in FY 2013-14. Of the \$1,300,408 in recommended reductions, \$1,249,788 are ongoing savings and \$50,620 are one-time savings. These reductions would still allow an increase of \$6,932,883 or 2.1% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$15,339 to the General Fund.

Together, these recommendations will result in \$1,315,747 savings to the City's General Fund in FY 2013-14.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,664,778 in FY 2014-15. Of the \$1,664,778 in recommended reductions, \$1,453,874 are ongoing savings and \$210,904 are one-time savings. These reductions would still allow an increase of \$10,241,733 or 3.1% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: FIR-FIRE

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
FIRE DEPARTMENT					
ADMINISTRATION & SUPPORT SERVICES	32,864,218	33,013,379	149,161	33,907,633	894,254
CUSTODY	715,735	1,621,500	905,765	2,555,500	934,000
FIRE GENERAL	1,278,096	1,455,251	177,155	1,358,000	(97,251)
FIRE SUPPRESSION	275,128,440	281,241,048	6,112,608	290,868,254	9,627,206
GRANT SERVICES	0	0	0	0	0
PREVENTION & INVESTIGATION	11,919,164	12,618,199	699,035	13,171,984	553,785
TRAINING	4,167,160	4,256,727	89,567	4,351,244	94,517
WORK ORDER SERVICES	0	100,000	100,000	0	(100,000)
FIRE DEPARTMENT	326,072,813	334,306,104	8,233,291	346,212,615	11,906,511

FY 2013-14

The Department's proposed FY 2013-14 budget has increased by \$8,233,291 largely due to:

- An increase in fringe benefit costs;
- Purchases of new equipment, including nine ambulances, eight Fire Prevention vehicles, 8 defibrillators, and 8 gurneys;
- Funding of two new positions and two existing positions in the Bureau of Fire Prevention;
- An increase in overtime spending based on expected retirements; and
- Two firefighter academies.

FY 2014-15

The Department's proposed FY 2014-15 budget has increased by \$11,906,511 largely due to:

- An increase in fringe benefit costs;
- The opening of a new fire station in the Mission Bay area, scheduled to open in the fall of 2014, which will be staffed entirely with overtime;
- One firefighter academy; and
- An increase in overtime spending due to the opening of a new fire station in the Mission Bay area.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: **FIR-FIRE**

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,466.77 FTEs, which are 4.26 FTEs more than the 1,462.51 FTEs in the original FY 2012-13 budget. This represents a 0.3% change in FTEs from the original FY 2012-13 budget.

There are two new positions in FY 2013-14 budget representing:

- 0.77 FTE: Lieutenant position in the Fire Prevention program, due to increased workload in the Bureau of Fire Prevention;
- 0.77 FTE: Senior IS Programmer Analyst, due to increased workload in the Bureau of Fire Prevention and advancements in technology within the Department, resulting in the need for additional IT staff..

The remaining 2.46 increase in FTEs is due to a decrease in Attrition Savings, and does not represent an increase in positions.

The Mayor's proposed budget includes funding for two H-2 firefighter academy classes. One class is tentatively scheduled to begin in August, 2013, and would consist of 32 new recruits consisting of 32 entry level firefighters (H-2 classifications) and 10 current fire rescue paramedic firefighter staff (H-3 classifications), assigned to ambulances, who will be transferring to the Fire Suppression division. In order to maintain the Department's level of ambulance services, the Department will re-staff the 10 fire rescue H-3 paramedic/firefighter positions vacated by the H-2 firefighter academy class with new recruits who will train as H-3 firefighter/paramedics in an 8-week class scheduled to begin in July and lasting 8 weeks.

The second academy class will be an entry level firefighter class of 36 firefighters (H-2 classifications), which is tentatively scheduled to start in January, 2014, allowing for a May, 2013 entry into the workforce. The 78 firefighter positions completing the two academy classes are filling current vacancies and therefore do not represent an increase in FTEs in the Department's FTE count.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,469.47 FTEs, which are 2.7 FTEs more than the 1,466.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.2% increase in FTEs from the Mayor's proposed FY 2013-14 budget. The increase is due to the annualization of the two new positions described above and other adjustments.

The Department and the Mayor's Office are proposing one firefighter academy class, consisting 42 firefighters starting in August, 2014, allowing for a December, 2014 entry into the workforce. 32 firefighters in the class will be entry-level fighters and 10 fire rescue paramedics assigned to the Department's ambulances, whose positions would be backfilled in July 2014, prior to their entering the academy class. The 42 firefighter positions are filling

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: FIR-FIRE

current vacancies and therefore do not represent an increase in FTEs in the Department's FTE count.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$118,473,351 in FY 2013-14, are \$7,528,921 or 6.8% more than FY 2012-13 revenues of \$110,944,430. General Fund support of \$215,832,753 in FY 2013-14 is \$704,370 or 0.03% more than FY 2012-13 General Fund support of \$215,128,383.

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

- A retroactive supplemental reimbursement for Medi-Cal ambulance transports divided between FY 2012-13 and FY 2013-14 and the continuing increased supplemental reimbursement for ambulance transports;
- An expected continuing increase in State Public Safety Sales Tax funds (0.5% of the State's 7.5% Sales Tax rate) as a result of the improving economy across the State; and
- An expected continuing increase in Fire Prevention revenues, due to the increase of construction activities across the City.

FY 2014-15

The Department's revenues of \$120,484,589 in FY 2014-15 are \$2,011,238 or 1.7% more than FY 2013-14 estimated revenues of \$118,473,351. General Fund support of \$225,728,026 in FY 2014-15 is \$9,895,273 or 4.6% more than FY 2013-14 General Fund support of \$215,832,753.

Specific changes in the Department's FY 2014-15 revenues include an expected continuing increase in State Public Safety Sales Tax funds (0.5% of the State's 7.5% Sales Tax rate) as a result of the improving economy across the State

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: **FIR-FIRE**

Fee Legislation

Projected revenues for FY 2013-14 are based on the proposed fee ordinance as follows:

File No.	Fee Description	FY 2012-13 Original Revenue	Total Increase in FY 2013-14	Annualized Revenue Thereafter	% Cost Recovery
	Increasing inspection fee for additional inspection fees from \$110 per hour to \$115 per hour.				
	Increases the pre-application plan review fee from \$220 to \$230 for the first two hours and \$115 each additional hour.				
13-0546	Increases re-inspection fee from \$220 to \$230 for the first hour and \$115 for each additional hour.	\$2,399,200	\$525,250	\$2,491,310	98 – 100% depending on the fee
	Increases the overtime fee for inspections from \$131 per hour to \$133 per hour.				
	Increases water flow information fee from \$110 to \$115.				

Recommendation:

Approve the proposed fee resolution. The Budget and Legislative Analyst notes that the proposed Fire Department budget is balanced based on the assumption that the fee legislation shown above will be approved.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$1,300,408 in FY 2013-14. Of the \$1,300,408 in recommended reductions, \$1,249,788 are ongoing savings and \$50,620 are one-time savings. These reductions would still allow an increase of \$6,932,883 or 2.1% in the Department’s FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$15,339 to the General Fund.

Together, these recommendations will result in \$1,315,747 savings to the City’s General Fund in FY 2013-14.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: FIR-FIRE

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,664,778 in FY 2014-15. Of the \$1,664,778 in recommended reductions, \$1,453,874 are ongoing savings and \$210,904 are one-time savings. These reductions would still allow an increase of \$10,241,733 or 3.1% in the Department's FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

FIR - Fire

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
AAD - Administration & Support Services												
Stationary Engineer	1.00	0.00	\$76,556	\$0	\$76,556	x			\$77,497	\$0	\$77,497	x
Mandatory Fringe Benefits			\$36,358	0	\$36,358	x			\$39,539	\$0	\$39,539	x
			<i>Total Savings</i>		\$112,914				<i>Total Savings</i>		\$117,036	
	Delete vacant 7334 Stationary Engineer position which has been vacant since July 1, 2011.											
Services of Other Departments			\$3,297,147	\$2,997,147	\$300,000	x			\$3,060,954	\$2,760,954	\$300,000	x
	Reduce work order for services with Department of Technology (DT) to reflect actual costs. Per DT, Citywide expenditures for the Motorola contract for radios will be reduced by \$1 million per year over the next four years. This reduction reflects the Department's portion.											
Services of Other Departments			\$4,325,620	\$4,300,000	\$25,620	x			\$4,454,577	\$4,350,000	\$104,577	x
	Reduce Auto Maintenance by \$25,620 based on new vehicle purchases and historical expenditures which have not exceeded \$4,300,000 in past three fiscal years.											
Attrition Savings - Miscellaneous	(1.04)	(2.11)	(\$97,537)	(\$197,537)	\$100,000	x	(1.04)	(2.09)	(\$99,074)	(\$199,074)	\$100,000	
Mandatory Fringe Benefits			(\$41,993)	(85,046)	\$43,053	x			(\$45,780)	(\$91,987.89)	\$46,208	
			<i>Total Savings</i>		\$143,053				<i>Total Savings</i>		\$146,208	
	Increase attrition savings for civilian (miscellaneous) salaries based on a projected salary surplus in FY 2012-13 for civilian employees.											
	Ongoing savings.											

