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SF COMMITTEE MINUTES
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//// MINUTES

REGULAR MEETING
//// BUDGET COMMITTEE
// BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

AUG 27 1996

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WEDNESDAY MARCH 1, 1995 - 1:00 P.M.

ROOM 410, WAR MEMORIAL BLDG.

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:15 P.M.

GENERAL MATTERS

1. File 97-94-77. [Franchise Application Fee] Ordinance amending Administrative Code by adding Article 4, Section 11.75, to require franchise applicants to pay a fee to defray the City's costs of evaluating the application. (Supervisor Bierman)

SPEAKERS: None:

ACTION: HEARING HELD. AMENDMENT OF THE WHOLE BEARING SAME TITLE PRESENTED IN COMMITTEE BY SUPERVISOR BIERMAN. ADOPTED. AMENDMENT OF THE WHOLE RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

2. File 101-94-49. [Appropriation, Municipal Court] Ordinance appropriating \$418,502, Municipal Court, of State authorized Special Revenue Funds for professional services to allow the Trial Courts to upgrade computer equipment for fiscal year 1994-95. RO #94152. (Controller)

(Consideration continued from 1/25/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 8, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

DATE: 3/11/54
BY: [illegible]

CITY AND COUNTY DEAM BOARD
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES

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ROOM 414 WEST MEMORIAL BLVD.

WEDNESDAY, MARCH 11, 1954 - 8:00 P.M.

MEMBERS: SUPERVISORS: KAUFMAN, BREMAN

CLERK: [illegible]

THE MEETING COMMENCED AT 8:00 P.M.

GENERAL MATTERS

1. The Board on 2-11-54 (Resolution No. 10) authorized the Board to order the City Court to vacate the judgment in the case of [illegible] and to order the City Court to award the judgment in the case of [illegible].

STAFF: [illegible]

ACTION: [illegible] IN CONNECTION WITH THE [illegible] CASE. THE BOARD IS REQUESTING THE BOARD TO RECONSIDER THE [illegible] OF THE [illegible].

NOTE: [illegible]

2. The Board on 2-11-54 (Resolution No. 10) authorized the Board to order the City Court to vacate the judgment in the case of [illegible] and to order the City Court to award the judgment in the case of [illegible].

STAFF: [illegible]

ACTION: [illegible] CONTINUED TO MARCH 11, 1954.

NOTE: [illegible]

3. File 101-94-54. [Appropriation, War Memorial] Ordinance appropriating \$73,520, War Memorial, from the General Fund Reserve for other non-personal services to allow the Real Estate Department to provide security services for Fiscal Year 1994-95. (Controller) RO #94161

(Consideration continued for 2/8/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 8, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

4. File 101-94-58. [Appropriation, Police Department] Ordinance appropriating \$1,921,844, Police Department, from the General Fund Reserve, for salaries, fringe benefits, other non-personal services, materials and supplies and services of other departments, and rescinding \$200,000 from Court overtime to increase staffing for fiscal year 1994-95. (RO #94173)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Ed Harrington, Controller. IN SUPPORT: None. OPPOSED: None.

(Consideration continued from 2/8/95)

ACTION: CONSIDERATION CONTINUED TO MARCH 8, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

5. File 101-94-60. [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$120,000, Department of Parking and Traffic, of Parking Revenue Funds, to a Capital Improvement Project (soil remediation at St. Mary's Square Garage), for fiscal year 1994-95. RO #94147 (Controller)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

6. File 101-94-61. [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$173,610, Department of Parking and Traffic, of Parking Revenue Funds to a Capital Improvement Project (Polk-Bush Garage architectural services and construction), for fiscal year 1994-95; providing for ratification of action previously taken. RO #94051 (Controller)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 8, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

7. File 101-94-62. [Appropriation, Board of Supervisors] Ordinance appropriating \$25,000, Board of Supervisors, from the General Reserve Fund to an Election Task Force Project, for fiscal year 1994-95 (Implement Proposition L.) RO #94177 (Controller)

SPEAKERS: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

8. File 101-94-63. [Appropriation, Board of Supervisors] Ordinance appropriating \$100,000, Board of Supervisors, from the General Fund Reserve for services of City Attorney's Office to provide support while developing Charter Reform for fiscal year 1994-95. RO #94179 (Controller)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst.
IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Add a Section 2 providing for ratification of action previously taken.
AMENDED TITLE: "Appropriating \$100,000 from the General Fund Reserve for services of the City Attorney's Office to provide the Board of Supervisors with support while developing Charter Reform for fiscal year 1994-95; providing for ratification of action previously taken."

VOTE: 2-1. (Supervisor Hsieh absent.)

9. File 101-94-64. [Appropriation, Police, \$332,000, Semi-Automatics] Ordinance appropriating \$332,600, Police Department, for materials and supplies and equipment (to purchase semi-automatic handguns, ammunition and a firearms training simulator). (Supervisors Kaufman, Bierman)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst.
IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED. (Add Supervisor Bierman as co-sponsor.) TO BOARD MEETING OF MARCH 13, 1995.

VOTE: 2-1. (Supervisor Hsieh absent.)

10. File 101-94-65. [Appropriation, Chief Administrative Officer] Ordinance appropriating \$53,700, Chief Administrative Officer, from General Fund Reserve for salaries and fringe benefits for fiscal year 1994-95; placing \$53,700 on reserve; (estimate of vested vacation and sick pay for the Chief Administrative Officer). (Controller) RO #94163

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst.
IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$46,089. AMENDED TITLE: Appropriating \$46,089, Chief Administrative Officer, from General Fund Reserve for salaries and fringe benefits for fiscal year 1994-95; placing \$46,089 on reserve; (estimate of vested vacation and sick pay for the Chief Administrative Officer)."

VOTE: 2-1. (Supervisor Hsieh absent.)

11. File 101-94-66. [Appropriation, Department of Human Resources] Ordinance appropriating \$182,885, Department of Human Resources, from the General Fund reserve for salaries, fringe benefits and equipment to create three (3) positions to support the Workers' Compensation Program for fiscal year 1994-95. (COMPANION TO THE FOLLOWING FILE) (Controller) RO #94164

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 8, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

12. File 102-94-11. [Public Employment, Department of Human Resources] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance 1994/95) reflecting the addition for three positions (Classification 1444 Secretary 1, 1652 Senior Accountant and 1864 Sr. Systems and Procedures Analyst) in the Department of Human Resources, Workers' Compensation Division. (Department of Human Resources) (COMPANION TO THE PRECEDING FILE)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 8, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

13. File 101-94-68. [Appropriation, Airports] Ordinance appropriating \$26,000,000, Airports, from Airport Revenue Bond proceeds to Capital Improvement Projects to refund San Francisco Airport, Improvement Corporation Bonds as part of the Airport's purchase of American Airline's Superbay Hanger for fiscal year 1994-95. (Controller) RO #94180

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst.
IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

14. File 101-94-69. [Appropriation, Department of Public Health] Ordinance appropriating \$180,000, Department of Public Health, Mental Health Center, of Medi-Cal revenue and \$220,000 from the General Fund Reserve to salaries, fringe benefits, professional and non-personal services, materials and supplies and services to continue services at the Center for Special Problems in fiscal year 1994-95; providing for ratification of action previously taken. (Supervisor Bierman) RO #94181

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Monique Zmuda, Department of Public Health, Mental Health. IN SUPPORT: J. Berger. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce General Fund Reserve to \$193,577; Short-Doyle Medi-Cal to \$158,382; Permanent Salaries to \$186,329; Mandatory Fringe Benefits to \$46,582; Other Non-Personal Services to \$61,605 and Materials and Supplies to \$1,943. AMENDED TITLE: "Appropriating \$158,382 of Medi-Cal revenue and \$193,577 from the General Fund Reserve to salaries, fringe benefits, professional and non-personal services, materials and supplies and services of other departments to allow the Department of Mental Health to continue services at the Center for Special Problems in fiscal year 1994-95; providing for ratification of action previously taken."

(Supervisor Bierman requested to added as sponsor.)

VOTE: 2-1. (Supervisor Hsieh absent.)

15. File 101-94-33.1. [Appropriation, District Attorney] Ordinance appropriating \$496,889, from the General Fund Reserve for salaries, fringe benefits and training to address underfunding in the District Attorney's Office for fiscal year 1994-95. Providing for ratification of action previously taken; subject of previous budgetary denial. (Supervisor Alioto)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Ed Harrington, Controller. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$200,00. AMENDED TITLE: "Appropriating \$200,000, from the General Fund Reserve for salaries, fringe benefits and training to address underfunding in the District Attorney's Office for fiscal year 1994-95. Providing for ratification of action previously taken; subject of previous budgetary denial."

VOTE: 2-1. (Supervisor Hsieh absent.)

16. File 216-95-1. [Final Negative Declaration, 1003 Turk Street] Resolution adopting Final Negative Declaration, finding and determining that the new 911 Emergency Dispatch Center for the property located at 1003 Turk Street in the Margaret S. Hayward Playground, Assessor's Block 759, Lot 1, will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration. (Real Estate Department) (COMPANION MEASURE TO FILE 216-95-1.1.) (Also see File 223-94-2.)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Rudolf Nothenberg, Chief Administrative Officer; Phil Arnold Deputy Director, Recreation and Park Department; Steve Luke, SF Police Department; Ted Lakey, Deputy City Attorney. IN SUPPORT: None. OPPOSED: Lee Gerdes, St. Paul's Community Organizing Project; Nicolas Dillard, Jr.; Raymond S. Brown, Pres., Bethel Housing Corp.; Rev. Boyd, Bethel AME Church; Carl S. Anderson, Bethel AME Church.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

VOTE: 2-1. (Supervisor Hsieh absent.)

17. File 216-95-1.1. [Emergency Communications Center, 1003 Turk Street] Ordinance selecting and setting aside certain real property at 1003 Turk Street in the Margaret S. Hayward Playground, Assessor's Block 759, Lot 1, for the construction and operation of a new Combined Emergency Communications Center; adopting findings that such project is in conformity with the Master Plan and consistent with the Eight Priority Policies of City Planning Code Section 101.1.; and adopting and incorporating findings pursuant to the California Environment Quality Act. (Real Estate Department) (COMPANION MEASURE TO FILE 216-95-1.) (Also see File 223-94-2.)

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

VOTE: 2-1. (Supervisor Hsieh absent.)

18. File 185-95-1. [Children's Services Plan, 1995-1996] Resolution approving the Children's Services Plan (CSP) for the San Francisco Children's Fund in accordance with Charter Section 6.415. (Supervisors Shelley, Alioto)

SPEAKERS: ELECTED OFFICIAL: Supervisor Kevin Shelley. **DEPARTMENTAL REPRESENTATIVES:** Anthony Lincoln, Director, Mayor's Office of Children, Youth and Families; Harvey Rose, Budget Analyst. **IN SUPPORT:** Noel Day, Pres., POLARIS Research and Development; Norma Tecson, Filipino Youth Service Program; Ms. Gafield; Mava Tied; Iris Wang, Deputy Dir., Charity Culture Center; Jan McMillian, Program Dir., Children's Council of San Francisco; Gail Priestly, St. Anthony's Foundation; Wyman Nicolas; Betty Candon, Director, Resources Center; Shirley Jones, Exec. Dir., Kaheed; Eric McDonald, Exec. Dir., Audrey L. Smith Development Center; Jamie Salkin, Delani Housing; Ms. O. Langston, Income Rights Project; Jeffrey Gross, Income Rights Project; Rev. Martin Bazil, Ella Hill Hutch Community Center; Yori Wada; Paul Mason; Joshua Blum, SF League of Urban Gardners; Benica Adams; Larry Gee, OMI Community Association; Ruth Smith, Dir. Afro/American Advocaes; Scheltha Calhoun; James Richards, Black Men Unlimited. **OPPOSED:** None.

ACTION: HEARING HELD. AMENDMENT OF THE WHOLE BEARING SAME TITLE PRESENTED IN COMMITTEE BY SUPERVISOR SHELLEY. **ADOPTED.** AMENDMENT OF THE WHOLE RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

19. File 68-95-3. [Loan Guarantee - Federal Funds] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend a loan of Section 108 Loan Guarantee Funds in a total amount not to exceed five million three hundred thousand dollars (\$5,300,000) from the U.S. Department of Housing and Urban Development to be used to subsidize the redevelopment of severely distressed public housing located in the Western Addition on two sites known as Hayes Valley Public Housing North and South. Indirect costs associated with the acceptance of the loan funds will be paid by Community Development Block Grant Funds. (Supervisors Shelley, Bierman, Kaufman)

SPEAKERS: ELECTED OFFICIAL: Supervisor Kevin Shelley. DEPARTMENTAL REPRESENTATIVE: Ted Dientsfrey, Director, Mayor's Office of Housing. IN SUPPORT: Jean Ruck; Pamela Smith; Hasinah Rahim; Fran Denoto, Pres., Oak/Fillimore Association; Donna Hasensa; Cecilia A. Shepard; Otis Maxwell; Michael Sandstrom; Shelley Salieri; Richard Brown, Ella Hill Hutch Community Center; Bill Witte, Development Parnter. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

(Supervisors Bierman and Kaufman requested to be added as co-sponsors.)

