

File No. 230257

Committee Item No. 1

Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date April 26, 2023

Board of Supervisors Meeting

Date May 9, 2023

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Brent Jalipa

Date April 20, 2023

Completed by: Brent Jalipa

Date April 27, 2023

1 [Appropriation – Ambulance Service Revenue - Fire Department - \$4,236,098, and De-
2 Appropriations \$62,348,096 and Appropriations - Various Departments - ~~\$63,701,785~~
3 \$66,584,194 - FY2022-2023]

3
4 Ordinance appropriating \$4,236,098 in Ambulance Service Revenue in the Fire
5 Department, de-appropriating ~~\$59,465,687~~ \$62,348,096 from permanent salaries
6 and mandatory fringe benefits, and appropriating ~~\$62,547,210~~ \$65,429,619 to
7 overtime in the Department of Emergency Management, Department of Public
8 Health, Department of Public Works, Fire Department, San Francisco Public
9 Utilities Commission, Sheriff’s Department, and the Recreation and Parks
10 Department and appropriating \$1,154,575 to Materials and Supplies in the Fire
11 Department, in order to support the Departments’ projected increases in overtime
12 as required per Administrative Code Section 3.17; this Ordinance requires a two-
13 thirds vote of all members of the Board of Supervisors, pursuant to Charter Section
14 9.113(c).

15
16 Note: Additions are *single-underline italics Times New Roman*;
17 deletions are *strikethrough italics Times New Roman*.
18 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

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

20
21 Section 1. The sources of funding outlined below are herein appropriated to
22 reflect the projected revenue available for FY2022-2023.

23
24 **SOURCES Appropriation**

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10001966-0001	465916	Ambulance	\$4,236,098
4	Account Ctrl / 130650 FIR	FD Operations / 10000	Ambulance	Billings	
5	Operations	Operating	Billings		
6					
7	Total SOURCES Appropriation				\$4,236,098

8

9 Section 2. The uses of funding outlined below are herein de-appropriated to

10 reflect the projected funding available for FY2022-2023.

11

12 **USES De-Appropriation**

14	Fund /	Project & Activity /	Account	Description	Amount
15	Department ID	Authority			
16	10000 GF Annual	10001780-0001	501010 Perm	Perm	(\$2,294,910)
17	Account Ctrl / 229986	EM DEM	Salaries-Misc-	Salaries-	
18	DEM Emergency	EMERGENCY	Regular	Misc-Regular	
19	Communications	COMMUNICATION /			
20		10000 Operating			
21	Subtotal - Department of Emergency Management - De-Appropriation				(\$2,294,910)

22

23

24

25

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10001788-0002	501010 Perm	Perm	(\$100,000)
4	Account Ctrl / 152644	HD PHEPR / 10000	Salaries-Misc-	Salaries-	
5	HPH Admin	Operating	Regular	Misc-Regular	
6					
7	10000 GF Annual	10001997-0002	501010 Perm	Perm	(\$200,000)
8	Account Ctrl / 210705	HC Medical Respite /	Salaries-Misc-	Salaries-	
9	HNS WPIC	10000 Operating	Regular	Misc-Regular	
10					
11	10000 GF Annual	10036072-0001	501010 Perm	Perm	(\$900,000)
12	Account Ctrl / 251892	HC Providers / 10000	Salaries-Misc-	Salaries-	
13	HPC Primary Care	Operating	Regular	Misc-Regular	
14	Admin				
15					
16	10000 GF Annual	10001784-0002	501010 Perm	Perm	(\$300,000)
17	Account Ctrl / 251912	HA DPH Admin Exec /	Salaries-Misc-	Salaries-	
18	HAD DPH Admin Exec	10000 Operating	Regular	Misc-Regular	
19					
20	10000 GF Annual	10026702-0001	501010 Perm	Perm	(\$1,300,000)
21	Account Ctrl / 251973	DPH Ambu Care -	Salaries-Misc-	Salaries-	
22	HJH Jail Health	Forensics / 10000	Regular	Misc-Regular	
23		Operating			
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10001792-0001	501010 Perm	Perm	(\$400,000)
4	Account Ctrl / 251984	HB MH Adult Care /	Salaries-Misc-	Salaries-	
5	HBH Mental Health	10000 Operating	Regular	Misc-Regular	
6	Adult				
7					
8	21080 SFGH-Op Annual	10001840-0010	501010 Perm	Perm	(\$2,100,000)
9	Account Ctrl / 207677	HG HOSPITAL	Salaries-Misc-	Salaries-	<u>(\$2,300,000)</u>
10	HGH Pharmacy	ANCILLARY / 10000	Regular	Misc-Regular	
11		Operating			
12					
13	21080 SFGH-Op Annual	10001843-0015	501010 Perm	Perm	(\$1,000,000)
14	Account Ctrl / 207684	HG HOSPITAL	Salaries-Misc-	Salaries-	
15	HGH Engineering &	GENERAL_SERVICES	Regular	Misc-Regular	
16	Maintenance	/ 10000 Operating			
17					
18	21080 SFGH-Op Annual	10036077-0001	501010 Perm	Perm	(\$1,000,000)
19	Account Ctrl / 210683	HC Clinical Support /	Salaries-Misc-	Salaries-	
20	HPC 7090 Family Health	10000 Operating	Regular	Misc-Regular	
21	Center				
22					
23					
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21080 SFGH-Op Annual	10001840-0003	501010 Perm	Perm	(\$1,100,000)
4	Account Ctrl / 251646	HG HOSPITAL	Salaries-Misc-	Salaries-	<u>(\$1,200,000)</u>
5	HGH Perioperative	ANCILLARY / 10000	Regular	Misc-Regular	
6		Operating			
7	21080 SFGH-Op Annual	10001847-0001	501010 Perm	Perm	(\$1,000,000)
8	Account Ctrl / 251647	HG HOSPITAL I/P-	Salaries-Misc-	Salaries-	<u>(\$1,100,000)</u>
9	HGH Maternal & Child	MCH / 10000 Operating	Regular	Misc-Regular	
10					
11	21080 SFGH-Op Annual	10001854-0002	501010 Perm	Perm	(\$4,000,000)
12	Account Ctrl / 251649	HG EMERGENCY	Salaries-Misc-	Salaries-	
13	HGH Emergency	AMBULATORY / 10000	Regular	Misc-Regular	
14		Operating			
15					
16	21080 SFGH-Op Annual	10001846-0001	501010 Perm	Perm	(\$1,600,000)
17	Account Ctrl / 251651	HG HOSPITAL I/P-ICU	Salaries-Misc-	Salaries-	<u>(\$1,800,000)</u>
18	HGH Intensive Care &	/ 10000 Operating	Regular	Misc-Regular	
19	Other				
20					
21	21080 SFGH-Op Annual	10001846-0002	501010 Perm	Perm	(\$1,200,000)
22	Account Ctrl / 251651	HG HOSPITAL I/P-ICU	Salaries-Misc-	Salaries-	<u>(\$1,300,000)</u>
23	HGH Intensive Care &	/ 10000 Operating	Regular	Misc-Regular	
24	Other				
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21080 SFGH-Op Annual	10001848-0001	501010 Perm	Perm	(\$1,300,000)
4	Account Ctrl / 251652	HG HOSPITAL I/P-	Salaries-Misc-	Salaries-	<u>(\$1,400,000)</u>
5	HGH Medical-Surgical	MEDSURG / 10000	Regular	Misc-Regular	
6		Operating			
7					
8	21080 SFGH-Op Annual	10001848-0002	501010 Perm	Perm	(\$1,200,000)
9	Account Ctrl / 251652	HG HOSPITAL I/P-	Salaries-Misc-	Salaries-	<u>(\$1,300,000)</u>
10	HGH Medical-Surgical	MEDSURG / 10000	Regular	Misc-Regular	
11		Operating			
12					
13	21080 SFGH-Op Annual	10001848-0003	501010 Perm	Perm	(\$1,100,000)
14	Account Ctrl / 251652	HG HOSPITAL I/P-	Salaries-Misc-	Salaries-	<u>(\$1,200,000)</u>
15	HGH Medical-Surgical	MEDSURG / 10000	Regular	Misc-Regular	
16		Operating			
17					
18	21080 SFGH-Op Annual	10001848-0004	501010 Perm	Perm	(\$1,300,000)
19	Account Ctrl / 251652	HG HOSPITAL I/P-	Salaries-Misc-	Salaries-	<u>(\$1,400,000)</u>
20	HGH Medical-Surgical	MEDSURG / 10000	Regular	Misc-Regular	
21		Operating			
22					
23					
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21080 SFGH-Op Annual	10001848-0005	501010 Perm	Perm	(\$1,300,000)
4	Account Ctrl / 251652	HG HOSPITAL I/P-	Salaries-Misc-	Salaries-	<u>(\$1,400,000)</u>
5	HGH Medical-Surgical	MEDSURG / 10000	Regular	Misc-Regular	
6		Operating			
7					
8	21080 SFGH-Op Annual	10001843-0014	501010 Perm	Perm	(\$1,600,000)
9	Account Ctrl / 251662	HG HOSPITAL	Salaries-Misc-	Salaries-	<u>(\$1,800,000)</u>
10	HGH Environmental	GENERAL_SERVICES	Regular	Misc-Regular	
11	Services	/ 10000 Operating			
12					
13	21080 SFGH-Op Annual	10001842-0007	501010 Perm	Perm	(\$1,200,000)
14	Account Ctrl / 251672	HG HOSPITAL FISCAL	Salaries-Misc-	Salaries-	<u>(\$1,300,000)</u>
15	HGH Patient Accounting	/ 10000 Operating	Regular	Misc-Regular	
16					
17	21490 LHH-Op Annual	10001949-0014	501010 Perm	Perm	(\$4,000,000)
18	Account Ctrl / 251703	HL SNF Inpatient /	Salaries-Misc-	Salaries-	
19	HLH NS-SNF Skilled	10000 Operating	Regular	Misc-Regular	
20	Nrsg Facilt				
21					
22	Subtotal - Department of Public Health - De-Appropriation				<u>(\$29,200,000)</u>
23					<u>(\$30,700,000)</u>
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10034422-0001	501010 Perm	Perm	(\$267,594)
4	Account Ctrl / 207956	PW Operating / 20680	Salaries-Misc-	Salaries-	<u>(\$500,000)</u>
5	DPW SES Budgetary	PW SES - Street Env	Regular	Misc-Regular	
6		Services			
7					
8	Subtotal - Department of Public Works - De-Appropriation				(\$267,594)
9					<u><u>(\$500,000)</u></u>
10					
11	10000 GF Annual	10001966-0001	501010 Perm	Perm	(\$15,187,747)
12	Account Ctrl / 130650	FD Operations / 10000	Salaries-Misc-	Salaries-	
13	FIR Operations	Operating	Regular	Misc-Regular	
14					
15	10000 GF Annual	10001966-0001	513030 Retire	Retire City	(\$1,500,000)
16	Account Ctrl / 130650	FD Operations / 10000	City	Uniform(POL	
17	FIR Operations	Operating	Uniform(POL &	& FIR)	
18			FIR)		
19					
20	10060 GF Work Order /	10033290-0001	501010 Perm	Perm	(\$58,551)
21	130647 FIR Fireboat	FD WO Port Fireboat	Salaries-Misc-	Salaries-	
22		Staffing / 10002	Regular	Misc-Regular	
23		Interdepartmental-			
24		Overhead			
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	17960 AIR Op Annual	10001967-0001	501010 Perm	Perm	(\$256,888)
4	Account Ctrl / 130645	FD Airport Operations /	Salaries-Misc-	Salaries-	
5	FIR Airport	10000 Operating	Regular	Misc-Regular	
6					
7	Subtotal – Fire Department - De-Appropriation				<u>(\$17,003,186)</u>
8					
9	20160 WWE Op Annual	10030001-0005 U	501010 Perm	Perm	(\$745,000)
10	Account Ctrl / 292657	C Wastewater	Salaries-Misc-	Salaries-	(\$800,000)
11	WWE1001 Sewer	Collection / 10000	Regular	Misc-Regular	
12	Operations	Operating			
13					
14	25940 WTR Op Annual	10029997-0020	501010 Perm	Perm	(\$475,000)
15	Account Ctrl / 232403	UW Water	Salaries-Misc-	Salaries-	(\$450,000)
16	WTR0301 CDD Program	Transmission WTR /	Regular	Misc-Regular	
17	and Maint	10000 Operating			
18					
19	24970 HHWP Op	10029992-0014	501010 Perm	Perm	(\$180,000)
20	Annual Account Ctrl /	UH Administration HHP	Salaries-Misc-	Salaries-	(\$250,000)
21	298646 HHP10 Hetchy	/ 10000 Operating	Regular	Misc-Regular	
22	Water				
23					
24	Subtotal – San Francisco Public Utilities Commission - De-Appropriation				<u>(\$1,400,000)</u>
25					<u>(\$1,500,000)</u>