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

FIR - Fire

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
Equipment Purchase										\$1,089,990	\$983,663	\$106,327	x	x
	Reduction per quote provided by the Department.													
Premium Pay - Uniform			\$10,437,132	\$10,737,132	\$300,000	x				\$10,620,444	\$10,320,444	\$300,000		
Mandatory Fringe Benefits			\$2,298,256	2,364,316	\$66,060	x				\$2,671,041	\$2,595,591.02	\$75,450		
			<i>Total Savings</i>	<i>\$366,060</i>						<i>Total Savings</i>	<i>\$375,450</i>			
	Reduction based on FY 2012-13 projected uniform premium pay expenditures, and use of overtime in lieu of permanent salaries to meet the Department's fire station and ambulance staffing requirements, which results in a decrease in the associated premium pay.													
	Ongoing savings.													
Attrition Savings - Uniform	(312.00)	(8.75)	(\$38,314,194)	(\$38,533,868)	\$219,674	x				(\$38,191,610)	(\$38,541,610)	\$350,000	x	
Mandatory Fringe Benefits			(\$13,028,045)	(13,102,741)	\$74,696	x				(\$14,380,796)	(\$14,512,586)	\$131,790	x	
			<i>Total Savings</i>	<i>\$294,370</i>						<i>Total Savings</i>	<i>\$481,790</i>			
	The Department decreased their attrition savings for uniform positions in FY 2013-14 by \$219,647 although the Department has a projected surplus for uniform salaries in FY 2012-13 due to the use of overtime to fill permanent positions. The recommended reduction is consistent with the Department's baseline budget and ongoing practice to use overtime in lieu of permanent salaries to meet the Department's fire station and ambulance staffing requirements.													
	Ongoing savings.													

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

FIR - Fire

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
City Grant Programs			\$100,000	\$75,000	x	x						
	Reduce by \$25,000 based on no budget being provided by the Department for \$100,000 in "seed funding" provided for design and construction of Marina Earthquake Memorial. \$75,000 is sufficient to begin development of design and plans in Year 1 of the project, as Department intends to do in FY 2013-14.											
Professional & Specialized Services			\$80,000	\$65,000		x			\$80,000	\$65,000		x
	Reduction based on historical expenditures which have not exceeded \$59,080 in past two fiscal years.											
Materials & Supplies			\$63,390	\$45,000		x			\$63,390	\$45,000		x
	Reduction based on historical expenditures which have not exceeded \$40,000 in past two fiscal years.											

FY 2013-14

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$50,620	\$1,249,788
Non-General Fund	\$0	\$0
Total	\$50,620	\$1,249,788

FY 2014-15

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$210,904	\$1,453,874
Non-General Fund	\$0	\$0
Total	\$210,904	\$1,453,874

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

FIR - Fire

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	9/27/2012	5,000.00	2,500.00
THE PRESIDIO TRUST	Other Building Maintenance Services	Yes	2011	4/26/2013	9,500.00	4,746.00
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	11/16/2012	10,000.00	3,500.00
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	9/27/2012	9,000.00	4,000.00
CALIFORNIA DIESEL & POWER	Other Equipment Maintenance	Yes	\$2,012	9/27/2012	1,942.00	433.00
CALIFORNIA DIESEL & POWER	Other Equipment Maintenance Supplies	Yes	\$2,012	9/27/2012	718.00	160.00

Total Amount Return to Fund Balance 15,339.00
General Fund 15,339.00
Non-General Fund -

Note: The above encumbrance balances are from budget years prior to FY 2013-14. 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 2013-14

Budget Changes

The Department's proposed \$69,657,820 budget for FY 2013-14 is \$21,982,900 or 46.1% more than the original FY 2012-13 budget of \$47,674,920.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 244.55 FTEs, which are 0.85 FTE more than the 243.70 FTEs in the original FY 2012-13 budget. This represents a 0.3% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$25,021,736 in FY 2013-14, are \$19,397,376 or 344.9% more than FY 2012-13 revenues of \$5,624,360. General Fund support of \$44,636,084 in FY 2013-14 is \$2,585,524 or 6.1% more than FY 2012-13 General Fund support of \$42,050,560.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$69,736,280 budget for FY 2014-15 is \$78,460 or 0.1% more than the Mayor's proposed FY 2013-14 budget of \$69,657,820.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 248.97 FTEs, which are 4.42 FTEs more than the 244.55 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.8% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$25,109,599 in FY 2014-15 are \$87,863 or 0.4% more than FY 2013-14 estimated revenues of \$25,021,736. General Fund support of \$44,626,681 in FY 2014-15 is \$9,403 or 0.02% less than FY 2013-14 General Fund support of \$44,636,084.

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$77,556 in FY 2013-14, of which are \$73,897 are one-time savings and \$3,659 are ongoing savings. These reductions would still allow an increase of \$21,905,344, or 45.9 percent in the Department's FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$625 to the General Fund.

Together, these recommendations will result in \$78,181 savings to the City’s General Fund in FY 2013-14.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$3,681 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$74,779, or 0.01 percent in the Department’s FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
EMERGENCY COMMUNICATIONS	40,316,575	43,231,194	2,914,619	43,189,893	(41,301)
EMERGENCY SERVICES	6,471,790	26,285,716	19,813,926	26,407,242	121,526
FALSE ALARM PREVENTION	754,297	0	(754,297)	0	0
OUTDOOR PUBLIC WARNING SYSTEM	132,258	140,910	8,652	139,145	(1,765)
EMERGENCY MANAGEMENT	47,674,920	69,657,820	21,982,900	69,736,280	78,460

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$21,982,900 largely due to:

- The inclusion of \$22,901,903 in pass-through Homeland Security grants, to be expended by the Urban Areas Security Initiative, which had previously been accepted mid-year through the City’s Accept and Expend process. Therefore, while the FY 2013-14 budget has increased by \$21,982,900, the amount included in the Department’s budget for operations has decreased by \$919,003;
- The funding of a class of 10 dispatchers beginning in January, 2014.
- The funding of several large technology projects, approved by the Committee on Information Technology (COIT), including the final year to upgrade the City’s Computer Aided Dispatch (CAD) System, a planning project for replacement of the City’s public safety radio system and the building of a wireless broadband data network across the seven-county Bay Area dedicated to public safety agencies.

These increases are offset by other reductions, such as the transfer of the administration of the Police Emergency Alarm Ordinance, which requires companies and individuals who have emergency alarms to obtain an annual license and to meet specific operating standards, from the Department to the Treasurer and Tax Collector.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$78,460 largely due to:

- The inclusion of \$22,917,367 in pass-through Homeland Security grants, to be expended by the Urban Areas Security Initiative, which had previously been accepted mid-year through the City’s Accept and Expend process. Therefore, while the FY 2014-15 budget has increased by \$78,460, the amount included in the Department’s budget for operations has decreased by \$22,838,907;
- The continued funding of several large COIT-approved technology projects described above.

These increases are offset by other reductions, such as decreases in Professional and Contractual Services as well as the completion of capital projects funded in previous fiscal years.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 244.55FTEs, which are 0.85 FTE more than the 243.70 FTEs in the original FY 2012-13 budget. This represents a 0.3% increase in FTEs from the original FY 2012-13 budget.

- The Department is adding one new off-budget Project Management position to oversee the planning phase of the public safety radio system.
- The Department is hiring 10 new 8238 Public Safety Communications Dispatchers, with January, 2014 start dates. These 10 8238 Public Safety Communications Dispatchers are existing positions and do not result in an increase in FTE count.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 248.97 FTEs, which are 4.42 FTEs more than the 244.55 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 1.8% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

- The Department has decreased Attrition Savings, resulting in their FTE count increasing by 5.35 FTEs due to the annualization of the 10 8238 Public Safety Communications Dispatchers.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$25,021,736 in FY 2013-14, are \$19,397,376 or 344.9% more than FY 2012-13 revenues of \$5,624,360. General Fund support of \$44,636,084 in FY 2013-14 is \$2,585,524 or 6.1% more than FY 2012-13 General Fund support of \$42,050,560.

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

- The inclusion of \$22.9 million in pass-through Homeland Security grants, which had previously been accepted through the City’s Accept and Expend process.

FY 2014-15

The Department's revenues of \$25,109,599 in FY 2014-15 are \$87,863 or 0.4% more than FY 2013-14 estimated revenues of \$25,021,736. General Fund support of \$44,626,681 in FY 2014-15 is \$9,403 or 0.02% more than FY 2013-14 General Fund support of \$44,636,084.

Specific changes in the Department’s FY 2014-15 revenues include:

- The continued inclusion of \$22.9 million in pass-through Homeland Security grants.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$77,556 in FY 2013-14, of which are \$73,897 are one-time savings and \$3,659 are ongoing

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ECD – EMERGENCY MANAGEMENT

savings. These reductions would still allow an increase of \$21,905,344, or 45.9 percent in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$625 to the General Fund.

Together, these recommendations will result in \$78,181 savings to the City's General Fund in FY 2013-14.

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$3,681 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$74,779, or 0.01 percent in the Department's FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

ECD - Emergency Management

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		GF	IT	FTE		Amount		GF	IT	
	From	To	From	To			From	To	From	To			Savings
BIR - Emergency Communications													
Attrition Savings	0.00	0.00	\$435	\$0	\$435	x		0.00	0.00	\$441	\$0	\$441	x
Mandatory Fringe Benefits			\$124	\$0.00	\$124	x				\$140	\$0	\$140	x
			<i>Total Savings</i>		\$559				<i>Total Savings</i>		\$581		
Decrease Attrition Savings to \$0 because of positive numbers reflected in the FY 2013-14 budget which are incorrect.													
1042 IS Engineer - Journey	0.46	0.00	\$52,659	\$0	\$52,659	x	x						
Mandatory Fringe Benefits			\$21,238	\$0.00	\$21,238	x	x						
			<i>Total Savings</i>		\$73,897								
Delete .46 FTE for 1042 IS Engineer-Journey position as a technical adjustment due to double-budgeting for the position.													
BIV - Emergency Services													
Materials & Supplies			\$17,100	\$14,000	\$3,100	x				\$17,100	\$14,000	\$3,100	x
\$0	Reduction based on historical expenditures which did not exceed \$1,173 in FY 2012-13.												