VOTE: 2-1. (Supervisor Hsieh absent.)

RELEASE OF RESERVES

20. File 101-90-127.8. [Reserved Funds, Depart. Public Works] Consideration of request to release reserved funds, Department of Public Works, 1990 Earthquake Safety Bond Fund, in the amount of \$622,360, for the purpose of awarding construction contracts for the earthquake repair of the existing Main Library Building. (Department of Public Works)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RELEASE OF \$622,360 APPROVED. FILED.

VOTE: 2-1. (Supervisor Hsieh absent.)

21. File 148-92-7.4. [Reserved Funds Fire Dept.] Consideration of request to release reserved funds, Fire Department, State Hazard Mitigation Grant, in the amount of \$258,643.50, for the purpose of installing emergency generators at nine (9) Fire Stations. (Fire Department)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RELEASE OF \$258,643.50 APPROVED. FILED.

VOTE: 2-1. (Supervisor Hsieh absent.)

22. File 101-92-33-2 [Reserved Funds Fire Dept.] Consideration of request to release reserved funds, Fire Department, 1986 Fire Protection Improvement Bond Funds, in the amount of \$258,643.50, for the purpose of installing emergency generators at nine (9) Fire Stations. (Fire Department)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst.
IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RELEASE OF \$258,643.50 APPROVED. FILED.

VOTE: 2-1. (Supervisor Hsieh absent.)

TIME MEETING ADJOURNED: 6:23 P.M.



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

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FEB 28 1995

February 27, 1995

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TO: Budget Committee
FROM: Budget Analyst
SUBJECT: March 1, 1995 Budget Committee Meeting

Item 1 - File 97-94-77

Note: This item was rereferred from the Board of Supervisors meeting of January 17, 1995.

Item: Ordinance amending Administrative Code by adding Article 4, Section 11.75, to require franchise applicants to pay a fee to defray the City's costs of evaluating the application.

Description: The proposed ordinance would amend the Administrative Code to require that applicants for a franchise in the City, and applicants asking the City to approve the renewal or transfer of a franchise, pay a fee to defray the City's costs of evaluating the franchise application, renewal, or transfer. The amount of the fee would be based on the Controller's estimate of the City's cost to evaluate the franchise application, renewal, or transfer. The proposed ordinance further provides that if the City's actual costs as calculated by the Controller, after the application, renewal or transfer has been finally acted upon by the Board of Supervisors, are less than the fees paid, the City shall refund the difference to the franchise applicant.

Where it is required by preemptive Federal or State law, the proposed ordinance provides that franchise application, renewal, or transfer fees paid to the City would be credited

against the regular, recurring franchise fees required to be paid by the applicant to the City after the franchise agreement is granted.

Comments:

1. The proposed ordinance is intended to defray City expenses that will be incurred in the evaluation of future franchise applications, franchise renewals, or transfers. Changing Federal and State regulations and the development of new technologies make it likely that the City will receive an increasing number of franchise applications. According to Ms. Joan Lubamersky of the CAO's Office, evaluating such franchise applications will require time and technical and financial expertise which is not available with existing City staff. The proposed ordinance would insure that the City's costs to evaluate future franchise applications, franchise renewals, and transfers, would be covered.

2. The City's existing franchises for cable television, electricity, and other services would not be affected by this ordinance, unless and until franchisees apply to renew or transfer a franchise. According to Ms. Julia Friedlander of the City Attorney's Office, the anticipated transfer of Viacom Cablevision's franchise to InterMedia Partners would be covered by this ordinance, and the City would thus be able to require that the applicants pay a fee to defray the City's costs of evaluating the transfer.

3. Ms. Friedlander has advised that the proposed ordinance must apply to all future franchise applications. Therefore, the proposed ordinance would apply to new franchise applications for cable television, other video services, telecommunications, gas, electricity, and other types of services.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 2 - File 101-94-49

Note: This item was continued by the Budget Committee at its meeting of January 25, 1995.

Department: Municipal Court

Item: Ordinance appropriating \$418,502, for professional services to allow the Municipal Court to upgrade computer equipment for Fiscal Year 1994-95.

Amount: \$418,502

Source of Funds: State-Authorized Automation Fund

Description: The proposed ordinance would appropriate a total of \$418,502 to the Municipal Court, including \$378,502 for the purchase of a portion of the software, equipment, installation services, and training needed to upgrade and complete a computer network operated by the Municipal Court for tracking and processing moving traffic violation cases, and \$40,000 for an initial study to develop an overall automation plan for the Trial Courts (Municipal and Superior Courts) together when they move to the new San Francisco courthouse, which is expected to be completed in June of 1997.

Comments: 1. At the Budget Committee meeting on January 25, 1995, Mr. Ron Ho of the Municipal Court was requested by the Committee to submit an Amendment of the Whole of the proposed ordinance from the Trial Courts, not the Municipal Court, and to have the Amendment of the Whole reflect that the entire amount of the cost of this project (i. e., \$1,000,090), should come from the Automation Fund and not just the \$418,502, which is the subject of this report. In that manner, all monies to be received from the State Trial Court funding could then be applied to offset the General Fund costs of the City's Trial Courts budget.

2. Mr. Ho has requested that this item be continued to the Budget Committee meeting of March 8, 1995, in order to allow the Trial Courts additional time to prepare the above-noted Amendment of the Whole.

Recommendation: Continue this item to the March 8, 1995 Budget Committee meeting as requested by Mr. Ho.

Memo to Budget Committee
March 1, 1995 Budget Committee Meeting

Item 3 - File 101-94-54

Note: This item was continued by the Budget Committee at its meeting of February 8, 1995.

Departments: Real Estate Department
Mayor's Office

Amount: \$73,520

Source of Funds: General Fund Reserve

Item: Ordinance appropriating \$73,520 from the General Fund Reserve to pay for security services at the War Memorial at 401 Van Ness Avenue for the period February 13, 1995 through June 30, 1995.

Description: As part of the move from City Hall for seismic retrofitting, as of the week of February 13, 1995, staff of the Office of the Mayor, Board of Supervisors, Chief Administrative Officer, Ethics Commission, and Civil Service Commission, as well as the Law Library and the public hearing rooms used by City Commissions and the Board of Supervisors are relocating to office space at the War Memorial Building at 401 Van Ness Avenue.

Entry security at City Hall for all of these departments had previously been provided by 7 Sheriff's Department staff (6 Cadets and one Deputy Sheriff) assigned to the 4 entrances of City Hall, using 3 walk-through metal detectors.

Comments:

1. Mr. Mike Martin of the Mayor's Office has requested that this item be continued to the Budget Committee meeting on March 8, 1995 in order to allow the Mayor's Office and the Real Estate Department additional time to evaluate the actual security requirements needed and to prepare an Amendment of the Whole to this proposed ordinance. The proposed ordinance as currently drafted is based on the entry security services being performed by a private contractor. The Mayor's Office has now recommended and the Real Estate Department has proposed that the entry security at the War Memorial be provided by in-house Civil Service Security Guard positions.

2. Mr. Martin advises that currently entry security services at the War Memorial are being provided by Burns Security Services on an interim basis. According to Mr. Martin, the cost for these interim security services, will be reflected in the Amendment of the Whole of the proposed supplemental

Memo to Budget Committee
March 1, 1995 Budget Committee Meeting

appropriation ordinance which Mr. Martin advises will be submitted in time for the March 8, 1995 Budget Committee meeting.

Recommendation: Continue this item to the Budget Committee meeting on March 8, 1995 as requested by Mr. Martin.

Item 4 - File 101-94-58

Note: This item was continued by the Budget Committee at its meeting of February 8, 1995.

Department: Police Department

Item: Supplemental appropriation ordinance appropriating \$1,921,844 from the General Fund Reserve for overtime, holiday pay, fringe benefits, materials and supplies, non-personal services and vehicle fleet maintenance (services of other departments), and reappropriating \$200,000 from Overtime.

Amount: \$2,121,844

Source of Funds:	General Fund General Reserve	\$1,921,844
	Reappropriation of funds from Uniformed Overtime - Trial Courts in Police Department's FY 1994-95 budget	<u>200,000</u>
	Total	\$2,121,844

Description: In June of 1994, the San Francisco electorate approved Proposition D, which requires a minimum level of 1,971 full-duty uniform Police Officers for the Police Department by no later than June of 1995. Of this supplemental appropriation request for \$2,121,844, \$506,600 would be used for costs related to the full staffing of the Police Department.

In addition, \$1,465,244 of this supplemental appropriation request would be used to fund a projected budget deficiency in the Police Department's overtime, holiday pay and fringe benefits accounts resulting from (a) the Newspaper Strike of November, 1994 and (b) other unanticipated events.

The proposed supplemental appropriation ordinance also requests \$150,000 in funding for the maintenance of the Police Department's vehicle fleet.

Budget:

I. Police Overtime and Related Costs

Overtime - Newspaper Strike \$611,000

The labor strike against the San Francisco Chronicle and the San Francisco Examiner took place from November 2, 1994 through November 11, 1994. The Police Department established two fixed posts that required 24-hour staffing by sworn personnel. In addition to assigning on-duty personnel to strike-related duties, thereby diverting

these Police Officers from other law enforcement duties, the Police Department also had to deploy Police Officers on an overtime basis for the necessary strike-related duties. The Budget Analyst previously reported to the Board of Supervisors in December of 1994 that the estimated expenditures resulting from this strike were approximately \$606,252. These expenditures were not anticipated in the FY 1994-95 budget. As a result of the strike, the Police Department is now requesting a supplemental appropriation of \$611,000 to fund the projected shortfall in overtime related to this strike.

Other Overtime **\$571,244**

In addition to the budget deficiency in overtime resulting from the newspaper strike, the Police Department is also anticipating a \$571,244 shortfall in overtime as a result of other unanticipated events, such as the demonstrations against Proposition 187 and the killing of a Police Officer in November of 1994.

Holiday Pay **\$258,000**

The Police Department reports that it is underfunded for holiday pay for FY 1994-95 and is therefore requesting \$258,000 to fund the projected budget deficiency.

Fringe Benefits **\$25,000**

This amount is for mandatory fringe benefits related to the above requests for overtime and holiday pay.

Total - Police Overtime and Related Costs **\$1,465,244**

II. Proposition D Mandate

Materials and Supplies **\$31,300**

The Police Department is requesting \$31,300 for furniture for the Police Academy. Whereas normally the Police Academy conducts only one training class at a time, because of the hiring of Police Officers to meet the Proposition D mandate, the Police Academy will be conducting up to four training classes simultaneously in the spring of 1995. The Department has relocated personnel formally located at the Academy to other existing Police Department space in order to create room for

the additional training sessions. As such, additional classroom furniture is needed. The attachment contains a breakdown of this request. Although Attachment I shows that the cost of such furniture totals \$32,918, the Department is only requesting \$31,300.

Non-Personal Services **\$475,300**

This request for \$475,300 includes \$70,000 for the Police Department to conduct a new Police Officer examination. According to Lieutenant Ryan of the Police Department, there is sufficient funding in the FY 1994-95 budget to conduct only one Civil Service examination. This exam was given in July of 1994. However, the Police Department expects to hire only between 160 and 180 Police Officers of the 636 candidates who passed this exam. Lieutenant Ryan advises that the Police Department had to conduct an additional Civil Service examination in January of 1995 in order to identify additional Police Officer candidates, so that the hiring goal of 280 new Police Officers for FY 1994-95 could be met. The details of this \$70,000 request are as follows (although the actual cost was \$71,768, the Department is only requesting \$70,000):

Site rental for written test	\$6,320
Test proctors for written test	6,352
5-day site rental for oral test (\$7,768/day)	38,840
Proctors for oral test	13,859
Proctors for physical agility test	<u>6,397</u>
Total	\$71,768

In addition, this request for \$475,300 also includes \$405,300 to conduct background investigations of Police Officer candidates who have passed the Civil Service exam. Each background investigation costs approximately \$655 per applicant and consists of a medical examination, a psychological test, a polygraph test, fingerprinting, a toxicological (drug) test and a credit report. These tests are performed by various outside contractors under existing contracts. Lieutenant Ryan advises that the FY 1994-95 budget included \$576,000 for background investigations, which would be sufficient for approximately 879 such investigations. However, the Police Department anticipates that, because of additional hiring to meet the Proposition D

mandate, the Department will conduct approximately 1,540 background investigations in FY 1994-95, based on the 636 applicants who passed the first Civil Service exam and the anticipated 900 applicants who will pass the second Civil Service exam. At a cost of approximately \$655 per investigation, the total cost for FY 1994-95 is estimated to be approximately \$1,008,700, or \$432,700 more than the \$576,000 budgeted for background investigations. The Department is requesting a supplemental appropriation of \$405,300 to pay for these additional background investigations.

