## CITY AND COUNTY OF SAN FRANCISCO BOARD OF SUPERVISORS

#### **BUDGET AND LEGISLATIVE ANALYST**

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June 19, 2012

TO:	<b>Budget and Finar</b>	nce Committee

**FROM:** Budget and Legislative Analyst

**SUBJECT:** Recommendations of the Budget and Legislative Analyst for Amendment of the

Mayor's Fiscal Year 2013-2014 to Fiscal Year 2014-2015 Budget.

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#### **BUDGET REVIEW EXECUTIVE SUMMARY**

#### **YEAR ONE: FY 2013-14**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

#### **YEAR TWO: FY 2014-15**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

DEPARTMENT: RET – RETIREMENT SYSTEM

#### RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

**YEAR TWO: FY 2014-15** 

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

DEPARTMENT: RET – RETIREMENT SYSTEM

#### **SUMMARY OF PROGRAM EXPENDITURES:**

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

#### FY 2013-14

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

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

#### FY 2014-15

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

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2013-14

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

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

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

DEPARTMENT: RET – RETIREMENT SYSTEM

#### FY 2014-15

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

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

#### **DEPARTMENT REVENUES:**

#### FY 2013-14

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

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

#### FY 2014-15

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

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

#### **COMMENTS:**

#### FY 2013-14

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

#### FY 2014-15

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

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

## **RET - Retirement System**

			FY	FY 2013-14				I	FY 2014-15		
	FTE	(÷)	Ame	Amount			FTE	Amount			
Object Title	From	To	From	$\mathbf{To}$	Savings GF	F 1T	From To	From	$T_0$	Savings	GF 1T
	EDC- Emp	loyee De	EDC- Employee Deferred Compensation	ation Plan							
Travel			\$5,000	\$3,000	\$2,000			\$5,000	\$3,000	\$2,000	
	The departn	nent has h	The department has historically underspent		for travel over the last three years.		Ongoing Savings	δ.			
Professional & Specialized Services			\$300,000	\$275,000	\$25,000			\$300,000	\$275,000	\$25,000	
	The departn three years.	nent has Ŀ	The department has historically underspent three years.		for professional services over the last	last	Ongoing Savings	S			
	FDD-Retirement Services	ement Se	rvices								
Professional & Specialized Services			\$1,063,400	\$963,400	\$100,000			\$1,063,400	\$813,400	\$250,000	×
	The Departi three years. \$250,000 re	ment has   The Bud <sub>l</sub>	historically under get and Legislativ noving expenses	spent for professio e Analyst's recomr while accounting fo	The Department has historically underspent for professional services over the last three years. The Budget and Legislative Analyst's recommendations provides for \$250,000 related to moving expenses while accounting for historical expenditures.	t s.	The Budget and account for \$25 expenses for the time costs.	Legislative Analy 0,000 included in Department's relo	The Budget and Legislative Analyst recommends decreasing the amount to account for \$250,000 included in the previous year's budget for moving expenses for the Department's relocation in FY 13-14 which should be onetime costs.	reasing the amoun budget for moving which should be	t to
Materials & Supplies			\$215,000	\$200,000	\$15,000			\$215,000	\$200,000	\$15,000	
	The departn three years.	nent has Ŀ	The department has historically underspent three years.		for materials and supplies over the last	e last	Ongoing Savings	S			
Attrition Savings	(5.02)	(5.52)	(\$442,837)	(\$486,944)	\$44,107	×					
Mandatory Fringe Benefits			(\$194,808)	(\$214,211)	\$19,403	×					
	Due to the n Analyst recc FTEs.	number of ommends	Total savings  Due to the number of vacancies and expecte Analyst recommends increasing the attrition FTEs.	xpected hire dates, 1 trition savings from	Due to the number of vacancies and expected hire dates, the Budget and Legislative Analyst recommends increasing the attrition savings from (5.02) FTEs to (5.52) FTEs.	islative 52)					
	FED-Administration	nistration	u								
Travel			\$20,000	\$15,000	\$5,000			\$20,000	\$15,000	\$5,000	
	The departn	nent has h	The department has historically underspent		for travel over the last three years.	- 6	Ongoing Savings	S			
Training			\$9,700	\$5,000	\$4,700			\$9,700	\$5,000	\$4,700	
	The departn	nent has h	The department has historically underspent		for training over the last three years.	ars.	Ongoing Savings	S			
<b>O</b> Professional & Specialized Services			\$583,600	\$568,600	\$15,000			\$583,600	\$568,600	\$15,000	

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

## **RET - Retirement System**

		F	FY 2013-14						FY	FY 2014-15		
	FTE	Am	Amount				FTE		Amount	nt		
Object Title	From To	From	То	Savings	GF 1	1T From	m To		From	То	Savings	GF 1T
	The department is photography servi Annual Report and underspent for pro Legislative Anayls the new services in	The department is requesting a \$15,000 increase for graphic design and photography services related to the Department's communications including the Annual Report and member newsletters, however the Department has historically underspent for professional services over the last three years. The Budget and Legislative Anaylst does not recommend the increase as the Department can absorb the new services in existing resources.	10 increase for grap epartment's comm rs, however the Dε wer the last three y and the increase as	phic design and unications includi partment has hist ears. The Budget the Department c	ng the orically and an absor	÷.	Ongoing Savings	ings				
Other Current Expenses		\$10,000	\$8,000	\$2,000					\$10,000	\$8,000	\$2,000	
	The department hat three years.	The department has historically underspent for other current expense over the last three years.	spent for other cur	rent expense over	the last		Ongoing Savings	ings				
	FDF - Investment	ا د								•		
Financial System Supervisor						1.;	1.54 0.00	0	\$196,613	80	\$196,613	
Mandatory Fringe Benefits									\$82,147	80	\$82,147	
		Total Savings	0\$					Totai	Total Savings	\$278,760		
						The new 15.	1.54 FT] senior se The Budg tions in t	E 1670 I scurity a get and I he FY 21	inancial Syster nalyst classifica egislative Ana 014-15 budget	The 1.54 FTE 1670 Financial Systems Supervisors are salary placeholders for new senior security analyst classifications that will need to be created in FY 14-15. The Budget and Legislative Analyst recommends not approving these new positions in the FY 2014-15 budget until the classifications are created.	re salary placehc sed to be created not approving t ations are create	lders for in FY 14 nese new d.

FY 2013-14
Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	80	80	80
Non-General Fund	\$63,510	\$168,700	\$232,210
Total	\$63,510	\$168,700	\$232,210

FY 2014-15
Total Policy Recommendations
One-Time Ongoing Total

	OHC THE	Ougaing.	T O CMT
General Fund	80	80	80
Non-General Fund	\$250,000	\$347,460	\$597,460
Total	\$250,000	\$347,460	\$597,460

#### **BUDGET REVIEW EXECUTIVE SUMMARY**

#### **YEAR ONE: FY 2013-14**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

#### **YEAR TWO: FY 2014-15**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

**DEPARTMENT:** HSS – HEALTH SERVICES SYSTEM

#### RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

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

**YEAR TWO: FY 2014-15** 

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

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

DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

#### **SUMMARY OF PROGRAM EXPENDITURES:**

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

#### FY 2013-14

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

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

#### FY 2014-15

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

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

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2013-14

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

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

**DEPARTMENT:** HSS – HEALTH SERVICES SYSTEM

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

#### DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

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

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

#### **DEPARTMENT REVENUES:**

#### FY 2013-14

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

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

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

#### FY 2014-15

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

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

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

#### **COMMENTS:**

#### FY 2013-14

#### DEPARTMENT: HSS – HEALTH SERVICES SYSTEM

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

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

#### FY 2014-15

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

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

**HSS** - Health Services System

			FY	FY 2013-14					FY 2014-15		
	FTE		Amount			L	E		Amount		
Object Title	From	To	From	$\mathbf{To}$	Savings (	GF 1T	From To	From	$T_0$	Savings	GF 1T
	HSS - HSS Administration	S Adminis	stration								
Rents/Leases-Bldgs								\$936,000	\$850,000	\$86,000	х
							Reduce budg recently approto to reflect cos	eted amount for am oved by the Board of t of living increases	Reduce budgeted amount for annual lease expenses based on actual lease recently approved by the Board of Supervisors (File 13-0466), adjusted upward to reflect cost of living increases in the approved lease for FY 2014-15.	oased on actual lear 13-0466), adjusted se for FY 2014-15.	se upward
Benefit Technician	0.77	0.00	\$46,581	0\$	\$46,581	×	1.00 0.00	00 \$61,526	0\$	\$61,526	×
Mandatory Fringe Benefits			\$23,575	80		X		\$32,995	0\$	\$32,995	X
			Total Savings	\$70,156				Total Savings	\$94,521		
	Delete the Departmen positions w	requested it is alread	Delete the requested new lower-level 1209. Department is already requesting two other positions within the Operations Division.	209 Benefit Techn xther higher-level n m.	Benefit Technician position as the higher-level new 1210 Benefit Analyst	he Analyst					
Manager III	0.77	0.50	\$100,720	\$65,408	\$35,312	×				80	
Mandatory Fringe Benefits			\$41,089	\$26,687	ш					80	
			Total Savings	\$49,714				Total Savings	0\$		
	Reduce the position from Sufficient the strategianticipated	e requester om 0.77 F time for th ic plan for	Reduce the requested new 0931 Manager Il position from 0.77 FTE to 0.50 FTE, in ord sufficient time for the completion and issua the strategic plan for a new Wellness Programticipated to be issued in the Fall of 2013.	II p nce	new Wellness Mahiring to provide hiroller's Office relete Controller's rep	unager port on ort is					
Senior Administrative Analyst	0.50	0.33	\$48,678	\$32,127	\$16,551	х				0\$	
Mandatory Fringe Benefits			\$20,840	\$13,756	\$7,084	х				0\$	
			Total Savings	\$23,635				Total Savings	80		
	Reduce the Wellness I provide su report on the new Welln Fall of 201 on January Administra	e requeste position fra fficient tin he strategi less Manay 13. As rec 7 1, 2014 a	Reduce the requested new 1823 Senior Adra Wellness position from 0.50 FTE to 0.33 F provide sufficient time for the completion a report on the strategic plan for a new Welln new Wellness Manager. The Controller's re Fall of 2013. As recommended above, the 1 on January 1, 2014 and would be responsible Administrative Analyst position.	Reduce the requested new 1823 Senior Administrative Analyst position for a new Wellness position from 0.50 FTE to 0.33 FTE, in order to delay the hiring to provide sufficient time for the completion and issuance of the Controller's Office report on the strategic plan for a new Wellness Program in HSS and the hiring of a new Wellness Manager. The Controller's report is anticipated to be issued in the Fall of 2013. As recommended above, the new Wellness Manager would be hired on January 1, 2014 and would be responsible for the hiring of this new Senior Administrative Analyst position.	ministrative Analyst position for a new FE, in order to delay the hiring to nd issuance of the Controller's Office ess Program in HSS and the hiring of port is anticipated to be issued in the new Wellness Manager would be hired le for the hiring of this new Senior	a new  Office ing of a the hired or					
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Budget and Finance Committee, June 19, 2013