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$73,897	\$3,659	\$77,556
Non-General Fund	\$0	\$0	\$0
Total	\$73,897	\$3,659	\$77,556

FY 2014-15

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$3,681	\$3,681
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$3,681	\$3,681

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

ECD - Emergency Management

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance	
NO VENDOR	Other Current Expenses	Yes	1999	9/27/2012	9,388.00	20.00	
VERIZON WIRELESS	Communication Supplies	Yes	2011	9/27/2012	260.00	173.00	
EN POINTE TECHNOLOGIES SALES INC	Other Equipment Maintenance	Yes	2009	2/8/2013	32,000.00	432.00	
CITY OF OAKLAND	Payments to Other Governments	No	2011	5/2/2013	685,346.00	40,866.00	
Total Amount Return to Fund Balance						41,491.00	
						General Fund	625.00
						Non-General Fund	40,866.00

Note: The above encumbrance balances are from budget years prior to FY 2013-14. 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 2013-14

Budget Changes

The Department's proposed \$527,568,477 budget for FY 2013-14 is \$37,622,269 or 7.7% more than the original FY 2012-13 budget of \$489,946,208.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 2,733.06 FTEs, which are 78.39 FTEs more than the 2,654.67 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$120,136,541 in FY 2013-14 are \$3,443,173 or 3.0% more than FY 2012-13 revenues of \$116,693,368. General Fund support of \$407,431,936 in FY 2013-14 is \$34,179,096 or 9.2% more than FY 2012-13 General Fund support of \$373,252,840.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$529,674,847 budget for FY 2014-15 is \$2,106,370 or 0.4% more than the Mayor's proposed FY 2013-14 budget of \$527,568,477.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,742.88 FTEs, which are 9.82 FTEs more than the 2,733.06 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$122,235,018 in FY 2014-15 are \$2,098,477 or 1.7% more than FY 2013-14 estimated revenues of \$120,136,541. General Fund support of \$407,439,829 in FY 2014-15 is \$7,893 or 0.0% more than FY 2013-14 General Fund support of \$407,431,936.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: POL – POLICE DEPARTMENT

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,643,149 in FY 2013-14. Of the \$2,643,149 in recommended reductions, \$1,716,195 are ongoing savings and \$926,954 are one-time savings. These reductions would still allow an increase of \$34,979,120 or 7.1% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$52,027 to the General Fund.

Together, these recommendations will result in \$2,695,176 savings to the City's General Fund in FY 2013-14.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,716,195 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$390,175 or 0.1% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: POL – POLICE DEPARTMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
POLICE					
AIRPORT POLICE	47,645,035	49,622,941	1,977,906	51,074,186	1,451,245
CRIME CONTROL	0	0	0	0	0
INVESTIGATIONS	78,528,877	82,049,722	3,520,845	83,494,757	1,445,035
OFFICE OF CITIZEN COMPLAINTS OPERATIONS AND ADMINISTRATION	4,610,850	4,876,485	265,635	5,036,106	159,621
PATROL	69,261,206	90,089,595	20,828,389	82,262,669	(7,826,926)
POLICE OPERATIONS	275,603,051	290,293,469	14,690,418	297,167,261	6,873,792
WORK ORDER SERVICES	0	0	0	0	0
	14,297,189	10,636,265	(3,660,924)	10,639,868	3,603
POLICE	489,946,208	527,568,477	37,622,269	529,674,847	2,106,370

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$37,622,269 largely due to:

- Increased salaries and benefits, largely the result of the 2-year Re-civilianization Plan. This plan, which was approved in FY 2012-13, provides for the replacement of 52 positions that are currently filled by uniform officers with civilian staff. Twenty-one positions were approved to be civilianized in FY 2012-13, and 31 positions were approved to be civilianized in FY 2013-14. In addition, the Department will hold three Police Academy Recruit Classes in FY 2013-14.
- Increased costs related to the new Public Safety Building. As part of the City’s plan to replace the Hall of Justice, the Police Department will relocate to a new Public Safety Building located at 3rd Street and Mission Rock Street. The construction of the Public Safety Building is currently scheduled to be completed by June 2014. The FY 2013-14 budget shows increased costs related to the Furniture, Fixtures and Equipment for the project.
- Increased costs related to equipment purchases. The Department presented a 2-year plan to the Mayor in May 2012 to replace 90 police vehicles in two years. In FY 2013-14, the Department will replace 30 vehicles.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$2,106,370 largely due to:

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: POL – POLICE DEPARTMENT

- Increased costs related to moving the Department from the Hall of Justice to the new Public Safety Building for Rent, Facility Services, and Maintenance. FY 2014-15 expenditures will increase by \$2,183,486 for these services.
- Increased costs related to equipment purchases. The Department presented a 2-year plan to the Mayor in May 2012 to replace 90 police vehicles in two years. In FY 2014-15, the Department will replace 60 vehicles.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 2,733.06 FTEs, which are 78.39 FTEs more than the 2,654.67 FTEs in the original FY 2012-13 budget. This represents a 3.0% increase in FTEs from the original FY 2012-13 budget.

The increase in FTEs is primarily the result of the 2-year Re-civilianization Plan. This plan, which was approved in FY 2012-13, provides for the replacement of 52 positions that are currently filled by uniform officers with civilian staff. Twenty-one positions were approved to be civilianized in FY 2012-13, and 31 positions were approved to be civilianized in FY 2013-14. In addition, the Department will hold three Police Academy Recruit Classes in FY 2013-14.

The Department has also requested one new position – an 1823 – which was not approved as part of the original civilianization plan, but would civilianize the position, which provides contract administration for the Department. The uniform officer who had most recently filled this capacity retired in May 2013.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,742.88 FTEs, which are 9.82 FTEs more than the 2,733.06 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

These changes are primarily the result of the Re-civilianization Plan, and do not reflect new positions.

INTERIM EXCEPTIONS

The Department has requested approval of 2 positions as an interim exception. The Budget and Legislative Analyst recommends approval of 1 position as an interim exception and disapproval of 1 position.

- The interim exception for the Q082 Captain III position is recommended because it is a grant-funded position that was incorrectly omitted from the ASO. This is a technical adjustment.
- The interim exception for the 1823 Senior Administrative Analyst is not recommended because there is no critical need to fill this position as of July 1, 2013. The position was not

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: POL – POLICE DEPARTMENT

approved in 2012 as part of the Re-civilianization Plan, and the Department has not even started interviewing for the position.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$120,136,541 in FY 2013-14 are \$3,443,173 or 3.0% more than FY 2012-13 revenues of \$116,693,368. General Fund support of \$407,431,936 in FY 2013-14 is \$34,179,096 or 9.2% more than FY 2012-13 General Fund support of \$373,252,840.

Specific changes in the Department's FY 2013-14 revenues include the following increases offset by other reductions:

- An increase of \$3,934,500 in Public Safety sales tax allocation;
- An increase of \$482,188 in traffic fines for moving violations; and
- An increase in federal and state grants of \$715,421.

FY 2014-15

The Department's revenues of \$122,235,018 in FY 2014-15 are \$2,098,477 or 1.7% more than FY 2013-14 estimated revenues of \$120,136,541. General Fund support of \$407,439,829 in FY 2014-15 is \$7,893 or 0.0% more than FY 2013-14 General Fund support of \$407,431,936.

Specific changes in the Department's FY 2014-15 revenues include an increase of \$1,519,000 in Public Safety sales tax allocation and other increases.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$2,643,149 in FY 2013-14. Of the \$2,643,149 in recommended reductions, \$1,716,195 are ongoing savings and \$926,954 are one-time savings. These reductions would still allow an increase of \$34,979,120 or 7.1% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$52,027 to the General Fund.

Together, these recommendations will result in \$2,695,176 savings to the City's General Fund in FY 2013-14.

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$1,716,195 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$390,175 or 0.1% in the Department's FY 2014-15 budget.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

POL - Police Department

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		Savings	GF	FTE		Amount		Savings	GF
	From	To	From	To			From	To	From	To		
ACB - Investigations												
Attrition Savings - Miscellaneous	(2.89)	(4.89)	(\$238,330)	(\$403,264)	\$164,934	x						
Mandatory Fringe Benefits			(\$106,617)	(\$180,400)	\$73,783	x						
			<i>Total Savings</i>		\$238,717							
Increase Attrition Savings to reflect actual hiring dates for current vacant positions. The Investigations Division currently has 17 vacant positions. According to the Department, at least 8 of the vacant positions will not be filled until November 2013, and there is no current hiring plan for 2 of the positions.												
ACM - Operations and Administration												
Services of Other Departments			\$8,520,483	\$8,020,483	\$500,000	x			\$8,138,900	\$7,638,900	\$500,000	x
Reduce work order for services with Department of Technology (DT) to reflect actual costs. Per DT, expenditures for the Motorola contract for radios will be reduced by \$1 million per year over the next four years. This reduction reflects the Police Department's portion of our recommended reduction.												
Materials & Supplies			\$1,000,000	\$800,000	\$200,000	x			\$1,000,000	\$800,000	\$200,000	x
Reduce expenditures based on historical spending and projected expenditures in FY 2013-14.												
Attrition Savings - Miscellaneous	(8.76)	(12.69)	(\$712,618)	(\$1,032,618)	\$320,000	x						
Mandatory Fringe Benefits			(\$321,111)	(\$411,233)	\$90,122	x						
			<i>Total Savings</i>		\$410,122							
Increase Attrition Savings to reflect actual hiring dates for 48 current vacant positions in the Operations & Administration Division. These include 11 positions approved for Year 1 (FY 2012-13) of the Recivilianization Plan, 21 positions approved for Year 2 (FY2013-14) of the Recivilianization Plan, and 16 other vacant positions.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