Total - Proposition D Mandate **\$506,600**

III. Vehicle Fleet Maintenance

Central Shops - Auto Maintenance **\$150,000**

The Police Department has a total of 450 vehicles, including 230 marked vehicles and 220 unmarked vehicles. The Department ordered 40 new vehicles in FY 1993-94. However, according to Lieutenant Ryan, as a result of delays in awarding the contract for the purchase of these vehicles, the vehicles will not be received until May or June of 1995. As such, it has become necessary to repair vehicles that were scheduled to be taken out of service when the new vehicles were placed into service. The Police Department estimates that these maintenance and repair costs have resulted in a budget deficiency of approximately \$150,000.

Total - Vehicle Fleet Maintenance **150,000**

Total Supplemental Appropriation Request **\$2,121,844**

Comments:

1. In addition to the \$1,921,844 from the General Fund Reserve, the Department is requesting to reappropriate \$200,000 in estimated savings from Uniformed Overtime - Trial Courts in the Police Department's FY 1994-95 budget. These savings have resulted from reductions in uniform overtime by implementing a recommendation of the Budget Analyst's 1994 Zero Base Budget Analysis to (a) prevent requiring subpoenaed officers to unnecessarily appear in court on the day of case calendaring; and (b) request that the Courts provide a reasonable advance notice of trial dates in order to reduce court overtime pay.

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2. As previously noted, the passage of Proposition D has mandated full Uniform staffing of a minimum of 1,971 Police Officers by the end of FY 1994-95. As of July 1, 1994, the Police Department had 1,812 sworn personnel. The Department has hired 14 lateral transfers and intends to hire 266 trainees during FY 1994-95, for a total of 280 new Police Officers. The current, revised 1994-95 Police Department hiring plan for uniform officers is as follows:

<u>Date</u>	<u>Number of Police Officers to be Hired</u>
<u>Actual:</u>	
July 1, 1994	14 (lateral transfers)
November 28, 1994	30 (new recruit class)
January 30, 1995	32 (new recruit class)
February 6, 1995	32 (new recruit class)
 <u>Projected:</u>	
April 17, 1995	36 (new recruit class)
June 19, 1995	50 (new recruit class)
June 26, 1995	<u>86</u> (new recruit class)
Total	280

According to Lieutenant Ryan, after expected attrition of 65 Police Officers, the Police Department will have an estimated 2,027 Police Officers* on staff on June 30, 1995, although 172 will be new recruits still in the Police Academy, as follows:

Existing Uniform Staffing (7/1/94).....	1,812**
New hires in FY 1994-95.....	280
Less expected attrition.....	(65)
Number of Police Officers, June 1995.....	2,027

The costs of the 280 new Police Officers to be hired in FY 1994-95 are included in the Police Department's FY 1994-95 budget and will cost an estimated \$3.8 million in FY 1994-95 (partial year funding of salaries and fringe benefits). The cost of these new hires will be partially offset by a Federal grant in the amount of \$614,000, \$200,000 of which is expected to be received during FY 1994-95.

3. The following table shows a breakdown of the Department's actual and projected expenditures for FY 1994-

* Although the projected total of 2,027 Police Officers is 56 more than the required minimum of 1,971 full-duty Police Officers, Lieutenant Ryan advises that it is necessary to hire more than the required minimum because of the existence of light-duty Police Officers on staff.

** As of the writing of this report, there were 1,888 Police Officers on staff, including light-duty Officers.

95 in overtime, holiday pay and fringe benefits, and the estimated budget deficiency in each of these accounts.

<u>Category</u>	FY 1994-95 <u>Budget</u>	Actual	Projected	Estimated Budget <u>Deficiency</u>
		Expenditures 7/1/94 to <u>12/16/94</u>	Expenditures 12/17/94 to <u>6/30/95</u>	
Overtime	\$5,742,656	\$3,515,050	\$3,539,606	(\$1,312,000)
Holiday Pay	2,146,500	1,324,379	1,103,649	(281,528)
Fringe Benefits	<u>36,925,084</u>	<u>16,954,056</u>	<u>20,246,179</u>	<u>(275,151)</u>
Total	\$44,814,240	\$21,793,485	\$24,889,434	(\$1,868,679)

4. The following table shows the Police Department's estimated budget deficiency for non-personal services for FY 1994-95:

<u>Category</u>	FY 1994-95 <u>Budget</u>	Actual	Projected	Estimated Budget <u>Deficiency</u>
		Expenditures 7/1/94 to <u>1/31/95</u>	Expenditures 2/1/95 to <u>6/30/95</u>	
Non-Personal Services	\$5,659,172	\$1,532,766	\$4,243,133*	(\$116,727)

* Projected expenditures for the last five months of FY 1994-95 are greater than the actual expenditures for the first seven months of FY 1994-95 primarily due to (a) one-time costs related to the hiring of new Police Officers, and (b) the inclusion of approximately \$2 million in unposted telephone bills from the first seven months of FY 1994-95.

5. The following table shows the Police Department's estimated budget deficiency for materials and supplies for FY 1994-95:

<u>Category</u>	FY 1994-95 <u>Budget</u>	Actual	Projected	Estimated Budget <u>Deficiency</u>
		Expenditures 7/1/94 to <u>1/31/95</u>	Expenditures 2/1/95 to <u>6/30/95</u>	
Materials & Supplies	\$2,222,529	\$1,375,286	\$982,347	(\$135,104)

Lieutenant Ryan advises that the Department does not intend to submit another supplemental appropriation request to cover the projected remaining budget deficiency of \$103,804 (\$135,104 less this request of \$31,300) in materials and supplies but will implement cost-saving measures in order to live within its existing budget.

6. The following table shows the Police Department's estimated budget deficiency for Central Shops - Auto Maintenance for FY 1994-95:

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<u>Category</u>	<u>FY 1994-95 Budget</u>	<u>Actual Expenditures 7/1/94 to 12/31/94</u>	<u>Projected Expenditures 1/1/95 to 6/30/95</u>	<u>Estimated Budget Deficiency</u>
Central Shops - Maintenance	\$1,722,549	\$932,797	\$940,000	(\$150,248)

Lieutenant Ryan advises that the Department does not intend to submit another supplemental appropriation request to cover the projected remaining budget deficiency of \$248 (the projected budget deficiency of \$150,248 less this request of \$150,000) in Central Shops - Auto Maintenance.

7. The Controller's Office has estimated that the Police Department will have a budget deficiency in its personnel and related fringe benefit accounts in the amount of \$2,173,105 for FY 1994-95. However, the proposed supplemental appropriation allocates only \$1,465,244 for overtime, holiday pay and fringe benefit expenses. As such, the Controller's Office reports that, even with the approval of the proposed supplemental appropriation ordinance, the Police Department is still expected to have a \$707,861 budget deficiency in these accounts by the end of FY 1994-95 (estimated budget deficiency of \$2,173,105 less this request of \$1,465,244).

8. The following table shows the Budget Analyst's estimated budget deficiency in salaries, overtime, holiday pay, premium pay and fringe benefits for FY 1994-95:

<u>Category</u>	<u>FY 1994-95 Budget</u>	<u>Actual Expenditures 7/1/94 to 12/16/94</u>	<u>Projected Expenditures 12/17/94 to 6/30/95</u>	<u>Estimated Surplus/ (Budget Deficiency)</u>
Permanent Salaries - Misc.	\$14,283,945	\$6,379,026	\$7,692,250	\$212,669
Permanent Salaries - Uniform	98,575,858	45,706,473	53,817,120	(947,735)
Overtime	5,742,656	3,515,050	3,539,606	(1,312,000)
Holiday Pay	2,146,500	1,324,379	1,103,649	(281,528)
Premium Pay	468,000	240,958	245,784	(18,742)
Premium Pay - Uniform	<u>5,250,978</u>	<u>2,161,641</u>	<u>2,803,656</u>	<u>285,681</u>
Total - Salaries	\$126,467,937	\$59,327,527	\$69,202,065	(\$2,061,655)
Fringe Benefits	<u>36,925,084</u>	<u>16,954,056</u>	<u>20,246,179</u>	<u>(275,151)</u>
Total	\$163,393,021	\$76,281,583	\$89,448,244	(\$2,336,806)

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Estimated Budget Deficiency in Personnel Accounts	\$2,336,806
Less:	
Federal Grant	(200,000)
Proposed Supplemental Appropriation for Overtime, Holiday Pay and Fringe Benefits	<u>(1,465,244)</u>
Total Estimated Budget Deficiency in Personnel Accounts	<u>\$671,562</u>

9. As reflected in Comment No. 4 above, the Budget Analyst has determined that the projected budget deficiency for Non-Personal Services, which includes such items as contractual services, rent, telephone and other operating expenses, is \$116,727 for FY 1994-95. However, the Police Department has requested \$475,300 for Non-Personal Services. Therefore, the Budget Analyst notes that the supplemental appropriation request for Non-Personal Services could be reduced by \$358,573, from \$475,300 to \$116,727.

However, at the request of the Police Department, the Budget Analyst is not recommending that this supplemental appropriation request be reduced by \$358,573 for Non-Personal Services at this time, but rather, subject to approval by the Mayor, that this surplus amount of \$358,573, as determined by the Budget Analyst, be used to partially offset the Department's remaining projected deficiency in the Permanent Salaries - Uniform account.

Lieutenant Ryan advises the Budget Analyst that the Police Department intends to employ economies in order to offset the remaining projected budget deficiency of approximately \$312,989 (\$671,562 less \$358,573), and that with the use of the \$358,573 surplus in the Department's Non-Personal Services account, as identified by the Budget Analyst, the Police Department does not intend to request additional funds for the projected budget deficiency in the Department's Permanent Salaries and related fringe benefit accounts.

10. Mr. Mike Martin of the Mayor's Office advises that the Mayor's Office concurs with Budget Analyst's recommendation to reduce the Department's request for non-personal services by \$358,573 and to use such funds for the purpose of increasing the Department's request for Permanent Salaries and related accounts by \$358,573, as reflected in Attachment II.

11. In summary, the Budget Analyst recommends the following changes to the proposed supplemental appropriation ordinance:

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Category	Supplemental Appropriation Request	Amount Recommended by Budget Analyst	Budget Analyst's Recommended Change
Permanent Salaries - Uniform	\$571,244	\$929,817	\$358,573
Overtime	611,000	611,000	0
Holiday Pay	258,000	258,000	0
Mandatory Fringe Benefits	25,000	25,000	0
Other Non-Personal Services	475,300	116,727	(358,573)
Materials and Supplies	31,300	31,300	0
Central Shops - Auto Maintenance	<u>150,000</u>	<u>150,000</u>	<u>0</u>
Total	\$2,121,844	\$2,121,844	0

- Recommendations:**
1. Reduce the supplemental appropriation request for Other Non-Personal Services by \$358,573, the amount of surplus as determined by the Budget Analyst, and increase the supplemental appropriation request for Permanent Salaries - Uniform by \$358,573, in accordance with the table above, and in accordance with the concurrence of the Mayor's Office as reflected in Attachment II.
 2. Approve the proposed supplemental appropriation ordinance, as amended.

