

File No. 180116

Committee Item No. 8

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date March 8, 2018

Board of Supervisors Meeting

Date _____

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- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
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- Form 126 – Ethics Commission
- Award Letter
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OTHER

(Use back side if additional space is needed)

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Completed by: Linda Wong

Date March 2, 2018

Completed by: Linda Wong

Date _____

[Appropriation - General Fund - Public Works for Street & Sidewalk Cleaning Pilot Enhancement Project - \$2,500,000 - FY2017-2018]

Ordinance appropriating \$2,500,000 of prior year's fund balance in General Fund to Department of Public Works for funding Street & Sidewalk Cleaning Pilot Enhancement Project in FY2017-2018.

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

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

Section 1. The sources of funding outlined below are herein appropriated in Fiscal Year 2017-18.

SOURCES Appropriation

| Fund / Department ID | Project & Activity / Authority | Account | Description | Amount |
|------------------------------------|-----------------------------------|--------------------|--------------|---------------------------|
| 10000 / 230018 | 10026733-0001/ | 499999 | Prior Year's | \$2,500,000 |
| GF Annual Account | 10000 | Beg Fund Balance - | Fund Balance | |
| Ctrl Fund / | GE Administration/ | Budget Only | | |
| GEN General City | Operating | | | |
| Total SOURCES Appropriation | | | | <u>\$2,500,000</u> |

1 Section 2. The uses of funding outlined below are herein appropriated to Department
 2 of Public Works to fund street & sidewalk cleaning pilot enhancement project in Fiscal
 3 Year 2017-2018.

4
 5 **Uses Appropriation**

| 6 | Fund / | Project & Activity / | Account | Description | Amount |
|----|-----------------------|----------------------|-----------------------|-------------|------------|
| 7 | Department ID | Authority | | | |
| 8 | 10020 / 207956 | XXXXXXXX - XXXX | 501010 | Temporary | \$1610,000 |
| 9 | GF Continuing | /XXXXX | Salaries Misc. | Salaries | |
| 10 | Authority Ctrl Fund / | Street & Sidewalk | | | |
| 11 | DPW SES Budgetary | Cleaning Pilot | | | |
| 12 | | Enhancement | | | |
| 13 | | | | | |
| 14 | 10020 / 207956 | XXXXXXXX - XXXX | 538000 | Community | \$230,000 |
| 15 | GF Continuing | /XXXXX | CBO Services-Budget | Grants | |
| 16 | Authority Ctrl Fund / | Street & Sidewalk | | | |
| 17 | DPW SES Budgetary | Cleaning Pilot | | | |
| 18 | | Enhancement | | | |
| 19 | | | | | |
| 20 | 10020 / 207956 | XXXXXXXX - XXXX | 540000 | Materials & | \$100,000 |
| 21 | GF Continuing | /XXXXX | Materials & Supplies- | Supplies | |
| 22 | Authority Ctrl Fund/ | Street & Sidewalk | Budget | | |
| 23 | DPW SES Budgetary | Cleaning Pilot | | | |
| 24 | | Enhancement | | | |
| 25 | | | | | |

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| Fund / Department ID | Project & Activity / Authority | Account | Description | Amount |
|---------------------------------|-----------------------------------|--------------------|-------------|---------------------------|
| 10020 / 207956 | XXXXXXXX - XXXX | 560000 | Equipment | \$560,000 |
| GF Continuing | /XXXXX | Equipment - Budget | | |
| Authority Ctrl Fund/ | Street & Sidewalk | | | |
| DPW SES Budgetary | Cleaning Pilot | | | |
| | Enhancement | | | |
| Total USES Appropriation | | | | <u><u>\$2,500,000</u></u> |

Section 3. The Controller is authorized to record transfers between funds and adjust the accounting treatment of sources and uses appropriated in this Ordinance as necessary to conform to Generally Accepted Accounting Principles.