POL - Police Department

Object Title	FY 2013-14				FY 2014-15						
	FTE		Amount		FTE		Amount				
	From	To	From	To	From	To	From	To			
Senior Admin Analyst	1.00	0.77	\$97,356	\$74,964			\$22,392	x	x		
Mandatory Fringe Benefits			\$41,681	\$32,094			\$9,587	x	x		
			<i>Total Savings</i>	\$31,979							
	<p>Disapprove the interim exception for the 1823 Senior Administrative Analyst. The Department is requesting this new position as part of its Recivilianization, although it was not approved as part of the 2 Year Recivilianization Plan in 2012. That plan approved the civilianization of 52 positions. Of the 21 positions approved for civilianization in 2012-13, only 6 have been filled. There is no urgent need to fill this 1823 position as of July 1, 2013, and given the challenges that the Department has faced in the civilianization process, reducing the new 1823 to .77 FTE reflects a realistic and sufficient hiring timeline for the department.</p>										
	ACX - Patrol										
Attrition Savings	(8.53)	(10.50)	(\$519,040)	(\$639,040)			\$120,000	x	x		
Mandatory Fringe Benefits			(\$263,792)	(\$324,780)			\$60,988	x	x		
			<i>Total Savings</i>	\$180,988							
	<p>Increase Attrition Savings to reflect actual hiring dates for current vacant positions. The Patrol Division currently has 6 vacant civilian positions, and at least two will not be filled until fall 2013.</p>										

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

POL - Police Department

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF 1T	Savings	FTE		Amount		GF 1T	Savings
	From	To	From	To			From	To	From	To		
Overtime			\$999,208	\$0	x	\$999,208			\$999,208	\$0	x	\$999,208
Social Security			\$14,489	\$0	x	\$14,489			\$14,489	\$0	x	\$14,489
Unemployment Insurance			\$2,498	\$0	x	\$2,498			\$2,498	\$0	x	\$2,498
			<i>Total Savings</i>						<i>Total Savings</i>			
			\$1,016,195						\$1,016,195			
	<p>The Budget and Legislative Analyst completed a performance audit of the San Francisco Housing Authority (SFHA) in May 2013 and recommended that SFHA terminate the Memorandum of Understanding (MOU) with SFPD, based on the lack of demonstrated performance and effectiveness since 2004. Under the MOU, SFPD provided dedicated police staffing for several SFHA housing sites. SFPD scheduled police officers to 12 hour shifts, of which 10 hours were regular pay included in the SFPD operating budget and two hours were overtime pay reimbursed by SFHA. The Mayor's proposed budget deletes the revenue reimbursements from SFHA to the SFPD for police overtime but maintains these overtime expenditures. Under our recommendation, SFPD could continue to provide dedicated police staffing to the select SFHA housing sites on regular 10 hour shifts without the use of overtime, in the same manner that SFPD provides dedicated police staffing to the 6th Street Corridor and the San Francisco Unified School District, including scheduling dedicated police staff during the hours of the day and on the days of the week in which police presence is most needed.</p>											
	<p align="center">ACV - Office of Citizen Complaints</p>											
Deputy Director I	1.00	0.77	\$112,996	\$87,007	x	\$25,989						
Mandatory Fringe Benefits			\$49,336	\$37,989	x	\$11,347						
			<i>Total Savings</i>						<i>Total Savings</i>			
			\$37,336						\$37,336			
	Reduce FTE to reflect actual hiring timeline.											
Equipment Purchase			\$27,812	\$0	x	\$27,812						
	<p>Disapprove the purchase of one new vehicle. The Department seeks to replace a vehicle with approximately 50,000 miles, in accordance with the Healthy Air and Clean Transportation Ordinance (HACTO). However, HACTO does not simply require that 12-year-old vehicles be replaced by 2015, but that fleets be reduced and transit-first strategies be implemented. The Department should therefore seek to implement alternative travel strategies, including public transit and carpools, to meet this legislative requirement.</p>											

FY 2013-14				FY 2014-15			
Total Recommended Reductions		Total Recommended Reductions		Total Recommended Reductions		Total Recommended Reductions	
One-Time	Ongoing	One-Time	Ongoing	One-Time	Ongoing	One-Time	Ongoing
General Fund	\$926,954	\$1,716,195	\$2,643,149	General Fund	\$0	\$1,716,195	\$1,716,195
Non-General Fund	\$0	\$0	\$0	Non-General Fund	\$0	\$0	\$0
Total	\$926,954	\$1,716,195	\$2,643,149	Total	\$0	\$1,716,195	\$1,716,195

GF = General Fund
1T = One Time

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

POL - Police

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
NO VENDOR	04941 MINOR FURNISHINGS	Yes	1997	09/27/2012	28,964.15	1,837.99
SEROLOGICAL RESEARCH INSTITUTE	05321 LITIGATION EXPENSES	Yes	2012	09/27/2012	10,000.00	1,764.98
SPRINT NEXTEL	04341 COMMUNICATION SUPPLIES	Yes	2012	09/27/2012	5,000.00	5,000.00
COLD STORAGE MFG INC	02999 OTHER EQUIP MAINT	Yes	2011	09/27/2012	5,170.00	4,535.58
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	638.12
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	5,636.51
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	957.51
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	817.68
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	1,055.41
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	5,659.06	1,312.00
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	6,288.30
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	4,236.90
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	5,218.65
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	5,007.19
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	10,000.00	1,420.85
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	3,740.52	623.42
GALLS LLC	04531 UNIFORMS	Yes	2011	09/27/2012	74,051.84	3,379.77
NO VENDOR	6029 AUTOMOTIVE & OTHER VEHICLE	No	2008	09/27/2012	96,031.25	96,031.25
L C ACTION POLICE SUPPLY	04521 ORDNANCE	Yes	2012	11/07/2012	4,306.33	47.12
BAUER COMPRESSORS	02999 OTHER EQUIP MAINT	Yes	2012	02/04/2013	2,150.00	975.00
ORACLE AMERICA INC	03596 SOFTWARE LICENSING FEES	Yes	2012	03/04/2013	5,095.71	1,273.92
Total Amount Return to Fund Balance						148,058.15
General Fund						52,026.90
Non-General Fund						96,031.25

Note: The above encumbrance balances are from budget years prior to FY 2013-14. 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 2013-14

Budget Changes

The Department's proposed \$28,871,157 budget for FY 2013-14 is \$2,076,969 or 7.8% more than the original FY 2012-13 budget of \$ 26,794,188.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 156.50 FTEs, which are 1.37 FTEs less than the 157.87 FTEs in the original FY 2012-13 budget. This represents a 0.9% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$347,637 in FY 2013-14, are \$95,140 or 37.7% more than FY 2012-13 revenues of \$252,497. General Fund support of \$28,523,520 in FY 2013-14 is \$1,981,829 or 7.5% more than FY 2012-13 General Fund support of \$26,541,691.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$29,766,787 budget for FY 2014-15 is \$895,630 or 3.1% more than the Mayor's proposed FY 2013-14 budget of \$28,871,157.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 156.34 FTEs, which are 0.16 FTEs less than the 156.50 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.1% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$319,329 in FY 2014-15 are \$28,308 or 8.1% less than FY 2013-14 estimated revenues of \$347,637. General Fund support of \$29,447,458 in FY 2014-15 is \$923,938 or 3.2% more than FY 2013-14 General Fund support of \$28,523,520.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: PDR – PUBLIC DEFENDER

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$51,452 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$2,025,517 or 7.56% in the Department's FY 2013-14 budget.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$66,452 in FY 2014-15, of which \$15,000 are one-time and \$51,452 are ongoing savings. These reductions would still allow an increase of \$829,178 or 2.9% in the Department's FY 2014-15 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: PDR – PUBLIC DEFENDER

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
PUBLIC DEFENDER					
CRIMINAL AND SPECIAL DEFENSE	26,705,704	28,774,520	2,068,816	29,666,458	891,938
GRANT SERVICES	88,484	96,637	8,153	100,329	3,692
PUBLIC DEFENDER WORK ORDER	0	0	0	0	0
PUBLIC DEFENDER	26,794,188	28,871,157	2,076,969	29,766,787	895,630

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$2,076,969 largely due to increases in salaries and fringe benefits. Cost increases in the proposed FY 2013-14 budget also include requests for new software and service charge increases from multiple external departments.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$895,630 largely due to increases in fringe benefits.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 156.50 FTEs, which are 1.37 FTEs more than the 157.87 FTEs in the original FY 2012-13 budget. This represents a 0.9% increase in FTEs from the original FY 2012-13 budget.

The Department requests to add three off budget positions for their Mobilization for Adolescent Growth in our Communities (MAGIC) programs. The funding source is a work order from the Department of Children, Youth and Family.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 156.34 FTEs, which are 0.16 FTEs less than the 156.50 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 0.1% decrease in FTEs from the Mayor’s proposed FY 2013-14 budget.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: PDR – PUBLIC DEFENDER

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$347,637 in FY 2013-14, are \$95,140 or 37.7% more than FY 2012-13 revenues of \$252,497. General Fund support of \$28,523,520 in FY 2013-14 is \$1,981,829 or 7.5% more than FY 2012-13 General Fund support of \$26,541,691.