Academy furniture POs

Item	Quantity	price	total
2 tier lockers 3 unit	36	58.18	2,094.48
2 tier lockers 1 unit	4	71.43	285.72
Installation	1	505.00	505.00
Leg extension kit	4	25.71	102.84
Leg extension kit	6	33.38	200.28
2 tier locker slope kit	22	5.23	115.06
Locker 2 door	21	154.36	3,241.56
Front base	21	4.82	101.22
End base	8	6.34	50.72
Installation	1	445.00	445.00
Delivery	1	430.00	430.00
Sales tax			607.06
Stack chairs	160	69.00	11,040.00
Folding tables	72	53.00	3,816.00
Round Folding tables	2	100.00	200.00
Lectern	12	80.00	960.00
White boards	5	212.00	1,060.00
White board	1	411.00	411.00
Panels	5	99.00	495.00
connectors	4	3.75	15.00
Panels	6	6.00	36.00
Desk	6	425.00	2,550.00
Chairs	5	252.00	1,260.00
Chairs	2	199.00	398.00
Installation	1	608.00	608.00
Sales tax			1,890.50
Total			32,918.44

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Memorandum

February 24, 1995

To: Ed Harrington
From: Mike Martin *MM*
Regarding: Amendment to Supplemental Appropriation Request #82

Supplemental Appropriation Request #82 proposed applying \$475,300 in General Fund reserves towards Non-Personal Services and \$571,244 toward Uniform Salaries . To acknowledge a surplus in the non-personal services account and a deficit in the personal services account, my office would like to amend the submission as follows:

Index: 582015

Account	Original	Amended
01/0020	\$571,244	\$929,817
10/1269	\$475,300	\$116,727

cc: Teresa Serata
Harvey Rose

Item 5 - File 101-94-60

Department: Department of Parking and Traffic (DPT)

Item: Supplemental Appropriation Ordinance appropriating \$120,000 of Off-Street Parking Funds for the St. Mary's Square Garage soil remediation project for the Department of Parking and Traffic.

Amount: \$120,000

Source of Funds: Parking Revenue Fund (previously known as the Off-Street Parking Fund)

Description: The Board of Supervisors previously approved a supplemental appropriation request in the amount of \$245,000 to pay for the removal of eight underground storage tanks at the St. Mary's Square Garage (File 101-93-98). These eight tanks were removed in March of 1994. The DPT now reports that soil contamination resulted from the leakage of some of these tanks and soil remediation work must be performed at this site in order to remove this contamination.

Ms. Carol Shamblen of the Department of Public Works (DPW) reports that the DPW, Bureau of Site Assessment and Remediation, has selected Baseline Environmental Consultants, a registered WBE firm, to (1) develop a soil remediation work plan, (2) develop a feasibility study to analyze potential remedial technologies, (3) conduct a soil and groundwater survey at the St. May's Square Garage site and (4) develop remediation work specifications to be used for competitively bidding the work out. Ms. Shamblen advises that Baseline Environmental Consultants has an on-going contract with DPW for the provision of as-needed environmental services. Baseline Environmental Consultants was originally selected by DPW to provide these as-needed services through DPW's Request for Proposal process.

The proposed supplemental request of \$120,000 will be expended as follows:

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Baseline Environmental Consultants:

Project Management:

Principal Project Manager (\$110/per hr. x 4 hrs.)	\$ 440
Hydrogeologist (\$75/per hr. x 150 hrs.)	11,250
Geologist (\$70/per hr. x 88 hrs.)	6,160
Clerical (\$45/per hr. x 6 hrs.)	<u>270</u>
Subtotal	\$18,120

Preparation of Work Plan for the

Remediation work:

Principal Project Manager (\$110/per hr. x 7 hrs.)	\$ 770
Hydrogeologist (\$75/per hr. x \$115 hrs.)	8,625
Geologist (\$50/per hr. x 10 hrs.)	500
Geologist (\$70/per hr. x 38 hrs.)	2,660
Graphics (\$50/per hr. x 10 hrs.)	500
Word Processor (\$45/per hr. x 30 hrs.)	1,350
Clerical (\$45/per hr. x 10 hrs.)	<u>450</u>
Subtotal	\$14,855

Subcontracts

Clearheart Construction	21,900
Rust Environment and Infrastructure	<u>22,469</u>
Subtotal	\$44,369

Preparation of Bid Specifications:

Principal Project Manager (\$110/per hr. x 4 hrs.)	\$ 440
Hydrogeologist (\$75/per hr. x 38 hrs.)	<u>2,850</u>
Subtotal	\$3,290

Operating Expenses

Miscellaneous Permits	\$1,082
Traffic Control Plan Permit	680
Drilling Supplies	2,000
Laboratory Costs	7,400
Disposal Costs	4,050
Report Photocopying	<u>1,644</u>
Subtotal	\$16,856

Total Contract Including Subcontracts \$97,490

Contingency (2.5 %) 2,510

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Site Assessment and Remediation

Oversight (DPW)

Division Manager (\$76/per hr. x 40 hrs.) \$3,040

Mechanical Engineer (\$48/per hr.
x 286 hrs.) 13,720

Administrative Assistant (\$43/per hr. x
40 hrs.) 1,720

Clerk Typist (\$38/ per hr. x 40 hrs.) 1,520

Subtotal 20,000

Grand Total **\$120,000**

Recommendation: Approve the proposed ordinance.

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Item 6 - File 101-94-61

- Department:** Department of Parking and Traffic (DPT)
- Item:** Supplemental Appropriation Ordinance appropriating \$173,610 of Off-Street Parking Funds for the Polk-Bush Garage construction project for the Department of Parking and Traffic.
- Amount:** \$173,610
- Source of Funds:** Parking Revenue Fund (previously known as the Off-Street Parking Fund)
- Description:** The DPT reports that construction of the Polk-Bush Garage was completed in April of 1993. According to the DPT, Echo West/Hok Construction, a Joint Venture firm (Echo West is an MBE firm), the original construction contractor, was financially unable to complete the construction work. As such, Echo West/Hok Construction's bonding company, the Insurance Company of North America, designated Apersey Construction, neither an MBE or a WBE firm, to complete the necessary work. The DPT advises that as a result of the difficulty with the original contractor, resulting in an extended contract period and additional coordination needed to assist Apersey Construction to complete the project, the project architect, Gordon Chong and Associates, incurred additional costs totaling \$61,652.
- Further, the DPT reports that an additional \$111,958 in unanticipated construction services were incurred by Echo West/Hok Construction and Apersey Construction.
- Comment:** Mr. Kevin Hagerty of the DPT has requested that this item be continued to the Budget Committee meeting on March 8, 1995 in order to allow the DPT additional time to provide the details on the architectural and construction services costs and to clarify the City's liability versus the bonding company's liability for these costs.
- Recommendation:** Continue this item as requested by Mr. Hagerty of the DPT.

Item 7 - File 101-94-62

Department: Board of Supervisors

Item: Ordinance appropriating \$25,000 from the General Reserve Fund to the Board of Supervisors for an Elections Task Force Project for Fiscal Year 1994-95.

Amount: \$25,000

Source of Funds: General Fund Reserve

Description: In November of 1994, the San Francisco voters approved Proposition L, which created an Elections Task Force and authorized the appropriation of \$25,000 to the Elections Task Force to complete its functions. The Elections Task Force is composed of nine members who are appointed, three each, by the Mayor, the Board of Supervisors, and the Registrar of Voters.

In accordance with Proposition L, the Elections Task Force is to prepare one or more plans, in the form of a proposed charter amendment, that will provide the people of San Francisco with a fair and adequate method of electing members of the Board of Supervisors. In preparing these plans, the Elections Task Force shall consider all relevant factors, including but not limited to the costs associated with seeking election to the Board of supervisors, effective representation of the diversity of the City's neighborhoods and communities, the effect on the legislative process of establishing geographical districts within the City, the most appropriate number of supervisorial seats and the compensation provided to the members of the Board of supervisors. In order that the Board of Supervisors may present a charter amendment to voters on this issue at the November 1995 election, the Elections Task Force is to present its plans to the Board of Supervisors by no later than May 1, 1995.

Mr. John Taylor of the Clerk of the Board advises that the Elections Task Force approved the following budget:

Consultant	\$3,000
Temporary Salary	9,000
Postage	2,600
Photocopying	3,000
Office Supplies	450
Meeting Room Rental	450
Demographic and Statistical Information Reserve	<u>1,500</u>
Subtotal	\$20,000
Contingency (25% of above)	<u>5,000</u>
TOTAL	\$25,000

Comments:

1. Mr. Taylor advises that of the amount of \$25,000 to be appropriated to the Clerk of the Board, \$9,000 will be work-ordered to the Registrar of Voters for the Temporary Salary of one full-time staff support position for the Elections Task Force for one individual for an estimated three months at approximately \$3,000 per month. Mr. Taylor advises that this position has been filled since February 9, 1995. Mr. Greg Ridenour of the Registrar of Voters advises that the staff support position for the Elections Task Force will be responsible for answering inquiries, organizing agendas, taking minutes, arranging community meetings, speaking to the press, and conducting research.

2. Ms. Gwen Craig, the Chairperson of the Elections Task Force advises that the Elections Task Force has selected a Consultant, David Binder and Associates, to provide information on request to the Elections Task Force, and to attend all of the Elections Task Force's weekly meetings. The information provided by David Binder and Associates is expected to include statistical analyses of voting trends and voting patterns, and demographics of San Francisco voters and precincts, as well as polling information, and general information about San Francisco voters. Ms. Craig advises that based on the budget of the Elections Task Force, the Elections Task Force offered David Binder and Associates a flat rate of \$3,000 to provide the information listed above. Ms. Craig advises that David Binder and Associates was asked to consult to the Elections Task Force because Mr. David Binder is considered a leading expert on San Francisco voting patterns, polling and demographics. Ms. Craig advises that David Binder and Associates began consulting to the Elections Task Force on February 2, 1995, and will continue through May 15, 1995.

3. As noted above, the budget includes a line item for Demographic and Statistical Information Reserve in the amount of \$1,500. Ms. Margie O'Driscoll, the staff person for the Elections Task Force, advises this Demographic and Statistical Information Reserve has been requested to have sufficient funds available to pay for an in-depth demographic analysis of San Francisco voters, to be conducted by David Binder and Associates, in the event the Elections Task Force decides that they need to draw district lines.

4. As noted above, the budget includes a Contingency of \$5,000, or 25 percent of the budget. Mr. Taylor advises that this Contingency has been requested to have sufficient funds available to pay for the salary of the staff support position to the Elections Task Force, in the event the project length is extended from May 1, 1995 to May 15, 1995, and to pay for the costs associated with an additional set of community meetings if necessary. Each set of community meetings includes five community meetings.

Recommendation: Based on the prior policy decision of the Board of Supervisors, and based on the approval by the electorate of Proposition L, approve the proposed ordinance.

Item 8 - File 101-94-63

Department: Board of Supervisors

Item: Supplemental appropriation ordinance appropriating \$100,000 from the General Fund Reserve for services of the City Attorney's Office, to provide the Board of Supervisors with legal analysis and related support while developing Charter reform.

Amount: \$100,000

Source of Funds: General Fund General Reserve

Description: In January of 1995, the Board of Supervisors approved a motion directing the Clerk of the Board to submit to the Mayor a supplemental appropriation request in the amount of \$100,000, to support the Board's work in considering Charter reform (File 54-94-16). The proposed supplemental appropriation ordinance (File 101-94-63) would provide funds for legal analysis and drafting by the City Attorney, and also for the materials and mailing costs associated with public hearings on a proposed new Charter.

In 1993, the San Francisco electorate approved Proposition N, which supported a Charter reform process and provided for the establishment of a three-member Advisory Committee on Charter Reform, made up of representatives of the Mayor, Board of Supervisors and Chief Administrative Officer. This Advisory Committee drafted a Charter reform proposal which was subsequently rejected by vote of the Board of Supervisors in July of 1994.

In October of 1994, the Board of Supervisors established a Select Committee on Charter Reform, consisting of three members of the Board of Supervisors, in order to draft another Charter reform proposal. According to the Office of the Chair of the Select Committee, the goal of the Select Committee is to have the Board of Supervisors approve a new Charter reform proposal for the November 1995 ballot. According to Mr. Matthew Batkin of the Registrar of Voters, this work must be completed by July 28, 1995 in order for the measure to be placed on the November, 1995 ballot.

The Select Committee will undertake a detailed legal review of the Charter in order to determine which sections of the Charter are appropriate for transfer to the City's Administrative Code, which for revision, and which for deletion. The Committee will also hold public hearings and

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distribute draft copies of revised Charter language to the public for comments. According to the Office of the Chair of the Select Committee, this legal process will require extensive assistance from the City Attorney's Office. Funds for such assistance are not included in the FY 1994-95 budget.

Budget:	City Attorney Staff (est. 812 hours @ \$115.08/hr.*)	\$93,476
	Materials and Printing	5,000
	Postage	<u>1,500</u>
	Total	\$99,976

Requested amount with rounding \$100,000

* The City Attorney's hourly billing rates include salary, fringe benefits, and library and clerical support staff costs.