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

**HSS** - Health Services System

			FY	FY 2013-14					F	FY 2014-15		
	FTE	Æ	Amount	unt			FTE	E	Amount	mt		
Object Title	From	$\Gamma_0$	From	$\mathbf{To}$	Savings G	GF 1T	From	$\mathbf{To}$	From	$T_0$	Savings	GF 1T
Management Assistant	0.50	0.33	\$38,214	\$25,221	\$12,993	X					0\$	
Mandatory Fringe Benefits			\$17,669	\$11,662	\$6,007	x					0\$	
			Total Savings	\$19,000					Total Savings	80		
	Reduce the	e requester om 0.50 F	d new 1842 Manag TE to 0.33 FTE, ir	Reduce the requested new 1842 Management Assistant position for a new position from 0.50 FTE to 0.33 FTE, in order to delay the hiring to provide	Reduce the requested new 1842 Management Assistant position for a new Wellness position from 0.50 FTE to 0.33 FTE, in order to delay the hiring to provide	'ellness	S					
	sufficient the strategi	time for th ic plan for	e completion and a new Wellness I	issuance of the Cor Program in HSS an	sufficient time for the completion and issuance of the Controller's Office report on the strategic plan for a new Wellness Program in HSS and the hiring of a new	ort on w						
	Wellness N 2013. As 1	Manager. 7 recommen	The Controller's re ded above, the nev	port is anticipated w Wellness Manag	Wellness Manager. The Controller's report is anticipated to be issued in the Fall of 2013. As recommended above, the new Wellness Manager would be hired on	Fall of n						
	January 1, 2014 ar Assistant position.	2014 and sosition.	would be responsi	ible for the hiring c	January 1, 2014 and would be responsible for the hiring of this new Management Assistant position.	ment						
Temp Salaries Misc	98.0		\$73,000	\$23,000	\$50,000	×			\$73,000	\$23,000	\$50,000	×
Mandatory Fringe Benefits			\$5,766	\$1,817	x   \$3,949	X			\$5,766	\$1,817	\$3,949	Х
			Total Savings	\$53,949				, ,	Total Savings	\$53,949		
	Reduce Te	emporary s	Reduce Temporary salaries to current year	year budgeted leve.	budgeted levels, particularly given the	n the						
	number of	new posit	ions requested in t	number of new positions requested in the FY 2013-14 budget	dget.		Ongoins	Ongoing savings.				
Attrition Savings	(0.47)	(2.00)	(\$41,184)	(\$175,251)	\$134,067 x	X	(0.47)	(2.00)	(\$41,785)	(\$177,809)	\$136,024	Х
Mandatory Fringe Benefits			(\$18,199)	(\$77,443)	\$59,244 x	X			(\$19,811)	(\$84,317)	\$64,506	X
			Total Savings	\$193,311				, ,	Total Savings	\$200,530		
	Increase A	ttrition Sa	vings to 2.0 FTE p	oositions given a hi	Increase Attrition Savings to 2.0 FTE positions given a higher level of Attrition	uo						
	Savings cu	rrently bu	dgeted and the nur	mber of new position	Savings currently budgeted and the number of new positions being requested in the	in the						
	FY 2013-14 budget.	4 budget.					Ongoins	Ongoing savings.				

		Total D	FY 2013-14	
	General Fund	\$86,128	\$131,048	\$217,175
\$86,128 \$131,048	Non-General Fund	\$76,377	\$116,212	\$192,590
\$86,128 \$131,048 \$76,377 \$116,212	Total	\$162.505	\$247.260	\$409,765

	10tal Ke	I otal Kecominended Keductions	cnons
	One-Time	Ongoing	Total
General Fund	\$45,580	\$184,970	\$230,550
Non-General Fund	\$40,420	\$164,030	\$204,450
Total	886.000	\$349,000	\$435,000

FY 2014-15

#### **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14** 

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

#### **YEAR TWO: FY 2014-15**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

**DEPARTMENT:** HRD – HUMAN RESOURCES

#### RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$141,221 in FY 2013-14. Of the \$141,221 in recommended reductions, \$71,221 are ongoing savings and \$70,000 are one-time savings. These reductions would still allow an increase of \$3,799,465 or 5.1% in the Department's FY 2013-14 budget. In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$7,068 to the General Fund.

Together, these recommendations will result in \$148,289 savings to the City's General Fund in FY 2013-14. **YEAR TWO: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$76,330 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$526,560 or 0.7% in the Department's FY 2014-15 budget.

**DEPARTMENT:** HRD – HUMAN RESOURCES

#### **SUMMARY OF PROGRAM EXPENDITURES:**

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

#### FY 2013-14

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

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

#### FY 2014-15

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

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2013-14

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

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

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

#### DEPARTMENT: HRD – HUMAN RESOURCES

- One 0923 Manager II and one 1824 Principal Administrative Analyst for the new Citywide Leave Management Unit.
- One new 8141 Worker's Compensation Adjuster to address 150 active claims for the Juvenile Probation Department and Fine Arts Museum.
- One new 2825 Senior Health Educator to comply with the requirements of Senate Bill 863 that regulates the operations of Medical Provider Networks.
- Four 1202 Personnel Clerk that are currently temporary positions and are funded through a work order with the Controller's Office.

#### FY 2014-15

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

This decrease primarily due to the termination of the three limited term 1281 Senior Employee Relations Representatives.

#### **INTERIM EXCEPTIONS**

• The Department has requested approval of 3 1820 Junior Administrative Analyst positions as an interim exception. The Budget and Legislative Analyst does not recommend approval of the three positions for the Mayor's Innovation Fellows Program as interim exceptions because they do not meet a critical need of the department and therefore do not need to be hired on July 1, 2013. Unlike the City Hall Fellows Program for recent college graduates, the Innovation Fellows Program is directed at individuals with more work experience and is not be tied to an academic calendar.

#### **DEPARTMENT REVENUES:**

#### FY 2013-14

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

Specific changes in the Department's FY 2013-14 revenues include increases in expenditure recovery due to increases in services provided to other departments.

#### FY 2014-15

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

Specific changes in the Department's FY 2014-15 revenues include increases in expenditure recoveries due to increases in services provided to other departments.

DEPARTMENT: HRD – HUMAN RESOURCES

#### **COMMENTS:**

#### FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$141,221 in FY 2013-14. Of the \$141,221 in recommended reductions, \$71,221 are ongoing savings and \$70,000 are one-time savings. These reductions would still allow an increase of \$3,799,465 or 5.1% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$7,068 to the General Fund.

Together, these recommendations will result in \$148,289 savings to the City's General Fund in FY 2013-14.

#### FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$76,330 in FY 2014-15, which are ongoing savings. These reductions would still allow an increase of \$526,560 or 0.7% in the Department's FY 2014-15 budget.

# Budget and Finance Committee, June 19, 2013

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

**HRD** - Human Resources

			FY	FY 2013-14							FY 2014-15			
	FTE		Amount	unt				FTE	E	1unoui Y	ount			
Object Title	From To	0	From	To	Savings	GF	1T ]	From	$\mathbf{To}$	From	To	Savings	GF	1T
	FC8 - Equal Er	mploy	FC8 - Equal Employment Opportunity	ty										
Principal Administrative Analyst	0.77 0.	0.00	\$86,762	80	\$86,762	×		1.00	0.00	\$114,063	0\$	\$114,063	×	
Mandatory Fringe Benefits			\$35,150	0\$	\$35,150	X				\$49,804	0\$	\$49,804	Х	
Senior Administrative Analyst	0.00	0.77	0\$	\$74,964	(\$74,964)	×		0.00	1.00	0\$	\$98,552	(\$98,552)	X	
Mandatory Fringe Benefits			80	\$32,094	(\$32,094)	X				0\$	\$45,352	(\$45,352)	Х	
		T	Total Savings	\$14,854						Total Savings	\$19,963			
	A new 1823 Ser	nior Ao	A new 1823 Senior Administrative Analyst i	dyst is recommen	is recommended in the place of a	of a								
	proposed 1824 I	Princip	al Administrative	proposed 1824 Principal Administrative Analyst for the new Citywide Leave	new Citywide Lea	ave		Ongoing Savings	Saving	Si				
	Management Unit. The responsibilities carried out by the 1823 classification.	nit. The he 182	e responsibilities 3 classification.	Management Unit. The responsibilities and functions of the new postion can be carried out by the 1823 classification.	the new postion c	an be	)	۵		ì				
	FC4 - Employee Relations	e Rela	tions											
Temporary Salaries			\$666,380	\$616,380	\$50,000	×	×							
	The Department	t has ir	creased Tempora	The Department has increased Temporary Salaries from \$320,529 in FY 2012-13 to	\$320,529 in FY 2	2012-1	3 to							
	\$666,380 in FY	2013-	14 to pay for staf	\$666,380 in FY 2013-14 to pay for staff to support labor contract negotiations. In	contract negotiat	ions.	In							
	addition, the De	epartmo	addition, the Department is proposing 3.00 l	3.00 FTE new lim	FTE new limited tenure Senior	<u>.</u>								
	Employee Relat	tions R	epresentatives an	Employee Relations Representatives and 1.00 FTE Junior Management Analyst to	r Management A	nalyst	to							
	support labor co	ontract	negotiations. The	support labor contract negotiations. The recommended reduction of \$50,000 is	eduction of \$50,0	00 is								
	consistent with to for labor contract	the De ct nego	consistent with the Department's staffing plan if or labor contract negotiations in FY 2013-14.	consistent with the Department's staffing plan and will provide sufficient resources for labor contract negotiations in FY 2013-14.	rovide sufficient 1	esourc	ses							
Professional & Specialized Services			\$400 000	000 0888	\$20,000	×				000 000\$	\$180,000	\$20,000	×	
Services			000,000+	000,0000	000,020	<b>&lt;</b>	Ì			\$200,000	4100,000	\$20,000	<	
	The Department division from \$1	t has ir 100,00	icreased Profession in FY 2012-13	The Department has increased Professional and Specialized Services in this division from \$100,000 in FY 2012-13 to \$400,000 in FY 2013-14 to pay for	zed Services in th Y 2013-14 to pay	is for								
	outside lead neg	gotiato	s and for the use	outside lead negotiators and for the use of abritrators and actuarial services.	l actuarial service	Š.	(							
	Specialized Serv	eparun vices ´	ent nas nistorical. The recommende	However the Department has historically underspent for Professional and Specialized Services. The recommended reduction is consistent with historical	Professional and sistent with histo	rical	<u>ر</u>	Ongoing Savings	Saving	SS				
	expenditures for	r the pi	ior fiscal vears a	expenditures for the prior fiscal years and will provide sufficient resources for labor	ifficient resources	for la	bor							
	contract negotiations in FY 2013-14.	ations i	n FY 2013-14.	<b>4</b>										
	FCW - Administration	istratio	u											
Professional & Specialized Services			\$36,367	\$30,000	\$6,367	×				\$36,367	\$30,000	\$6,367	×	
	Reduce to reflec	ct histc	rical departmenta	Reduce to reflect historical departmental expenditures on professional and	professional and									
	specialized services.	ices.	ı	ı	ı		<u>ر</u>	Ongoing Savings	Saving	SS				
Training			\$124,769	\$104,769	\$20,000	×				\$124,769	\$104,769	\$20,000	Х	
	Reduce to reflec	ct histc	rical departmenta	Reduce to reflect historical departmental expenditures on training.	ı training.			educe	o reflec	et historical depart	Reduce to reflect historical departmental expenditures on training.	es on training.		