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10001912-0001	501010 Perm	Perm	(\$9,300,000)
4	Account Ctrl / 232331	SH Administration /	Salaries-Misc-	Salaries-	
5	SHF Administration	10000 Operating	Regular	Misc-Regular	
6					
7	Subtotal - Sheriff's Department - De-Appropriation				(\$9,300,000)
8					
9	<u>10000 GF Annual</u>	<u>10001742-0001</u>	<u>501010 Perm</u>	<u>Perm</u>	<u>(\$1,050,000)</u>
10	<u>Account Ctrl /262672</u>	<u>RP Facilities</u>	<u>Salaries-Misc-</u>	<u>Salaries-</u>	
11	<u>REC SM Operations</u>	<u>Maintenance / 10000</u>	<u>Regular</u>	<u>Misc-Regular</u>	
12		<u>Operating</u>			
13					
14	<u>Subtotal – Recreation and Parks - De-Appropriation</u>				<u>(\$1,050,000)</u>
15					
16					
17					(\$59,465,687)
18	Total USES De-Appropriation				<u>(\$62,348,096)</u>
19					

20 Section 3. The uses of funding outlined below are herein appropriated to reflect
21 the projected use of funding for FY2022-2023.

22
23 **USES Appropriation**
24
25

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10001780-0001	511010	Overtime -	\$2,294,910
4	Account Ctrl / 229986	EM DEM	Overtime -	Scheduled	
5	DEM Emergency	EMERGENCY	Scheduled Misc	Misc	
6	Communications	COMMUNICATION /			
7		10000 Operating			
8					
9	Subtotal - Department of Emergency Management - Appropriation				\$2,294,910
10					
11	10000 GF Annual	10001788-0002	511010	Overtime -	\$100,000
12	Account Ctrl / 152644	HD PHEPR / 10000	Overtime -	Scheduled	
13	HPH Admin	Operating	Scheduled Misc	Misc	
14					
15	10000 GF Annual	10001997-0002	511010	Overtime -	\$200,000
16	Account Ctrl / 210705	HC Medical Respite /	Overtime -	Scheduled	
17	HNS WPIC	10000 Operating	Scheduled Misc	Misc	
18					
19	10000 GF Annual	10001992-0002	511010	Overtime -	\$900,000
20	Account Ctrl / 251892	Health Centers Admin	Overtime -	Scheduled	
21	HPC Primary Care Admin	/ 10000 Operating	Scheduled Misc	Misc	
22					
23	10000 GF Annual	10001784- 0002 <u>0001</u>	511010	Overtime -	\$300,000
24	Account Ctrl / 251912	HA DPH Admin Exec /	Overtime -	Scheduled	
25	HAD DPH Admin Exec	10000 Operating	Scheduled Misc	Misc	

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10000 GF Annual	10026702-0001	511010	Overtime -	\$1,300,000
4	Account Ctrl / 251973	DPH Ambu Care -	Overtime -	Scheduled	
5	HJH Jail Health	Forensics / 10000	Scheduled Misc	Misc	
6		Operating			
7					
8	10000 GF Annual	10001792-0001	511010	Overtime -	\$400,000
9	Account Ctrl / 251984	HB MH Adult Care /	Overtime -	Scheduled	
10	HBH Mental Health Adult	10000 Operating	Scheduled Misc	Misc	
11					
12	21080 SFGH-Op Annual	10001840-0010	511010	Overtime -	\$2,100,000
13	Account Ctrl / 207677	HG HOSPITAL	Overtime -	Scheduled	<u>\$2,300,000</u>
14	HGH Pharmacy	ANCILLARY / 10000	Scheduled Misc	Misc	
15		Operating			
16					
17	21080 SFGH-Op Annual	10001843-0015	511010	Overtime -	\$1,000,000
18	Account Ctrl / 207684	HG HOSPITAL	Overtime -	Scheduled	
19	HGH Engineering &	GENERAL_SERVICE	Scheduled Misc	Misc	
20	Maintenance	S / 10000 Operating			
21					
22	21080 SFGH-Op Annual	10036077-0001	511010	Overtime -	\$1,000,000
23	Account Ctrl / 210683	HC Clinical Support /	Overtime -	Scheduled	
24	HPC 7090 Family Health	10000 Operating	Scheduled Misc	Misc	
25	Center				

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21080 SFGH-Op Annual	10001840-0003	511010	Overtime -	\$1,100,000
4	Account Ctrl / 251646	HG HOSPITAL	Overtime -	Scheduled	<u>\$1,200,000</u>
5	HGH Perioperative	ANCILLARY / 10000	Scheduled Misc	Misc	
6		Operating			
7					
8	21080 SFGH-Op Annual	10001847-0001	511010	Overtime -	
9	Account Ctrl / 251647	HG HOSPITAL I/P-	Overtime -	Scheduled	\$1,000,000
10	HGH Maternal & Child	MCH / 10000	Scheduled Misc	Misc	<u>\$1,100,000</u>
11		Operating			
12					
13	21080 SFGH-Op Annual	10001854-0002	511010	Overtime -	
14	Account Ctrl / 251649	HG EMERGENCY	Overtime -	Scheduled	\$4,000,000
15	HGH Emergency	AMBULATORY /	Scheduled Misc	Misc	
16		10000 Operating			
17					
18	21080 SFGH-Op Annual	10001846-0001	511010	Overtime -	\$1,600,000
19	Account Ctrl / 251651	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,800,000</u>
20	HGH Intensive Care &	ICU / 10000 Operating	Scheduled Misc	Misc	
21	Other				
22					
23					
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21080 SFGH-Op Annual	10001846-0002	511010	Overtime -	\$1,200,000
4	Account Ctrl / 251651	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,300,000</u>
5	HGH Intensive Care &	ICU / 10000 Operating	Scheduled Misc	Misc	
6	Other				
7					
8	21080 SFGH-Op Annual	10001848-0001	511010	Overtime -	\$1,300,000
9	Account Ctrl / 251652	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,400,000</u>
10	HGH Medical-Surgical	MEDSURG / 10000	Scheduled Misc	Misc	
11		Operating			
12					
13	21080 SFGH-Op Annual	10001848-0002	511010	Overtime -	\$1,200,000
14	Account Ctrl / 251652	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,300,000</u>
15	HGH Medical-Surgical	MEDSURG / 10000	Scheduled Misc	Misc	
16		Operating			
17					
18	21080 SFGH-Op Annual	10001848-0003	511010	Overtime -	\$1,100,000
19	Account Ctrl / 251652	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,200,000</u>
20	HGH Medical-Surgical	MEDSURG / 10000	Scheduled Misc	Misc	
21		Operating			
22					
23					
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21080 SFGH-Op Annual	10001848-0004	511010	Overtime -	\$1,300,000
4	Account Ctrl / 251652	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,400,000</u>
5	HGH Medical-Surgical	MEDSURG / 10000	Scheduled Misc	Misc	
6		Operating			
7					
8	21080 SFGH-Op Annual	10001848-0005	511010	Overtime -	\$1,300,000
9	Account Ctrl / 251652	HG HOSPITAL I/P-	Overtime -	Scheduled	<u>\$1,400,000</u>
10	HGH Medical-Surgical	MEDSURG / 10000	Scheduled Misc	Misc	
11		Operating			
12					
13	21080 SFGH-Op Annual	10001843-0014	511010	Overtime -	\$1,600,000
14	Account Ctrl / 251662	HG HOSPITAL	Overtime -	Scheduled	<u>\$1,800,000</u>
15	HGH Environmental	GENERAL_SERVICE	Scheduled Misc	Misc	
16	Services	S / 10000 Operating			
17					
18	21080 SFGH-Op Annual	10001842-0007	511010	Overtime -	\$1,200,000
19	Account Ctrl / 251672	HG HOSPITAL	Overtime -	Scheduled	<u>\$1,300,000</u>
20	HGH Patient Accounting	FISCAL / 10000	Scheduled Misc	Misc	
21		Operating			
22					
23					
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	21490 LHH-Op Annual	10001949-0014	511010	Overtime -	\$4,000,000
4	Account Ctrl / 251703	HL SNF Inpatient /	Overtime -	Scheduled	
5	HLH NS-SNF Skilled	10000 Operating	Scheduled Misc	Misc	
6	Nrsg Facilt				
7					
8					
9	Subtotal - Department of Public Health - Appropriation				<u>\$29,200,000</u>
10					<u>\$30,700,000</u>
11					
12	10000 GF Annual	10034422-0001	511010	Overtime -	\$267,594
13	Account Ctrl / 207956	PW Operating / 20680	Overtime -	Scheduled	<u>\$500,000</u>
14	DPW SES Budgetary	PW SES - Street Env	Scheduled Misc	Misc	
15		Services			
16					
17					
18	Subtotal - Department of Public Works - Appropriation				<u>\$267,594</u>
19					<u>\$500,000</u>
20					
21	10000 GF Annual	10001966-0001	511010	Overtime -	\$19,769,270
22	Account Ctrl / 130650 FIR	FD Operations / 10000	Overtime -	Scheduled	
23	Operations	Operating	Scheduled Misc	Misc	
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	10060 GF Work Order /	10033290-0001	511010	Overtime -	\$58,551
4	130647 FIR Fireboat	FD WO Port Fireboat	Overtime -	Scheduled	
5		Staffing / 10002	Scheduled Misc	Misc	
6		Interdepartmental-			
7		Overhead			
8					
9	17960 AIR Op Annual	10001967-0001	511010	Overtime -	\$256,888
10	Account Ctrl / 130645 FIR	FD Airport Operations	Overtime -	Scheduled	
11	Airport	/ 10000 Operating	Scheduled Misc	Misc	
12					
13	10000 GF Annual	10001964-0001	540000	Materials &	\$1,154,575
14	Account Ctrl / 130652 FIR	FD Support Services /	Materials &	Supplies-	
15	Support Services	10000 Operating	Supplies-Budget	Budget	
16					
17					
18	Subtotal – Fire Department Appropriation				<u>\$21,239,284</u>
19					
20	20160 WWE Op Annual	10030001-0005	511010	Overtime -	\$745,000
21	Account Ctrl / 292657	UC Wastewater	Overtime -	Scheduled	<u>\$800,000</u>
22	WWE1001 Sewer	Collection / 10000	Scheduled Misc	Misc	
23	Operations	Operating			
24					
25					