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

FUNDS AVAILABLE:
BEN ROSENFELD, Controller

By: 
BUCK DELVENTHAL
Deputy City Attorney

By: 
BEN ROSENFELD
Controller

| | |
|---|---|
| <p>Item 8 File 18-0116 <i>(Continued from the March 1, 2018 Budget and Finance Committee)</i></p> | <p>Department: General Services Agency - Department of Public Works</p> |
| <p>EXECUTIVE SUMMARY</p> | |
| <p style="text-align: center;">Legislative Objectives</p> | |
| <ul style="list-style-type: none"> • The proposed ordinance appropriates \$2,500,000 of the prior year’s unassigned General Fund balance to the Department of Public Works (Public Works) to fund Street and Sidewalk Cleaning in FY 2017-18. | |
| <p style="text-align: center;">Key Points</p> | |
| <ul style="list-style-type: none"> • The Street Environmental Services bureau of Public Works provides street and sidewalk cleaning Citywide. Street Environmental Services has zone teams that provide scheduled street sweeping, steam cleaning, manual cleaning, and litter removal on predetermined routes, as well as response to service requests. There are also crews that focus on hot spots, encampments, alleys, and swing and night shift operations. | |
| <p style="text-align: center;">Fiscal Impact</p> | |
| <ul style="list-style-type: none"> • The proposed ordinance would appropriate \$2,500,000 from the prior year’s unassigned General Fund balance to Public Works to enhance street cleaning operations. • The a \$1,610,000 to pay for approximately 41,150 hours of temporary labor for street cleaning services, equal to approximately 19.8 full-time equivalent (FTE) positions over the course of one year, an increase of approximately 8 percent from Street Environmental Services current 247.5 budgeted FTE positions. • The proposed ordinance appropriates \$230,000 to community grants, which would be allocated to the Tenderloin Neighborhood Litter Reduction and Workforce Development Grant (TL Clean), which provides street cleaning in the Tenderloin neighborhood. The \$230,000 in funding would allow TL Clean to increase operations from five days per week to seven days per week. • The appropriation would also allocate \$100,000 for street cleaning materials and supplies, and \$560,000 to purchase two RAVO street sweepers. | |
| <p style="text-align: center;">Recommendation</p> | |
| <ul style="list-style-type: none"> • Approval of the proposed ordinance is a policy decision for the Board of Supervisors. | |

MANDATE STATEMENT

City Charter Section 9.105 states that amendments to the Annual Appropriations Ordinance, after the Controller certifies the availability of funds, are subject to Board of Supervisors approval by ordinance.

BACKGROUND

The Street Environmental Services bureau of the Department of Public Works (Public Works) provides street and sidewalk cleaning services citywide. Street Environmental Services has zone teams that provide scheduled street sweeping, steam cleaning, manual cleaning, and litter removal on predetermined routes, as well as response to service requests. There are six zones in the City, each approximately corresponding with two supervisorial districts, with the exception of a zone that approximately covers District 6. There are also crews that focus on hot spots, encampments, alleys, and swing and night shift operations. According to Mr. Bruce Robertson, Public Works Finance Manager, Street Environmental Services has a FY 2017-18 budget of \$64,992,106, and it typically expends its full budget each year.

On January 30, 2018, the Board of Supervisors approved an ordinance appropriating \$300,000 of cigarette litter abatement fees to Public Works to approximately 8,979 hours of temporary salaries for manual street cleaning services (File 17-1282).¹

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would appropriate \$2,500,000 from the prior year's unassigned General Fund balance to Public Works to fund street and sidewalk cleaning. The proposed ordinance would appropriate \$1,610,000 for temporary salaries, \$230,000 for community grants, \$100,000 for materials and supplies, and \$560,000 for equipment.

FISCAL IMPACT

The City's Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2017, identified \$14.4 million in unassigned General Fund monies that are available for future appropriations. The December 21, 2017 Financial Plan Update, prepared jointly by the Controller's Office, Mayor's Office, and Budget and Legislative Analyst's Office, assumed that \$11.9 million would be allocated to balance the FY 2018-19 budget, leaving \$2.5 million unallocated. The proposed ordinance appropriates the \$2.5 million for enhanced street cleaning services, as shown in Table 1 below.