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

**HRD** - Human Resources

			FY	FY 2013-14			_			1	FY 2014-15			
	ELE	E	Amount	unt				FTE		Amount	unt			
Object Title	From	$\mathbf{To}$	From	$\mathbf{To}$	Savings	GF 1T From	IT F	rom To	0.	From	$\mathbf{To}$	Savings	GF	1T
Materials & Supplies			\$48,148	\$38,148	\$10,000 x	Х				\$48,148	\$38,148	\$10,000	X	
	Reduce to	reflect hi	Reduce to reflect historical departmental expenditures on materials and supplies.	al expenditures on	materials and su	pplies.		Ongoing Savings	vings					
	FC5 - Rec	ruit/Ass	FC5 - Recruit/Assess/Client Services											
Professional & Specialized							_							
Services			\$50,000	\$30,000	\$20,000 x x	х	X							
	The Mayo: San Franci Departmen	r's Budge isco resid it's spend	The Mayor's Budget includes \$50,000 for professional services contracts to recruit San Francisco residents for City jobs; the proposed reduction is consistent with the Department's spending plan and provides sufficient funding for these services.	for professional se he proposed reduc es sufficient fundi	rvices contracts t tion is consistent ng for these servi	to recru with thices.	iit he							

Total **Total Recommended Reductions** FY 2013-14 One-Time

Total **Ongoing** \$76,330 80 \$76,330 \$0 \$0 \$0 One-Time Total General Fund Non-General Fund

\$141,221

\$71,221 80

\$70,000

Ongoing

\$141,221

\$70,000

Non-General Fund Total **General Fund** 

**Total Recommended Reductions** 

FY 2014-15

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

**HRD** - Human Resources

		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	15,622.30	177.71
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	34,716.21	17.771
GIVE SOMETHING BACK INC	OTHER OFFICE SUPPLIES	Yes	2012	9/27/2012	56.31	56.31
UPTIME RESOURCES	OTHER OFFICE SUPPLIES	Yes	2010	9/27/2012	2,880.22	2,880.22
UPTIME RESOURCES	OTHER OFFICE SUPPLIES	Yes	2011	9/27/2012	277.34	277.34
SHRED WORKS	OTHER CURRENT EXPENSES	Yes	2011	9/27/2012	3,000.00	605.00
ENERGETIX CORP	OTHER PROFESSIONAL SERVICES	Yes	2011	9/27/2012	30,000.00	460.00
LUNCH GEEK	FOOD	Yes	2011	9/27/2012	4,500.00	1,343.53
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE P	Yes	2010	9/27/2012	30,500.00	472.53
RICOH-REPRODUCTION STORE	REPRODUCTION COPIER STORE P	Yes	2011	9/27/2012	3,000.00	199.26
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	24,590.65	209.34
NO VENDOR	SOFTWARE LICENSING FEES	Yes	2010	9/27/2012	24,590.64	209.34
BAY AREA COMMUNICATION ACCESS INTERPRETERS	INTERPRETERS	No	2011	9/27/2012	2,000.00	1,145.00
			Total A	Total Amount Return to Fund Balance	<b>Fund Balance</b>	8,213.29

Total Amount Return to Fund Balance 8,213.29

General Fund 7,068.29

Non-General Fund 1,145.00

Note: The above encurnbrance blanaces are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

#### **BUDGET REVIEW EXECUTIVE SUMMARY**

#### **YEAR ONE: FY 2013-14**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

#### **YEAR TWO: FY 2014-15**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

DEPARTMENT: LIB – LIBRARY

#### RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

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

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

**YEAR TWO: FY 2014-15** 

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

DEPARTMENT: LIB – LIBRARY

#### **SUMMARY OF PROGRAM EXPENDITURES:**

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

#### FY 2013-14

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

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

#### **DEPARTMENT:** LIB – LIBRARY

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

#### FY 2014-15

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

#### **SUMMARY OF DEPARTMENT POSITION CHANGES:**

#### FY 2012-13

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

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

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

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

**DEPARTMENT:** LIB – LIBRARY

#### FY 2014-15

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

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

#### **DEPARTMENT REVENUES:**

#### FY 2013-14

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

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

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

#### FY 2014-15

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

DEPARTMENT: LIB – LIBRARY

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

#### FEE LEGISLATION

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

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

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

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

**DEPARTMENT:** LIB – LIBRARY

#### **Recommendation:**

Approve the proposed ordinance.

#### **OTHER RELATED LEGISLATION**

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

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

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

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

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

#### **Recommendations:**

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

Approve the proposed ordinance, as amended.

DEPARTMENT: LIB – LIBRARY

#### **COMMENTS:**

#### FY 2013-14

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

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

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

#### FY 2014-15

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

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

Library

		FY	FY 2013-14							FY 2(	FY 2014-15			
	FTE	Amount	unt				FTE			Amount	ıt			
Object Title	From To	From	$\mathbf{To}$	Savings	GF	1T	From	$\mathbf{To}$	From	uu	To	Savings	GF	1T
	EGG - Informa	EGG - Information Technology												
GF-TIS-Telephone (AAO)		\$ 818,885	<del>\$</del>	458,165 \$ 360,720					8	824,199 \$	458,165	\$ 366,034		
	Based on project	Based on projected actual need of \$458,165.	\$458,165.			)	Ongoing savings.	avings.						
	CBF - Children's Services	r's Services												
Minor Furnishings		\$ 10,000	\$ 6,500	\$ 3,500					\$	10,000 \$	6,500	\$ 3,500		
	FY 2012-13 actu \$5,000. It would tecommended rec \$1,500 or 30%.	FY 2012-13 actuals are projected to be \$5,500. FY 2012-13 budget was \$5,000. It would cost an extra \$500 to close out encumbrances. Our recommended reduction of \$3,500 provides for \$6,500, an increase of \$1,500 or 30%.	to be \$5,500. F to close out er provides for \$6	Y 2012-13 buncumbrances.	idget w Our ase of		Ongoing savings.	avings.						
	EIB - Library Admin	Admin												
Copy Machine		\$ 18,000	\$ 16,800	\$ 1,200					\$	18,000 \$	16,800	\$ 1,200		
	The Library antion \$15,300, which is	The Library anticipates 10% above the 3-year historical average of \$15,300, which is a projected actual need of \$16,800.	the 3-year histori I need of \$16,800.	torical averag 300.	e of		Ongoing savings.	avings.						
Temp-Regular-Misc		\$ 72,000	\$ 67,000	\$ 5,000					` \$	72,000 \$	67,000	\$ 5,000		
	Projected actual	Projected actual need of \$67,000.					Ongoing savings.	avings.						

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

Library

			FY 2013	2013-14							FY	FY 2014-15	10			
	FTE		Amount	ınt				FTE	E		Amount	unt				
Object Title	From	$\mathbf{T}_{0}$	From	$\mathbf{o}\mathbf{L}$	Savings	$\mathbf{GF}$	1T	From	$\mathbf{To}$	Fr	From	$\mathbf{T}$	To	Savings	GF	$^{7}$ 1T
	EEF - Main Program	in Pro	gram													
Freight/Delivery			\$ 80,000	\$ 50,000	\$ 30,000					\$	80,000	\$	50,000	\$ 30,000		
	Projected a	ıctual n	Projected actual need of \$50,000.				-	Ongoing savings.	savings.							
	EGH - Facilities	cilities														
Equipment Purchase - Budget										<del>\$</del>	40,000	<del>⊗</del>	30,000	\$ 10,000		×
								Reductio SFPL. TE	n of \$10 ie Libra	k for M ry agree	Reduction of \$10k for Media Van based on price SFPL. The Library agrees with recommendation.	based c	on price quation.	Reduction of \$10k for Media Van based on price quotes provided by SFPL. The Library agrees with recommendation.	ided b	y.
Other Materials & Supplies	plies		\$ 185,000	\$ 145,000	\$ 40,000					\$	185,000	\$ 14	145,000	\$ 40,000	(	
	Based on pr	ojecte.	Based on projected actual need of \$145,000.	145,000.				Ongoing savings.	savings.	_						
Other Equip Maint			\$ 286,058	\$ 241,058	\$ 45,000					\$	286,058	\$ 24	241,058	\$ 45,000	(	Ш
	The 5 year and Increase fro Library mov \$25,000 fro projected ur Reduce requ	averagi om FY ving \$5 m 081' nderspe	The 5 year average of actual expenditures is approximately \$115,000. Increase from FY 2012-13 budget of \$210,520 to FY 2013-14 is due to the Library moving \$50,538 from 02799 Other Professional Services and \$25,000 from 081W6 Work Order with Real Estate. However, the projected underspending for FY 2012-13 budget of \$210,520 is \$45,000. Reduce requested amount by historical underspending.	litures is approxima of \$210,520 to FY 2 9 Other Professiona with Real Estate. Ho 12-13 budget of \$21 ical underspending.	es is approximately \$115,0 10,520 to FY 2013-14 is d her Professional Services i Real Estate. However, the 3 budget of \$210,520 is \$4 anderspending.	5,000. s due as and as and the \$45,0	he	Ongoing savings.	savings.							

	uctions	Total
FY 2013-14	<b>Total Recommended Reductions</b>	Ongoing
-	Total Reco	One-Time

	One-Time	)	<b>Ingoing</b>	Total
General Fund	-	S	1	- \$
Non-General Fund	€	<del>∨</del>	485,420	\$ 485,420
Total	\$	<del>\$</del>	485,420	\$ 485,420
_				

FY 2014-15
Total Recommended Reductions
One-Time Ongoing Total

	5	Out-Tunc	_	Sime		Local
General Fund	\$	1	\$	1	8	1
Non-General Fund	S	10,000	S	490,734	4	500,734
Total	\$	10,000	<del>\$</del>	490,734	↔	500,734
Total	A	10,000	A	490,734	A	

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

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		General	J 2/1	Date of Last		11
Vendor Name	Subobject Title	Fund Savings	Appropriation	Transaction	Amount	Balance
Y M C A OF SAN FRANCISCO	PLBINT LIBRARY INTERIM SERVICES	ES	06/06/2011	02/19/2013	21,600	1,200
NO VENDOR	NKEY NO PROJECT		03/19/2004	09/27/2012	10,240	10,240
J C X EXPENDABLES	NKEY NO PROJECT		12/13/2011	09/27/2012	700	28
DIRECT MAIL CENTER	NKEY NO PROJECT		07/21/2011	09/27/2012	80,000	3,202
ARC	NKEY NO PROJECT		07/12/2011	09/27/2012	4,948	838
EN POINTE TECHNOLOGIES SALES INC	NKEY NO PROJECT		06/28/2012	10/02/2012	6,029	3,598
EN POINTE TECHNOLOGIES SALES INC	NKEY NO PROJECT		06/28/2012	10/02/2012	2,456	1,591
EN POINTE TECHNOLOGIES SALES INC	NKEY NO PROJECT		06/28/2012	10/02/2012	45,445	13,856

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

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;	trab of a to	General Fund	Year of	Date of Last Recorded	Original	Unexpended
Vendor Name	Subobject litle	Savings	Appropriation	Iransaction	Amount	Balance
MIDWEST LIBRARY SERVICE	PLB008 LIBRARY SPECIAL COLLECTION-HISTO	TION-HISTO	07/18/2011	09/27/2012	5,000	951
MIDWEST LIBRARY SERVICE	NKEY NO PROJECT		02/27/2012	09/27/2012	1,500	264
MIDWEST LIBRARY SERVICE	NKEY NO PROJECT		08/04/2011	10/09/2012	120,000	36,645
						'
			Total A	Total Amount Return to Fund Balance	Fund Balance	72,412.18

Note: The above encurnbrance blanaces are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

72,412.18

General Fund Non-General Fund

#### **BUDGET REVIEW EXECUTIVE SUMMARY**

#### **YEAR ONE: FY 2013-14**

#### **Budget Changes**

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

#### Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2013-14 are 1,466.77 FTEs, which are 4.26 FTEs more than the 1,462.51 FTEs in the original FY 2012-13 budget. This represents a 0. 3% increase in FTEs from the original FY 2012-13 budget.

#### Revenue Changes

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

#### **YEAR TWO: FY 2014-15**

#### **Budget Changes**

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

#### Personnel Changes

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

#### Revenue Changes

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

**DEPARTMENT:** FIR-FIRE

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

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

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

## **YEAR TWO: FY 2014-15**

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

**DEPARTMENT:** FIR-FIRE

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

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

## FY 2014-15

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

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

**DEPARTMENT:** FIR-FIRE

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

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

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

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

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

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

## FY 2014-15

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

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

**DEPARTMENT:** FIR-FIRE

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

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

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

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

## FY 2014-15

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

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

DEPARTMENT: FIR-FIRE

## **Fee Legislation**

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

File No.	Fee Description	FY 2012-13 Original Revenue	Total Increase in FY 2013-14	Annualized Revenue Thereafter	% Cost Recovery
	Increasing inspection fee for additional inspection fees from \$110 per hour to \$115 per hour.				
	Increases the pre-application plan review fee from \$220 to \$230 for the first two hours and \$115 each additional hour.				09 1000/
13-0546	Increases re-inspection fee from \$220 to \$230 for the first hour and \$115 for each additional hour.	\$2,399,200	\$525,250	\$2,491,310	98 – 100% depending on the fee
	Increases the overtime fee for inspections from \$131 per hour to \$133 per hour.				
	Increases water flow information fee from \$110 to \$115.				