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	25940 WTR Op Annual	10029997-0020	511010	Overtime -	\$475,000
4	Account Ctrl / 232411	UW Water	Overtime -	Scheduled	<u>\$450,000</u>
5	WTR0305 CDD Const &	Transmission WTR /	Scheduled Misc	Misc	
6	Maint	10000 Operating			
7					
8	24970 HHWP Op Annual	10029992-0014	511010	Overtime -	\$155,000
9	Account Ctrl / 298646	UH Administration	Overtime -	Scheduled	<u>\$210,000</u>
10	HHP10 Hetchy Water	HHP / 10000	Scheduled Misc	Misc	
11		Operating			
12					
13	24970 HHWP Op Annual	10029992-0004	511010	Overtime -	\$25,000
14	Account Ctrl / 298650	UH Administration	Overtime -	Scheduled	<u>\$40,000</u>
15	HHP0907 Light Heat &	HHP / 10000	Scheduled Misc	Misc	
16	Power	Operating			
17					
18	Subtotal – San Francisco Public Utilities Commission - Appropriation				<u>\$1,400,000</u>
19					<u>\$1,500,000</u>
20					
21	10000 GF Annual	10001929-0006 SH	511010	Overtime -	\$9,300,000
22	Account Ctrl / 210737	Jail / 10000 Operating	Overtime -	Scheduled	
23	SHF Custody		Scheduled Misc	Misc	
24					
25	Subtotal - Sheriff's Department - Appropriation				<u>\$9,300,000</u>

1	Fund /	Project & Activity /	Account	Description	Amount
2	Department ID	Authority			
3	<u>10000 GF Annual</u>	<u>10001742-0001</u>	<u>511010</u>	<u>Overtime -</u>	<u>\$1,050,000</u>
4	<u>Account Ctrl /262672</u>	<u>RP Facilities</u>	<u>Overtime -</u>	<u>Scheduled</u>	
5	<u>REC SM Operations</u>	<u>Maintenance / 10000</u>	<u>Scheduled Misc</u>	<u>Misc</u>	
6		<u>Operating</u>			
7					
8	<u>Subtotal – Recreation and Parks Appropriation</u>				<u>\$1,050,000</u>
9					
10	Total USES Appropriation				\$63,701,785
11					<u>\$66,584,194</u>
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<p>Item 1 File 23-0257 <i>(Continued from 4/19/23 meeting)</i></p>	<p>Departments: Emergency Management, Fire, Public Health, Public Works, Public Utilities Commission, and Sheriff</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed ordinance (a) appropriates \$4,236,098 in Ambulance Service Revenue in the Fire Department; (b) de-appropriates \$62,348,096 from permanent salaries and mandatory fringe benefits and appropriates \$65,429,619 to overtime in the Department of Emergency Management, Department of Public Health, Department of Public Works, Fire Department, San Francisco Public Utilities Commission, Sheriff’s Department, and Recreation and Park Department; and (c) appropriates \$1,154,574 to Materials and Supplies in the Fire Department. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • The Department of Public Health has (a) \$30.7 million surplus in salaries due to an increase in budgeted positions, vacant positions, and hiring challenges; and (b) projected excess overtime expenditures of \$30.7 million due to back-filling vacancies and increased staffing to meet a higher-than-budgeted patient census at San Francisco General Hospital. • The Fire Department has (a) \$4.2 million surplus in ambulance service revenue due to increases in ambulance call volume; (b) surplus of \$17.0 million in salaries and benefits due to vacant positions; (c) projected excess overtime expenditures of \$20.1 million largely due to backfilling vacant positions to meet minimum staffing levels for fire suppression as well as increased EMS staffing to manage the increased calls; and (d) projected excess materials and supplies expenditures of \$1.2 million for general supplies to run and maintain ambulances due to the increase in call volume. • The Sheriff’s Department has (a) \$9.3 million in surplus salaries due to vacant positions; and (b) \$9.3 million in projected excess overtime expenditures due to backfilling vacant positions to meet minimum staffing levels in the jails and other security posts. • The Department of Emergency Management has (a) \$2.3 million in surplus salaries due to vacant positions and hiring challenges; and (b) \$2.3 million in projected excess overtime expenditures due to backfilling vacant positions to meet minimum staffing levels. • The San Francisco Public Utilities Commission has (a) \$1.4 million in surplus salaries due to vacant positions; and (b) \$1.4 million in projected excess overtime expenditures due to increased workload from damage caused by winter storms. • The Department of Public Works has (a) \$500,000 in surplus salaries due to vacant positions in the Bureau of Street Environmental Services; and (b) \$500,000 in projected excess overtime expenditures due to increased workload from damage caused by winter storms. • The Recreation and Park Department has (a) \$1.1 million in surplus salaries due to vacant positions and delayed hiring and (b) \$1.1 million in projected overtime expenditures due to increased workload from winter storm damage, special events, and service requests. 	
<p style="text-align: center;">Recommendation</p>	
<ul style="list-style-type: none"> • Approve the proposed ordinance. 	

MANDATE STATEMENT

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

Administrative Code Section 3.17 states that the Airport; Department of Emergency Management; Fire Department; Police Department; Department of Public Health; Public Utilities Commission; Department of Public Works; Recreation and Park Department; and Sheriff must obtain a supplemental appropriation to exceed the overtime budgets in their annual operating funds.

Charter Section 9.113(c) states that, in the event the Mayor or a member of the Board of Supervisors recommends a supplemental appropriation ordinance after the adoption of the budget and prior to the end to the budget year that contains any item rejected by the Mayor or the Board of Supervisors in the original budget appropriation, the supplemental appropriation can only be approved by a two-thirds vote of the Board of Supervisors.

BACKGROUND

Six departments are requesting a supplemental appropriation to increase their overtime budgets in annual operating funds, as per Administrative Code Section 3.17. The need for additional overtime funds is similar across departments, with many reporting that vacancies combined with minimum staffing levels required for some departments to maintain services are contributing to the need for staff to work overtime. In addition, the Department of Public Works and the San Francisco Public Utilities Commission report that they have seen increased workloads from the winter storms, resulting in a need for additional overtime.

As of the FY 2022-23 Six-Month Budget Status Report, the Department of Public Health had exceeded its overtime budget across its annual operating funds, as of December 31, 2022. The Fire Department, Department of Emergency Management, and Recreation and Park Department have exceeded their overtime budgets at the end of March, after the proposed ordinance was introduced. As of the writing of this report, the Department of Public Works, the Sheriff's Department, and the San Francisco Public Utilities Commission had not yet exceeded their overtime budget across annual operating funds.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance (a) appropriates \$4,236,098 in Ambulance Service Revenue in the Fire Department; (b) de-appropriates \$62,348,096 from permanent salaries and mandatory fringe benefits and appropriates \$65,429,619 to overtime in the Department of Emergency Management, Department of Public Health, Department of Public Works, Fire Department, San Francisco Public Utilities Commission (SFPUC), Sheriff's Department, and Recreation and Park Department; and (c) appropriates \$1,154,574 to Materials and Supplies in the Fire Department.

The appropriation totals \$66,584,193. Approval of the proposed ordinance requires a two-thirds vote of all members of the Board of Supervisors pursuant to Charter Section 9.113(c).

Exhibit 1 below summarizes the proposed appropriation of \$66,584,193 by department.

Exhibit 1: Appropriation of \$66,584,193 by Department

	Fire	Emergency Management	Public Health	Public Works	Public Utilities	Sheriff	Recreation and Park	Total
Sources								
<u>Appropriation</u>								
Ambulance Service Revenue	\$4,236,098							\$4,236,098
<u>De-appropriation</u>								
Permanent Salaries/Benefits	17,003,186	\$2,294,910	\$30,700,000	\$500,000	\$1,500,000	\$9,300,000	\$1,050,000	62,348,096
Total Sources	\$21,239,284	\$2,294,910	\$30,700,000	\$500,000	\$1,500,000	\$9,300,000	\$1,050,000	\$66,584,193
Uses								
<u>Appropriation</u>								
Overtime	20,084,709	2,294,910	30,700,000	500,000	1,500,000	9,300,000	1,050,000	65,429,619
Materials & Supplies	1,154,575							1,154,575
Total Uses	\$21,239,284	\$2,294,910	\$30,700,000	\$500,000	\$1,500,000	\$9,300,000	\$1,050,000	\$66,584,193

Source: Proposed Ordinance

FISCAL IMPACT

Proposed Increases in Overtime

The proposed percent increases in overtime for the seven departments range from 25.5 percent for SFPUC up to 119.6 percent for Public Health. If the proposed increases are approved, three departments would exceed their FY 2021-22 overtime budgets by more than five percent (Emergency Management, Public Health, and SFPUC). Exhibit 2 summarizes the FY 2022-23 approved overtime budget for each department, the resulting increase from the proposed ordinance, and FY 2021-22 actual expenditures.