Specific changes in the Department's FY 2013-14 revenues include an anticipated increase in Federal and State funding and a new work order from the Department of Children, Youth and their Families.

FY 2014-15

The Department's revenues of \$319,329 in FY 2014-15 are \$28,308 or 8.1% less than FY 2013-14 estimated revenues of \$347,637. General Fund support of \$29,447,458 in FY 2014-15 is \$923,938 or 3.2% more than FY 2013-14 General Fund support of \$28,523,520.

Specific changes in the Department's FY 2014-15 revenues include an anticipated decrease in State funding of AB109 Public Safety Realignment revenues relative to the previous budget year.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$51,452 in FY 2013-14, which are ongoing savings. These reductions would still allow an increase of \$2,025,517 or 7.56% in the Department's FY 2013-14 budget.

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$66,452 in FY 2014-15, of which \$15,000 are one-time and \$51,452 are ongoing. These reductions would still allow an increase of \$829,178 or 2.9% in the Department's FY 2014-15 budget.

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department's proposed \$46,895,842 budget for FY 2013-14 is \$4,238,221 or 9.9% more than the original FY 2012-13 budget of \$42,657,621.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 254.77 FTEs, which are 9.80 FTEs more/less than the 244.97 FTEs in the original FY 2012-13 budget. This represents a 4% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$6,103,358 in FY 2013-14, are \$44,658 or 0.73% less than FY 2012-13 revenues of \$6,148,016. General Fund support of \$40,792,484 in FY 2013-14 is \$4,282,879 or 11.7% more than FY 2012-13 General Fund support of \$36,509,605.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$47,094,087 budget for FY 2014-15 is \$198,245 or 0.42% more than the Mayor's proposed FY 2013-14 budget of \$46,895,842.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 251.54 FTEs, which are 3.23 FTEs less than the 254.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.26% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$5,430,741 in FY 2014-15 are \$672,617 or 11.0% less than FY 2013-14 estimated revenues of \$6,103,358. General Fund support of \$41,663,346 in FY 2014-15 is \$870,862 or 2.1% more than FY 2013-14 General Fund support of \$40,792,484.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: DAT – DISTRICT ATTORNEY

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$446,318 in FY 2013-14. Of the \$446,318 in recommended reductions, \$270,638 are ongoing savings and \$175,680 are one-time savings. These reductions would still allow an increase of \$3,791,903 or 8.9% in the Department’s FY 2013-14 budget.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$307,848 in FY 2014-15. Of the \$307,878 in recommended reductions, \$207,504 are ongoing savings and \$100,344 are one-time savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: DAT – DISTRICT ATTORNEY

SUMMARY OF PROGRAM EXPENDITURES:

<u>Program</u>	<u>FY 2012-2013 Budget</u>	<u>FY 2013-2014 Proposed</u>	<u>Increase/ Decrease from FY 2012- 2013</u>	<u>FY 2014-2015 Proposed</u>	<u>Increase/ Decrease from FY 2013- 2014</u>
DISTRICT ATTORNEY					
ADMINISTRATION - CRIMINAL & CIVIL	2,030,382	2,072,446	42,064	1,916,088	(156,358)
CAREER CRIMINAL PROSECUTION	1,002,495	1,041,013	38,518	1,074,144	33,131
CHILD ABDUCTION	914,780	998,165	83,385	1,030,297	32,132
FAMILY VIOLENCE PROGRAM	1,216,414	1,595,359	378,945	1,643,409	48,050
FELONY PROSECUTION	24,466,391	27,887,076	3,420,685	28,362,190	475,114
MISDEMEANOR PROSECUTION	1,915,546	1,995,815	80,269	2,063,431	67,616
SUPPORT SERVICES	6,172,219	6,514,328	342,109	6,717,826	203,498
WORK ORDERS & GRANTS	4,939,394	4,791,640	(147,754)	4,286,702	(504,938)
DISTRICT ATTORNEY	42,657,621	46,895,842	4,238,221	47,094,087	198,245

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$4,238,221 largely due to the following reasons:

- Annualization of 9 new limited term positions approved by the Board of Supervisors in FY 2012-13 through a supplemental appropriation for the District Attorney’s Domestic Violence unit, mandated salary step and fringe benefit increases, and reductions in attrition savings to allow for the hire of vacant positions;
- The purchase of 12 replacement vehicles in compliance with the Healthy Air and Clean Transportation Ordinance (HACTO); and
- A 48% increase of the rent for the Department’s site at 732 Brannan Street

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$198,245 largely due to adjustments to fringe benefits. A request for 10 additional replacement vehicles at a cost of \$294,480 represents a decrease of \$66,464 from the vehicle request in 2013-14.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 254.77 FTEs, which are 9.80 FTEs more than the 244.97 FTEs in the original FY 2012-13 budget. This represents a 4% increase in FTEs from the original FY 2012-13 budget.

Of the 9.8 additional FTEs in FY 2013-14, 9 are new limited duration FTEs funded by the Domestic Violence supplemental appropriation/ordinance 32-13.

FY 2014-15

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: DAT – DISTRICT ATTORNEY

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 251.54 FTEs, which are 3.23 FTEs less than the 254.77 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 1.3% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

These changes to the 2014-15 budget are mainly reflected in reductions to attrition.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$6,103,358 in FY 2013-14, are \$44,658 or 0.73% less than FY 2012-13 revenues of \$6,148,016. General Fund support of \$40,792,484 in FY 2013-14 is \$4,282,879 or 11.7% more than FY 2012-13 General Fund support of \$36,509,605.

FY 2014-15

The Department's revenues of \$5,430,741 in FY 2014-15 are \$672,617 or 11.02% less than FY 2013-14 estimated revenues of \$6,103,358. General Fund support of \$41,663,346 in FY 2014-15 is \$870,862 or 2.13% more than FY 2013-14 General Fund support of \$40,792,484.

Specific changes in the Department's FY 2014-15 revenues include anticipated decreases in state revenue and in expenditure recovery.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$446,318 in FY 2013-14. Of the \$446,318 in recommended reductions, \$270,638 are ongoing savings and \$175,680 are one-time savings. These reductions would still allow an increase of \$3,791,903 or 8.9% in the Department's FY 2013-14 budget.

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$307,848 in FY 2014-15. Of the \$307,878 in recommended reductions, \$207,504 are ongoing savings and \$100,344 are one-time 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**

DAT - District Attorney

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
AIH - Child Abduction (IG-AGF-ACP)			\$998,165	\$993,165	\$5,000	x	x							
	Reduce by \$5,000 to reflect the Budget and Legislative Analyst's projection of a surplus in FY 2012-13 to be carried forward in FY 2013-14.													
ALJ - Family Violence Program (IG-AGF-ACP)			\$1,595,359	\$1,495,359	\$100,000	x	x							
	Reduce by \$100,000 to reflect the Budget and Legislative Analyst's projection of a surplus in FY 2012-13 to be carried forward in FY 2013-14.													
AIA - Felony Prosecution Program (IG-AGF-AAA)														
Attrition Savings - Misc			(\$1,605,548)	(\$1,805,548)	\$200,000	x					(\$1,830,042)		\$150,000	x
Mandatory Fringe Benefits			(\$567,062)	(\$637,700)	\$70,638	x					(\$701,570)		\$57,504	x
			<i>Total Savings</i>		\$270,638					<i>Total Savings</i>		\$207,504		
	<p>The Mayor's proposed budget increases General Fund salaries by \$2.0 million in FY 2013-14 compared to the original FY 2012-13 budget, which includes (1) \$0.8 million for new positions approved in FY 2012-13 through a supplemental appropriation, (2) \$0.26 million for positions transferred from grant-funded and other programs and positions substitutions, (3) \$0.16 million for FY 2012-13 deficit in General Fund salaries, and (4) \$0.2 million for step adjustments. The balance of \$0.58 million is to hire existing vacant positions for various functions. The Budget and Legislative Analyst's proposed increase of \$0.2 million in attrition savings would still give the District Attorney's Office an increase of \$380,000 to hire existing vacancies.</p> <p align="center">Ongoing savings.</p>													

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

DAT - District Attorney

Object Title	FY 2013-14						FY 2014-15							
	FTE		Amount		Savings	GF	IT	FTE		Amount		Savings	GF	IT
	From	To	From	To				From	To	From	To			
AIA - Felony Prosecution Program (1G-AGF-AAA)														
Equipment Purchase-Budget			\$360,944	\$298,264	\$62,680	x					\$294,480	\$206,136	\$88,344	x
IS-Purch-Central Shops-Auto			\$72,875	\$64,875	\$8,000	x					\$75,048	\$63,048	\$12,000	x
Maint														
			<i>Total Savings</i>		\$70,680						<i>Total Savings</i>		\$100,344	
	Department plans to retire 12 vehicles this year and to replace them, citing the Healthy Air and Clean Transportation Ordinance. The Budget and Legislative Analyst recommends against the purchase of one of the 2 requested SUVs and canceling the purchase of one of the 10 requested Interceptors. This will allow for a nearly full restoration of the fleet despite historically declining crime trends and a decline of cases by 36% over the last 5 years.													
	Department plans to retire 10 vehicles and to replace them with 10 Interceptors, citing the Healthy Air and Clean Transportation Ordinance. The Budget and Legislative Analyst recommends against the purchase of three of the 10 requested Interceptors. This will still allow for a nearly full restoration of the fleet. Furthermore, one of the vehicles cited for replacement is only 6 years old.													