Comments:

1. The supplemental appropriation request would primarily pay salaries for City Attorney staff through a work order from the Clerk of the Board's Office. Existing City Attorney staff, whose positions are funded by the General Fund, have already been reassigned to the Charter reform project, at an estimated cost of \$93,476. The primary staff assigned to this project are an 8181 Assistant Chief Attorney I, who will be working with the Select Committee full-time for a period of approximately six months. According to Mr. Burke Delventhal of the City Attorney's Office, the City Attorney's Office has hired a temporary replacement 8181 Assistant Chief Attorney I for the six-month period, along with temporary clerical support, to do the work formerly done by staff who have been reassigned to the Charter reform effort.

2. According to the Office of the Chair of the Select Committee on Charter Reform, expenditures have already been incurred against the proposed supplemental appropriation ordinance. As such, the proposed ordinance should be amended to provide for ratification of action previously taken.

Recommendations:

1. Amend the proposed supplemental appropriation ordinance by providing for ratification of action previously taken.

2. Based on the Board of Supervisors' prior policy decision, approve the proposed supplemental appropriation ordinance, as amended.

Item 9 - File 101-94-64

Department: Police Department

Item: Supplemental appropriation ordinance appropriating \$332,600 for materials and supplies and equipment.

Amount: \$332,600

Source of Funds: General Fund General Reserve

Description: In December of 1994, the Board of Supervisors approved a resolution urging the purchase and standard issuance of semi-automatic weapons to all Police Officers of the San Francisco Police Department (SFPD). In January of 1995, the Police Commission approved a resolution authorizing the issuance of semi-automatic weapons as the standard handgun to all Police Officers.

In the past, the SFPD has issued 357 magnum revolvers as the standard handgun to its Police Officers. Revolvers are capable of firing up to six rounds of ammunition before reloading is required. However, a typical semi-automatic handgun (a) is capable of firing much more rapidly than a revolver, (b) can hold up to 15 rounds of ammunition, and (c) can be reloaded in a fraction of the time required to reload a revolver.

Previously, if a San Francisco Police Officer wished to use a semi-automatic handgun, he or she had to acquire such a weapon at his or her own expense. The average cost of a semi-automatic weapon and related equipment (i.e., holster, magazines, magazine holders) ranges from \$500 to \$800, as compared to the standard 357 magnum revolver, which costs approximately \$400. Between 800 and 850 of the SFPD's existing force of 1,888 sworn personnel currently possess semi-automatic handguns. However, because the choice of which weapon to use was left up to each individual officer, there has been no standardization regarding which model of semi-automatic weapon was purchased among the personnel who have purchased their own semi-automatic weapons.

As a result of the San Francisco electorate's passage of Proposition D in June of 1994, which requires a minimum level of 1,971 uniform Police Officers by no later than June of 1995, the SFPD estimates that there will be 2,027 Police Officers, including light-duty officers, on staff by June 30, 1995. The Department estimates that, of the 2,027 Police

Officers, 266 will be new recruits and 14 will be lateral transfers hired as of June 30, 1995.

The SFPD plans to phase-in the purchase and issuance of semi-automatic handguns over a period of three years. In FY 1994-95, semi-automatic handguns will be issued only to the 266 new recruits. In FY 1995-96, the SFPD plans to issue 860 semi-automatic weapons to Police Officers who have not previously purchased their own semi-automatic handguns. In FY 1996-97, the SFPD will issue semi-automatic handguns to the estimated 974 remaining Police Officers who either (a) have not yet been issued a semi-automatic handgun or (b) have previously purchased their own semi-automatic handguns. According to Lieutenant Ryan of the SFPD, it is necessary to purchase semi-automatic weapons for Police Officers who previously purchased their own semi-automatic weapons because of the Department's policy of standardization among semi-automatic handguns. The SFPD's estimated cost for the procurement of approximately 2,100 (based on a planned staff of 2,027) semi-automatic handguns and related equipment is \$1.3 million over a three-year period. The SFPD's schedule for the phased-in issuance of semi-automatic handguns to all Police Officers is as follows:

<u>Year</u>	<u>No. of Weapons to be Purchased</u>	<u>Estimated Cost</u>
FY 1994-95	266	\$159,600
FY 1995-96	860	536,640
FY 1996-97	<u>974</u>	<u>607,776</u>
Total	2,100	\$1,304,016

The SFPD is currently requesting a supplemental appropriation in the amount of \$159,600 for the purchase of 266 semi-automatic handguns and related equipment for SFPD's new recruits hired in FY 1994-95. Funds for the remaining 1,834 (2,100 less 266) semi-automatic handguns to be purchased in FY 1995-96 and FY 1996-97 will be requested through the annual budget process.

In addition, this supplemental request includes \$133,000 for equipment to be used to train Police Officers on how to use semi-automatic handguns and \$40,000 for the ammunition to be used during training.

Budget:

Materials and Supplies

Semi-automatic Handguns and Related Equipment \$159,600

This request would provide funding for 266 semi-automatic handguns and related equipment, including holsters, magazines and magazine holders, at an estimated cost of \$600 per unit.

Ammunition \$40,000

This amount would purchase approximately 333,333 rounds of ammunition at an estimated cost of \$0.12 per round. This ammunition would primarily be used while training the 266 new recruits on how to use the semi-automatic handguns.

Subtotal - Materials and Supplies \$199,600

Equipment

Firearms Training Simulator Machine

This request would provide funding to purchase the Firearms Training Simulator Machine ("F.A.T.S. Machine"), an interactive video shooting simulator machine that would be used to train Police Officers in "shoot, don't shoot" situations and in firearm control techniques using semi-automatic handguns. This system would consist of a five-lane shooting simulator, a VCR, computers, software, student keypads, modified semi-automatic weapons, and a student observation system. This machine could be used to train up to 40 Police Officers simultaneously. Lieutenant Ryan advises that this \$133,000 cost estimate was obtained from Firearms Training Systems, Inc.

133,000

Total Supplemental Appropriation Request \$332,600

Recommendation: Based on the prior policy decision of the Board of Supervisors, approve the proposed supplemental appropriation ordinance.

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Item 10 - File 101-94-65

- Department:** Chief Administrative Officer (CAO)
- Item:** Ordinance appropriating and reserving \$53,700 from the General Fund Reserve for (a) the estimated payment to the CAO of his vested, accumulated vacation and sick leave balances and (b) the related City costs for fringe benefits.
- Amount:** \$53,700
- Source of Funds:** General Fund Reserve
- Description:** This request would appropriate and reserve \$53,700 to pay for 706 hours of vested vacation pay and sick leave pay at \$65.86 per hour for a total of approximately \$46,500 for Permanent Salaries, and approximately \$7,200 for Fringe Benefits including retirement, social security, unemployment and health benefits related to the Permanent Salaries.
- Comments:**
1. The proposed appropriation of \$53,700 was based on the CAO not using any of his accumulated vacation or sick leave days prior to the March 15, 1995 effective date of his retirement. The amount due to the CAO upon retirement would be reduced if the CAO does take vacation or sick leave days before March 15, 1995. Therefore, this appropriation request has been reserved and would remain on reserve until a final calculation of the amount due is paid to the CAO.
 2. The proposed appropriation of \$53,700 was also based on the CAO electing to remain on the City payroll from the date of his retirement, March 15, 1995, until his accumulated vacation and sick leave days are exhausted in lieu of a lump sum payment on March 15, 1995. Therefore, this requested appropriation includes \$3,309 in salary for the 50.24 hours in vacation time that would accumulate during the post retirement period.

However, Steve Nelson of the CAO's Office presently reports that the CAO wishes to take his vested leave pay in a single, lump sum payment rather than to remain on the City's payroll after his effective retirement date. Therefore, the proposed appropriation should be reduced to \$50,391 (\$53,700 less \$3,309).
 3. Further, the proposed appropriation of \$53,700 erroneously includes \$4,302 in Fringe Benefit amounts for retirement, unemployment, medical, health and dental payments. Mr. Akbar Shaikh of the Controller's Office advises that

retirement and unemployment payments for accumulated vacation and sick leave pay are not made in the case of a lump sum payout. Mr. Randall Smith of Health Services advises that, upon retirement, the CAO would be covered under his City health plan. Therefore, the proposed appropriation should be further reduced to \$46,089 (\$50,391 less \$4,302). The total of the recommended reductions is \$7,611 (\$3,309 in Permanent Salaries and \$4,302 in Fringe Benefits).

Recommendations: 1. In accordance with Comment Nos. 2 and 3 above, reduce the proposed appropriation request of \$53,700 by \$7,611 to \$46,089 as follows:

	<u>Amount Requested</u>	<u>Amount Recommended</u>	<u>Recommended Reduction</u>
Permanent Salaries	\$46,500	\$43,191	\$3,309
Fringe Benefits	<u>7,200</u>	<u>2,898</u>	<u>4,302</u>
Total	\$53,700	\$46,089	\$7,611

2. Approve the proposed ordinance as amended.

Items 11 and 12 - Files 101-94-66 and 102-94-11

Department: Department of Human Resources

Items:

1. Item 11, File 101-94-66 - Supplemental Appropriation Ordinance appropriating \$182,885 for Salaries, Fringe Benefits and equipment to allow the Department of Human Resources to Create three positions to support the Workers Compensation Program for fiscal Year 1994-95.
2. Item 12, File 102-94-11 - Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of three positions in the Department of Human Resources, Workers Compensation Division.

Amount: \$182,885

Source of Funds: FY 1994-95 General Fund Reserve

Description: On November 2, 1993, the voters of San Francisco approved Proposition L, which created a Department of Human Resources, and transferred the City's Workers Compensation Division from the Employees Retirement System to the Department of Human Resources.

The Department of Human Resources (HRD) is requesting a Supplemental Appropriation to pay for salaries, fringe benefits and equipment to allow the Department of Human Resources to create three new positions to support the Workers Compensation Program for Fiscal Year 1994-95.

The proposed supplemental appropriation would appropriate \$182,885 for the period February 24, 1995 through June 30, 1995 as follows:

Permanent Salaries	\$43,308
Temporary Salaries	46,600
Mandatory Fringe Benefits	17,982
Equipment	<u>74,995</u>
Total	\$182,885

The following are descriptions of each of the foregoing funding requests.

Permanent Salaries \$43,308
This amount would: (1) fund \$10,116 for the salary of one new 1444 Secretary I position for nine pay periods, (2) fund \$13,932 for the salary of one new 1652 Senior Accountant position for nine pay periods, and (3) fund \$19,260 for the

salary of one new Senior Systems and Procedures Analyst position for nine pay periods for a total cost of \$43,308.

Temporary Salaries \$46,600
This amount would fund \$46,600 for the salaries of four temporary 8141 Claims Adjuster positions for seven pay periods.

Fringe Benefits \$17,982
This amount was calculated based on 20 percent of Permanent Salaries and 20 percent of Temporary Salaries. However, Ms. Victoria Mead of the HRD advises that the Fringe Benefits for Temporary Salaries should be calculated based on eight percent of the Temporary Salaries and not based on 20 percent of the Temporary Salaries. Therefore, the Fringe Benefits for the Temporary Salaries are \$3,728 (.08 x \$46,600). The Fringe Benefits for the Permanent Salaries are \$8,662 (.20 x \$43,308) As such, the total Fringe Benefits for Permanent and Temporary Salaries should be reduced to \$12,390 (\$3,728 + \$8,662) from \$17,982, representing a decrease of \$5,592.

Equipment \$74,995
This amount would fund a total of \$74,995, including \$69,120 for equipment and \$5,875 for Sales Tax, for the purchase of the following equipment: (1) \$29,850 for computer hardware for the file server, network administration workstation, telecommunications router station, and local systems connectivity, as well as providing for network printing capability, tape backups and power supply systems, (2) \$9,680 for computer software to run the above listed hardware, as well as network remote management and virus protection software, (3) \$12,300 for PacBell telecommunications installation charges for a dedicated telecommunications line to link up the two sites of 44 Gough Street and 1155 Market Street, the estimated monthly line usage charges, and telecommunications equipment that would enable 44 Gough Street and 1155 Market Street to "talk to each other" via the telecommunications link, (4) \$9,400 for four PC client workstations, including four personal computers, and access to the local area network and the wide area network required for transmission of data, teleprocessing and timely interchange of management information, (5) \$7,890 for applications software licenses, and network, telecommunications and configuration costs, and (6) \$5,875 for the 8.5 percent Sales Tax.

Attachment 1, provided by the HRD, contains a detailed list of equipment with the related prices supporting the \$74,995 equipment request.

Ms. Kira Shuchom of the HRD advises that the HRD has received approval from the Electronic Information Processing Steering Committee for the purchase of this equipment.