Exhibit 2: FY 2022-23 Overtime Budget and Proposed Increase, Annual Operating Funds*

	Fire	Emergency Management	Public Health	Public Works	Public Utilities	Sheriff	Recreation and Park
FY 2022-23 Overtime Budget	\$57,394,339	\$5,402,307	\$25,660,412	\$1,511,371	\$5,875,471	\$17,007,640	\$1,617,509
Proposed Increase in Legislation	20,084,709	2,294,910	30,700,000	500,000	1,500,000	9,300,000	1,050,000
New Overtime Budget	\$77,479,048	\$7,697,217	\$56,360,412	\$2,011,371	\$7,375,471	\$26,307,640	\$2,667,509
Percent Increase	35.0%	42.5%	119.6%	33.1%	25.5%	54.7%	64.9%
<hr/>							
FY 2021-22 Actual Overtime Expenditures	\$83,073,039	\$6,128,537	\$44,321,283	\$2,253,363	\$6,239,234	\$25,608,252	\$2,645,395
New Overtime Budget, Percent of FY 2021-22 Actual Expenditures	93.3%	125.6%	127.2%	89.3%	118.2%	102.7%	100.8%

Source: FY 2022-23 department overtime budgets for funds considered in this ordinance; Proposed Ordinance

*Excludes work order funds

The following sections provide additional detail on the proposed increases in overtime for each of the six departments and the proposed increase in materials and supplies for the Fire Department.

Department of Public Health: \$30,700,000

The proposed ordinance de-appropriates \$30,700,000 in surplus salaries in the Department of Public Health's (DPH) FY 2022-23 budget to pay for additional overtime. This funding will be appropriated across Zuckerberg San Francisco General Hospital (ZSFGH)¹, Laguna Honda Hospital (LHH), and multiple other divisions across DPH, including Jail Health, Primary Care, Behavioral Health, Administration, Health Network Services, and Public Health. Exhibit 3 below summarizes the de-appropriation and appropriation of funds. As of the FY 2022-23 Six-Month Budget Status Report, DPH had exceeded their overtime budget across its annual operating funds, expending 103 percent of its overall budget. As of the pay period ending March 3, 2023, DPH had spent 182 percent of budgeted overtime at ZSFGH, 86 percent of budgeted overtime at Laguna Honda, and 172 percent of budgeted overtime in divisions outside of ZSFGH and Laguna Honda.

¹ The appropriation of overtime at ZSFGH will go toward addressing overtime needs across the hospital, including the pharmacy, engineering and maintenance, the Family Health Center, maternal and child health, emergency ambulator care, intensive care, medical-surgical, environmental services, and patient accounting.

Exhibit 3: DPH Appropriation

Sources	Amount
<u>De-appropriation</u>	
ZSFGH Permanent Salaries	\$23,500,000
Laguna Honda Permanent Salaries	4,000,000
Other DPH Permanent Salaries (Non-ZSFGH or Laguna Honda)	3,200,000
Total Sources	\$30,700,000

Uses	Amount
<u>Appropriation</u>	
ZSFGH Overtime	\$23,700,000
Laguna Honda Overtime	4,000,000
Other DPH Overtime (Non-ZSFGH or Laguna Honda)	3,200,000
Total Uses	\$30,700,000

Source: Proposed Ordinance, File 23-0257 and BLA consolidation

DPH’s surplus budget in salaries is primarily driven by vacant positions that affect ZSFGH, Laguna Honda, and other divisions within DPH. A Department vacancy report shows 1,408 vacancies in permanent positions, or a vacancy rate of 17.9 percent of authorized positions. In FY 2022-23 DPH added 391 FTEs across all divisions, increasing the Department’s FTE count by five percent, from 7,466 FTEs in FY 2021-22 to 7,857 FTEs in FY 2022-23. In the Department’s February 28, 2023 memo to the Health Commission, staff report that the surplus in budgeted salaries is a result of the increase in budgeted FTEs, combined with the number of vacant positions and challenges with the City’s hiring process. DPH reports it has increased its human resources staff² and is working to increase the efficiency of their hiring processes.

DPH’s Budget Manager, James Alexander, and Deputy Financial Officer, Emily Gibbs, report that the overtime needs are driven by high vacancies across several job classifications as well as a higher-than-average patient census at ZSFGH, which requires additional staffing to maintain staff-patient ratios.³ In addition, there have been increases in non-productive time over the last two years across job classifications because of additional hours of COVID sick leave, resulting in the need to cover missed shifts with overtime according to Deputy Financial Officer Gibbs.

As of March 15, 2023, DPH reports vacancies in key classifications contributing to overtime spending. Exhibit 4 below shows a summary of the 15 job classifications with the highest overspending and corresponding vacancy rate. This is across DPH, including ZSFGH and Laguna Honda. As shown in this exhibit, patient-facing staff have some of the highest vacancies and overtime spending rates (Registered nurses, Patient Care Assistances, Nurse Practitioners, and Nurse Managers). Porters and food service workers also have high overtime spending despite

² The FY 2022-23 budget increased number of Human Resource Analyst FTE from 25.50 FTE in FY 2021-22 to 33.30 FTE in FY 2022-23.

³ According to Deputy Financial Officer Gibbs, the average daily census for FY 2022-23 year to date is 325, which is 18 over budgeted levels. In FY 2022-23, the average daily census was 298, which was five over budgeted levels.

relatively lower vacancy rates in March 2023 because workload for these positions is impacted by the high patient census. In addition, vacancy rates are point in time figures and year-to-date overtime expenditures are impacted by vacancy rates that have changed throughout the year.

Exhibit 4: DPH Classifications with Largest Overtime Expenditures and Vacancies

Classification	Authorized Positions	Vacancies (As of 3/15/23)	Percent Vacant (As of 3/15/23)	Year to Date Overtime Expenditures (3/3/23)
2320 Registered Nurse	1,481	232	16%	\$11,735,745
2303 Patient Care Assistant	550	53	10%	4,034,519
P103 Special Nurse*	n/a	n/a	n/a	3,072,301
2736 Porter	335	17	5%	3,030,013
2312 Licensed Vocational Nurse	184	34	19%	1,577,774
2604 Food Service Worker	122	8	7%	1,165,753
2328 Nurse Practitioner	162	19	12%	1,160,017
2322 Nurse Manager	103	14	14%	909,214
2430 Medical Evaluations Assistant	253	33	13%	872,397
2903 Hospital Eligibility Worker	224	45	20%	656,242
7334 Stationary Engineer	46	15	32%	640,549
2471 Radiologic Tech I, II, III	79	3	3%	601,085
2302 Nursing Assistant	107	18	17%	531,406
2409 Pharmacy Technician	89	10	11%	524,915
2583 Home Health Aide	61	18	30%	335,571
Total	3,807	519	14%	\$30,847,501

Source: Department of Public Health

*All P103 position appointments are as needed to backfill paid time off, 2320 vacancies, and to staff for increased census. Therefore, there are no P103 vacancies.

Fire Department: \$21,239,284

The proposed ordinance appropriates \$4,236,098 in additional ambulance service revenue and de-appropriates \$17,003,186 in surplus salaries and benefits in the Fire Department's FY 2022-23 budget to pay for \$20,084,709 additional overtime and \$1,154,575 additional materials and supplies. Exhibit 5 below summarizes the de-appropriation and appropriation of funds. Mark Corso, the Fire Department's Deputy Director for Finance and Planning, reports that the Fire Department exceeded the current budget in the pay period ending March 31, 2022.

Exhibit 5: Fire Department Appropriation

Sources	Amount
<u>Appropriation</u>	
Ambulance Billings	\$4,236,098
<u>De-appropriation</u>	
Fire Salaries	15,503,186
Retirement Fringe	1,500,000
Total Sources	\$21,239,284

Uses	Amount
<u>Appropriation</u>	
Fire Overtime	\$20,084,709
Fire Materials and Supplies	1,154,575
Total Uses	\$21,239,284

Source: Proposed Ordinance

The \$4,236,098 in additional ambulance billing revenues is a result of an increase in the volume of ambulance calls as well as the Fire Department taking on a larger share of the calls relative to the private ambulance providers. This has increased revenues from ambulance billings. From July 1, 2022 through February 2023, call volume has averaged 5,379 per month, which is 10 percent higher than the previous fiscal year, which averaged 4,911 per month in FY 2021-22.

The surplus salary budget is a result of the Department being unable to hold a third academy to enter the field in the FY 2022-23 budget. The Fire Department's Deputy Director for Finance and Planning reports that the Department was unable to accommodate the third class⁴ due to an insufficient number of instructors and because the Department wanted to stagger the number of probationary firefighters in the field. In addition, the Department reports that they will often have trainees in the academies who come from EMS, which requires backfilling these positions. To meet mandatory minimum staffing levels, the Fire Department uses overtime when there are not a sufficient number of full-time staff. The \$1,500,000 in de-appropriation from retirement is an estimate of the fringe benefit savings associated with vacant positions.

Of the \$20,084,709 in overtime, \$19,769,270 will support Fire Department operations (including \$17,963,255 for fire suppression, \$1,367,313 for EMS, and \$438,703 for other Department operations), and a small portion of the appropriation will also support Fire operations with the Port (\$58,551) and the Airport (\$256,888), which have experienced staffing shortages. The overtime appropriation will increase the Fire Department's annual operating overtime budget (including Airport operations) by 35 percent from \$57,394,339 to \$77,479,048. The increase in call volume described above has also required overtime from EMS staff to manage the increased

⁴ The Fire Department reports that each academy has 50 to 55 trainees with low attrition rates, estimating that of 54 in an academy, approximately 48 will complete it. The Department reports that a new fire training facility will expand the size of academies.

calls. The FY 2022-23 budget increased ambulance staffing by 60 FTEs to help respond to calls, but the Department reports that while additional staffing has helped, the call volume has required additional overtime.

The materials and supplies appropriation of \$1,154,575 will go toward general supplies needs to run and maintain ambulances (fuel, medical supplies, pharmaceuticals) that the Department also attributes to the increase in call volume. The FY 2022-23 annual operating materials and supplies budget is \$4,989,299, of which the Department has spent \$4,583,169 (91.9 percent). If approved, this supplemental appropriation will increase their materials and supplies budget to \$6,143,874, an increase of 23.1 percent.