## Recommendation:

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

## **COMMENTS:**

## FY 2013-14

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

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

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

**DEPARTMENT:** FIR-FIRE

## FY 2014-15

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

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

FIR - Fire

			FY	FY 2013-14						1	FY 2014-15			
	FTE	E	Amount	unt				FTE	3	Amount	unt			
Object Title	From	To	From	To	Savings	$\mathbf{GF}$	1T	From	$\mathbf{To}$	From	To	Savings	GF 1	1T
	AAD - Adr	ninistratio	AAD - Administration & Support Services	rvices										
Stationary Engineer	1.00	0.00	\$76,556	80	\$76,556	Х				\$77,497	0\$	\$77,497	X	
Mandatory Fringe Benefits			\$36,358	0	\$36,358	X				\$39,539	0\$	\$39,539	X	
			Total Savings	\$112,914					I	Total Savings	\$117,036			
	Delete vaca 2011.	nt 7334 St	Delete vacant 7334 Stationary Engineer position which has been vacant since July 1, Ongoing savings. 2011.	: position which h	as been vacant sii	ıce Jul	ly 1,	Ongoing	savings.	·				
Services of Other Departments			\$3,297,147	\$2,997,147	\$300,000	×				\$3,060,954	\$2,760,954	\$300,000	×	
	Reduce work order for services wattual costs. Per DT, Citywide exwill be reduced by \$1 million per reflects the Department's portion.	rk order fo . Per DT, ıced by \$1 Departmeı	Reduce work order for services with Department of Technology (DT) to reflect actual costs. Per DT, Citywide expenditures for the Motorola contract for radios will be reduced by \$1 million per year over the next four years. This reduction reflects the Department's portion.	spartment of Tech tures for the Mote over the next four	nology (DT) to re prola contract for years. This redu	flect radios ction		Reduce v Ictual co adios wi eductior	vork ord sts. Per II be red	Reduce work order for services with Deparactual costs. Per DT, Citywide expenditure radios will be reduced by \$1 million per yes reduction reflects the Department's portion.	Reduce work order for services with Department of Technology (DT) to reflect actual costs. Per DT, Citywide expenditures for the Motorola contract for radios will be reduced by \$1 million per year over the next four years. This reduction reflects the Department's portion.	echnology (DT)  Aotorola contract e next four years.	to refle for This	ect
Services of Other Departments			\$4,325,620	\$4,300,000	\$25,620	×	×			\$4,454,577	\$4,350,000	\$104,577	×	×
	Reduce Aurhistorical ex	to Mainten xpenditure	Reduce Auto Maintenance by \$25,620 based on new vehicle purchases and historical expenditures which have not exceeded \$4,300,000 in past three fiscal years.	based on new veh exceeded \$4,300,	on new vehicle purchases and ded \$4,300,000 in past three fi	ı İscal	I	Reduce Aut historical ex fiscal years.	outo Ma expend rs.	intenance by \$10° itures which have	Reduce Auto Maintenance by \$104,577 based on new vehicle purchases and historical expenditures which have not exceeded \$4,300,000 in past three fiscal years.	v vehicle purchas 00,000 in past th	es and ree	_
Attrition Savings - Miscellaneous	(1.04)	(2.11)	(\$97,537)	(\$197,537)	\$100,000	×		(1.04) (2.09)	(2.09)	(\$99,074)	(\$199,074)	\$100,000		
Mandatory Fringe Benefits			(\$41,993)	(85,046)	\$43,053	×				(\$45,780)	(\$91,987.89)	\$46,208		
		, ,	Total Savings	\$143,053					I	Total Savings	\$146,208			
	Increase att salary surpl	rition savi us in FY 2	Increase attrition savings for civilian (miscellaneous) salaries based on a projected salary surplus in FY 2012-13 for civilian employees.	niscellaneous) sala n employees.	ıries based on a p	ojecte		Ongoing savings.	savings.					

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

FIR - Fire

		1T		X									
		GF		X						×	Х		
		Savings		\$106,327		\$300,000	\$75,450			\$350,000	\$131,790		
FY 2014-15	unt	То		\$983,663	he Department.	\$10,320,444	\$2,595,591.02	\$375,450		(\$38,541,610)	(\$14,512,586)	\$481,790	
	Amount	From		\$1,089,990	Reduction per quote provided by the Department.	\$10,620,444	\$2,671,041	Total Savings	SS	(\$38,191,610)	(\$14,380,796)	Total Savings	38.
	E	$\mathbf{Lo}$			n per (				saving				savinį
	FTE	From			Reductio				Ongoing savings.				Ongoing savings.
		1T							and on ted				)13- he 1
		GF				×	X		tures, static sociat	×	x		FY 20 orm ons. Ti
		Savings				\$300,000	\$66,060		niform premium pay expenditures, an to meet the Department's fire station results in a decrease in the associated	\$219,674	\$74,696		m positions in urplus for unifor rmanent positic s baseline budgies to meet the ents.
FY 2013-14	unt	To				\$10,737,132	2,364,316	\$366,060	ed uniform premiu aries to meet the D hich results in a de	(\$38,533,868)	(13,102,741)	\$294,370	thas a projected sovertime to fill per the Department of permanent salar staffing requirem
FY	Amount	From	sion			\$10,437,132	\$2,298,256	Total Savings	Reduction based on FY 2012-13 projected uniform premium pay expenditures, and use of overtime in lieu of permanent salaries to meet the Department's fire station and ambulance staffing requirements, which results in a decrease in the associated premium pay.	(\$38,314,194)	(\$13,028,045)	Total Savings	The Department decreased their attrition savings for uniform positions in FY 2013-14 by \$219,647 although the Department has a projected surplus for uniform salaries in FY 2012-13 due to the use of overtime to fill permanent positions. The recommended reduction is consistent with the Department's baseline budget and ongoing practice to use overtime in lieu of permanent salaries to meet the Department's fire station and ambulance staffing requirements.
	Œ	To	e Suppres						based on F time in lie ance staffii ay.	(8.75)			tment decr 9,647 altho FY 2012-1 ded reducti actice to u
	ELE	From	AEC - Fire Suppression						Reduction bas use of overtin and ambulanc premium pay.	(312.00)			The Depar 14 by \$219 salaries in recommen ongoing pr Departmen
		Object Title		Equipment Purchase		Premium Pay - Uniform	Mandatory Fringe Benefits			Attrition Savings - Uniform	Mandatory Fringe Benefits		

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

FIR - Fire

			FY	FY 2013-14						F	FY 2014-15		
	F.	FTE	4mount	unt				$\mathbf{FTE}$		Amount	ınt		
Object Title	From	$^{0}$ L	From	To	Savings	GF	IT Fr	1T From To		From	$T_0$	Savings	GF 1T
	AGE - Fi	AGE - Fire General											
City Grant Programs			\$100,000	\$75,000	\$25,000	Х	X						
	Reduce by	7 \$25,000 b	Reduce by \$25,000 based on no budget being provided by the Department for	being provided by	v the Department	for							
	\$100,000	in "seed fu.	\$100,000 in "seed funding" provided for design and construction of Marina	or design and const	truction of Marin	ಡ							
	Earthquak	e Memoria	Earthquake Memorial. \$75,000 is sufficient to	ient to begin deve	begin development of design and	n and							
	plans in Y	ear 1 of the	plans in Year 1 of the project, as Department intends to do in FY 2013-14.	tment intends to de	o in FY 2013-14.								
	ATR - Training	aining					$\vdash$						
Professional & Specialized													
Services			\$80,000	\$65,000	\$15,000	X				\$80,000	\$65,000	\$15,000	Х
	Reduction	based on !	Reduction based on historical expenditures which have not exceeded \$59,080 in	rres which have no	ot exceeded \$59,	080 in	غ						
	past two f	past two fiscal years.					5	Ongomig savings.	III.gs.				
Materials & Supplies			\$63,390	\$45,000	\$18,390	X				\$63,390	\$45,000	\$18,390	Х
	Reduction	based on !	Reduction based on historical expenditures which have not exceeded \$40,000 in	rres which have no	ot exceeded \$40,	000 in	ځ						
	past two f	past two fiscal years.					5	Ongomig savings.	III gs.				

FY 2013-14

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

FIR - Fire

		General		Date of Last		
		Fund	Year of	Recorded	Original	Unexpended
Vendor Name	Subobject Title	Savings	Appropriation	Transaction	Amount	Balance
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	9/27/2012	5,000.00	2,500.00
THE PRESIDIO TRUST	Other Building Maintenance Services	Yes	2011	4/26/2013	9,500.00	4,746.00
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	11/16/2012	10,000.00	3,500.00
AEOLIAN MECHANICAL INC	Other Equipment Maintenance	Yes	2011	9/27/2012	9,000.00	4,000.00
CALIFORNIA DIESEL & POWER	Other Equipment Maintenance	Yes	\$2,012	9/27/2012	1,942.00	433.00
	Other Equipment Maintenance					
CALIFORNIA DIESEL & POWER	Supplies	Yes	\$2,012	9/27/2012	718.00	160.00
			Total A	Total Amount Return to Fund Balance	<b>Fund Balance</b>	15,339.00
					<b>General Fund</b>	15,339.00

Note: The above encurnbrance blanaces are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

Non-General Fund

## **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14** 

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## **YEAR TWO: FY 2014-15**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

**DEPARTMENT:** ECD – EMERGENCY MANAGEMENT

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

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

**YEAR TWO: FY 2014-15** 

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

**DEPARTMENT:** ECD – EMERGENCY MANAGEMENT

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

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

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

## FY 2014-15

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

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

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

**DEPARTMENT:** ECD – EMERGENCY MANAGEMENT

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

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

## FY 2014-15

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

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

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

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

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

## FY 2014-15

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

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

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

## **COMMENTS:**

## FY 2013-14

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

## **DEPARTMENT:** ECD – EMERGENCY MANAGEMENT

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

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

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

## FY 2014-15

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

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

ECD - Emergency Management

			FY.	FY 2013-14					I	FY 2014-15		
	Ŀ	FTE	4mount	ınt				FTE	Amount	unt		
Object Title	From	$\Gamma$	From	$\mathbf{To}$	Savings	GF 1	1T Fr	From To	From	$T_0$	Savings	GF 1T
	BIR - Em	ergency (	BIR - Emergency Communications									
Attrition Savings	00.0	00.0	\$435	0\$	\$435	X	0.	0.00 0.00	\$441	80	\$441	X
Mandatory Fringe Benefits			\$124	\$0.00	\$124	×			\$140	0\$	\$140	×
			Total Savings	8228					Total Savings	\$581		
	Decrease	Attrition S	Decrease Attrition Savings to \$0 because of positive numbers reflected in the FY	e of positive num	bers reflected in	the FY	č	Saio.	0.50			
	2013-14 b	udget whi	2013-14 budget which are incorrect.				<u> </u>	Ongoing Savings.	ngs.			
1042 IS Engineer - Journey	0.46	0.00	\$52,659	0\$	\$52,659	X	×					
Mandatory Fringe Benefits			\$21,238	\$0.00	\$21,238	х	X					
			Total Savings	\$73,897								
	Delete .46	FTE for 1	Delete .46 FTE for 1042 IS Engineer-Journey	urney position as	position as a technical adjustment	stment						
	due to dor	ıble-budge	due to double-budgeting for the position.									
	BIV - Em	BIV - Emergency Services	ervices									
Materials & Supplies			\$17,100	\$14,000	\$3,100	Х			\$17,100	\$14,000	\$3,100	Х
0\$	\$0 Reduction 2012-13.	ı based on	Reduction based on historical expenditures wl 2012-13.	ıres which did noı	hich did not exceed \$1,173 in FY	in FY	Ong	Ongoing savings.	ıgs.			

	Ē	FY 2013-14	•
	Total Ked	Total Kecommended Keductions	cnons
	One-Time	Ongoing	Total
General Fund	\$73,897	\$3,659	\$77,556
Non-General Fund	80	80	<b>0</b> \$
Total	473 807	039 84	733 660

	10tal Ke	lotal Kecominended Keduction	ctions
	One-Time	Ongoing	Total
General Fund	0\$	\$3,681	\$3,681
Non-General Fund	\$0	80	\$
Total	0\$	\$3,681	\$3,681

FY 2014-15

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

## **ECD - Emergency Management**

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

Note: The above encurnbrance blanaces are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

625.00 40,866.00

General Fund Non-General Fund

## **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14** 

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## **YEAR TWO: FY 2014-15**

## **Budget Changes**

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

## Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,742.88 FTEs, which are 9.82 FTEs more than the 2,7333.06 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

## Revenue Changes

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

**DEPARTMENT:** POL – POLICE DEPARTMENT

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

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

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

**YEAR TWO: FY 2014-15** 

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

**DEPARTMENT:** POL – POLICE DEPARTMENT

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

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

## FY 2014-15

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

## **DEPARTMENT:** POL – POLICE DEPARTMENT

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

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

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

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

## FY 2014-15

The number of full-time equivalent positions (FTE) budgeted for FY 2014-15 are 2,742.88 FTEs, which are 9.82 FTEs more than the 2,7333.06 FTEs in the Mayor's proposed FY 2013-14 budget. This represents a 0.4% increase in FTEs from the Mayor's proposed FY 2013-14 budget.