The proposed ordinance (File 102-94-11) would amend the FY 1994-95 Annual Salary Ordinance to establish three new positions in the Department of Human Resources, Workers' Compensation Division as follows :

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Step</u>
1444 Secretary I	1	\$1,022/\$1,237	\$32,286
1652 Senior Accountant	1	\$1,407/\$1,706	\$44,527
1864 Sr. Systems & Procedures Analyst	1	\$1,946/\$2,365	\$61,727

The total estimated annual cost of the three new positions including fringe benefits, is \$166,248 (\$138,540 salaries + \$27,708 fringe benefits) at the top step.

Comments:

1. Attachment 2 is a letter from Mr. Wendell Pryor, Director of the Department of Human Resources, explaining why the addition of three new permanent positions, as well as four new temporary Claims Adjuster positions, or a total of seven new positions, are needed to take over the functions which were being accomplished by the Employees Retirement System (ERS), and why seven positions are not being deleted in the ERS to offset the seven new positions being added by the Department of Human Resources.

Mr. Pryor advises that the 1444 Secretary is being requested to support the Health Service Administrator, who now has oversight over the operations of the Workers Compensation Division (WCD), as well as the Health Service System and the City's health and safety programs. No such position existed prior to the transfer of the WCD to HRD.

Mr. Pryor advises that the 1864 Senior Systems Analyst is being requested in order to evaluate the information system requirements of the WCD, which are critical to the success of the department. An existing management information systems (MIS) position will remain at the Employees

Retirement System (ERS) to respond to the information system needs of the ERS.

Mr. Pryor advises that the 1652 Accountant is critically needed to develop and implement basic accounting services needed by the WCD.

Mr. Pryor advises that the four temporary Claims Adjuster positions are being requested in order to clear up and close a backlog of cases, thereby reducing the ongoing caseload. Mr. Pryor states that in the HRD proposed FY 95-96 budget, these four Claims Adjuster positions are requested for three months. Therefore the Budget Analyst recommends that the four temporary Claims Adjuster positions be approved as limited duration positions.

2. As noted above, the proposed expenditures for the Permanent Salaries of the 1444 Secretary I, the 1652 Senior Accountant, and the 1864 Sr. Systems & Procedures Analyst were based on nine pay periods. Ms. Victoria Mead of the Department of Human Resources advises that the staff will be hired effective May 20, 1995, and will work for 7.5 pay periods. As such, the amount required for Permanent Salaries is \$35,955, or \$7,353 less than the requested \$43,308.

3. As noted above, the proposed expenditures for the Temporary Salaries of four 8141 Claims Adjusters were based on seven pay periods. Ms. Mead advises that two of the 8141 Claims Adjusters will begin on May 20, 1995 and will work for 7.5 pay periods, and two of the 8141 Claims Adjusters will begin on April 8, 1995, and work for six pay periods. As such, the amount required for Temporary Salaries is \$44,982, or \$1,618 less than the requested \$46,600.

4. As noted above, the Fringe Benefits should be calculated based on eight percent of Temporary Salaries and 20 percent of Permanent Salaries. Based on the decrease of \$7,353 in Permanent Salaries from \$43,308 to \$35,955, the Fringe Benefits for Permanent Salaries are \$7,199. Based on the decrease of \$1,618 in Temporary Salaries, from \$46,600 to \$44,982, the Fringe Benefits for Temporary Salaries are \$3,599 for total Fringe Benefits of \$10,798 (\$7,199 + \$3,599), or \$7,184 less than the requested \$17,982.

Recommendation: 1. Amend the proposed ordinance to reduce the supplemental appropriation request as follows: (1) reduce Permanent Salaries by \$7,353 from \$43,308 to \$35,955,

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reduce Temporary Salaries by \$1,618 from \$46,600 to \$44,982, and (3) reduce Fringe Benefits by \$7,184 from \$17,982 to \$10,798 for a total reduction of \$16,155 from \$182,885 to \$166,730 (101-94-66).

2. Amend the Annual Salary Ordinance to make the four proposed Claims Adjusters positions limited duration positions.

3. Approve the proposed ordinance as amended.

DEPARTMENT OF HUMAN RESOURCES MIS: WORKERS' COMPENSATION SUPPLEMENTAL APPROPRIATION FY 94-95

Page 1	of 1			WCD	Supplemental	
CHAR	OBJ	SUB	DESCRIPTION	QTY No.	Unit Cost Total	FY 94-95 Total
10			NON-PERSONAL SERVICES			
22			CAPITAL OUTLAY			
	220		Equipment Purchase			
		2231	Computer Equipment for DHR-WCD Systems Connectivity			
			Network File Server 32MB RAM, 2 - 2GB Hard Drives	1	14,000	14,000
			Network Administration Workstation with Network Card	1	2,350	2,350
			MPR + Router Hardware	1	4,000	4,000
			Network Printer with JetDirect Card	1	4,000	4,000
			Ethernet Hub for Network	1	2,500	2,500
			UPS (Power Supply) and Tape Backup Units	1	3,000	3,000
			Network Hardware Sub-Total			29,850
			Network Software, Netware v3.12	1	4,800	4,800
			Novell MPR + WAN Software	2	1,080	2,160
			Intel LANdesk Manager	1	1,020	1,020
			Intel Virus Protection	1	880	880
			Cheyenne ArcServe Tape Backup Software	1	1,020	1,020
			Network Software Sub-Total			9,680
			PacBell Telecommunications Installation (estimate)	1	3,000	3,000
			High Speed Modems DSU/CSU & Synch Adapter	2	2,000	4,000
			Site Cabling Charges (per Network device/user, estimate)	10	350	3,500
			Telecommunications Line Charges (per month, estimate)	6	300	1,800
			Telecommunications Sub-Total			12,300
			On-Site PC Client Workstations with Network Cards			
		for MIS Business Systems Analyst	1	2,350	2,350
		for MIS Technical Support	1	2,350	2,350
		for Health & Safety Administrator (Bill Lee)	1	2,350	2,350
		for Administrative Assistant (Pat Gomez)	1	2,350	2,350
			PC Client Workstation Sub-Total	4		9,400
			Applications Software Licenses (Network and per user)	6	815	4,890
			Network & Telecommunications Installation & Configuration (in Hours)	24	125	3,000
			Miscellaneous Charges Sub-Total			7,890
			Pre-Tax Sub-Total			69,120
			Sales Tax @ 8.5%			5,875
			TOTAL REQUESTED			74,995



City and County of San Francisco



Department of Human Resources

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

February 22, 1995

Mr. Harvey Rose
Budget Analyst
1390 Market Street, Ste. 1025
San Francisco, CA 94102

Dear Mr. Rose:

You have asked for a written statement from me concerning the new positions which this department has requested in a supplemental appropriation request to the Board of Supervisors. As I understand it, your question concerns why none of these positions can be transferred from the Employees Retirement System. In response, the following explanation is provided.

The 1444 Secretary is being requested as clerical and administrative support for the Health Service Administrator, Bill Lee, who now has oversight of the operations of the Workers Compensation Division (WCD), as well as the Health Service System and the City's health and safety programs. No such position existed prior to the transfer of the WCD to DHR.

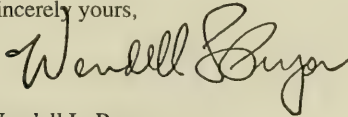
The 1864 Senior Systems Analyst is being requested in order to evaluate the information system requirements of the WCD, which are critical to the success of the program. Although the ERS staff apparently includes an MIS professional, this position has not been predominantly concerned with the information systems at the WCD, and, moreover, will remain at ERS to continue to respond to the information system needs of the Employees Retirement System.

The 1652 Accountant is critically needed to develop and implement basic accounting systems at the WCD. ERS accountants have performed most of the basic accounting services needed by the WCD in the past, but these accounting activities have not been well integrated with the Bill Paying Unit of the WCD. Moreover, these accounting services were completely funded by the Retirement Trust Fund. The Workers Compensation Division, which has now been transferred to HRD, had been the only ERS division funded by the General Fund. Therefore, there may be reason to question the scope of accounting services which continue to be needed at the Employees Retirement System, and funded by the Retirement Trust Fund, in light of the transfer of the WCD to HRD; however, no General Fund savings would result from reducing ERS accounting services, and it is not possible to transfer employees (or funds) from the Retirement Trust Fund to HRD in order to provide the necessary accounting services for HRD.

Finally, with respect to the four temporary adjusters, these are short term positions which are expected to reduce a backlog of cases at the WCD which could be closed, thereby reducing the average caseload per adjuster in order to improve the effectiveness of claims administration. These positions did not exist at the Workers Compensation prior to its transfer to HRD; clearly, if the WCD had employed additional adjusters at an earlier date, there would be a smaller backlog of claims which should be closed.

Should you require additional information, please contact me.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Wendell Pryor". The signature is written in a cursive style with a large, prominent "W" and "P".

Wendell L. Pryor
Director of Human Resources

WLP:vm

Item 13 - File 101-94-68

Department: San Francisco International Airport

Item: Ordinance appropriating \$26,000,000 from Airport Revenue Bond proceeds to Capital Improvement Projects to refund outstanding San Francisco Airport Improvement Corporation (SFAIC) bonds at a lower rate as part of the Airport's purchase of an American Airline's Superbay Hangar for fiscal year 1994-95.

Amount: \$26,000,000

Source of Funds: San Francisco International Airport Second Series Revenue Bond proceeds

Description: In 1970, the San Francisco Airport Improvement Corporation (SFAIC) issued \$30,000,000 in SFAIC Bonds for the purpose of financing the costs of acquiring, constructing and developing a Superbay Hangar and related facilities for American Airlines at the San Francisco International Airport. The Airport now wishes to acquire the Superbay Hangar from American Airlines.

The Board of Supervisors previously approved the issuance of up to \$26,000,000 aggregate principal amount of San Francisco International Airport Second Series Revenue Bonds by the Airports Commission, for the purpose of purchasing the Superbay Hangar currently owned by American Airlines through the San Francisco Airport Improvement Corporation (SFAIC) (File 170-94-18). This issuance is scheduled to occur on March 21, 1995.

The proposed ordinance would appropriate \$26,000,000 in proceeds from this bond sale to be expended as follows: (1) to refinance \$21,600,000 in outstanding, high interest rate SFAIC bonds at current, lower interest rates as part of the purchase of the Superbay Hangar, and pay for \$1,055,000 in accrued interest when the SFAIC bonds are redeemed for a total of \$22,655,000, (2) to pay for a debt service reserve fund of \$2,495,000, and (3) to pay for \$850,000 in issuance costs for professional and special services associated with the issue of the bonds.

The Airports Commission has entered into a Memorandum of Understanding with American Airlines to purchase the Superbay Hangar for an \$8 million dollar cash payment and the assumption of \$21,600,000 in outstanding debt on the SFAIC bonds issued in 1970 for the original purchase of the

Superbay Hangar by American Airlines. When the SFAIC bonds are redeemed on March 21, 1995, the Airport must also pay an estimated \$1,055,000 in accrued interest.

The interest rate on the outstanding SFAIC bonds is 8.5 percent. Mr. David Glasser of the Airport states that the latest estimated interest rate for the projected \$26,000,000 bond sale scheduled for March 21, 1995 is approximately 6.6 percent with bond insurance. The Airport wishes to take advantage of these lower rates by redeeming the 8.5 percent SFAIC bonds and issuing new bonds at the estimated 6.6 percent interest rate. The total cost of the debt service for the \$26,000,000 in Airport Revenue Bonds to be paid over a 30 year period would be approximately \$60,500,000 based on an estimated interest rate of 6.6 percent. The average annual debt service would be approximately \$2,000,000.

The debt service reserve fund is set by the Airport to be equal to the maximum annual debt service on the bonds. The fund would be used to pay debt service costs in the event of insufficient revenues in any one year. The actual amount of the fund will be based on debt service terms determined at the time the bonds are sold on March 21, 1995. The amount required for the bond reserve fund is estimated at \$2,495,000, assuming the bonds are refinanced at a 6.6 percent interest rate.

Professional and special services costs associated with the bond issue include an estimated \$350,000. Mr. Glasser states that the Airport will use a financial team to provide financial advisors, bond counsel, airport consulting and trustee services. Member firms of this team were selected through a competitive process. The firms selected, the estimated contract amounts and the MBE/WBE status of the contractors are as follows:

<u>Financial Team Member</u>	<u>Estimated Contract Amount</u>	<u>Percent of Total</u>	<u>MBE/WBE Status</u>
Co-Financial Advisors			
Lazard Freres & Co.	\$102,050	29.2%	—
Grigsby Branford & Co.	39,950	11.4	MBE
Co-Bond Counsels			
Orrick, Herrington & Sutcliffe	89,700	25.6	—
Law Offices of Pamela Jue	48,300	13.8	WBE
Airport Consultant			
John F. Brown Company	60,000	17.2	—
Trustee			
First Interstate Bank of California	<u>10,000</u>	<u>2.8</u>	—
TOTAL	\$350,000	100.0%	

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BUDGET ANALYST

The Airport has multiyear contracts with all member firms and has used their services for its last 7 bond issues.

In addition to the \$350,000 noted above, Mr. Glasser further advises that the underwriting firm will be selected based on the lowest interest rate bid on the March 21, 1995 sale date. Bond insurance, or credit enhancement, if purchased, would raise the rating of the bonds, lowering the financing costs. Insurance will only be purchased if the savings in financing costs are greater than the cost of the insurance. Mr. Glasser estimates that the underwriting fee, including insurance, will total \$500,000.

In summary the proposed supplemental appropriation request would appropriate \$26,000,000 as follows:

Refunding Escrow Account for Bond	
Refinancing Including Interest	\$22,655,000
Debt Service Reserve Fund	2,495,000
Professional & Special Services	
Including Underwriting Fees	<u>850,000</u>
Total	\$26,000,000

Comment:

Mr. John Martin of the Airport advises that the above-noted, requested appropriation amounts represent estimates and any proceeds remaining after the bond issue is completed would be returned to the Airport's Unappropriated Revenue Bond Funds and would be subject to future appropriation approval by the Board of Supervisors.

Recommendation: Approve the proposed ordinance.

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Item 14 - File 101-94-69

Department: Department of Public Health (DPH)
Division of Mental Health, Substance Abuse and Forensics

Item: Supplemental Appropriation Ordinance appropriating \$180,000 of Medi-Cal revenue and \$220,000 from the General Fund Reserve for salaries, fringe benefits, professional and non-personal services, materials and supplies and services of other departments for the Department of Public Health's Center for Special Problems; and providing for ratification of action previously taken.

Amount: \$400,000

Source of Funds: Medi-Cal revenues (\$180,000) and General Fund Reserve (\$220,000)

Description: During preparation of the FY 1994-95 departmental budget, the DPH reduced funding for the Division of Mental Health, Substance Abuse and Forensics' Center for Special Problems by \$800,000. As a result of this reduction in funding, the Center for Special Problems was scheduled to be eliminated effective July 1, 1994. However, surplus funds from previously budgeted premium pay for Police Officers, in the amount of \$400,000 was subsequently identified by the Budget Committee of the Board of Supervisors, enabling the Offender Programs at the Center for Special Problems to continue operating for the first six months of FY 1994-95 (July 1, 1994 through December 31, 1994).

The Offender Programs at the Center for Special Problems provide psychiatric treatment and case management to assaultive and violent mentally ill offenders who are Court-ordered to receive treatment, to adults who sexually abuse children and HIV services to those foregoing populations. There are approximately 290 persons currently enrolled in the Offender Programs.

The Board of Supervisors previously approved a resolution urging the DPH to request and urging the Mayor to approve a supplemental appropriation in the amount of \$400,000 to continue the Offender Programs at the Center for Special Problems through June 30, 1995 (File 30-94-24).

The proposed supplemental appropriation request would appropriate \$400,000 for the Center for Special Problems retroactive for the period January 1, 1995 through June 30, 1995, as follows:

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BUDGET ANALYST

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Permanent Salaries	\$216,891
Mandatory Fringe Benefits	54,223
Professional Services	54,000
Other Non-Personal Services	70,386
Materials and Supplies	3,000
Services of Other Dept. - Reproduction	<u>1,500</u>
	\$400,000

The following provides details of each of the foregoing funding requests:

Permanent Salaries (\$216,891)

Mr. Larry Doyle of the DPH reports that based on the current staffing level at the Center for Special Problems, the actual amount required for permanent salaries is \$186,329 or \$30,562 less than the \$216,891 requested amount. The \$186,329 would fund the following full time existing positions retroactive for the period January 1, 1995 to June 30, 1995:

	<u>FTE</u>	
1426 Senior Clerk Typist	0.5	\$16,939
2932 Senior Psychiatric Social Worker	0.5	20,995
2930 Psychiatric Social Worker	0.5	26,799
2232 Senior Physician Specialist	0.5	52,585
2574 Clinical Psychologist	0.5	38,775
2593 Health Program Coordinator	0.5	14,694
2736 Porter	<u>0.5</u>	<u>15,542</u>
Total	3.5	\$186,329

Fringe Benefits (\$54,223)

This amount should be reduced by \$7,641 from \$54,223 to \$46,582 or 25 percent of the actual amount of permanent salaries required of \$186,329

Professional Services (\$54,000)

This amount would pay for psychological testing materials and psychological testing services.

<u>Budget</u>	<u>Expended as of 1/31/95</u>	<u>Projected Expenditure 2/1/95 - 6/30/95</u>	<u>Total Expenditure</u>	<u>Estimated Budget Deficiency</u>
\$52,021	\$52,021	\$54,000	\$106,021	\$54,000

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Other Non-Personal Services (\$70,386)

This amount would be used to pay for rent, telephone costs, scavenger services etc.

<u>Budgeted Amount</u>	<u>Expended as of 1/31/95</u>	<u>Projected Expenditure 2/1/95 - 6/30/95</u>	<u>Total Expenditure</u>	<u>Estimated Budget Deficiency</u>
\$184,590	\$164,521	\$81,674	\$246,195	\$61,605

Based on the Budget Analyst's estimated budget deficiency of \$61,605, the supplemental appropriation request for Other Non-Personal Services should be reduced by \$8,781, from \$70,386 to \$61,605.

Materials and Supplies (\$3,000)

This amount would be used to pay for various office supplies.

<u>Budgeted Amount</u>	<u>Expended as of 1/31/95</u>	<u>Projected Expenditure 2/1/95 - 6/30/95</u>	<u>Total Expenditure</u>	<u>Estimated Budget Deficiency</u>
\$15,000	\$9,943	\$7,000	\$16,943	\$1,943

Based on the Budget Analyst's estimated budget deficiency of \$1,943, the supplemental appropriation request for Materials and Supplies should be reduced by \$1,057, from \$3,000 to \$1,943.

Reproduction (\$1,500)

This amount would be used to pay for printing patient forms and program materials.

<u>Budgeted Amount</u>	<u>Expended as of 1/31/95</u>	<u>Projected Expenditure 2/1/95 - 6/30/95</u>	<u>Total Expenditure</u>	<u>Estimated Budget Deficiency</u>
\$3,500	\$3,500	\$1,500	\$5,000	\$1,500

Comment:

As noted above, the actual amount required for permanent salaries is \$186,329. As such, the proposed ordinance should be amended to reduce the amount of permanent salaries by \$30,562 from \$216,891 to \$186,329. The fringe benefit amount should also be reduced by \$7,641 from \$54,223 to \$46,582 to correspond to the decrease in permanent salaries. Additionally, the proposed ordinance should be amended to reduce the other non-personal Services amount by \$8,781 and

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the materials and supplies amount by \$1,057. The total request of \$400,000 should be reduced by \$48,041 to \$351,959.

- Recommendations:**
1. Amend the proposed ordinance to (1) reduce the amount of Permanent Salaries by \$30,562 from \$216,891 to \$186,329 and the amount of Fringe Benefits by \$7,641 from \$54,223 to \$46,582, and (2) reduce the amount of Other Non-Personal Services by \$8,781 from \$70,386 to \$61,605 and (2) the amount of Materials and Supplies by \$1,057 from \$3,000 to \$1,943, for a total reduction of \$48,041.
 2. Based on the Board of Supervisors prior policy decision to continue this program, including its previously approved resolution requesting that this supplemental appropriation be submitted, approve the proposed ordinance as amended.

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Item 15 - File 101-94-33.1

Note: This item was continued at the January 25, 1995, Budget Committee Meeting.

Department: District Attorney

Item: Supplemental appropriation ordinance for salaries and fringe benefits; subject of previous budget denial.

Amount: \$496,889

Source of Funds: General Fund-General Reserve

Description: As previously reported to the Budget Committee on November 30, 1994, the District Attorney's Fiscal Year 1994-95 General Fund budget request for Criminal and Civil Prosecution and Administration salaries, was reduced by a total of \$957,750, from \$10,966,463 to \$10,008,713.

At the Budget Committee meeting of November 30, 1994, the District Attorney requested an additional \$1,650,000 including salaries of \$1,377,000, fringe benefits of \$255,000 and training of \$18,000.

Based on the recommendations of the Budget Analyst, the Budget Committee recommended that the District Attorney be granted \$1,153,111 of the \$1,650,000 request, including salaries of \$957,750, fringes of \$177,361 and training funds of \$18,000. Based on the Mayor's budget instructions, this amount fully restored the District Attorney's budget to his 1994-95 budget request. The \$1,153,111 request was subsequently approved by the Board of Supervisors.

The Budget Analyst recommended that the remaining balance of the \$1,650,000 request, or \$496,889 be denied. The Budget Committee, instead, continued the balance of the District Attorney's request of \$496,889, including \$419,250 in salaries and \$77,639 in fringe benefits. Further, the Budget Committee requested that the Budget Analyst verify the savings that the District Attorney would achieve from his Weekend Rebooking Program, since the District Attorney advised the Budget Committee that he would have to eliminate the Weekend Rebooking Program if the Budget Committee accepted the recommendations of the Budget Analyst.

The Budget Analyst has determined the following information regarding the Weekend Rebooking Program:

1. The Weekend Rebooking Program is one component of a three component Expedited Rebooking Program used by the District Attorney's Office to reduce the rebooking time period to one court day (approximately 24 hours) from the statutorily mandated two-court-day, non-expedited system. The other two components of the Expedited Rebooking Program are (1) Narcotic Cases Rebooking, whereby the head of the Narcotics Unit performs rebookings of felony narcotics cases, and (2) Expedited Weekday Rebooking, whereby on each weekday, a Principal Attorney in the District Attorney's Office is detailed to assist in rebooking in order to achieve the rebooking within 24 hours. The purpose of the Expedited Rebooking Program is to reduce the number of County Jail incarcerations.

2. The rebooking activity of the District Attorney's Office results in as many as fifty percent of defendants being held on felony charges being released as a result of the case being discharged (charges are dropped) or the charges being reduced to a misdemeanor, thus permitting the defendant to be cited out by the Sheriff's Office. Rebooking thus results in a reduced number of incarcerations and the Expedited Rebooking Program further reduces the number of incarcerations.

3. According to Ms. Bridget Bane of the District Attorney's Office, between 1987 and 1992 there was a dedicated Expedited Rebooking Program Unit within the District Attorney's Office. However, since 1992, prosecution staff within the District Attorney's Office have been detailed for service in the Expedited Rebooking Program. Ms. Bane has provided the Budget Analyst with staffing data showing that approximately 1.2 FTE positions are dedicated to weekend rebooking and approximately 1.2 FTE positions are dedicated to expedited weekday rebooking, for a total of 2.4 FTE positions, including nonprogram time (training, vacations, sick leave, etc.). Ms. Bane further reports that approximately 0.6 of a FTE position is dedicated to felony narcotics cases in connection with rebooking and that approximately 0.75 FTE positions provide support to the Expedited Rebooking Program. Personnel costs for the attorney and support positions allocated to the Expedited Rebooking Program are as follows:

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<u>Title</u>	<u>Classification</u>	<u>FTE</u>	<u>Salary at Top Step</u>	<u>Total Annual Salary Costs</u>
Principal Attorney	8180	3.00	\$98,136	\$294,408
Legal Secretary II	1460	<u>0.75</u>	\$48,363	<u>36,272</u>
		3.75		\$330,680

The total estimated annual cost of the Expedited Rebooking Program, including \$330,680 in salaries and \$60,184 in fringe benefits, is \$390,864.

4. However, whether the District Attorney's Office accomplishes rebooking on an expedited basis within approximately 24 hours or within the statutory limit of two court days, the number of rebooking cases remains the same - the only variable is how quickly the rebooking occurs. Since the number of cases is the same, the only difference in the staffing required to perform rebooking under an expedited or non-expedited process is the relative efficiency of each system. The Budget Analyst estimates that the maximum additional cost of the Expedited Rebooking Program, compared to rebooking on a non-expedited basis, is \$150,000, including the cost of one FTE Principal Attorney position. The District Attorney's Office does not concur with this estimate and states that the additional cost of the Expedited Rebooking Program is \$390,864 as shown above.