Sheriff's Department: \$9,300,000

The proposed ordinance de-appropriates \$9,300,000 in permanent salaries in the Sheriff's Department FY 2022-23 budget to pay for \$9,300,000 in overtime expenditures.

According to Kevin Fisher-Paulson, Chief Deputy Sheriff, the permanent salaries surplus and overtime needs are largely due to vacancies, mostly in the 8504 Deputy Sheriff classification.⁵ The Sheriff's Department projects that FY 2022-23 General Fund permanent salaries will total approximately \$69.3 million compared to the budgeted amount of \$113.7 million, resulting in a projected surplus of \$44.3 million, which is offset by sick pay, other paid time off, and projected use of overtime. The Sheriff's Department projects total overtime expenditures of approximately \$25.8 million compared to the budgeted amount of \$17.2 million, resulting in a projected deficit of \$8.6 million. The Sheriff's Department is requesting a \$9.3 million appropriation to provide a buffer in case overtime expenditures increase in the final three months of the fiscal year. The Sheriff's Department reports that the Department exceeded their overtime budget, excluding work orders, in the pay period ending March 3, 2023, but the Department had not exceeded their total overtime budget including work orders.

According to Chief Deputy Sheriff Fisher-Paulson, the Sheriff's Department has 146 vacancies within the 8504 Deputy Sheriff classification out of 746 FTE positions, a 20 percent vacancy rate. Additionally, the Sheriff's Department has 29 vacancies within the 8300 Sheriff's Cadet classification and 28 vacancies within the sworn supervisor classifications (8306 Senior Deputy Sheriff, 8308 Sheriff's Sergeant, and 8310 Sheriff's Lieutenant). Overtime has been used to backfill vacancies to meet minimum staffing requirements in the jails and other security posts (such as City Hall) for these classifications.

According to Chief Deputy Sheriff Fisher-Paulson, the Sheriff's Department plans to hire 21 Deputy Sheriff recruits to begin an academy class in July 2023, although it would take approximately eight months before these new hires would be able to reduce overtime utilization. Additionally, the Sheriff's Department plans to hire five Cadets in April 2023, as well as promote

⁵ The Sheriff's Department uses the 8304 classification for Deputy Sheriffs who were hired before the change in retirement plans and remain within the California Public Employees' Retirement System (CalPERS), while the 8504 classification is used for more recent hires who are within the City's San Francisco Employees' Retirement System (SFERS). Functionally, the two classifications are interchangeable.

internally and recruit lateral transfers to fill supervisory roles. The Sheriff's Department has worked with the Department of Human Resources to produce a promotional examination for sworn supervisor positions. Internal promotions would help to fill supervisory positions but would create new vacancies within the Deputy Sheriff classification.

Department of Emergency Management: \$2,294,910

The proposed ordinance de-appropriates \$2,294,910 in permanent salaries in the Department of Emergency Management's (DEM) FY 2022-23 budget to pay for \$2,294,910 in overtime expenditures, as shown in Exhibit 1 above.

According to Thomas Chen, DEM Budget Manager, the permanent salaries surplus and overtime needs are largely due to vacancies in the 8238 Public Safety Communications Dispatcher classification. DEM projects that FY 2022-23 General Fund permanent salaries will total approximately \$30.5 million compared to the budgeted amount of \$35.1 million, resulting in a projected surplus of \$4.6 million. However, DEM projects total overtime expenditures of approximately \$6.9 million compared to the budgeted amount of \$5.4 million, resulting in a projected deficit of \$1.5 million. DEM is requesting the \$2.3 million appropriation to provide a buffer in case overtime expenditures increase in the coming months. DEM exceeded its overtime budget in the pay period ending March 31, 2023.

According to Budget Manager Chen, DEM has approximately 18 vacancies within the 8238 Public Safety Communications Dispatcher classification, which translates into a 11 percent vacancy rate.⁶ DEM had anticipated holding three training classes in FY 2022-23 with 12 trainees in each class, but due to recruitment difficulties, the second class only had nine candidates and the third class will likely be canceled due to a low number of applicants. DEM has hired a 1250 Recruiter position to assist with hiring, and DEM has received 724 applicants for the 8238 Public Safety Communications Dispatcher position in the two-month period after the Recruiter started. DEM plans to have three training classes in FY 2023-24 with 12 trainees in each class.

Due to the high level of vacancies, DEM has been using overtime to meet minimum staffing levels in the 911 call center. DEM's service standard is to answer at least 90 percent of calls within 10 seconds, and performance has ranged from 73 to 79 percent each month over the current fiscal year, despite high overtime utilization. Budget Manager Chen reports that without the requested overtime appropriation, DEM's performance compared to this service standard would be worse.

Public Utilities Commission: \$1,500,000

The proposed ordinance de-appropriates \$1,500,000 in permanent salaries in the San Francisco Public Utilities Commission's (SFPUC) FY 2022-23 budget to pay for \$1,500,000 in overtime expenditures. This amount is an increase from SFPUC's request for a \$1,400,000 overtime appropriation due to damage caused by recent storms, as shown in Exhibit 6 below.

⁶ DEM has 189 full-time equivalent (FTE) 8238 Public Safety Communication Dispatcher positions in the FY 2022-23 budget. However, due to attrition savings within the 911 call center, there are effectively 156.7 FTE funded positions, which translates into an eleven percent vacancy rate.

Exhibit 6: SFPUC Proposed Overtime Appropriation

Sources	Amount (Original)	Amount (Amended)
<u>De-Appropriation</u>		
Permanent Salaries (Wastewater Enterprise)	\$745,000	\$800,000
Permanent Salaries (Hetch Hetchy Water & Power)	180,000	250,000
Permanent Salaries (Water Enterprise)	475,000	450,000
Total Sources	\$1,400,000	\$1,500,000

Uses	Amount (Original)	Amount (Amended)
<u>Appropriation</u>		
Overtime (Wastewater Enterprise)	\$745,000	\$800,000
Overtime (Hetch Hetchy Water & Power)	180,000	250,000
Overtime (Water Enterprise)	475,000	450,000
Total Uses	\$1,400,000	\$1,500,000

Source: Proposed Ordinance, SFPUC

According to Laura Busch, SFPUC Budget Director, SFPUC’s increased overtime usage in FY 2022-23 is largely due to the severe storm events that have persisted since December 2022. Between the Wastewater, Water, and Hetch Hetchy Water and Power Enterprises, SFPUC projects that FY 2022-23 overtime expenditures will total approximately \$7.2 million, exceeding the budgeted amount of \$5.7 million by \$1.5 million. Overtime has been utilized as follows:

- Wastewater Enterprise: The primary overtime drivers include installation of flood barriers during heavy rains, deployment of Collections Systems wet weather field crews, and staffing the North Point Wet Weather Facility. SFPUC projects total overtime expenditures of \$3,245,585, exceeding the budgeted amount of \$2,445,585 by \$800,000. SFPUC estimates that the Wastewater Enterprise will exceed its overtime budget in the pay period ending March 31, 2023.
- Water Enterprise: The primary overtime drivers include response to urgent requests at water treatment facilities for critical repairs and power outages, repairing damage to watershed infrastructure, and wet weather water testing. SFPUC projects total overtime expenditures of \$2,737,544, exceeding the budgeted amount of \$2,287,544 by \$450,000. SFPUC estimates that the Water Enterprise will exceed its overtime budget in the pay period ending May 12, 2023.
- Hetch Hetchy Water and Power: The primary overtime drivers include emergency work to restore electrical and streetlighting infrastructure, roadway failures impairing access to facilities, wildfire mitigation, and staffing shortages. SFPUC projects total overtime expenditures of \$1,265,002, exceeding the budgeted amount of \$1,015,002 by \$250,000. SFPUC estimates that the Hetch Hetchy Enterprise will exceed its overtime budget in the pay period ending April 28, 2023.

The job classifications driving the largest overtime usage to date are shown in Exhibit 7 below.

Exhibit 7: SFPUC Classifications with Largest Overtime Expenditures

Classification	Enterprise	Overtime Expenditures (As of 3/3/2023)
7372 Stationary Engineer, Sewage Plant	Wastewater	\$824,367
7388 Utility Plumber	Water	665,805
7449 Sewer Service Worker	Wastewater	421,089
7250 Utility Plumber Supervisor 1	Water	394,316
7373 Sr. Stationary Engineer, Sewage Plant	Wastewater	383,850
7482 Power Generation Technician 2	Hetch Hetchy Power	206,070

Source: SFPUC

The proposed de-appropriation of \$1,400,000 from permanent salaries is due to projected salary savings in the enterprise budgets. SFPUC projects that permanent salary expenditures in the enterprises will total approximately \$104.1 million, compared to the budgeted amount of \$156.2 million, resulting in projected savings of \$52.1 million. Between the Water, Wastewater, and Hetch Hetchy Water and Power Enterprises, SFPUC has approximately 303 FTE vacant budgeted positions out of 1,273 budgeted positions, a 24 percent vacancy rate.⁷ According to Budget Director Busch, SFPUC is working with the Department of Human Resources to reduce the vacancy rate as part of the Citywide Government Operations Recovery Initiative.

Department of Public Works: \$500,000

The proposed ordinance de-appropriates \$500,000 in surplus permanent salaries in the Department of Public Works (DPW) FY 2022-23 budget to pay for additional overtime. The amount is an increase from DPW’s initial overtime appropriation request of \$267,591 due to recent winter storms.

According to DPW’s Finance Manager Jennifer Marquez, additional overtime funding is needed to cover the labor costs associated with responding to the winter storms. Response work includes clearing fallen trees and other debris as well as sandbag distribution, patching potholes, repair of damaged City buildings, and clearing City gutters. Positions supporting the storm response efforts include, but are not limited to, communications dispatchers, urban forestry inspectors, arborist technicians, and engineering staff.

The funding being de-appropriated in permanent salaries comes from the Bureau of Street Environmental Services, which is in the process of hiring 135 vacant positions. According to Public Works’ Hiring and Vacancy Update to the Public Works Commission on March 1, 2023, Public Works had a functional vacancy rate of 20.8 percent, after adjusting for positions that are about to be filled and positions that are expected to be deleted due to the passage of Proposition B in November 2022, which eliminated the Department of Sanitation and Streets and transferred its duties back to DPW. Public Works’ FY 2022-23 budget included funding for a new Human

⁷ SFPUC has 495 vacant budgeted positions. However, due to attrition savings totaling 192.16 FTE positions, only 302.84 FTE vacant positions may be filled within budget.

Resources section, and the Human Resources section has a goal to fill 250 positions department-wide by the end of the fiscal year.

DPW's current FY 2022-23 annual operating fund overtime budget of \$1,511,371 will increase by 33.1 percent with the proposed \$500,000 appropriation. As of the FY 2022-23 Six-Month Budget Status Report, DPW had expended 96 percent of its annual operating overtime budget, which does not include overtime for General Fund work orders. DPW staff reports that the Department exceeded their overtime budget, excluding work orders, in the pay period ending January 6, 2023, but the Department has not exceeded its total overtime budget including work orders.

Recreation and Park Department: \$1,050,000

The proposed ordinance de-appropriates \$1,050,000 in surplus permanent salaries in the Recreation and Park Department (REC) FY 2022-23 budget to pay for additional overtime. REC plans to propose an amendment to distribute the de-appropriation and appropriation across three funds, rather than just within the General Fund, as follows: (1) \$400,000 in the General Fund (Fund 10000); (2) \$400,000 in the Open Space Fund (Fund 13370); and (3) \$250,000 in the Golf Fund (Fund 12360). REC exceeded its overtime budget in March 2023.

According to Antonio Guerra, REC Director of Administration and Finance, additional overtime funding is needed due to storm damage response, vandalism, Park Ranger overtime for special events, and backfilling three vacant Stationary Engineer positions for weekend maintenance. Winter storms have caused hundreds of trees to fall in City parks, including 120 trees in Stern Grove. Fallen tree roots have pulled up electrical conduit and knocked down light poles in Sharp Park, Trocadero, Stern Grove, Coit Tower, Alamo Square, and McLaren Park. Harding Park had over 40 large tree failures that had to be removed immediately to reopen and continue revenue generation. REC has also received an increase of 1,500 graffiti abatement work orders compared to prior years. Additional Park Ranger overtime is needed to cover unpermitted special events that do not reimburse overtime, such as 4/20 and public protests, as well as for public safety at UN Plaza and Union Square. According to Director Guerra, REC is working with DEM to seek Federal Emergency Management Agency (FEMA) reimbursement for storm-related overtime.

REC projects permanent salary expenditures (not including paid time off) across all funds of \$52.6 million compared to the budgeted amount of \$68.5 million, for a projected surplus of \$15.9 million. However, REC projects total overtime expenditures of \$2.7 million compared to the budgeted amount of \$1.6 million, for a projected deficit of \$1.1 million. According to Director Guerra, contributing factors to savings include 10 Park Ranger positions added in the FY 2022-23 budget that will begin May 27, 2023, rather than January 2023, as well as additional Park Ranger resignations that have not been filled. Within the Structural Maintenance Yard, most hires are internal promotions, which in turn create new vacancies. The 0923 Structural Maintenance Assistant Superintendent and three Analyst positions have been vacant for approximately six months. Additionally, hiring for the 3434 Arborist Technician classification has been delayed, creating additional savings.

RECOMMENDATION

Approve the proposed ordinance.

<p>Item 2 File 23-0257</p>	<p>Departments: Emergency Management, Fire, Public Health, Public Works, Public Utilities Commission, and Sheriff</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed ordinance (a) appropriates \$4,236,098 in Ambulance Service Revenue in the Fire Department; (b) de-appropriates \$59,465,687 from permanent salaries and mandatory fringe benefits and appropriates \$62,547,210 to overtime in the Department of Emergency Management, Department of Public Health, Department of Public Works, Fire Department, San Francisco Public Utilities Commission, and the Sheriff’s Department; and (c) appropriates \$1,154,574 to Materials and Supplies in the Fire Department. Approval of the proposed ordinance requires a two-thirds vote of all members of the Board of Supervisors pursuant to Charter Section 9.113(c). <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> • The Department of Public Health has (a) \$29.2 million surplus in salaries due to an increase in budgeted positions, vacant positions, and hiring challenges; and (b) projected excess overtime expenditures of \$29.2 million due to back-filling vacancies and increased staffing to meet a higher-than-budgeted patient census at Zuckerberg San Francisco General Hospital. • The Fire Department has (a) \$4.2 million surplus in ambulance service revenue due to increases in ambulance call volume; (b) surplus of \$17.0 million in salaries and benefits due to vacant positions; (c) projected excess overtime expenditures of \$20.1 million largely due to backfilling vacant positions to meet minimum staffing levels for fire suppression as well as increased EMS staffing to manage the increased calls; and (d) projected excess materials and supplies expenditures of \$1.2 million for general supplies to run and maintain ambulances due to the increase in call volume. • The Sheriff’s Department has (a) \$9.3 million in surplus salaries due to vacant positions; and (b) \$9.3 million in projected excess overtime expenditures due to backfilling vacant positions to meet minimum staffing levels in the jails and other security posts. • The Department of Emergency Management has (a) \$2.3 million in surplus salaries due to vacant positions and hiring challenges, particularly for Public Safety Communications Dispatchers; and (b) \$2.3 million in projected excess overtime expenditures due to backfilling vacant positions to meet minimum staffing levels in the 911 call center. • The San Francisco Public Utilities Commission has (a) \$1.4 million in surplus salaries due to vacant positions; and (b) \$1.4 million in projected excess overtime expenditures due to increased workload from damage caused by winter storms. • The Department of Public Works has (a) \$267,591 in surplus salaries due to vacant positions in the Bureau of Street Environmental Services; and (b) \$267,591 in projected excess overtime expenditures due to increased workload from damage caused by winter storms. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> • Approve the proposed ordinance. 	

MANDATE STATEMENT

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

Administrative Code Section 3.17 states that the Airport; Department of Emergency Management; Fire Department; Police Department; Department of Public Health; Public Utilities Commission; Department of Public Works; Recreation and Park Department; and Sheriff must obtain a supplemental appropriation to exceed the overtime budgets in their annual operating funds.

Charter Section 9.113(c) states that, in the event the Mayor or a member of the Board of Supervisors recommends a supplemental appropriation ordinance after the adoption of the budget and prior to the end to the budget year that contains any item rejected by the Mayor or the Board of Supervisors in the original budget appropriation, the supplemental appropriation can only be approved by a two-thirds vote of the Board of Supervisors.

BACKGROUND

Six departments are requesting a supplemental appropriation to increase their overtime budgets in annual operating funds, as per Administrative Code Section 3.17. The need for additional overtime funds is similar across departments, with many reporting that vacancies combined with minimum staffing levels required for some departments to maintain services are contributing to the need for staff to work overtime. In addition, the Department of Public Works and the San Francisco Public Utilities Commission report that they have seen increased workloads from the winter storms, resulting in a need for additional overtime.

As of the FY 2022-23 Six-Month Budget Status Report, the Department of Public Health had exceeded its overtime budget across its annual operating funds, as of December 31, 2022. The Fire Department and the Department of Emergency Management have exceeded their overtime budgets at the end of March, after the proposed ordinance was introduced. As of the writing of this report, the Department of Public Works, the Sheriff’s Department, and the San Francisco Public Utilities Commission had not yet exceeded their overtime budget across annual operating funds.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance (a) appropriates \$4,236,098 in Ambulance Service Revenue in the Fire Department; (b) de-appropriates \$59,465,687 from permanent salaries and mandatory fringe benefits and appropriates \$62,547,210 to overtime in the Department of Emergency Management, Department of Public Health, Department of Public Works, Fire Department, San Francisco Public Utilities Commission (SFPUC), and the Sheriff’s Department; and (c) appropriates \$1,154,574 to Materials and Supplies in the Fire Department. The appropriation totals

\$63,701,784. Approval of the proposed ordinance requires a two-thirds vote of all members of the Board of Supervisors pursuant to Charter Section 9.113(c).

Exhibit 1 below summarizes the proposed appropriation of \$63,701,784 by department.

Exhibit 1: Appropriation of \$63,701,784 by Department

	Fire	Emergency Management	Public Health	Public Works	Public Utilities	Sheriff	Total
Sources							
<u>Appropriation</u>							
Ambulance Service Revenue	\$4,236,098						\$4,236,098
<u>De-appropriation</u>							
Permanent Salaries/Benefits	17,003,186	\$2,294,910	\$29,200,000	\$267,591	\$1,400,000	\$9,300,000	59,465,687
Total Sources	\$21,239,284	\$2,294,910	\$29,200,000	\$267,591	\$1,400,000	\$9,300,000	\$63,701,785
Uses							
<u>Appropriation</u>							
Overtime	20,084,709	2,294,910	29,200,000	267,591	1,400,000	9,300,000	62,547,210
Materials & Supplies	1,154,575						1,154,575
Total Uses	\$21,239,284	\$2,294,910	\$29,200,000	\$267,591	\$1,400,000	\$9,300,000	\$63,701,785

Source: Proposed Ordinance

FISCAL IMPACT

Proposed Increases in Overtime

The proposed percent increases in overtime for the six departments range from 25.5 percent for SFPUC up to 113.8 percent for Public Health. If the proposed increases are approved, three departments would exceed their FY 2021-22 overtime budgets by more than five percent (Emergency Management, Public Health, and SFPUC). Exhibit 2 summarizes the FY 2022-23 approved overtime budget for each department, the resulting increase from the proposed ordinance, and FY 2021-22 actual expenditures.

Exhibit 2: FY 2022-23 Overtime Budget and Proposed Increase, Annual Operating Funds*

	Fire	Emergency Management	Public Health	Public Works	Public Utilities	Sheriff
FY 2022-23 Overtime Budget	\$57,394,339	\$5,402,307	\$25,660,412	\$1,511,371	\$5,875,471	\$17,007,640
Proposed Increase in Legislation	20,084,709	2,294,910	29,200,000	267,591	1,400,000	9,300,000
Proposed Increase (Dept. request)				232,409	100,000	
Total Increase	20,084,709	2,294,910	29,200,000	500,000	1,500,000	9,300,000
New Overtime Budget	\$77,479,048	\$7,697,217	\$54,860,412	\$2,011,371	\$7,375,471	\$26,307,640
Percent Increase	35.0%	42.5%	113.8%	33.1%	25.5%	54.7%
<hr/>						
FY 2021-22 Actual Overtime Expenditures	\$83,073,039	\$6,128,537	\$44,321,283	\$2,253,363	\$6,239,234	\$25,608,252
New Overtime Budget, Percent of FY 2021-22 Actual Expenditures	93.3%	125.6%	123.8%	89.3%	118.2%	102.7%

Source: FY 2022-23 department overtime budgets for funds considered in this ordinance; Proposed Ordinance

*Excludes work order funds

The following sections provide additional detail on the proposed increases in overtime for each of the six departments and the proposed increase in materials and supplies for the Fire Department.

Department of Public Health: \$29,200,000

The proposed ordinance de-appropriates \$29,200,000 in surplus salaries in the Department of Public Health's (DPH) FY 2022-23 budget to pay for additional overtime. This funding will be appropriated across Zuckerberg San Francisco General Hospital (ZSFGH)¹, Laguna Honda Hospital (LHH), and multiple other divisions across DPH, including Jail Health, Primary Care, Behavioral Health, Administration, Health Network Services, and Public Health. Exhibit 3 below summarizes the de-appropriation and appropriation of funds. As of the FY 2022-23 Six-Month Budget Status Report, DPH had exceeded their overtime budget across its annual operating funds, expending 103 percent of its overall budget. As of the pay period ending March 3, 2023, DPH had spent 182 percent of budgeted overtime at ZSFGH, 86 percent of budgeted overtime at Laguna Honda, and 172 percent of budgeted overtime in divisions outside of ZSFGH and Laguna Honda.

¹ The appropriation of overtime at ZSFGH will go toward addressing overtime needs across the hospital, including the pharmacy, engineering and maintenance, the Family Health Center, maternal and child health, emergency ambulator care, intensive care, medical-surgical, environmental services, and patient accounting.

Exhibit 3: DPH Appropriation

Sources	Amount
<u>De-appropriation</u>	
ZSFGH Permanent Salaries	\$22,000,000
Laguna Honda Permanent Salaries	4,000,000
Other DPH Permanent Salaries (Non-ZSFGH or Laguna Honda)	3,200,000
Total Sources	\$29,200,000

Uses	Amount
<u>Appropriation</u>	
ZSFGH Overtime	\$22,000,000
Laguna Honda Overtime	4,000,000
Other DPH Overtime (Non-ZSFGH or Laguna Honda)	3,200,000
Total Uses	\$29,200,000

Source: Proposed Ordinance, File 23-0257 and BLA consolidation

DPH’s surplus budget in salaries is primarily driven by vacant positions that affect ZSFGH, Laguna Honda, and other divisions within DPH. A Department vacancy report shows 1,408 vacancies in permanent positions, or a vacancy rate of 17.9 percent of authorized positions. In FY 2022-23 DPH added 391 FTEs across all divisions, increasing the Department’s FTE count by five percent, from 7,466 FTEs in FY 2021-22 to 7,857 FTEs in FY 2022-23. In the Department’s February 28, 2023 memo to the Health Commission, staff report that the surplus in budgeted salaries is a result of the increase in budgeted FTEs, combined with the number of vacant positions and challenges with the City’s hiring process. DPH reports it has increased its human resources staff² and is working to increase the efficiency of their hiring processes.

DPH’s Budget Manager, James Alexander, and Deputy Financial Officer, Emily Gibbs, report that the overtime needs are driven by high vacancies across several job classifications as well as a higher-than-average patient census at ZSFGH, which requires additional staffing to maintain staff-patient ratios.³ In addition, there have been increases in non-productive time over the last two years across job classifications because of additional hours of COVID sick leave, resulting in the need to cover missed shifts with overtime according to Deputy Financial Officer Gibbs.

As of March 15, 2023, DPH reports vacancies in key classifications contributing to overtime spending. Exhibit 4 below shows a summary of the 15 job classifications with the highest overspending and corresponding vacancy rate. This is across DPH, including ZSFGH and Laguna Honda. As shown in this exhibit, patient-facing staff have some of the highest vacancies and overtime spending rates (Registered nurses, Patient Care Assistances, Nurse Practitioners, and Nurse Managers). Porters and food service workers also have high overtime spending despite

² The FY 2022-23 budget increased number of Human Resource Analyst FTE from 25.50 FTE in FY 2021-22 to 33.30 FTE in FY 2022-23.

³ According to Deputy Financial Officer Gibbs, the average daily census for FY 2022-23 year to date is 325, which is 18 over budgeted levels. In FY 2022-23, the average daily census was 298, which was five over budgeted levels.

relatively lower vacancy rates in March 2023 because workload for these positions is impacted by the high patient census. In addition, vacancy rates are point in time figures and year-to-date overtime expenditures are impacted by vacancy rates that have changed throughout the year.

Exhibit 4: DPH Classifications with Largest Overtime Expenditures and Vacancies

Classification	Authorized Positions	Vacancies (As of 3/15/23)	Percent Vacant (As of 3/15/23)	Year to Date Overtime Expenditures (3/3/23)
2320 Registered Nurse	1,481	232	16%	\$11,735,745
2303 Patient Care Assistant	550	53	10%	4,034,519
P103 Special Nurse*	n/a	n/a	n/a	3,072,301
2736 Porter	335	17	5%	3,030,013
2312 Licensed Vocational Nurse	184	34	19%	1,577,774
2604 Food Service Worker	122	8	7%	1,165,753
2328 Nurse Practitioner	162	19	12%	1,160,017
2322 Nurse Manager	103	14	14%	909,214
2430 Medical Evaluations Assistant	253	33	13%	872,397
2903 Hospital Eligibility Worker	224	45	20%	656,242
7334 Stationary Engineer	46	15	32%	640,549
2471 Radiologic Tech I, II, III	79	3	3%	601,085
2302 Nursing Assistant	107	18	17%	531,406
2409 Pharmacy Technician	89	10	11%	524,915
2583 Home Health Aide	61	18	30%	335,571
Total	3,807	519	14%	\$30,847,501

Source: Department of Public Health

*All P103 position appointments are as needed to backfill paid time off, 2320 vacancies, and to staff for increased census. Therefore, there are no P103 vacancies.

Fire Department: \$21,239,284

The proposed ordinance appropriates \$4,236,098 in additional ambulance service revenue and de-appropriates \$17,003,186 in surplus salaries and benefits in the Fire Department's FY 2022-23 budget to pay for \$20,084,709 additional overtime and \$1,154,575 additional materials and supplies. Exhibit 5 below summarizes the de-appropriation and appropriation of funds. Mark Corso, the Fire Department's Deputy Director for Finance and Planning, reports that the Fire Department exceeded the current budget in the pay period ending March 31, 2022.

Exhibit 5: Fire Department Appropriation

Sources	Amount
<u>Appropriation</u>	
Ambulance Billings	\$4,236,098
<u>De-appropriation</u>	
Fire Salaries	15,503,186
Retirement Fringe	1,500,000
Total Sources	\$21,239,284

Uses	Amount
<u>Appropriation</u>	
Fire Overtime	\$20,084,709
Fire Materials and Supplies	1,154,575
Total Uses	\$21,239,284

Source: Proposed Ordinance

The \$4,236,098 in additional ambulance billing revenues is a result of an increase in the volume of ambulance calls as well as the Fire Department taking on a larger share of the calls relative to the private ambulance providers. This has increased revenues from ambulance billings. From July 1, 2022 through February 2023, call volume has averaged 5,379 per month, which is 10 percent higher than the previous fiscal year, which averaged 4,911 per month in FY 2021-22.

The surplus salary budget is a result of the Department being unable to hold a third academy to enter the field in the FY 2022-23 budget. The Fire Department’s Deputy Director for Finance and Planning reports that the Department was unable to accommodate the third class⁴ due to an insufficient number of instructors and because the Department wanted to stagger the number of probationary firefighters in the field. In addition, the Department reports that they will often have trainees in the academies who come from EMS, which requires backfilling these positions. To meet mandatory minimum staffing levels, the Fire Department uses overtime when there are not a sufficient number of full-time staff. The \$1,500,000 in de-appropriation from retirement is an estimate of the fringe benefit savings associated with vacant positions.

Of the \$20,084,709 in overtime, \$19,769,270 will support Fire Department operations (including \$17,963,255 for fire suppression, \$1,367,313 for EMS, and \$438,703 for other Department operations), and a small portion of the appropriation will also support Fire operations with the Port (\$58,551) and the Airport (\$256,888), which have experienced staffing shortages. The overtime appropriation will increase the Fire Department’s annual operating overtime budget (including Airport operations) by 35 percent from \$57,394,339 to \$77,479,048. The increase in call volume described above has also required overtime from EMS staff to manage the increased

⁴ The Fire Department reports that each academy has 50 to 55 trainees with low attrition rates, estimating that of 54 in an academy, approximately 48 will complete it. The Department reports that a new fire training facility will expand the size of academies.

calls. The FY 2022-23 budget increased ambulance staffing by 60 FTEs to help respond to calls, but the Department reports that while additional staffing has helped, the call volume has required additional overtime.

The materials and supplies appropriation of \$1,154,575 will go toward general supplies needs to run and maintain ambulances (fuel, medical supplies, pharmaceuticals) that the Department also attributes to the increase in call volume. The FY 2022-23 annual operating materials and supplies budget is \$4,989,299, of which the Department has spent \$4,583,169 (91.9 percent). If approved, this supplemental appropriation will increase their materials and supplies budget to \$6,143,874, an increase of 23.1 percent.

Sheriff's Department: \$9,300,000

The proposed ordinance de-appropriates \$9,300,000 in permanent salaries in the Sheriff's Department FY 2022-23 budget to pay for \$9,300,000 in overtime expenditures.

According to Kevin Fisher-Paulson, Chief Deputy Sheriff, the permanent salaries surplus and overtime needs are largely due to vacancies, mostly in the 8504 Deputy Sheriff classification.⁵ The Sheriff's Department projects that FY 2022-23 General Fund permanent salaries will total approximately \$69.3 million compared to the budgeted amount of \$113.7 million, resulting in a projected surplus of \$44.3 million, which is offset by sick pay, other paid time off, and projected use of overtime. The Sheriff's Department projects total overtime expenditures of approximately \$25.8 million compared to the budgeted amount of \$17.2 million, resulting in a projected deficit of \$8.6 million. The Sheriff's Department is requesting a \$9.3 million appropriation to provide a buffer in case overtime expenditures increase in the final three months of the fiscal year. The Sheriff's Department reports that the Department exceeded their overtime budget, excluding work orders, in the pay period ending March 3, 2023, but the Department had not exceeded their total overtime budget including work orders.

According to Chief Deputy Sheriff Fisher-Paulson, the Sheriff's Department has 146 vacancies within the 8504 Deputy Sheriff classification out of 746 FTE positions, a 20 percent vacancy rate. Additionally, the Sheriff's Department has 29 vacancies within the 8300 Sheriff's Cadet classification and 28 vacancies within the sworn supervisor classifications (8306 Senior Deputy Sheriff, 8308 Sheriff's Sergeant, and 8310 Sheriff's Lieutenant). Overtime has been used to backfill vacancies to meet minimum staffing requirements in the jails and other security posts (such as City Hall) for these classifications.

According to Chief Deputy Sheriff Fisher-Paulson, the Sheriff's Department plans to hire 21 Deputy Sheriff recruits to begin an academy class in July 2023, although it would take approximately eight months before these new hires would be able to reduce overtime utilization. Additionally, the Sheriff's Department plans to hire five Cadets in April 2023, as well as promote

⁵ The Sheriff's Department uses the 8304 classification for Deputy Sheriffs who were hired before the change in retirement plans and remain within the California Public Employees' Retirement System (CalPERS), while the 8504 classification is used for more recent hires who are within the City's San Francisco Employees' Retirement System (SFERS). Functionally, the two classifications are interchangeable.

internally and recruit lateral transfers to fill supervisory roles. The Sheriff's Department has worked with the Department of Human Resources to produce a promotional examination for sworn supervisor positions. Internal promotions would help to fill supervisory positions but would create new vacancies within the Deputy Sheriff classification.

Department of Emergency Management: \$2,294,910

The proposed ordinance de-appropriates \$2,294,910 in permanent salaries in the Department of Emergency Management's (DEM) FY 2022-23 budget to pay for \$2,294,910 in overtime expenditures, as shown in Exhibit 1 above.

According to Thomas Chen, DEM Budget Manager, the permanent salaries surplus and overtime needs are largely due to vacancies in the 8238 Public Safety Communications Dispatcher classification. DEM projects that FY 2022-23 General Fund permanent salaries will total approximately \$30.5 million compared to the budgeted amount of \$35.1 million, resulting in a projected surplus of \$4.6 million. However, DEM projects total overtime expenditures of approximately \$6.9 million compared to the budgeted amount of \$5.4 million, resulting in a projected deficit of \$1.5 million. DEM is requesting the \$2.3 million appropriation to provide a buffer in case overtime expenditures increase in the coming months. DEM exceeded its overtime budget in the pay period ending March 31, 2023.

According to Budget Manager Chen, DEM has approximately 18 vacancies within the 8238 Public Safety Communications Dispatcher classification, which translates into a 11 percent vacancy rate.⁶ DEM had anticipated holding three training classes in FY 2022-23 with 12 trainees in each class, but due to recruitment difficulties, the second class only had nine candidates and the third class will likely be canceled due to a low number of applicants. DEM has hired a 1250 Recruiter position to assist with hiring, and DEM has received 724 applicants for the 8238 Public Safety Communications Dispatcher position in the two-month period after the Recruiter started. DEM plans to have three training classes in FY 2023-24 with 12 trainees in each class.

Due to the high level of vacancies, DEM has been using overtime to meet minimum staffing levels in the 911 call center. DEM's service standard is to answer at least 90 percent of calls within 10 seconds, and performance has ranged from 73 to 79 percent each month over the current fiscal year, despite high overtime utilization. Budget Manager Chen reports that without the requested overtime appropriation, DEM's performance compared to this service standard would be worse.

Public Utilities Commission: \$1,400,000

The proposed ordinance de-appropriates \$1,400,000 in permanent salaries in the San Francisco Public Utilities Commission's (SFPUC) FY 2022-23 budget to pay for \$1,400,000 in overtime expenditures. However, due to damage caused by recent storms, SFPUC plans to request the

⁶ DEM has 189 full-time equivalent (FTE) 8238 Public Safety Communication Dispatcher positions in the FY 2022-23 budget. However, due to attrition savings within the 911 call center, there are effectively 156.7 FTE funded positions, which translates into an eleven percent vacancy rate.

ordinance be amended to increase the overtime appropriation to \$1,500,000, as shown in Exhibit 6 below.

Exhibit 6: SFPUC Proposed Overtime Appropriation

Sources	Amount (Original)	Amount (Amended)
<u>De-Appropriation</u>		
Permanent Salaries (Wastewater Enterprise)	\$745,000	\$800,000
Permanent Salaries (Hetch Hetchy Water & Power)	180,000	250,000
Permanent Salaries (Water Enterprise)	475,000	450,000
Total Sources	\$1,400,000	\$1,500,000

Uses	Amount (Original)	Amount (Amended)
<u>Appropriation</u>		
Overtime (Wastewater Enterprise)	\$745,000	\$800,000
Overtime (Hetch Hetchy Water & Power)	180,000	250,000
Overtime (Water Enterprise)	475,000	450,000
Total Uses	\$1,400,000	\$1,500,000

Source: Proposed Ordinance, SFPUC

According to Laura Busch, SFPUC Budget Director, SFPUC's increased overtime usage in FY 2022-23 is largely due to the severe storm events that have persisted since December 2022. Between the Wastewater, Water, and Hetch Hetchy Water and Power Enterprises, SFPUC projects that FY 2022-23 overtime expenditures will total approximately \$7.2 million, exceeding the budgeted amount of \$5.7 million by \$1.5 million. Overtime has been utilized as follows:

- Wastewater Enterprise: The primary overtime drivers include installation of flood barriers during heavy rains, deployment of Collections Systems wet weather field crews, and staffing the North Point Wet Weather Facility. SFPUC projects total overtime expenditures of \$3,245,585, exceeding the budgeted amount of \$2,445,585 by \$800,000. SFPUC estimates that the Wastewater Enterprise will exceed its overtime budget in the pay period ending March 31, 2023.
- Water Enterprise: The primary overtime drivers include response to urgent requests at water treatment facilities for critical repairs and power outages, repairing damage to watershed infrastructure, and wet weather water testing. SFPUC projects total overtime expenditures of \$2,737,544, exceeding the budgeted amount of \$2,287,544 by \$450,000. SFPUC estimates that the Water Enterprise will exceed its overtime budget in the pay period ending May 12, 2023.
- Hetch Hetchy Water and Power: The primary overtime drivers include emergency work to restore electrical and streetlighting infrastructure, roadway failures impairing access to facilities, wildfire mitigation, and staffing shortages. SFPUC projects total overtime expenditures of \$1,265,002, exceeding the budgeted amount of \$1,015,002 by \$250,000. SFPUC estimates that the Hetch Hetchy Enterprise will exceed its overtime budget in the pay period ending April 28, 2023.

The job classifications driving the largest overtime usage to date are shown in Exhibit 7 below.

Exhibit 7: SFPUC Classifications with Largest Overtime Expenditures

Classification	Enterprise	Overtime Expenditures (As of 3/3/2023)
7372 Stationary Engineer, Sewage Plant	Wastewater	\$824,367
7388 Utility Plumber	Water	665,805
7449 Sewer Service Worker	Wastewater	421,089
7250 Utility Plumber Supervisor 1	Water	394,316
7373 Sr. Stationary Engineer, Sewage Plant	Wastewater	383,850
7482 Power Generation Technician 2	Hetch Hetchy Power	206,070

Source: SFPUC

The proposed de-appropriation of \$1,400,000 from permanent salaries is due to projected salary savings in the enterprise budgets. SFPUC projects that permanent salary expenditures in the enterprises will total approximately \$104.1 million, compared to the budgeted amount of \$156.2 million, resulting in projected savings of \$52.1 million. Between the Water, Wastewater, and Hetch Hetchy Water and Power Enterprises, SFPUC has approximately 303 FTE vacant budgeted positions out of 1,273 budgeted positions, a 24 percent vacancy rate.⁷ According to Budget Director Busch, SFPUC is working with the Department of Human Resources to reduce the vacancy rate as part of the Citywide Government Operations Recovery Initiative.

Department of Public Works: \$267,591

The proposed ordinance de-appropriates \$267,591 in surplus permanent salaries in the Department of Public Works (DPW) FY 2022-23 budget to pay for additional overtime. However, DPW reports that they anticipate amending the request to increase the overtime supplemental amount to \$500,000, as shown previously in Exhibit 2.

According to DPW’s Finance Manager Jennifer Marquez, additional overtime funding is needed to cover the labor costs associated with responding to the winter storms. Response work includes clearing fallen trees and other debris as well as sandbag distribution, patching potholes, repair of damaged City buildings, and clearing City gutters. Positions supporting the storm response efforts include, but are not limited to, communications dispatchers, urban forestry inspectors, arborist technicians, and engineering staff.

The funding being de-appropriated in permanent salaries comes from the Bureau of Street Environmental Services, which is in the process of hiring 135 vacant positions. According to Public Works’ Hiring and Vacancy Update to the Public Works Commission on March 1, 2023, Public Works had a functional vacancy rate of 20.8 percent, after adjusting for positions that are about to be filled and positions that are expected to be deleted due to the passage of Proposition B in November 2022, which eliminated the Department of Sanitation and Streets and transferred its duties back to DPW. Public Works’ FY 2022-23 budget included funding for a new Human

⁷ SFPUC has 495 vacant budgeted positions. However, due to attrition savings totaling 192.16 FTE positions, only 302.84 FTE vacant positions may be filled within budget.

Resources section, and the Human Resources section has a goal to fill 250 positions department-wide by the end of the fiscal year.

DPW's current FY 2022-23 annual operating fund overtime budget of \$1,511,371 will increase by 17.7 percent with the proposed \$267,591 appropriation. An increase of \$500,000 would increase DPW's overtime budget to \$2,011,8371, or 33.1 percent. As of the FY 2022-23 Six-Month Budget Status Report, DPW had expended 96 percent of its annual operating overtime budget, which does not include overtime for General Fund work orders. DPW staff reports that the Department exceeded their overtime budget, excluding work orders, in the pay period ending January 6, 2023, but the Department has not exceeded its total overtime budget including work orders.

RECOMMENDATION

Approve the proposed ordinance.

From: [Conine-Nakano, Susanna \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Duning, Anna \(MYR\)](#); [Ma, Sally \(MYR\)](#)
Subject: Mayor -- Ordinance -- DEM, DPH, SHF, PUC, DPW, and FIR Overtime Appropriation and Deappropriation
Date: Tuesday, March 7, 2023 4:46:02 PM
Attachments: [Mayor -- Ordinance -- DEM, DPH, SHF, PUC, DPW, and FIR Overtime.zip](#)

Hello Clerks,

Attached for introduction to the Board of Supervisors is an Ordinance appropriating \$4,236,098 in Ambulance Service Revenue in the Fire Department, de-appropriating \$59,465,687 from permanent salaries and mandatory fringe benefits, and appropriating \$62,547,210 to overtime in the Department of Emergency Management, Department of Public Health, Department of Public Works, Fire Department, San Francisco Public Utilities Commission, and the Sheriff's Department and appropriating \$1,154,575 to Materials and Supplies in the Fire Department, in order to support the Departments' projected increases in overtime as required per Administrative Code Section 3.17; this Ordinance requires a two-thirds vote of all members of the Board of Supervisors, pursuant to Charter Section 9.113(c).

Best,
Susanna

Susanna Conine-Nakano
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City & County of San Francisco
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