¹ The cigarette litter abatement fee increased on January 1, 2018 from \$0.60 per pack to \$0.75 per pack, resulting in an estimated \$300,000 in increased fee revenues in FY 2017-18 to be allocated to street cleaning services. Increased cigarette litter abatement fee revenues in FY 2018-19 will be used to offset the General Fund contribution to street cleaning services.

Table 1: Spending Plan for Supplemental Appropriation

| Staffing | Hourly Wage | Fringe Benefits and Overhead | Full Hourly Cost | Hours | Total Cost |
|--|--------------------------|------------------------------|-----------------------|------------|--------------------|
| 9916 Public Service Aide | \$17.71 | 120.89% | \$39.31 | 41,150 | \$1,610,000 |
| Community Grants | Additional Days Per Week | | Total Additional Days | Total Cost | |
| TL Clean | 2 | | 104 | \$230,000 | |
| Materials and Supplies | | | | | Total Cost |
| Brooms, shovels, pickers, bags, chemicals, uniforms, personal protective equipment | | | | | \$100,000 |
| Equipment | | | Cost Per Unit | Units | Total Cost |
| RAVO Street Sweeper | | | \$280,000 | 2 | \$560,000 |
| Total | | | | | \$2,500,000 |

The proposed ordinance would appropriate funding for approximately 41,150 hours of temporary labor for street cleaning services, equal to the amount of labor provided by approximately 19.8 full-time equivalent (FTE) positions over the course of one year. Street Environmental Services currently has 247.5 budgeted FTE positions, so the supplemental appropriation would increase the bureau’s staffing by about 8 percent. According to Mr. Robertson, the Public Service Aide classification is not typically a budgeted position, but it is used for entry level temporary workers to gain experience for higher level positions. Temporary staff would be assigned to the Community Corridors program, which provides sidewalk sweeping and maintenance services along designated routes in commercial corridors citywide.

According to Mr. Robertson, the community grants would be allocated to the Tenderloin Neighborhood Litter Reduction and Workforce Development Grant (TL Clean),² which provides street cleaning in the Tenderloin neighborhood. TL Clean currently operates five days per week, but the \$230,000 in funding would allow it to operate seven days per week. The appropriation would fund additional service for one year, a total of approximately 104 additional days of service.

The proposed ordinance also appropriates \$100,000 for materials and supplies. According to Mr. Robertson, this includes brooms, shovels, pickers, bags, cleaning chemicals, uniforms, and personal protective equipment. The proposed ordinance also appropriates \$560,000 to purchase two RAVO street sweepers. Public Works currently owns four RAVO sweepers, and each has a useful life of about ten years. According to Mr. Robertson, Street Environmental Services currently has sufficient staffing to utilize all six sweepers.

RECOMMENDATION

Approval of the proposed ordinance is a policy decision for the Board of Supervisors.

² The original \$650,000 grant for the Tenderloin Neighborhood and Workforce Development Program for litter reduction and workforce development was awarded through a Request for Qualifications process in July 2017.

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

07/20/18 11:41:50

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment) *RZ*
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Supervisor Kim, Fewer, Ronen

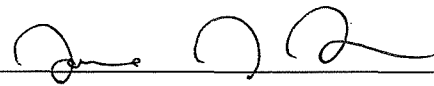
Subject:

[Appropriation – \$2,500,000 of Prior Year's Fund Balance in General Fund to Department of Public Works for Street & Sidewalk Cleaning Pilot Enhancement Project - FY2017-18]

The text is listed below or attached:

Ordinance appropriating \$2,500,000 of prior year's balance in General Fund to Department of Public Works for funding Street & Sidewalk Cleaning Pilot Enhancement Project in FY2017-18.

Signature of Sponsoring Supervisor: _____



For Clerk's Use Only: