File	No.	11	07°	10
------	-----	----	-----	----

Committee Item	No. 6	
Board Item No.	20	

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee:	Budget and Finance Committee	Date: June 29, 2011
Board of Su	pervisors Meeting	Date 7/12/11
Cmte Boa	ırd	
	Motion	
	Resolution Ordinance	
	Legislative Digest	
HH	Budget & Legislative Analyst Report	
	Ethics Form 126	
	Introduction Form (for hearings)	
	Department/Agency Cover Letter and/	or Report
	Grant Information Form	
	Grant Budget	
	Subcontract Budget	
H	Contract/Agreement Award Letter	
	Application	
OTHER	(Use back side if additional space is n	ieeded)
H		
H H		
		June 24, 2011 7- 7-//

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

Mayor Lee

BOARD OF SUPERVISORS

1	[Administrative Code - Public Administrator/Public Guardian Representative Payee Services Fee]
2	
3	Ordinance amending the San Francisco Administrative Code, Section 2A.211-A to add
4	a fee of \$37 for services provided by the Public Administrator/Public Guardian
5	Representative Payee Program.
6 7	NOTE: Additions are <u>single-underline italics Times New Roman;</u> deletions are <u>strike-through italics Times New Roman</u> . Board amendment additions are <u>double-underlined</u> ;
8	Board amendment deletions are strikethrough normal.
9	Be it ordained by the People of the City and County of San Francisco:
10	Section 1. Environmental Findings. The Planning Department has determined that the
11	actions contemplated in this Ordinance are exempt from the California Environmental Quality
12	Act (California Public Resources Code section 21000 et seq.). Said determination is on file
13	with the Clerk of the Board of Supervisors in File No.110710 and is incorporated herein by
14	<u>reference.</u>
15	Section 2. The San Francisco Administrative Code is hereby amended by amending
16	Section 2A.211-A, to read as follows:
17	Sec. 2A.211-A. Public Administrator/Public Guardian Representative Payee
18	Program.
19	(a) Findings. The Board of Supervisors finds that there are residents of the
20	City and County of San Francisco who are recipients of Social Security Administration
-21	benefits, Department of Veteran's Affairs benefits, General Assistance, and other income from
22	public and private sources who are unable to manage such income to their best advantage.
23	There are also residents of the City and County of San Francisco who are
24	denied the payment of Social Security Administration benefits, Department of Veteran's
25	Affairs benefits, General Assistance, and other income from public and private sources

epresentative Payee nere are residents of the curity Administration ince, and other income from e to their best advantage. an Francisco who are partment of Veteran's and private sources Page 1 6/23/11

ว5

because of mental and/or physical disability who would benefit from assistance in applying for and managing funds.

Therefore, the Board of Supervisors authorizes the Public Administrator-Public Guardian, pursuant to permission of the client, to receive, manage, and disburse income and benefits from public and private sources for those persons who receive such aid, but are unable to manage their funds.

And, further, that the Public Administrator-Public Guardian is authorized, pursuant to permission of the client, to provide assistance in applying for public and private resources to which the client may be entitled, but which are withheld or not paid because of a determination from the funding source that the recipient is incapable of managing such funds.

(b) Public Guardian Representative Payee Program. There shall be a program called the Public Guardian Representative Payee Program (hereinafter, "Program") created in the Office of the Public Administrator-Public Guardian. Upon agreement with the client, the Program may provide the following services: (1) Collect and deposit entitlement checks and other income into accounts managed by the Public Administrator-Public Guardian. (2) Redirect the client's bills including, but not limited to, rent and utility bills to the Program and pay these bills with the client's funds. (3) Make disbursements from the client's share of funds for the client's personal needs. (4) The Public Administrator-Public Guardian shall charge each client a monthly fee of \$35.00 \$37.00 for services provided through the Representative Payee Program as authorized by California Government Code Section 27436 unless such client is otherwise legally exempt from payment of the fee. Clients demonstrating an inability to pay may qualify for a discretionary waiver of the fee as determined by the Public Administrator-Public Guardian or their designee.

- (c) **Refunds.** Upon discharge or withdrawal from the Program, any and all amounts on deposit in the name of the client shall be refunded to him or her, or the succeeding fiduciary, if applicable.
- (d) **Records.** The Public Administrator-Public Guardian shall cause full, true and correct records to be maintained, on a current basis, regarding the receipt and disbursement of all moneys belonging to any such client on deposit in accounts managed by the Public Administrator-Public Guardian. Clear and current records must be maintained showing all credits to and debits from the account for each individual client, as well as each client's current share and balance in the account.
- (e) **Fiduciary.** The Public Administrator-Public Guardian shall keep records as befits a fiduciary entrusted with a client's funds.

APPROVED AS TO FORM:

DENNIS J. HERRERA, City Attorney

By:

ALEETAM. VAN RUNKLE

Deputy City Attorney

LEGISLATIVE DIGEST

[Fee for Public Administrator/Public Guardian Representative Payee Services.]