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

## **INTERIM EXCEPTIONS**

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

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

## **DEPARTMENT:** POL – POLICE DEPARTMENT

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

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

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

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

## FY 2014-15

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

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

## **COMMENTS:**

## FY 2013-14

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

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

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

## FY 2014-15

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

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

POL - Police Department

			FY	FY 2013-14						FY	FY 2014-15			
	FTE	E	4mount	ount				FTE		Amount	nt			
Object Title	From	To	From	To	Savings	GF	1T ]	From T	To	From	То	Savings	GF	1T
	ACB - Investigations	estigation	sı											
Attrition Savings - Miscellaneous	(5.89)	(4.89)	(\$238,330)	(\$403,264)	\$164,934	×	×							
Mandatory Fringe Benefits			(\$106,617)	(\$180,400)	\$73,783	x	×							
			Total Savings	\$238,717										
	Increase At The Investi Departmen	trrition Sa gations D t, at least	Increase Attrition Savings to reflect actual hiring dates for current vacant positions. The Investigations Division currently has 17 vacant positions. According to the Department, at least 8 of the vacant positions will not be filled until November 2013, and there is no current hiring plan for 2 of the positions.	ual hiring dates for tas 17 vacant positisitions will not be for the positions.	r current vacant por ions. According to filled until Novem	ositior o the ober 20	ns.							
	ACM - Or	erations	ACW - Onerations and Administration	ı e										
Services of Other Departments			\$8,520,483	\$8,020,483	\$500,000	×	T		$\vdash$	\$8,138,900	\$7,638,900	\$500,000	×	
	Reduce wo actual costs	rk order f	Reduce work order for services with Department of Technology (DT) to reflect actual costs. Per DT, expenditures for the Motorola contract for radios will be	epartment of Techi	nology (DT) to refract for radios wil	flect 1 be								
	reduced by	\$1 millio	reduced by \$1 million per year over the next four years. This reduction reflects the	next four years.	This reduction refl	lects th		Ongoing savings	vings					
	Police Dep	artment's	Police Department's portion of our recommended reduction.	ommended reduction	on.									
Materials & Supplies			\$1,000,000	\$800,000	\$200,000	X				\$1,000,000	\$800,000	\$200,000	X	
	Reduce exp 2013-14.	enditures	Reduce expenditures based on historical spending and projected expenditures in FY 2013-14.	al spending and pro	ojected expenditur	res in .		Ongoing savings	vings					
Attrition Savings - Miscellaneous	(8.76)	(12.69)	(\$712,618)	(\$1,032,618)	\$320,000	×	×							
Mandatory Fringe Benefits			(\$321,111)	(\$411,233)	\$90,122	X	Х							
			Total Savings	\$410,122										
	Increase At	trition Sa	Increase Attrition Savings to reflect actual	ual hiring dates for	hiring dates for 48 current vacant	ıt								
	positions ir approved fo	or Year 1	positions in the Operations & Administration Division. These include 11 positions approved for Year 1 (FY 2012-13) of the Recivilianization Plan, 21 positions	tration Division. I he Recivilianizatio	These include 11 F on Plan, 21 positio	ositio	su							
	approved for	or Year 2	approved for Year 2 (FY2013-14) of the I	ne Recivilianization	Recivilianization Plan, and 16 other vacant	ıer vac	ant							
	positions.													

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

POL - Police Department

			FY	FY 2013-14							FY 2014-15			
	F.	FTE	Amount	unt				FTE		Ame	Amount			
Object Title	From	$\mathbf{Lo}$	From	To	Savings	GF	1T I	From	Lo	$\mathbf{From}$	${ m To}$	Savings	GF	1T
Senior Admin Analyst	1.00	0.77	\$97,356	\$74,964	\$22,392	Х	X							
Mandatory Fringe Benefits			\$41,681	\$32,094	\$9,587	X	×							
			Total Savings	\$31,979										
	Disapprov	ve the inte	Disapprove the interim exception for the 1823 Senior Administrative Analyst. The	te 1823 Senior Adı	ministrative Anal	yst. T	he							
	Departme it was not	approved	Department is requesting this new position as part of its Recivilianization, although it was not approved as part of the 2 Year Recivilianization Plan in 2012. That plan	ition as part of its F r Recivilianization	Recivilianization, Plan in 2012. T	althou hat pla	ngh un							
	approved	the civilia	approved the civilianization of 52 positions. Of the 21 positions approved for civilianization in 2012-13, only 6 have been filled. There is no urgest need to fill	tions. Of the 21 po	sitions approved	for to fill								
	this 1823	position a	this 1823 position as of July 1, 2013, and given the challenges that the Department	nd given the challe	nges that the Dep	artme	ı tı							
	has faced	in the civi	has faced in the civilianization process, reducing the new 1823 to .77 FTE reflects a	reducing the new	1823 to .77 FTE	reflect	s a							
	realistic a	nd sufficie	realistic and sufficient hiring timeline for the department.	or the department.										
	ACX - Patrol	atrol												
Attrition Savings	(8.53)	(10.50)	(\$519,040)	(\$639,040)	\$120,000	X	Х							
Mandatory Fringe Benefits			(\$263,792)	(\$324,780)	\$86,09\$	X	X							
			Total Savings	\$180,988										
	Increase /	Attrition S.	Increase Attrition Savings to reflect actual hiring dates for current vacant positions.	ual hiring dates for	current vacant po	sition	S.							
	The Patro	d Division	The Patrol Division currently has 6 vacant civilian positions, and at least two will	ant civilian positio	ns, and at least tw	70 will	_							
	not be fill	not be filled until fall 2013.	11 2013.											

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

POL - Police Department

			F	FV 2013-14						1	FV 2014-15			Γ
	F	FTE	Ame	Amount					FTE	Amount	umt			
Object Title	From	$\mathbf{To}$	From	$T_0$	Savings	GF	1T	From	ι To	From	$\mathbf{To}$	Savings	GF	1T
Overtime			\$999,208	0\$	\$999,208	X				\$999,208	0\$	\$999,208	X	
Social Security			\$14,489	0\$	\$14,489	X				\$14,489	0\$	\$14,489	X	
Unemployment Insurance			\$2,498	0\$	\$2,498	X				\$2,498	80	\$2,498	X	
			Total Savings	\$1,016,195						Total Savings	\$1,016,195			
	The Budg Francisco terminate of demon provided police off SFPD ope The May SFPD for recommer select SFI the same 1 Corridor d dedicated which pol	yet and Le Housing the Men strated pe dedicated icers to 1. rating bu or's propo police ov ndation, S A housi manner th and the S <sub>t</sub>	The Budget and Legislative Analyst completed a performance audit of the San Francisco Housing Authority (SFHA) in May 2013 and recommended that SFHA terminate the Memorandum of Understanding (MOU) with SFPD, based on the lack of demonstrated performance and effectiveness since 2004. Under the MOU, SFPD provided dedicated police staffing for several SFHA housing sites. SFPD scheduled police officers to 12 hour shifts, of which 10 hours were regular pay included in the SFPD operating budget and two hours were overtime pay reimbursed by SFHA.  The Mayor's proposed budget deletes the revenue reimbursements from SFHA to the SFPD for police overtime but maintains these overtime expenditures. Under our recommendation, SFPD could continue to provide dedicated police staffing to the select SFHA housing sites on regular 10 hour shifts without the use of overtime, in the same manner that SFPD provides dedicated police staffing to the 6th Street Corridor and the San Francisco Unified School District, including scheduling dedicated police staff during the hours of the day and on the days of the week in which police presence is most needed.	in May 2013 and radiand in May 2013 and rationaling (MOU) we retrieve a several SFHA hous ich 10 hours were a were overtime pay were overtime expense e to provide dedica to hour shifts with dedicated police stand dedicated by the day and on so in Market and or so it was a soft the day and on it was a performant and so it was a soft the day and on it was a soft t	leted a performance audit of the San May 2013 and recommended that SFHA ding (MOU) with SFPD, based on the leness since 2004. Under the MOU, SFPD reral SFHA housing sites. SFPD schedule 10 hours were regular pay included in the re overtime pay reimbursed by SFHA. The overtime pay reimbursed by SFHA to the see overtime expenditures. Under our provide dedicated police staffing to the tour shifts without the use of overtime, in cated police staffing to the Gated police staffing to the debt Street chool District, including scheduling the day and on the days of the week in	San tr SFH U, SF Cched in FHA t Tr our go to th trime.	LA PDD unled of the control of the c	Ongo	ng saving	S.				
	ACV - 0	ffice of C	ACV - Office of Citizen Complaints											
Deputy Director I	1.00	0.77	\$112,996	\$87,007	\$25,989	×	×							
mandady milk Daring			Total Savings	\$37,336	, t. C, t. I. 4	<	<							
	Reduce F	TE to refl	Reduce FTE to reflect actual hiring timeline.											
Equipment Purchase			\$27,812	0\$	\$27,812	×	×							
	Disapprove the purchase of vehicle with approximately Clean Transportation Ordir require that 12-year-old veh transit-first strategies be imimplement alternative trave this legislative requirement.	ve the pur ith approxi at 12-year st strategi t alternati	Disapprove the purchase of one new vehicle. The Department seeks to replace a vehicle with approximately 50,000 miles, in accordance with the Healthy Air and Clean Transportation Ordinance (HACTO). However, HACTO does not simply require that 12-year-old vehicles be replaced by 2015, but that fleets be reduced and transit-first strategies be implemented. The Department should therefore seek to implement alternative travel strategies, including public transit and carpools, to meet this legislative requirement.	ehicle. The Departes, in accordance v TO). However, Holaced by 2015, bu The Department s including public to	ment seeks to rep with the Healthy. ACTO does not that fleets be rec thould therefore so ransit and carpoo	lace a Air ar simply luced sek to	a nd y and o							

	uctions	To
FY 2013-14	<b>Total Recommended Reductions</b>	Ongoing
	Total R	One-Time

	Total INC.	Total Incommunication Incurrences	CITOTIS
'	One-Time	Ongoing	Total
General Fund	\$926,954	\$1,716,195	\$2,643,149
Non-General Fund	\$0	80	<b>9</b>
Total	\$926,954	\$1,716,195	\$2,643,149

!	One-Time	Ongoing	Total
General Fund	0\$	\$1,716,195	\$1,716,195
Non-General Fund	80	80	<b>0\$</b>
Total	0\$	\$1,716,195	\$1,716,195

**Total Recommended Reductions** FY 2014-15

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

POL - Police

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

Note: The above encurnbrance blanaces are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

148,058.15 52,026.90 96,031.25

> General Fund Non-General Fund

**Total Amount Return to Fund Balance** 

## **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14** 

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## **YEAR TWO: FY 2014-15**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