FY 2013-14

Total Recommended Reductions

One-Time	Ongoing	Total
General Fund	\$175,680	\$270,638
Non-General Fund	\$0	\$0
Total	\$175,680	\$270,638

FY 2014-15

Total Recommended Reductions

One-Time	Ongoing	Total
General Fund	\$100,344	\$207,504
Non-General Fund	\$0	\$0
Total	\$100,344	\$207,504

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department’s proposed \$37,723,115 budget for FY 2013-14 is \$21,674 or 0.1 % more than the original FY 2012-13 budget of \$37,701,441.

Revenue Changes

The Department's revenues of \$4,895,895 in FY 2013-14, are \$42,021 or 0.9% more than FY 2012-13 revenues of \$4,853,874. General Fund support of \$32,827,220 in FY 2013-14 is \$20,347 or 0.1% less than FY 2012-13 General Fund support of \$32,847,567.

YEAR TWO: FY 2014-15

Budget Changes

The Department’s proposed \$37,726,715 budget for FY 2014-15 is \$3,600 or 0.01% more than the Mayor’s proposed FY 2013-14 budget of \$ 37,723,115.

Revenue Changes

The Department's revenues of \$4,899,495 in FY 2014-15 are \$3,600 or 0.1% more than FY 2013-14 estimated revenues of \$4,895,895. General Fund support of \$32,827,220 in FY 2014-15 is unchanged from FY 2013-14 General Fund support of \$32,827,220.

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$400,000 in FY 2013-14, which are ongoing savings.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$400,000 in FY 2014-15, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: CRT – SUPERIOR COURT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013- 2014
SUPERIOR COURT					
COURT HOUSE CONSTRUCTION	4,573,874	4,615,895	42,021	4,619,495	3,600
DISPUTE RESOLUTION PROGRAM	280,000	280,000	0	280,000	0
INDIGENT DEFENSE/GRAND JURY	9,873,370	9,703,023	(170,347)	9,703,023	0
TRIAL COURT SERVICES	22,974,197	23,124,197	150,000	23,124,197	0
SUPERIOR COURT	37,701,441	37,723,115	21,674	37,726,715	3,600

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$21,674 largely due to an increase in fringe health benefits for Superior Court judges, which is considered a City General Fund responsibility. This increase is offset by a transfer of Civil Grand Jury expenditures to the Controller’s Office.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$3,600 largely due to rental payments.

SUMMARY OF DEPARTMENT POSITION CHANGES:

The Superior Court’s budget does not include any General Fund positions.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$4,895,895 in FY 2013-14, are \$42,021 or 0.9% more than FY 2012-13 revenues of \$4,853,874. General Fund support of \$32,827,220 in FY 2013-14 is \$20,347 or 0.1% less than FY 2012-13 General Fund support of \$32,847,567.

FY 2014-15

The Department's revenues of \$4,899,495 in FY 2014-15 are \$3,600 or 0.1% more than FY 2013-14 estimated revenues of \$4,895,895. General Fund support of \$32,827,220 in FY 2014-15 is unchanged from FY 2013-14 General Fund support of \$32,827,220.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: CRT – SUPERIOR COURT

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$400,000 in FY 2013-14, which are ongoing savings.

FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$400,000 in FY 2014-15, which are ongoing savings.

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

CRT - Superior Court

Object Title	FY 2013-14						FY 2014-15						
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT	
	From	To	From	To			From	To	From	To			
AML - Indigent Defense/Grand Jury													
Court Fees and Other Compensation			\$8,426,072	\$8,026,072	\$400,000	x			\$8,426,072	\$8,026,072	\$400,000	x	
			<i>Total Savings</i>		\$400,000				<i>Total Savings</i>		\$400,000		
	<p>The Indigent Defense Program has a projected surplus in FY 2012-13 due to declining caseloads. Despite an increase in per-case cost, expenditures are 10% lower in 2012-13 relative to 2011-12. From February 2012 to February 2013, the number of cases reported by the Indigent Defense program declined by over 34%. The caseload is expected to continue to be lower in FY 2013-14, with an expected corresponding decrease in billings in FY 2013-14 as these referred cases are closed. Allowing for increases in end-of-year billings, the Budget and Legislative Analyst still projects a FY 2012-13 surplus of at least \$465,000. The Budget and Legislative Analyst recommends reducing the FY 2013-14 budget by \$400,000, which is 14% less than the projected surplus of \$465,000 in FY 2012-13.</p>												

FY 2013-14

	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$400,000	\$400,000
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$400,000	\$400,000

FY 2014-15

	Total Recommended Reductions		
	One-Time	Ongoing	Total
General Fund	\$0	\$400,000	\$400,000
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$400,000	\$400,000

BUDGET REVIEW EXECUTIVE SUMMARY

YEAR ONE: FY 2013-14

Budget Changes

The Department’s proposed \$180,828,832 budget for FY 2013-14 is \$6,105,283 or 3.5% more than the original FY 2012-13 budget of \$174,723,549.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 993.29 FTEs, which are 19.91 FTEs less than the 1,013.20 FTEs in the original FY 2012-13 budget. This represents a 2.0% decrease in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$39,921,380 in FY 2013-14, are \$2,339,978 or 6.2% more than FY 2012-13 revenues of \$37,581,402. General Fund support of \$140,907,452 in FY 2013-14 is \$3,765,305 or 2.7% more than FY 2012-13 General Fund support of \$137,142,147.

YEAR TWO: FY 2014-15

Budget Changes

The Department’s proposed \$187,610,805 budget for FY 2014-15 is \$6,781,973 or 3.8% more than the Mayor’s proposed FY 2013-14 budget of \$180,828,832.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 1,008.15 FTEs, which are 14.86 FTEs more than the 993.29 FTEs in the Mayor’s proposed FY 2013-14 budget. This represents a 1.5% increase in FTEs from the Mayor’s proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$39,628,356 in FY 2014-15, are \$293,024 or 0.7% less than FY 2013-14 estimated revenues of \$39,921,380. General Fund support of \$147,982,449 in FY 2014-15 is \$7,074,997 or 5.0% more than FY 2013-14 General Fund support of \$140,907,452.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: SHF – SHERIFF’S DEPARTMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012- 2013 Budget	FY 2013- 2014 Proposed	Increase/ Decrease from FY 2012- 2013	FY 2014- 2015 Proposed	Increase/ Decrease from FY 2013- 2014
SHERIFF					
COURT SECURITY AND PROCESS	14,049,521	12,154,845	(1,894,676)	12,206,780	51,935
CUSTODY	96,062,330	100,807,599	4,745,269	104,946,321	4,138,722
FACILITIES & EQUIPMENT	13,307,008	13,637,926	330,918	14,418,153	780,227
HALL OF JUSTICE JAILS	0	0	0	0	0
NON PROGRAM	0	0	0	0	0
SECURITY SERVICES	16,224,272	16,223,656	(616)	16,794,592	570,936
SHERIFF ADMINISTRATION	8,981,113	13,934,477	4,953,364	13,922,693	(11,784)
SHERIFF FIELD SERVICES	7,976,044	9,047,254	1,071,210	9,123,415	76,161
SHERIFF FIELD SERVICES	0	0	0	0	0
GRANTS					0
SHERIFF PROGRAMS	12,294,272	11,723,055	(571,217)	11,749,651	26,596
SHERIFF RECRUITMENT & TRAINING	5,828,989	3,300,020	(2,528,969)	4,449,200	1,149,180
SHERIFF	174,723,549	180,828,832	6,105,283	187,610,805	6,781,973

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$6,105,283 largely due to:

- Increased overtime and workers compensation costs;
- Increased debt service costs related to the replacement of County Jails 3 and 4; and
- Increased State revenues for the implementation of public safety realignment.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$6,781,973 largely due to:

- Increased salary and fringe benefit costs.

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 993.29 FTEs, which are 19.91 FTEs less than the 1,013.20 FTEs in the original FY 2012-13 budget. This represents a 2.0% decrease in FTEs from the original FY 2012-13 budget.

This decrease is due largely to a 26.6 FTE increase in attrition savings to account for vacant positions. This decrease is partially offset by an increase in non-uniform IT staff to support the civilianization of the department’s IT functions.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

SHF - Sheriff

Object Title	FY 2013-14				FY 2014-15				
	FTE		Amount		FTE		Amount		
	From	To	From	To	From	To	From	To	
ASP - Facilities & Equipment									
IT Operations Support Administrator III	1.54	1.00	\$128,859	\$83,675			\$45,184	x	x
Mandatory Fringe Benefits			\$57,956	\$37,634			\$20,322	x	x
			<i>Total Savings</i>	<i>\$65,506</i>					
Reduce salaries and fringe benefits to reflect actual hire date of new IT Operations Support Administrator III.									
IT Operations Support Administrator II	0.77	0.27	\$53,019	\$18,591			\$34,428	x	x
Mandatory Fringe Benefits			\$25,604	\$8,978			\$16,626	x	x
			<i>Total Savings</i>	<i>\$51,054</i>					
Reduce salaries and fringe benefits to reflect actual hire date of new IT Operations Support Administrator II.									
Attrition Savings	0.00	(0.23)	\$0	(\$29,178)			\$29,178	x	x
Mandatory Fringe Benefits	0.00	(0.23)	\$0	(\$11,253)			\$11,253	x	x
			<i>Total Savings</i>	<i>\$40,431</i>					
Increase attrition savings to reflect actual hire date of a vacant IS Engineer-Senior, which was substituted from an IS Business Analyst-Senior.									
Maintenance Svcs-Buildings & Structures			\$70,000	\$45,000			\$25,000	x	
							\$70,000	\$45,000	\$25,000 x
Reduce 021 Maintenance Svcs-Buildings & Structures by \$25,000 based on actual expenditures.									
Other Current Expenses			\$65,000	\$40,000			\$25,000	x	
							\$65,000	\$40,000	\$25,000 x
Reduce 021 Other Current Expenses by \$25,000 based on actual expenditures.									
Other Current Expenses			\$75,000	\$55,000			\$20,000	x	
							\$75,000	\$55,000	\$20,000 x
Reduce 021 Other Current Expenses by \$20,000 based on actual expenditures.									
Materials & Supplies Budget Only			\$20,000	\$10,000			\$10,000	x	
							\$20,000	\$10,000	\$10,000 x
Reduce 040 Materials & Supplies Budget Only by \$10,000 based on actual expenditures.									
Materials & Supplies Budget Only			\$125,000	\$115,000			\$10,000	x	
							\$125,000	\$115,000	\$10,000 x
Reduce 040 Materials & Supplies Budget Only by \$10,000 based on actual expenditures.									
AFP - Sheriff Programs									