Existing Law

Sec. 2A.211-A of the San Francisco Administrative Code currently authorizes the Public Administrator/Public Guardian, pursuant to permission of the client, to receive, manage, and disburse income and benefits from public and private sources for those persons who receive such aid, but are unable to manage their funds. California Government Code Section 27436 provides that the board of supervisors may set a fee to be collected by the Public Administrator/Public Guardian for public representative payee services. The majority of counties currently charge for these services.

Amendments to Current Law

The ordinance will amend Sec. 2A.211-A of the San Francisco Administrative Code to add a monthly fee of thirty-seven dollars for services provided by the Public Administrator/Public Guardian Representative Payee Program and designating the Public Administrator/Public Guardian as the Agency to collect the fee as authorized by California Government Code Section 27436 unless such client is otherwise legally exempt from payment of the fee. Clients demonstrating an inability to pay may qualify for a discretionary waiver of the fee as determined by the Public Administrator/Public Guardian or their designee.

Budget Form 2C: Fee Cost Recovery Form

DEPARTMENT:

		Department Providing Service : Dep	artment of Aging and Adult	Services		
ndex Code of Proposed Revenue : 45ADREVS	* .	Fee Administrator : Shireen McSpadde	1			·
subObject of Proposed Revenue: 63599	<u> </u>	Code Authorization/Proposed Fee Ordin	ace/File No. : Need to revise	Admin Code	2A.211-A	<u>. </u>
ee Status :	New X	Proposed Fee (FY 2011-12):	s 327,	180.00 (1)		
	Continuing	Current Fee (FY 2010-11):	s	(2)		
Detailed Service Description :	. 5		_			
Section 27436 of the California Government Code sti to achieve this, we would need to draft an ordinan Representative Payee Program) to allow for a fee. Th Of the 1400 clien	ice amending Section 2A.211 e fees calculated were based o	A of the Administrative Code (which authori:	es creation and operation of Staff believe that, at minim	the San Fran um, we could	icisco Pub	lic Guardian
			<u> </u>	•		
Y 2011-12 Fee (Proposed) :	\$ 327,180.00	Proposed Fee Increase/Decrease :		,		\$. 327,180.0
Y 2010-11 Fee (Current) :	s -	% Proposed Fee Change from Current I	ee:			100.00
	-	Fiscal Year of Prior Fee Change:				n/a
ee Prior to Current : urrent Fee Increase/Decrease from Prior Fee :	\$ 327.180.00	% Current Fee Change from Prior Fee:				100.00
arrent ree tacrease decrease from From ree .	327,100.00	70 CHITCHITTEE CHANGE TO CHITCHITTEE				
Y 2011-12 Estimated Revenue Derived From Service		FY 2011-12 Estimated Costs To Provide	Service	 ,	,	•
Y 2011-12 Estimated Revenue Derived From Service A Quantity Estimated		FY 2011-12 Estimated Costs To Provide D Direct Costs	<u>Service</u>		2011-12 Cost timated	% of Total
*	9,348	D Direct Costs Productive Labor & Benefits (0.75 of 2	010-11 Selary & MFB)	Est	Cost timated 371,176	% of Total 60.82 20.27
A Quantity Estimated		D Direct Costs	010-11 Selary & MFB)	Est	Cost timated	60.82 20.27 1.64
A Quantity Estimated (# of Units of Service Provided)	9,348	D Direct Costs Productive Labor & Benefits (0.75 of 2 Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies	010-11 Salary & MFB) FY 2010-11 Salary & MFB)	Est S S	Cost timated 371,176 123,725	60.82
A Quantity Estimated	9,348	D Direct Costs Productive Labor & Benefits (0.75 of 2 Leave & Non-Productive Timb (0.25 of Space Rental Equivalent Materials & Supplies Indirect Costs	010-11 Salary & MFB) FY 2010-11 Salary & MFB) <u>Rate</u>	Est \$ \$ \$ \$ \$ \$ \$ \$ \$	Cost timated 371,176 123,725 10,000 5,000	60.82 20.27 1.64 0.82
A Onantity Estimated (# of Units of Service Provided)	9,348	D Direct Costs Productive Labor & Benefits (0.75 of 2 Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies	010-11 Salary & MFB) FY 2010-11 Salary & MFB)	Est S S	Cost timated 371,176 123,725 10,000	60.82 20.27 1.64
A Quantity Estimated (# of Units of Service Provided)	9,348 S 35	D Direct Costs Productive Labor & Benefits (0.75 of 2 Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead	010-11 Salary & MFB) FY 2010-11 Salary & MFB) <u>Rate</u> 18.00%	Est \$ \$ \$ \$ \$ \$ \$ \$ \$	Cost timated 371,176 123,725 10,000 5,000	60.82 20.27 1.64 0.82
A Quantity Estimated (# of Units of Service Provided) B Fee per Unit (Proposed)	9,348 S 35	D Direct Costs Productive Labor & Benefits (0.75 of 2 Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead Central Services Overhead *	010-11 Salary & MFB) FY 2010-11 Salary & MFB) <u>Rate</u> 18.00%	Est	Cost timated 371,176 123,725 10,000 5,000 95,768 4,629	60.82 20.27 1.64 0.82 15.69
A Onantity Estimated (# of Units of Service Provided) B Fee per Unit (Proposed) C FY 2011-12 Revenue Budgeted (A*B)	9,348 S 35 S 327,180 G FY 2011-12 Revenue Re	D Direct Costs Productive Labor & Benefits (0.75 of 2) Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead Central Services Overhead * F FY 2011-12 Direct & Indirect Costs ecovery Rate (C/F)	010-11 Salary & MFB) FY 2010-11 Salary & MFB) Rate 18.00% 0.87%	Est \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Cost timated 371,176 123,725 10,000 5,000 95,768 4,629	60.82 20.27 1.64 0.82 15.69
A Onantity Estimated (# of Units of Service Provided) B Fee per Unit (Proposed) C FY 2011-12 Revenue Budgeted (A*B)	9,348 \$ 35 \$ 327,180 G FY 2011-12 Revenue Re Required Fee For 100%	D Direct Costs Productive Labor & Benefits (0.75 of 2) Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead Central Services Overhead * F Y 2011-12 Direct & Indirect Costs ecovery Rate (C/F) 6 Cost Recovery (F/A)	010-11 Salary & MFB) FY 2010-11 Salary & MFB) Rate 18.00% 0.87%	Est	Cost timated 371,176 123,725 10,000 5,000 95,768 4,629	60.82 20.27 1.64 0.82 15.69
A Onantity Estimated (# of Units of Service Provided) B Fee per Unit (Proposed) C FY 2011-12 Revenue Budgeted (A*B)	9,348 \$ 35 \$ 327,180 G FY 2011-12 Revenue Re Required Fee For 100%	D Direct Costs Productive Labor & Benefits (0.75 of 2) Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead Central Services Overhead * F FY 2011-12 Direct & Indirect Costs ecovery Rate (C/F)	010-11 Salary & MFB) FY 2010-11 Salary & MFB) Rate 18.00% 0.87%	Est \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Cost timated 371,176 123,725 10,000 5,000 95,768 4,629	60.82 20.27 1.64 0.82 15.69
A Onantity Estimated (# of Units of Service Provided) B Fee per Unit (Proposed) C FY 2011-12 Revenue Budgeted (A*B)	9,348 \$ 35 \$ 327,180 G FY 2011-12 Revenue Re Required Fee For 100%	D Direct Costs Productive Labor & Benefits (0.75 of 2) Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead Central Services Overhead * F Y 2011-12 Direct & Indirect Costs ecovery Rate (C/F) 6 Cost Recovery (F/A)	010-11 Salary & MFB) FY 2010-11 Salary & MFB) Rate 18.00% 0.87%	Est \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Cost timated 371,176 123,725 10,000 5,000 95,768 4,629	60.82 20.27 1.64 0.82 15.65
A Onantity Estimated (# of Units of Service Provided) B Fee per Unit (Proposed) C FY 2011-12 Revenue Budgeted (A*B)	9,348 \$ 35 \$ 327,180 G FY 2011-12 Revenue Re Required Fee For 100% I Over (+) or Under (-) 10	D Direct Costs Productive Labor & Benefits (0.75 of 2) Leave & Non-Productive Time (0.25 of Space Rental Equivalent Materials & Supplies E Indirect Costs Departmental Overhead Central Services Overhead * F Y 2011-12 Direct & Indirect Costs ecovery Rate (C/F) 6 Cost Recovery (F/A)	010-11 Salary & MFB) FY 2010-11 Salary & MFB) Rate 18.00% 0.87%	Est \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Cost timated 371,176 123,725 10,000 5,000 95,768 4,629	60.82 20.27 1.64 0.82 15.65