DEPARTMENT: PDR – PUBLIC DEFENDER

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

**YEAR TWO: FY 2014-15** 

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

DEPARTMENT: PDR – PUBLIC DEFENDER

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

## FY 2014-15

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

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

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

## FY 2014-15

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

DEPARTMENT: PDR – PUBLIC DEFENDER

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

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

## FY 2014-15

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

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

## **COMMENTS:**

## FY 2013-14

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

## FY 2014-15

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

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

PDR - Public Defender

				FY 2013-14							FY 2014-15					
	FJ	FTE	Amount	ount				FTE	H	Amount	ount					<b>1</b>
Object Title	From	To	From	To	Savings	GF	IT I	From	$T_0$	From	To		Savings	GF	1T	
	AIB - C	Criminal	AIB - Criminal and Special Defense	ense												
Object Title	From	To	From	To	Savings	GF	1T  F	From T	To	From	To	Savings	sgu		1T	r
Software Licensing Fees			\$51,452	80	\$51,452	×				\$51,452	\$	80	\$51,452	X		ı ı
	Departr	nent is ra	Department is requesting new software (100 units of Misconduct Match 3.0, 2	tware (100 units of	f Misconduct Mate	ch 3.0,	2,									
	units of	CaseMa	units of CaseMap 10, 20 units of Nuance Dragon Premium Edition Version 12,	Nuance Dragon Pr	emium Edition Ve	rsion	12,									
	and 2 u	nits of A	and 2 units of Abobe CS6 Design). We recommend disapproval of the new	). We recommend	disapproval of the	new:										
	softwar	e items 1	software items requested. The Department states that the new acquisition of	partment states the	at the new acquisit	ion of										
	100 uni	its of Mi.	100 units of Misconduct Match 3.0 cannot l	0 cannot be reduc	be reduced to a smaller number	mber										
	because	e the soft	because the software is not useful in small quantities. However, 100 units of	in small quantitie	s. However, 100 u	nits o										
	oneratio	onal exce	uns item win cost 524,500 in totat, and the Department can maintain operational excellence using previously acquired software. Similarly, 2 units of	i, and the Departi	ftware. Similarly	2 units		Ongoing savings.	saviiiga	٠						
	CaseMa	ap 10 at	CaseMap 10 at a cost of \$5,980, 20 units of Nuance Dragon Premium Edition	0 units of Nuance	Dragon Premium	Editic	цх									
	Version \$4.018	n 12 at a are not n	Version 12 at a cost of \$995, and 2 units of Abobe CS6 Design at a cost of \$4.018 are not needed. With a Sales Tax of 4.015.64, the total cost of software	2 units of Abobe (es Tax of 4.015.64	CS6 Design at a co	ost of softwa	ıre									
	request	ed was \$	requested was \$49,908.64. The Department had initially obtained a quote for	epartment had init	ially obtained a qu	ote fo	į.									
	\$51,452	2 before	\$51,452 before negotiating a price reduction to \$49,908.64.	reduction to \$49,	908.64.											
Other Professional Services			\$40,000.00	\$40,000	0\$					\$40,000	\$25,000	00	\$15,000	×	×	
							T	he Publ	ic Defe	The Public Defender is approved to obtain an enterprise scanner in FY 2013-	to obtain an ent	terprise	scanner in F	۲ <u>۲ 20 ا</u>	13-	
							<u>1</u>	4. The I	Departn	14. The Department will have installed the scanner by September 2013 and	talled the scann	ner by Se	eptember 201	13 and	7	
							ď	ans to t	ise it to	plans to use it to routinely and retroactively digitize case files. The	roactively digit	ize case	files. The			
							Д	epartme	ent's rat	Department's rationale for increasing the budget for Other Professional	ing the budget	for Othe	er Profession	al		
							Ñ	ervices	by \$20,	Services by \$20,000 to \$40,000 in FY 2013-14 is to cover the increase of	FY 2013-14 is	s to cove	er the increas	e of		
							st	orage cu	osts as	storage costs as case files accumulate. The acquisition of the enterprise scanner	late. The acqui	sition of	f the enterpri	se sca	nnner	<u>t</u> .
							s	ould st	abilize	should stabilize these storage costs and progressively reduce them. The cost of	s and progressi	vely red	luce them. Tl	he cos	st of	
							st	orage sl	d bluod	storage should be reduced to \$25,000 in FY 2014-15, enabling a reduction of	000 in FY 2014	4-15, ena	abling a redu	ction (	Jo	
							S	15,000 i	in FY 2	\$15,000 in FY 2014-15.						

	ductions	Tota
FY 2013-14	<b>Fotal Recommended Reductions</b>	Ongoing
	Total Re	One-Time

General Fund         \$0         \$51,452           Non-General Fund         \$0         \$0	
Non-General Fund \$0 \$0	,452 \$51,452
	0\$ 0\$
Total \$0 \$51,452	,452 \$51,452

FY 2014-15

Total Recommended Reductions

One-Time Ongoing Tota

	One-1 line	Ongoing	Iotai
General Fund	\$15,000	\$51,452	\$66,452
Non-General Fund	80	80	<b>0</b> \$
Total	\$15,000	\$51,452	\$66,452

## **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14** 

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## **YEAR TWO: FY 2014-15**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

**DEPARTMENT: DAT – DISTRICT ATTORNEY** 

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

**YEAR TWO: FY 2014-15** 

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

**DEPARTMENT: DAT – DISTRICT ATTORNEY** 

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

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

## FY 2014-15

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

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

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

## FY 2014-15

## **DEPARTMENT: DAT – DISTRICT ATTORNEY**

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

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

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

## FY 2014-15

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

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

## **COMMENTS:**

## FY 2013-14

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

## FY 2014-15

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

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

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FTE From To							Ξ.	FY 2014-15			
	Amount	nt				FTE	Amount	unt			
	From	To	Savings	GF 1T	T From	om To	From	To	Savings	GF 1	11
~	AIH - Child Abduction (1G-AGF-ACP)	ACP)									
	\$998,165	\$993,165	\$5,000	X	X						
\$5 n F	Reduce by \$5,000 to reflect the Budget and Legislative Analyst's projection of a surplus in FY 2012-13 to be carried forward in FY 2013-14.	lget and Legislat. ed forward in FY	ive Analyst's pro	jection c	Jc						
illy	AIJ - Family Violence Program (1G-AGF-ACP)	G-AGF-ACP)									
	\$1,595,359	\$1,495,359	\$100,000	X	×						
y\$1 us i	Reduce by \$100,000 to reflect the Budget and Legislative Analyst's projection of a surplus in FY 2012-13 to be carried forward in FY 2013-14.	udget and Legisl rried forward in	lative Analyst's p FY 2013-14.	rojectio	ŭ.						
lony	AIA - Felony Prosecution Program (1G-AGF-AAA)	n (1G-AGF-AA	A)								
	(\$1,605,548)	(\$1,805,548)	\$200,000	X			(\$1,830,042)	(\$1,980,042)	\$150,000	X	
	(\$567,062)	(\$637,700)	\$70,638	X			(\$701,570)	(\$759,074)	\$57,504	Х	
	Total Savings	\$270,638					Total Savings	\$207,504			
or's 1 13-1. 13-1. nillide ntal ded a ded a 12-1 nts. 7 is fun illide incr	The Mayor's proposed budget increases General Fund salaries by \$2.0 million in FY 2013-14 compared to the original FY 2012-13 budget, which includes (1) \$0.8 million for new positions approved in FY 2012-13 through a supplemental appropriation, (2) \$0.26 million for positions transferred from grant-funded and other programs and positions substitutions, (3) \$0.16 million for FY 2012-13 deficit is General Fund salaries, and (4) \$0.2 million for step adjustments. The balance of \$0.58 million is to hire existing vacant positions for various functions. The Budget and Legislative Analyst's proposed increase of \$0.2 million in attrition savings would still give the District Attorney's Office an increase of \$380,000 to hire existing vacancies.	ises General Fun janal FY 2012-13 pproved in FY 20 26 million for pood d positions subst und salaries, and million is to hire ad Legislative Au vould still give the	teral Fund salaries by \$2.0 million 2012-13 budget, which includes in FY 2012-13 through a on for positions transferred from ons substitutions, (3) \$0.16 million ries, and (4) \$0.2 million for step is to hire existing vacant positions slative Analyst's proposed increass ill give the District Attorney's ing vacancies.	cludes cludes from million millior for step ositions increase		Ongoing savings.	S.				

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

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			F	FY 2013-14			$\vdash$			I	FY 2014-15			
	ETE	E	Amount	ınt				$\mathbf{FTE}$		Amount	unt			
Object Title	From	$T_0$	From	To	Savings	GF 1	1T From		$\mathbf{To}$	From	$T_0$	Savings	GF	1T
	AIA - Fe	slony P	AIA - Felony Prosecution Program (1G-AGF-AAA)	m (1G-AGF-AA)	A)									
Equipment Purchase-Budget			\$360,944	\$298,264	\$62,680 x	X				\$294,480	\$206,136	\$88,344 x		×
IS-Purch-Central Shops-Auto Maint			\$72,875	\$64,875	\$8,000 x	×				\$75,048	\$63,048	\$12,000 x	X	<b>.</b>
			Total Savings	\$70,680			H		L	Total Savings	\$100,344			
	Departm Healthy Analyst 1 canceling for a nea trends an	ent pla: Air and recomm g the purity full od a dec	Department plans to retire 12 vehicles this year and to replace them, citing the Healthy Air and Clean Transportation Ordinance. The Budget and Legislative Analyst recommends against the purchase of one of the 2 requested SUVs and canceling the purchase of one of the 10 requested Interceptors. This will allow for a nearly full restoration of the fleet despite historically declining crime trends and a decline of cases by 36% over the last 5 years.	les this year and to con Ordinance. The urchase of one of the 10 requested Interpreted eet despite historifich over the last 5 years.	to replace them, c ne Budget and Le; the 2 requested Si terceptors. This w ically declining c: years.	siting th gislativ UVs an ill allor rime	ne De Ini id Bu the of yes	Departme Intercepto Budget an the 10 red of the flee	nt plans ors, citir nd Legis quested tt. Furth	s to retire 10 vehions the Healthy Ain slative Analyst rec Interceptors. This rermore, one of the	Department plans to retire 10 vehicles and to replace them with 10 Interceptors, citing the Healthy Air and Clean Transportation Ordinance. The Budget and Legislative Analyst recommends against the purchase of three of the 10 requested Interceptors. This will still allow for a nearly full restoration of the fleet. Furthermore, one of the vehicles cited for replacement is only 6 years old.	them with 10 ortation Ordinan the purchase of t a nearly full res r replacement is	ce. Th hree o toratio only 6	n n

FY 2013-14 Total Recommended Reductions

!	One-Time	Ongoing	Total	
General Fund	\$175,680	\$270,638	\$446,318	
Non-General Fund	80	80	0\$	Non-
Total	\$175,680	\$270,638	\$446,318	

| Total Recommended Reductions |
| Cone-Time Ongoing Total |
| General Fund \$100,344 \$207,504 \$307,848 |
| Con-General Fund \$100,344 \$207,504 \$307,848 |
| Total Fund \$100,344 \$207,504 \$307,848 |

FY 2014-15

## **BUDGET REVIEW EXECUTIVE SUMMARY**

**YEAR ONE: FY 2013-14** 

## **Budget Changes**

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

## Revenue Changes

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

**YEAR TWO: FY 2014-15** 

## **Budget Changes**

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

## Revenue Changes

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

### RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

**YEAR TWO: FY 2014-15** 

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

DEPARTMENT: CRT – SUPERIOR COURT

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

## FY 2014-15

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

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

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

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

## FY 2014-15

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

**DEPARTMENT: CRT – SUPERIOR COURT** 

## **COMMENTS**:

## FY 2013-14

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

## FY 2014-15

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

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

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		F	FY 2013-14					H	FY 2014-15		
Ŧ	FTE	Amount	ınt				FTE	Amount	ınt		
From	ı Lo	From	To	Savings	GF	1T Fr	From To	From	To	Savings	GF 1T
ML	- Indigen	AML - Indigent Defense/Grand Jury	лгу								
		\$8,426,072	\$8,026,072	\$400,000	×			\$8,426,072	\$8,026,072	\$400,000	×
		Total Savings	\$400,000					Total Savings	\$400,000		
4 3 8 1 4 X 8 9 1 4 6.	e Indigent De ver in 2012-1: mber of cases %. The casels %. The casels certed correst ess are closed. gislative Anal dget and Legi 30,000, which	The Indigent Defense Program has a projected surplus in FY 2012-13 due to declining caseloads. Despite an increase in per-case cost, expenditures are 10% lower in 2012-13 relative to 2011-12. From February 2012 to February 2013, the number of cases reported by the Indigent Defense program declined by over 34%. The caseload is expected to continue to be lower in FY 2013-14, with an expected corresponding decrease in billings in FY 2013-14 as these referred cases are closed. Allowing for increases in end-of-year billings, the Budget and Legislative Analyst still projects a FY 2012-13 surplus of at least \$465,000. The Budget and Legislative Analyst recommends reducing the FY 2013-14 budget by \$400,000, which is 14% less than the projected surplus of \$465,000 in FY 2012-13.	a projected surplus ease in per-case co 2. From February 2 igent Defense progontinue to be lower billings in FY 201. ases in end-of-year Y 2012-13 surplus mmends reducing e projected surplus	ed surplus in FY 2012-13 due to eer-case cost, expenditures are 10% February 2012 to February 2013, the fense program declined by over o be lower in FY 2013-14, with an in FY 2013-14 as these referred nd-of-year billings, the Budget and 13 surplus of at least \$465,000. The reducing the FY 2013-14 budget by ted surplus of \$465,000 in FY 2012-	ue to 2013, t 2013, t oover with a stred dget an 000. T budget an tred the fext of the fex	e e & .'	Ongoing savings.	S.S.			

	\$400,000	\$400,000	<b>0\$</b>	Total
Non-Genera	0\$	80	80	Non-General Fund
Genera	\$400,000	\$400,000	0\$	General Fund
	Total	Ongoing	One-Time	!
	tions	<b>Total Recommended Reductions</b>	Total Reco	

	Total Rec	<b>Total Recommended Reductions</b>	ctions
	One-Time	Ongoing	Total
General Fund	80	\$400,000	\$400,000
Non-General Fund	\$0	\$0	80
Total	0\$	\$400,000	\$400,000

## **BUDGET REVIEW EXECUTIVE SUMMARY**

## **YEAR ONE: FY 2013-14**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## **YEAR TWO: FY 2014-15**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

**DEPARTMENT:** SHF – SHERIFF'S DEPARTMENT

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$493,677 in FY 2013-14. Of the \$493,677 in recommended reductions, \$336,229 are ongoing savings and \$157,448 are one-time savings. These reductions would still allow an increase of \$5,611,606 or 3.2% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$125,395 to the General Fund.

Together, these recommendations will result in \$619,072 savings to the City's General Fund in FY 2013-14.

**YEAR TWO: FY 2014-15** 

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$336,229 in FY 2014-15. Of the \$336,229 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$6,445,744 or 3.6% in the Department's FY 2014-15 budget.

**DEPARTMENT:** SHF – SHERIFF'S DEPARTMENT

## **SUMMARY OF PROGRAM EXPENDITURES:**

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

## FY 2013-14

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

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

## FY 2014-15

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

• Increased salary and fringe benefit costs.

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

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

**DEPARTMENT:** SHF – SHERIFF'S DEPARTMENT

## FY 2014-15

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

This increase is due largely to a 15.5 FTE decrease in attrition savings to account for planned hiring of uniform positions in FY 2014-15.

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

Specific changes in the Department's FY 2013-14 revenues include increased state funding of to support public safety realignment.

## FY 2014-15

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

Specific changes in the Department's FY 2014-15 revenues include reductions in federal and state revenues offset by other Department revenue increases.

Recommendation: Approve the proposed fee ordinances.

**DEPARTMENT:** SHF – SHERIFF'S DEPARTMENT

## **COMMENTS:**

## FY 2013-14

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$493,677 in FY 2013-14. Of the \$493,677 in recommended reductions, \$336,229 are ongoing savings and \$157,448 are one-time savings. These reductions would still allow an increase of \$5,611,606 or 3.2% in the Department's FY 2013-14 budget.

In addition, the Budget and Legislative Analyst recommends closing out prior year unexpended General Fund encumbrances, which would allow the return of \$125,395 to the General Fund.

Together, these recommendations will result in \$619,072 savings to the City's General Fund in FY 2013-14.

## FY 2014-15

The Budget and Legislative Analyst's recommended reductions to the proposed budget total \$336,229 in FY 2014-15. Of the \$336,229 in recommended reductions, all are ongoing savings. These reductions would still allow an increase of \$6,445,744 or 3.6% in the Department's FY 2014-15 budget.

## Budget and Finance Committee, June 19, 2013

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

## SHF - Sheriff

			FY	FY 2013-14					FY 2014-15		
	FJ	FTE		Amount					Amount		
Object Title	From	To	From	$\mathbf{To}$	Savings GF	, 1T	From	To From	$T_0$	Savings	GF 1T
	ASP - Fac	cilites & I	ASP - Facilites & Equipment								
IT Operations Support Administrator III	1.54	1.00	\$128,859	\$83,675	\$45,184 x	×					
Mandatory Fringe Benefits			\$57,956	\$37,634	\$20,322 x	×					
			Total Savings	\$65,506							
	Reduce salaries and fringe Support Administrator III	laries and dministra	fringe benefits to tor III.	reflect actual hire o	Reduce salaries and fringe benefits to reflect actual hire date of new IT Operations Support Administrator III.	ions					
IT Operations Support Administrator II	0.77	0.27	\$53,019	\$18,591	\$34,428 x	×					
Mandatory Fringe Benefits			\$25,604	\$8,978	\$16,626 x	X					
			Total Savings	\$51,054							
	Reduce salaries and fring Support Administrator II.	laries and dministra	fringe benefits to tor II.	reflect actual hire c	Reduce salaries and fringe benefits to reflect actual hire date of new IT Operations Support Administrator II.	ions					
Attrition Savings	0.00	(0.23)	80	(\$29,178)	\$29,178 x	×					
Mandatory Fringe Benefits	00.00	(0.23)		(\$11,253)		×					
			Total Savings	\$40,431							
	Increase a	ttrition sa	vings to reflect act	ual hire date of a va	Increase attrition savings to reflect actual hire date of a vacant IS Engineer-Senior,	nior,					
Meintanana Crac Brilding	wnich was	supstitut	which was substituted from an IS business	iness Analyst-Senior.	or.						
& Structures			\$70,000	\$45,000	\$25,000 x			\$70,000	900 \$45,000	\$25,000	×
	Reduce 021 N expenditures.	21 Mainter res.	Reduce 021 Maintenance Svcs-Buildings & expenditures.		Structures by \$25,000 based on actual	ctual	Reduce 021 Mainter actual expenditures.	l Maintenance Svon nditures.	Reduce 021 Maintenance Svcs-Buildings & Structures by \$25,000 based on actual expenditures.	res by \$25,000 bas	uo pa
Other Current Expenses			\$65,000	\$40,000	\$25,000 x			\$65,000	000 \$40,000	\$25,000	Х
	Reduce	021 Othe	r Current Expense	s by \$25,000 based	Reduce 021 Other Current Expenses by \$25,000 based on actual expenditures.	es.	Reduce 02	Other Current Ex	Reduce 021 Other Current Expenses by \$25,000 based on actual expenditures.	sed on actual expe	ditures.
Other Current Expenses			\$75,000	\$55,000	\$20,000 x			\$75,000	000 \$55,000	\$20,000	Х
	Reduce	021 Othe	r Current Expense	s by \$20,000 based	Reduce 021 Other Current Expenses by \$20,000 based on actual expenditures.	es.	Reduce 02	Other Current Ex	Reduce 021 Other Current Expenses by \$20,000 based on actual expenditures.	sed on actual expe	ditures.
Materials & Supplies Budget Only			\$20,000	\$10,000	\$10,000 x			\$20,000	\$10,000	\$10,000	×
	Reduce 040 lexpenditures.	10 Materia res.	ıls & Supplies Bud	Reduce 040 Materials & Supplies Budget Only by \$10,000 based on actual expenditures.			Reduce 040 lexpenditures.	) Materials & Supp es.	Budget	\$10,000 based on a	tual
Materials & Supplies Budget Only			\$125,000	\$115,000	\$10,000 x			\$125,000	\$115,000	\$10,000	x
	Reduce 040 Nexpenditures.	10 Materia res.	ıls & Supplies Bud	Reduce 040 Materials & Supplies Budget Only by $\$10,000$ based on actual expenditures.	00 based on actual		Reduce 040 l expenditures.	) Materials & Supp es.	Reduce 040 Materials & Supplies Budget Only by $$10,000$ based on actual expenditures.	\$10,000 based on a	ctual
32	AFP - Sheriff Programs	eriff Prog	rams								

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

SHF - Sheriff

			FY	FY 2013-14						FY 2014-15			
	F	FTE	Amo	Amount				FTE	7	Amount			
Object Title	From	$\mathbf{To}$	From	$^{0}$	Savings	GF 1	1T E	From To	o From	$\Gamma$		Savings	GF 1T
Professional & Specialized Services			\$529,187	\$329,187	\$200,000	×			\$529,187	87 \$329,187	187	\$200,000	×
	Reduce 0	27 Profess	Reduce 027 Professional & Specialized Services based on actual expenditures.	d Services based o	on actual expendit	ures.	Re	duce 027	Reduce 027 Professional & Specialized Services based on actual expenditures.	pecialized Servic	es based	d on actual expe	nditure
Rents & Leases-Buildings & Structures			\$221,321	\$190,092	\$31,229	×			\$221,321	21 \$190,092	092	\$31,229	×
	Reduce 030 R lease amount.	30 Rents count.	Reduce 030 Rents & Leases-Buildings & Structures by \$31,229 to reflect actual lease amount.	s & Structures by §	\$31,229 to reflect	actual	Re act	Reduce 030 Rents & actual lease amount.	Reduce 030 Rents & Leases-Buildings & Structures by \$31,229 to reflect actual lease amount.	3uildings & Struc	ctures by	y \$31,229 to ref	lect
	ASB - Sh	eriff Adn	ASB - Sheriff Administration										
Professional & Specialized Services			\$80,000	\$65,000	\$15,000	×			\$80,000	00 \$65,000	000	\$15,000	×
	Reduce 0	27 Profess	Reduce 027 Professional & Specialized Services based on actual expenditures.	d Services based o	ın actual expendit	ures.	Re	duce 027	Reduce 027 Professional & Specialized Services based on actual expenditures.	pecialized Servic	es based	d on actual expe	nditures
	AFT - Security	curity											
Attrition Savings			\$380	0\$	\$380	X	X						
Mandatory Fringe Benefits			222	0\$	211	X	Х						
			Total Savings	\$457									
	Increase	uttrition sa	Increase attrition savings to correct for erroneous positive attrition savings.	erroneous positiv	e attrition savings	r.á							
			200		0		1						

		FY 2013-14		
	Total Rec	<b>Total Recommended Reductions</b>	ctions	
	One-Time	Ongoing	Total	
General Fund	\$157,448	\$336,229	\$493,677	
Non-General Fund	80	80	<b>9</b>	
Total	\$157,448	\$336.229	\$493.677	

nns Total \$336,229 \$0\$
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## Recommendations of the Budget and Legislative Analyst For Reduction and Close-out of Past-year Encumbrances from City Budget

SHF - Sheriff's Department

				Date of Last		
Vendor Name	Subobject Title	Fund Savings	Year of Appropriation	Recorded Transaction	Original Amount	Unexpended Balance
AIRGAS NCN INC	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		200	135
LEXISNEXIS MATTHEW BENDER	04975 BOOKS - NON LIBRARY ONLY	Yes	FY 2011-12		3,300	3,300
CHEVRON U S A INC	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		7,500	2,134
HEALTHRIGHT 360	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		94,631	7,176
MISSION COUNCIL ON ALCOHOL ABUSE/SPANISH	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		172,973	4,513
SANTORA SALES	04493 CLEANING SUPPLIES	Yes	FY 2011-12		8,182	8,182
WESTERN STATES OIL	04799 FUELS & LUBRICANTS	Yes	FY 2011-12		26,500	11,561
ALLSTAR FIRE EQUIPMENT INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		200	200
UPTIME RESOURCES	04951 OTHER OFFICE SUPPLIES	Yes	FY 2011-12		009'6	009'6
THE GARDEN PROJECT	03801 COMMUNITY BASED ORGANIZATION SERVICES	Yes	FY 2011-12		341,073	24,772
SIEMENS INDUSTRY INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		838	838
SIEMENS INDUSTRY INC	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		195	195
SIEMENS INDUSTRY INC	04341 COMMUNICATION SUPPLIES	Yes	FY 2011-12		853	853
EN POINTE TECHNOLOGIES SALES INC	03596 SOFTWARE LICENSING FEES	Yes	FY 2011-12		1,872	1,872
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		250	62
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		15,300	593
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,000	295
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		3,800	929
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,800	450
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		8,000	95
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,000	227
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		1,500	254
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		300	75
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		300	456
GRM INFORMATION MANAGEMENT SERVICES	03599 OTHER CURRENT EXPENSES	Yes	FY 2011-12		495	495
TOTAL FILTRATION SERVICES INC	04299 OTHER BLDG MAINT SUPPLIES	Yes	FY 2011-12		898	368
CALSTEAM A WOLSELEY CO	04261 PLUMBING SUPPLIES	Yes	FY 2011-12		145	145
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		2,360	5,360
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		2,761	2,761
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	04299 OTHER BLDG MAINT SUPPLIES	Yes	FY 2011-12		212	312
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		1,120	1,120
S & R MECHANICAL INC	04399 OTHER EQUIPMENT MAINT SUPPLIES	Yes	FY 2011-12		SLL	775
JANET M DEMPSEY	02799 OTHER PROFESSIONAL SERVICES	Yes	FY 2011-12		30,000	14,275
SCHNEIDER ELECTRIC BUILDINGS AMERICAS	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		005'6	8,380
S & R MECHANICAL INC	02999 OTHER EQUIP MAINT	Yes	FY 2011-12		8,950	4,622
NO VENDOR	06029 AUTOMOTIVE & OTHER VEHICLES	oN	FY 2010-11		27,384	27,384
XEROX CORPORATION	03551 COPY MACHINE	Yes	FY 2011-12		97,258	688
ARAMARK CORRECTIONAL SVCS LLC	04699 FOOD	Yes	FY 2011-12		720,000	6,613
FIRESPRING	02911 DP/WP EQUIPMENT MAINT	Yes	FY 2011-12		1,301	450
			Total A	Total Amount Return to Fund Balance	Fund Balance	152,779
					General Fund	125 305
						140,000

Note: The above encurnbrance balances are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

## **BUDGET REVIEW EXECUTIVE SUMMARY**

## **YEAR ONE: FY 2013-14**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

## **YEAR TWO: FY 2014-15**

## **Budget Changes**

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

## Personnel Changes

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

## Revenue Changes

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

**DEPARTMENT:** ADP – ADULT PROBATION DEPARTMENT

## RECOMMENDATIONS

**YEAR ONE: FY 2013-14** 

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

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

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

**YEAR TWO: FY 2014-15** 

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

**DEPARTMENT:** ADP – ADULT PROBATION DEPARTMENT

## **SUMMARY OF PROGRAM EXPENDITURES:**

	FY 2012- 2013	FY 2013- 2014	Increase/ Decrease from FY 2012-	FY 2014- 2015	Increase/ Decrease from FY 2013-
Program	Budget	Proposed	2013	Proposed	2014
ADULT PROBATION					
ADMINISTRATION - ADULT PROBATION	4,263,091	4,447,047	183,956	4,611,842	164,795
COMMUNITY SERVICES	9,635,653	9,236,431	(399,222)	9,578,718	342,287
ONE STOP RE ENTRY SERVICES	1,415,630	1,581,602	165,972	1,613,411	31,809
PRE - SENTENCING INVESTIGATION	2,939,817	2,954,571	14,754	3,050,829	96,258
REALIGNMENT SERVICES-POST RELEASE COMM.	6,121,861	8.789.091	2,667,230	8.907.522	118,431
WORK ORDERS & GRANTS	600.000	0,789,091	(600,000)	0,907,322	116,431
ADULT PROBATION	24,976,052	27,008,742	2,032,690	27,762,322	753,580

## FY 2013-14

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

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

## FY 2014-15

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

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

**DEPARTMENT:** ADP – ADULT PROBATION DEPARTMENT

## **SUMMARY OF DEPARTMENT POSITION CHANGES:**

## FY 2013-14

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

ADP is proposing to hire the following new positions:

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

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

## FY 2014-15

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

## **INTERIM EXCEPTIONS**

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

## **DEPARTMENT REVENUES:**

## FY 2013-14

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

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

## **DEPARTMENT:** ADP – ADULT PROBATION DEPARTMENT

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

## FY 2014-15

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

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

## **COMMENTS:**

## FY 2013-14

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

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

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

## FY 2014-15

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

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

## ADP - Adult Probation

			FY	FY 2013-14					F	FY 2014-15			
	FTE	E	Amount	unt				FTE	Amount	ınt			
Object Title	From	To	From	$T_0$	Savings	GF	1T ]	From To	From	$\mathbf{To}$	Savings	GF	1T
	AKB - Community Services	mmunity	Services										
Attrition Savings	(4.10)	(4.35)	(\$393,505)	(\$417,499)	\$23,994	X	X						
Mandatory Fringe Benefits			(\$131,846)	(\$139,885)	\$8,039	X	X						
			Total Savings	\$32,034									
	Adjust attr	ition savii	Adjust attrition savings to reflect actual hirii	l hiring date of vacant 8434.	cant 8434.								
	AOS - One	3-Stop Re	AOS - One-Stop Reentry Services				f						
Senior Community Development Specialist II	1.00	0.77	\$108,137	\$83,265	\$24,872	×	×						
Mandatory Fringe Benefits			\$44,183	\$34,021	\$10,162	×	×						
			Total Savings	\$35,034									
	Disapprove for a July 1	interim (	Disapprove interim exception for 9775. Thi for a July 1, 2013 hiring date and should be	. This position de ld be filled throug	s position does not fill an urgent need filled through a regular hiring process.	ent nee proces	sd.						
Professional Services			\$440,000	\$220,000	\$220,000	×	H		\$440,000	\$220,000	\$220,000	×	
	Reduce Proprojected e funds for a provided n	ofessional expenditum n "Alterna o cost bre	Reduce Professional Services expenditures to reflect historical spending and projected expenditures for FY 2013-14. The Department is planning to use these funds for an "Alternative Sentencing Program for Women and Children" but has provided no cost breakdown and insufficient justification for the costs.	ures to reflect hist  . The Departmen rogram for Wome icera justification	torical spending as it is planning to us an and Children" but for the costs.	nd se these out has	4)	Ongoing reduction	-				
Other Current Expenses			\$131,000	\$50,000	\$81,000	×	H		\$131,000	\$50,000	\$81,000	X	
	Reduce Oti expenditur justificatio will allow	her Curre es for FY n for this sufficient	Reduce Other Current Expenses to reflect historical spending and projected expenditures for FY 2013-14. The Department has not provided sufficient justification for this budget amount. Reducing the requested amount to \$50,000 will allow sufficient resources for any budget needs.	ect historical spen partment has not p educing the reque oudget needs.	nding and projecte provided sufficiem sted amount to \$5	ed t 50,000		Ongoing reduction	_				
	ASH - Administration	ninistrat	ion										
IS Programmer Analyst - Principal	1.00	0.92	\$112,837	\$103,810	\$9,027	×	×						
Mandatory Fringe Benefits			\$45,695	\$42,039	\$3,656	×	×						
			Total Savings	\$12,683									
	Disapprove Departmen implement for this pos	t is proportion of the	Disapprove the Interim Exception for the Programmer Analyst position. The Department is proposing to hire a limited tenure Programmer Analyst to support the implementation of the JUSTIS project. The Department has not begun recruiting for this position and cannot expect to fill it before August 1, 2013.	he Programmer Analyst pos ed tenure Programmer Anal The Department has not bo ill it before August 1, 2013.	analyst position. T nmer Analyst to st has not begun rec st 1, 2013.	l'he upport xruiting	the						

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

## ADP - Adult Probation

							ŀ			Î				Ī
		j	<b>4</b>	FY 2013-14						¥	FY 2014-15			
	FTE	(E	Ame	Amount				FTE		Amount	ınt			
Object Title	$\mathbf{From}$	$\mathbf{To}$	From	$\mathbf{To}$	Savings	GF	1T ]	From	To	From	$\mathbf{To}$	Savings	GF	1T
Senior Community	1 00	000	401 124	U\$	124	Þ		1 00	000	401 104	03	401 124	<b>A</b>	
Mondatom: Drings Danofits	7.00	0.00	430,124	0\$	430 688	< ;	$\dagger$		0.00	\$20,124	0\$	430,124	< >	
Maildatoly Fillige Delicits			000,400	00	437,000	V	$\dagger$		1	432,000	Ω¢	\$32,000	Υ .	
			Total Savings	\$130,812					Tc	Total Savings	\$130,812			
	Disapprov	e Senior C	ommunity Develo	a)	position. The department	partme	ent							
	has not ju	stified the	has not justified the need for this position.	tion. The Commu	The Community Development	-								
	Specialist	II would p	rovide administra	Specialist II would provide administrative support to the Reentry Council and	e Reentry Council	and		Jugojng	Onaoina reduction					
	materials.	These acti	ivities are current	materials. These activities are currently provided by 5 existing 1823s in the	xisting 1823s in t	ncaen he		Jugomg	reaction					
	Reentry D	ivision, an	d the Department	Reentry Division, and the Department has not demonstrated the increased need for	ated the increased	l need	for							
	support.									,				
Management Consulting			\$125,000	\$75,000	\$50,000	Х				\$125,000	\$75,000	\$50,000	×	
	Reduce M	anagement	t Consulting Serv.	Reduce Management Consulting Services expenditures by \$50,000. The	by \$50,000. The									
	Departmen	nt is propo	Department is proposing a 3rd amendment	ment to its contrac	to its contract with UC Berkeley, which	ey, wh	ich							
	began in L	December 2	2011, to review ar	began in December 2011, to review and draft policies and procedures. Half of the	nd procedures. H	lalf of	the							
	budget for	this prope	sed amendment i.	budget for this proposed amendment is to retain the services of the contractor as	rices of the contra	ctor as		Ingoing	Ongoing reduction					
	needed. F	lowever, th	ne Department has	needed. However, the Department has a temporary Senior Policy Analyst who can	ior Policy Analyst	t who c	can							
	provide su	ifficient su	pport for this rese	provide sufficient support for this research and analysis. The contract extension is	The contract ext	ension	si is							
	duplicative.	e.												
	ARS - Re	ARS - Realignment												
Training - Budget			\$100,000	\$50,000	\$50,000	X				\$100,000	\$50,000	\$50,000	X	
	Decrease t	raining bu	dget to reflect his	Decrease training budget to reflect historical spending and Department needs. As	nd Department ne	eds. ⊿	4s							
	noted in o	ur audit of	Public Safety Re	noted in our audit of Public Safety Realignment, the Department is currently	partment is currer	ıtly								
	providing	training ta	r in excess of both	providing training far in excess of both state requirements and the Department's	its and the Depart	ment's		Ingoing	Ongoing reduction					
	these addin	y guideillic tional train	is. The Departme	own poncy guidennes. The Department has not sunitatently Justined the need these additional training hours, most of which from on soft of this training for	antly justined the a	ileed it	<u> </u>							
	probation	officers, dr	ung nours, most caplicating the role	probation officers, duplicating the role of the CASC case managers.	e managers.	5								
Professional Services			\$2,229,392	\$2,000,000	\$229,392	×	$\parallel$			\$2,229,392	\$2,000,000	\$229,392	×	
	Decrease 1	professions	al services budget	Decrease professional services budget to more closely reflect Department's request.	flect Department	s reque	est.							
	The Depai	rtment is p	roposing to create	The Department is proposing to create a new program for the treatment of sex	or the treatment of	sex		)ngoing	Ongoing reduction					
	offenders,	but has pr	ovided insufficier	offenders, but has provided insufficient justification for the increased costs.	the increased cos	ts.								

	Total Re	FY 2013-14 Total Recommended Reductions	ctions
,	One-Time	Ongoing	Total
General Fund	\$79,750	\$761,204	\$840,954
Non-General Fund	80	80	80
Total	\$79,750	\$761,204	\$840,954

		FY 2014-15	
	Total Re	Total Recommended Reductions	ctions
	One-Time	Ongoing	Total
General Fund	80	\$761,204	\$761,204
Non-General Fund	80	80	<b>0\$</b>
Total	0\$	\$761.204	\$761.204

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

ADP - Adult Probation

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

Note: The above encurnbrance blanaces are from budget years prior to FY 2013-14. The Department has indicated that the balances of these encumbrances are no longer needed, therefore the balances can be returned to the General Fund, if applicable.

Non-General Fund