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

SHF - Sheriff

Object Title	FY 2013-14				FY 2014-15									
	FTE		Amount		FTE		Amount							
	From	To	From	To	From	To	From	To						
Professional & Specialized Services			\$529,187	\$329,187			\$529,187	\$329,187						
	Reduce 027 Professional & Specialized Services based on actual expenditures.													
Rents & Leases-Buildings & Structures			\$221,321	\$190,092			\$221,321	\$190,092					\$31,229	\$31,229
	Reduce 030 Rents & Leases-Buildings & Structures by \$31,229 to reflect actual lease amount.													
	ASB - Sheriff Administration													
Professional & Specialized Services			\$80,000	\$65,000			\$80,000	\$65,000					\$15,000	\$15,000
	Reduce 027 Professional & Specialized Services based on actual expenditures.													
	AFT - Security													
Attrition Savings			\$380	\$0			\$380	\$0						
Mandatory Fringe Benefits			\$77	\$0			\$77	\$0						
			<i>Total Savings</i>				\$457							
	Increase attrition savings to correct for erroneous positive attrition savings.													

FY 2013-14

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$157,448	\$493,677
Non-General Fund	\$0	\$0
Total	\$157,448	\$493,677

FY 2014-15

Total Recommended Reductions		
One-Time	Ongoing	Total
General Fund	\$0	\$336,229
Non-General Fund	\$0	\$0
Total	\$0	\$336,229

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

SHF - Sheriff's Department

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
AIRGAS NCN INC	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		200	135
LEXINEXIS MATTHEW BENDER	04975 BOOKS -NON LIBRARY ONLY	Yes	FY 2011-12		3,300	3,300
CHEVRON U S A INC	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		7,500	2,134
HEALTHRIGHT 360	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		94,631	7,176
MISSION COUNCIL ON ALCOHOL ABUSE/SPANISH	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		172,973	4,513
SANTORA SALES	04483 CLEANING SUPPLIES	Yes	FY 2011-12		8,182	8,182
WESTERN STATES OIL	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		26,500	11,561
ALLSTAR FIRE EQUIPMENT INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		500	500
UPTIME RESOURCES	04951 OTHER OFFICE SUPPLIES	Yes	FY 2011-12		9,600	9,600
THE GARDEN PROJECT	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		341,073	24,772
SIEMENS INDUSTRY INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		838	838
SIEMENS INDUSTRY INC	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		195	195
SIEMENS INDUSTRY INC	04341 COMMUNICATION SUPPLIES	Yes	FY 2011-12		853	853
EN POINTE TECHNOLOGIES SALES INC	03596 SOFTWARE LICENSING FEES	Yes	FY 2011-12		1,872	1,872
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		250	79
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		15,300	593
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,000	295
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		3,800	676
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,800	450
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		8,000	95
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,000	227
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,500	254
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		300	75
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		300	456
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		495	495
TOTAL FILTRATION SERVICES INC	04299 OTHER BLDG MAINT SUPPLIES	Yes	FY 2011-12		368	368
CALSTEAM A WOLSELEY CO	04261 PLUMBING SUPPLIES	Yes	FY 2011-12		145	145
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		5,360	5,360
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		2,761	2,761
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04299 OTHER BLDG MAINT SUPPLIES	Yes	FY 2011-12		377	312
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		1,120	1,120
S & R MECHANICAL INC	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		775	775
JANET M DEMPSEY	02799 OTHER PROFESSIONAL SERVICES	Yes	FY 2011-12		30,000	14,275
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		9,500	8,380
S & R MECHANICAL INC	06029 AUTOMOTIVE & OTHER VEHICLES	Yes	FY 2011-12		8,950	4,622
NO VENDOR	03551 COPY MACHINE	No	FY 2010-11		27,384	27,384
XEROX CORPORATION	04699 FOOD	Yes	FY 2011-12		97,258	889
ARAMARK CORRECTIONAL SVCS LLC	02911 DP/WP EQUIPMENT MAINT	Yes	FY 2011-12		720,000	6,613
FIRESPRING		Yes	FY 2011-12		1,301	450
Total Amount Return to Fund Balance						152,779
General Fund						125,395
Non-General Fund						27,384

Note: The above encumbrance balances are from budget years prior to FY 2013-14. 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 2013-14

Budget Changes

The Department's proposed \$27,008,742 budget for FY 2013-14 is \$2,032,690 or 8.1% more than the original FY 2012-13 budget of \$24,976,052.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 141.12 FTEs, which are 3.02 FTEs more than the 138.10 FTEs in the original FY 2012-13 budget. This represents a 2.2% increase in FTEs from the original FY 2012-13 budget.

Revenue Changes

The Department's revenues of \$11,880,397 in FY 2013-14, are \$648,735 or 5.8% more than FY 2012-13 revenues of \$11,231,662. General Fund support of \$15,128,345 in FY 2013-14 is \$1,383,955 or 10.1% more than FY 2012-13 General Fund support of \$13,744,390.

YEAR TWO: FY 2014-15

Budget Changes

The Department's proposed \$27,762,322 budget for FY 2014-15 is \$753,580 or 2.8% more than the Mayor's proposed FY 2013-14 budget of \$27,008,742.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 141.44 FTEs, which is 0.32 FTE more than the Mayor's proposed FY 2013-14 budget. This represents 0.2% decrease in FTEs from the Mayor's proposed FY 2013-14 budget.

Revenue Changes

The Department's revenues of \$10,849,505 in FY 2014-15 are \$1,030,892 or 8.7% less than FY 2013-14 estimated revenues of \$11,880,397. General Fund support of \$16,912,817 in FY 2014-15 is \$1,784,472 or 11.8% more than FY 2013-14 General Fund support of \$15,128,345.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ADP – ADULT PROBATION DEPARTMENT

RECOMMENDATIONS

YEAR ONE: FY 2013-14

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$840,954 in FY 2013-14. Of the \$840,954 in recommended reductions, \$761,204 are ongoing savings and \$79,750 are one-time savings. These reductions would still allow an increase of \$1,191,736 or 4.8% in the Department’s FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$3,362 to the General Fund.

Together, these recommendations will result in \$844,316 savings to the City’s General Fund in FY 2013-14.

YEAR TWO: FY 2014-15

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$761,204 in FY 2014-15, which are ongoing savings.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ADP – ADULT PROBATION DEPARTMENT

SUMMARY OF PROGRAM EXPENDITURES:

Program	FY 2012-2013 Budget	FY 2013-2014 Proposed	Increase/ Decrease from FY 2012-2013	FY 2014-2015 Proposed	Increase/ Decrease from FY 2013-2014
ADULT PROBATION					
ADMINISTRATION - ADULT PROBATION	4,263,091	4,447,047	183,956	4,611,842	164,795
COMMUNITY SERVICES	9,635,653	9,236,431	(399,222)	9,578,718	342,287
ONE STOP RE ENTRY SERVICES	1,415,630	1,581,602	165,972	1,613,411	31,809
PRE - SENTENCING INVESTIGATION	2,939,817	2,954,571	14,754	3,050,829	96,258
REALIGNMENT SERVICES-POST RELEASE COMM.	6,121,861	8,789,091	2,667,230	8,907,522	118,431
WORK ORDERS & GRANTS	600,000	0	(600,000)	0	0
ADULT PROBATION	24,976,052	27,008,742	2,032,690	27,762,322	753,580

FY 2013-14

The Department’s proposed FY 2013-14 budget has increased by \$2,032,690 largely due to:

- Increases in salary and fringe benefit costs. The Adult Probation Department is proposing to hire 3 new positions, all of which will support the continued implementation of Public Safety Realignment, including: a Senior Community Development Specialist I, a Senior Community Development Specialist II, and an IS Programmer Analyst. The Programmer Analyst would assist in the launch and implementation of the Department’s new case management system (Smart Probation) and ensure its integration with the Citywide JUSTIS system. The Community Development Specialist I would perform research for new funding opportunities to support the reentry and realignment populations, and write grants for appropriate projects. The Community Development Specialist II would provide administrative support to the Reentry Council and Community Corrections Partnership, as well as develop and distribute outreach materials.
- Increase in work orders for Service of Other Departments. The Adult Probation Department proposes to increase work orders to the Department of Public Health to expand residential treatment service opportunities for the realignment population.
- Increase in rent and program costs related the Community Assessment and Services Center. This is a central component of the Department’s plan to manage the realignment population and will offer a one-stop shop for supervision, case management, and educational opportunities for AB109 offenders.