^{*} For Central Services Overhead Rates Contact the Controller's Budget Office

BOARD of SUPERVISORS



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

MEMORANDUM

TO:

Planning Department

Environmental Review Officer

FROM:

Angela Calvillo, Clerk of the Board 4 2

DATE:

June 9, 2011

SUBJECT:

REFERRAL FROM BOARD OF SUPERVISORS

Budget and Finance Committee

The Board of Supervisors Budget and Finance Committee has received the following, which is being referred to the Planning Department for determination as to whether the proposed fee increase will impact the environment.

Please provide your findings within 10 days from the date of referral.

File: 110710 Ordinance amending the S.F. Administrative Code, Chapter 2A, by amending Section 2A.211-A to add a fee of thirty five dollars for services provided by the Public Administrator/Public Guardian Representative Payee Program.

Please return this cover sheet with the Commission's response to Victor Young, Clerk, Budget and Finance Committee.

c: Nannie Turrell, Major Environmer Brett Bollinger, Major Environmen	
RESPONSE FROM PLANNING DE	PARTMENT - Date: Premat per CFOA Guidelines
No Comment	Exempt per CEQA Guidelines Statutery Exemption 15273-Rates, Tulls, Fares, and charges.
Recommendation Attached	Restarces, and Changes
	Bill Wycko, Environmental Review Officer

2011.0622E