FY 2014-15

The Department’s proposed FY 2014-15 budget has increased by \$753,580 largely due to:

- Increases in salary and fringe benefit costs to meet ongoing programmatic needs related to the realignment population.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ADP – ADULT PROBATION DEPARTMENT

SUMMARY OF DEPARTMENT POSITION CHANGES:

FY 2013-14

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 141.12 FTEs, which are 3.02 FTEs more than the 138.10 FTEs in the original FY 2012-13 budget. This represents a 2.2% increase in FTEs from the original FY 2012-13 budget.

ADP is proposing to hire the following new positions:

- one IT Analyst to assist in the implementation of the Department’s new case management system and the final interface with the Citywide JUSTIS system. This is a limited tenure position for one year.
- one Senior Community Development Specialist I to research fundraising opportunities and apply for grants to support department activities.
- one Senior Community Development Specialist II to provide administrative support to the Reentry Council and the Community Corrections Partnership and to distribute outreach materials.

ADP is also proposing to transfer 2 Deputy Probation Officers that had been funded from the Second Chance Reentry Grant to General Fund positions.

FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 141.44 FTEs, which is 0.32 FTE more than the Mayor’s proposed FY 2013-14 budget. This represents 0.2% decrease in FTEs from the Mayor’s proposed FY 2013-14 budget.

INTERIM EXCEPTIONS

The Department has requested approval of 3 positions as an interim exception. The Budget and Legislative Analyst recommends disapproval of all 3 positions. The Budget and Legislative Analyst is recommending disapproval of one of the positions (the Senior Community Development Specialist II), and does not believe that there is an urgent need to fill the Senior Community Development Specialist I position as of July 1, 2013. The Department will not be able to hire the IS Programmer Analyst immediately, so that FTE has been reduced to reflect an August 1, 2013 hire date.

DEPARTMENT REVENUES:

FY 2013-14

The Department's revenues of \$11,880,397 in FY 2013-14 are \$648,735 or 5.8% more than FY 2012-13 revenues of \$11,231,662. General Fund support of \$15,128,345 in FY 2013-14 is \$1,383,955 or 10.1% more than FY 2012-13 General Fund support of \$13,744,390.

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

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2013-14 AND FY 2014-15**

DEPARTMENT: ADP – ADULT PROBATION DEPARTMENT

- Expiration of the Justice Assistance Grant (JAG) grant, which is a grant from the U.S. Department of Justice to support local community corrections programs.
- Reduction of SB678 funds from the State of California, which has supported evidence-based practices in local community corrections.
- Increase in AB109 funds from the State of California to support ongoing programs related to public safety realignment.

FY 2014-15

The Department's revenues of \$10,849,505 in FY 2014-15, are \$1,030,892 or 8.7% less than FY 2013-14 revenues of \$11,880,397. General Fund support of \$16,912,817 in FY 2014-15 is \$1,784,472 or 11.8% more than FY 2013-14 General Fund support of \$15,128,345.

Specific changes in the Department's FY 2014-15 revenues include reduction in AB109 funds from the State.

COMMENTS:

FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$840,954 in FY 2013-14. Of the \$840,954 in recommended reductions, \$761,204 are ongoing savings and \$79,750 are one-time savings. These reductions would still allow an increase of \$1,191,736 or 4.8% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$3,362 to the General Fund.

Together, these recommendations will result in \$844,316 savings to the City's General Fund in FY 2013-14.

FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$761,204 in FY 2014-15, which are ongoing savings.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

ADP - Adult Probation

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		Savings	GF IT	FTE		Amount		Savings	GF IT
	From	To	From	To			From	To	From	To		
AKB - Community Services												
Attrition Savings	(4.10)	(4.35)	(\$393,505)	(\$417,499)	\$23,994	x	x					
Mandatory Fringe Benefits			(\$131,846)	(\$139,885)	\$8,039	x	x					
	<i>Total Savings</i>		\$32,034									
Adjust attrition savings to reflect actual hiring date of vacant 8434.												
AOS - One-Stop Reentry Services												
Senior Community Development Specialist II	1.00	0.77	\$108,137	\$83,265	\$24,872	x	x					
Mandatory Fringe Benefits			\$44,183	\$34,021	\$10,162	x	x					
	<i>Total Savings</i>		\$35,034									
Disapprove interim exception for 9775. This position does not fill an urgent need for a July 1, 2013 hiring date and should be filled through a regular hiring process.												
Professional Services			\$440,000	\$220,000	\$220,000	x			\$440,000	\$220,000	\$220,000	x
Reduce Professional Services expenditures to reflect historical spending and projected expenditures for FY 2013-14. The Department is planning to use these funds for an "Alternative Sentencing Program for Women and Children" but has provided no cost breakdown and insufficient justification for the costs.												
Other Current Expenses			\$131,000	\$50,000	\$81,000	x			\$131,000	\$50,000	\$81,000	x
Reduce Other Current Expenses to reflect historical spending and projected expenditures for FY 2013-14. The Department has not provided sufficient justification for this budget amount. Reducing the requested amount to \$50,000 will allow sufficient resources for any budget needs.												
ASH - Administration												
IS Programmer Analyst - Principal	1.00	0.92	\$112,837	\$103,810	\$9,027	x	x					
Mandatory Fringe Benefits			\$45,695	\$42,039	\$3,656	x	x					
	<i>Total Savings</i>		\$12,683									
Disapprove the Interim Exception for the Programmer Analyst position. The Department is proposing to hire a limited tenure Programmer Analyst to support the implementation of the JUSTIS project. The Department has not begun recruiting for this position and cannot expect to fill it before August 1, 2013.												

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2013-14 and FY 2014-15 Two-Year Budget**

ADP - Adult Probation

Object Title	FY 2013-14						FY 2014-15					
	FTE		Amount		GF	IT	FTE		Amount		GF	IT
	From	To	From	To			From	To	From	To		
Senior Community Development Specialist I	1.00	0.00	\$91,124	\$0	x		1.00	0.00	\$91,124	\$0	x	
Mandatory Fringe Benefits			\$39,688	\$0	x				\$39,688	\$0	x	
			<i>Total Savings</i>						<i>Total Savings</i>			
			\$130,812						\$130,812			
	Disapprove Senior Community Development Specialist position. The department has not justified the need for this position. The Community Development Specialist II would provide administrative support to the Reentry Council and Community Corrections Partnership, as well as develop and distribute outreach materials. These activities are currently provided by 5 existing 1823s in the Reentry Division, and the Department has not demonstrated the increased need for support.											
Management Consulting			\$125,000	\$75,000	x				\$125,000	\$75,000	x	
	Reduce Management Consulting Services expenditures by \$50,000. The Department is proposing a 3rd amendment to its contract with UC Berkeley, which began in December 2011, to review and draft policies and procedures. Half of the budget for this proposed amendment is to retain the services of the contractor as needed. However, the Department has a temporary Senior Policy Analyst who can provide sufficient support for this research and analysis. The contract extension is duplicative.											
Training - Budget			\$100,000	\$50,000	x				\$100,000	\$50,000	x	
	ARS - Realignment											
	Decrease training budget to reflect historical spending and Department needs. As noted in our audit of Public Safety Realignment, the Department is currently providing training far in excess of both state requirements and the Department's own policy guidelines. The Department has not sufficiently justified the need for these additional training hours, most of which focus on soft-skills training for probation officers, duplicating the role of the CASC case managers.											
Professional Services			\$2,229,392	\$2,000,000	x				\$2,229,392	\$2,000,000	x	
	Decrease professional services budget to more closely reflect Department's request. The Department is proposing to create a new program for the treatment of sex offenders, but has provided insufficient justification for the increased costs.											

FY 2013-14

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$79,750	\$761,204	\$840,954
Non-General Fund	\$0	\$0	\$0
Total	\$79,750	\$761,204	\$840,954

FY 2014-15

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$761,204	\$761,204
Non-General Fund	\$0	\$0	\$0
Total	\$0	\$761,204	\$761,204

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

ADP - Adult Probation

Vendor Name	Subobject Title	General Fund Savings	Year of Appropriation	Date of Last Recorded Transaction	Original Amount	Unexpended Balance
L C ACTION POLICE SUPPLY	OTHER SAFETY EXPENSES	Yes	2011	09/27/2012	3,770.42	415.60
GIVE SOMETHING BACK INC	MINOR VIDEO EQUIPMENT	Yes	2012	09/27/2012	947.97	947.97
GIVE SOMETHING BACK INC	MINOR VIDEO EQUIPMENT	Yes	2012	09/27/2012	947.96	947.96
SPRINT NEXTEL	COMMUNICATION SUPPLIES	Yes	2011	09/27/2012	115.02	115.02
SPRINT NEXTEL	COMMUNICATION SUPPLIES	Yes	2011	09/27/2012	112.25	112.25
EN POINTE TECHNOLOGIES SALES INC	SOFTWARE LICENSING FEES	Yes	2012	09/27/2012	6,428.90	23.15
LANGUAGELINE SOLUTIONS	INTERPRETERS	Yes	2011	09/27/2012	1,000.00	18.46
M INFORMATION MANAGEMENT SERVI	MISCELLANEOUS FACILITIES RENTAL	Yes	2011	09/27/2012	9,374.40	265.44
M INFORMATION MANAGEMENT SERVI	MISCELLANEOUS FACILITIES RENTAL	Yes	2011	09/27/2012	6,249.60	176.97
AT&T MOBILITY	COMMUNICATION SUPPLIES	Yes	2012	09/27/2012	138.24	138.24
M INFORMATION MANAGEMENT SERVI	MISCELLANEOUS FACILITIES RENTAL	Yes	2011	11/06/2012	3,600.00	201.30
Total Amount Return to Fund Balance					3,362.36	
General Fund					3,362.36	
Non-General Fund					-	

Note: The above encumbrance balances are from budget years prior to FY 2013-14. 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.