5. The District Attorney's Office has performed an analysis of the costs avoided in calendar year 1994 due to Weekend Rebooking Program activities. That analysis shows that approximately \$407,600 in jail overcrowding fines were avoided by such rebooking. The Budget Analyst has reviewed that analysis and concurs with these approximate savings for calendar year 1994.

6. The jail overcrowding fine rate in effect through November 30, 1994, was \$300 per inmate, per day. Effective December 1, 1994, the rate for jail overcrowding was increased to \$2,500 per inmate, per day, and is scheduled to increase to \$5,000 per inmate per day in April of 1995. Sergeant Ridgeway of the Sheriff's Department reports that between October 31, 1994, and February 23, 1995, the City was assessed only one fine of \$300 for jail overcrowding, which occurred in the month of November, 1994. However, Sergeant Ridgeway advised that November and December are typically light months for incarcerations. Sergeant

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Ridgeway has provided the Budget Analyst with a list of actions taken by the City to alleviate jail overcrowding (see Attachment).

Comments:

1. Because this request was the subject of previous budgetary denial, approval of this request would require a two-thirds affirmative vote by the Board of Supervisors.
2. As previously stated, the District Attorney's Office original request of \$1,650,000 included salaries of \$1,377,000, \$957,750 of which has already been approved by the Board of Supervisors. The District Attorney's Office has stated that its objective is to have its FY 1994-95 budget increased to the level of the FY 1993-94 revised budget level. The FY 1993-94 revised funding for salaries in the District Attorney's Office was \$11,245,597 (\$11,329,642 less \$84,045 for two positions deleted as a result of the Budget Analyst's Zero Based Budget recommendations). However, the requested amount of \$1,377,000 in salaries would increase the Department's FY 1994-95 funding for salaries to \$11,385,713 (\$10,008,713 approved in the FY 1994-95 Budget plus \$1,377,000 from the Department's requested supplemental). Thus, the Department would be funded \$140,116 for salaries in FY 1994-95 in excess of the amount of its revised FY 1993-94 Budget (\$11,385,713 less \$11,245,597).
3. Therefore, since the District Attorney's Office has advised the Budget Analyst that its objective is to have its FY 1994-95 budget increased to the level of the FY 1993-94 revised budget level, as a minimum, the proposed supplemental appropriation request should be reduced by the amount of \$165,617 (\$140,116 in salaries plus \$25,501 in fringe benefits), or from \$496,889 to \$331,272. The District Attorney's Office concurs with this reduction.
4. As previously noted, the Budget Analyst estimates that the additional costs of the Expedited Rebooking Program are \$150,000, including the costs for one Principal Attorney, in contrast to the District Attorney's Office estimated additional costs of \$390,864.
5. At the Budget Committee meeting of February 8, 1995, the District Attorney reported that his Office would need \$267,000 of the requested \$496,689 to finish out the fiscal year. The Budget Committee expressed an interest in funding the District Attorney's Office in the amount of \$200,000.

6. Ms. Bane reports that if the District Attorney's Office is provided additional funding in the amount of \$200,000, \$170,600 would be allocated to salaries and \$29,400 would be allocated to mandatory fringe benefits.

7. The previous action of the Board of Supervisors, to approve supplemental funding in the amount of \$1,153,111 of the District Attorney's total \$1,650,000 request, including salaries of \$957,750, fringe benefits of \$177,361, and training funds of \$18,000, has already fully restored the District Attorney's budget to his FY 1994-95 budget request which was submitted consistent with the Mayor's budget instructions. Except for the Police and Library Departments, which received voter mandates by the San Francisco electorate, no other City and County department has received such a full budget restoration as has been recommended by the Budget Analyst for the District Attorney.

- Recommendations:**
1. For the reason stated in Comment No. 7 above, disapprove this request.
 2. If the Committee decides to approve \$200,000 of this supplemental appropriation request in accordance with Comment No. 5 above, reduce the requested amount of \$496,889 by \$296,889 as follows:

	<u>From</u>	<u>To</u>	<u>Savings</u>
Salaries	\$419,250	\$170,600	\$248,650
Fringe Benefits	<u>77,639</u>	<u>29,400</u>	<u>48,239</u>
Total	\$496,889	\$200,000	\$296,889

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

415 - 554 - 7225

Date: Thursday, January 12, 1995

To: Stan Jones
Budget Analyst's Office
San Francisco Board of Supervisors

From: Sgt. Richard Ridgeway, Financial Services Manager,
Office Of San Francisco Sheriff

Re: Changes That Reduce Jail Population

First of all, I wanted to apologize for not getting this information to you sooner. Our department is in the process of packing and being moved, while I have been trying to gather the information that you requested. Obviously, there has been repeated interruptions.

The programs that are on-going, which have an impact on our reducing jail over crowding are as follows:

- a) Expansion of SWAP: Allowing more participation.
- b) Expansion of County Parole: More inmates eligible.
- c) Accelerated Probation Reports: Reports processed faster, to increase volume.
- d) Continuation of Residential Beds: Inmates removed the jail after being assessed by the Sheriff's Department and County Parole for placement.
- e) Cite out of all non-violent misdemeanor warrants: Individual given a court appearance date, rather than waiting in jail.
- f) District Attorney re-bookings on Weekends and Evenings: releases those individuals from jail, when the District Attorney intends to drop the charges.
- g) Citation Release: After not meeting the department's qualification for cite, the individuals are reviewed by "Super Cite", and if they meet their standards, are cited and released.
- h) OR: Release on their Own Recognizance, after being reviewed by and approved by the judge on duty, the individual is released.
- i) Bail Commissioner
- j) Court Ordered Early Release: where the inmates serve only 70% of their sentence.

Items 16 and 17 - Files 216-95-1 and 216-95-1.1

Items:

Item 16, File 216-95-1 - Resolution adopting final negative declaration, finding and determining that the new 911 Emergency Dispatch Center on the property located at 1003 Turk Street in the Margaret S. Hayward Playground, Assessor's Block 759, Lot 1, will have no significant impact on the environment, and adopting and incorporating findings of final negative declaration.

Item 17, File 216-95-1.1 - Ordinance (1) selecting and setting aside certain real property at 1003 Turk Street in the Margaret S. Hayward Playground, Assessor's Block 759, Lot 1, for the construction and operation of a new combined Emergency Communications Center, (2) adopting findings that such project is in conformity with the Master Plan and consistent with the eight Priority Policies of City Planning Code Section 101.1, and (3) adopting and incorporating findings pursuant to the California Environmental Quality Act.

Description:

The Board of Supervisors, pursuant to Section 6a of Article XIV of the 1898 and 1929 Charters and Sections 11.101 and 11.102 of the 1932 Charter, has the authority to select and set aside by ordinance real property in the Margaret S. Hayward Playground, formerly known as Jefferson Square, Assessor's Block 759, Lot 1 (the "Hayward Playground"), for the construction of buildings and related improvements. This site would serve as a central fire alarm and police communications center to allow for effective responses to City-wide emergencies. Hayward Playground is Recreation and Park Department land bounded by Golden Gate Avenue, Eddy Street, Laguna Street and Gough Street.

The Board of Supervisors previously set aside real property located in Hayward Playground for the construction and operation of the Central Fire Alarm Station and the Interim Emergency Command Center (a temporary building). The Central Fire Alarm Station currently houses the Fire Department Dispatch Unit and the Department of Electricity and Telecommunications (DET) Support Services. The Interim Emergency Command Center is currently occupied by the Mayor's Office of Emergency Services. The proposed ordinance (File 216-95-1.1) would set aside additional real property in Hayward Playground for the construction and operation of a new 911 Combined Emergency Dispatch Center, which is a computer-aided dispatch system for police, fire and emergency medical services.

The property in Hayward Playground is needed for the construction of the new 911 Center because, although there is sufficient space on the property previously set aside by the Board of Supervisors for the Central Fire Alarm Station and the Interim Emergency Command Center to construct the new 911 Center, the functions currently located at the Central Fire Alarm Station and the Interim Emergency Command Center must remain operational during the construction of the new 911 Center. After the completion of the new 911 Center, the functions currently located at the Central Fire Alarm Station and the Interim Emergency Command Center will be relocated to the new 911 Center.

The additional property to be set aside for the construction of the new 911 Center is the present location of Recreation and Park facilities, including two basketball courts and one volleyball court. In addition, there are tennis courts and a soccer field immediately adjacent to the property on which the new 911 Center is to be built. According to Mr. Joel Robinson of the Recreation and Park Department, the two basketball courts and the volleyball court will be temporarily relocated to a portion of the existing soccer field, thereby reducing the size of the soccer field by approximately 1,300 square feet, during the construction of the new 911 Center. Under the proposed ordinance (File 216-95-1.1), following the completion of the new 911 Center, the basketball and volleyball courts would be permanently constructed on the roofs of the Central Fire Alarm Station and the Interim Emergency Command Center, the top floors of which are scheduled to be demolished after the new 911 Center is completed.

In November of 1994, the Department of City Planning adopted and issued a final negative declaration for the construction of the 911 Center at the site on Hayward Playground, wherein the Department of City Planning concluded that there is no substantial evidence that the 911 Center construction project could have a significant effect on the environment. The proposed resolution (File 216-95-1) would provide for the adoption of this final negative declaration by the Board of Supervisors.

In December of 1994, the City Planning Commission adopted a resolution, wherein the Planning Commission found that the construction of the 911 Center is in conformity with the City's Master Plan and is consistent with the Eight Priority Policies of City Planning Code Section 101.1. The proposed ordinance (File 216-95-1.1) would also adopt these findings of the Planning Commission.

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Comments:

1. The Office of the Chief Administrative Officer (CAO) estimates that the total project costs for constructing the 911 Combined Emergency Dispatch Center will be \$58,109,000, as follows:

Construction Costs	\$13,220,000
Furnishings, Fixtures & Equipment	1,000,000
Computer Equipment	29,868,000
Project Management - CAO's Office	946,000
Controller's ISD	846,000
Conversion Costs	280,000
Lease Financing Costs	<u>11,949,000</u>
Total	\$58,109,000

Of the approximately \$58.1 million total estimated cost of the new 911 Center, approximately \$49.0 million will come from lease financing that will be repaid from 911 Emergency Response Fee Revenues, and approximately \$2.1 million will come from 1992 Fire Protection Bond funds that can be applied to this project, for a total of approximately \$51.1 million from those two funding sources. The balance needed of approximately \$7.0 million (\$58.1 million less \$51.1 million) is anticipated to come from the City's General Fund.

2. Mr. Ralph Jacobson of the CAO's Office advises that the estimated cost to build the temporary and permanent recreational facilities to replace the recreational facilities currently located at the proposed site of the new 911 Center is approximately \$600,000. According to Mr. Jacobson, this cost is included in the \$13,220,000 construction cost noted above.

3. According to Mr. Robinson, in order to mitigate against the disruption that will be caused by the construction of the new 911 Center in Hayward Playground, residents of the Western Addition District have requested \$1 million for the construction of improvements, including (a) re-landscaping and installing new lighting for the soccer field, (b) rehabilitating the existing clubhouse, (c) installing new playground equipment, and (d) constructing accessibility improvements. Mr. Jacobson advises that, as noted above, \$600,000 has been included in the budget for the new 911 Center in order to build interim and permanent basketball and volleyball courts, resurface the existing tennis courts and resurface the soccer field. However, according to Mr. Jacobson, there are not sufficient funds in the current budget for the additional improvements requested by the Western Addition District. However, the CAO's Office would be

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willing to make these extended improvements if an additional source of funds could be identified.

Recommendation: Approval of the proposed resolution (File 216-95-1) and the proposed ordinance (File 216-95-1.1) are policy matters for the Board of Supervisors.

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Item 18 - File 185-95-1

Department: Mayor's Office of Children, Youth and their Families (MOCYF)

Item: Resolution approving the Fiscal Year 1995-96 Children's Services Plan for the San Francisco Children's Fund in accordance with Charter Section 6.415.

Description: Proposition J, commonly known as the "Children's Amendment," was approved by the electorate in November, 1991. The Children's Amendment amended Section 6.415 of the Charter to require the establishment of the San Francisco Children's Fund. The San Francisco Children's Fund augments the existing level of expenditures for services and programs for children.

The Children's Amendment requires that the Mayor submit to the Board of Supervisors, by December of each year, a "Children's Services Plan" for the next fiscal year to specify the goals and objectives to be achieved through expenditures from the Children's Fund, to outline proposals for expenditures from the Children's Fund and to recommend City departments to administer the funded programs. The proposed resolution would approve the Fiscal Year 1995-96 Children's Services Plan.

The proposed FY 1995-96 Children's Services Plan budgets a total of \$13,840,000 and identifies four areas of priority for the coming year. These four areas are:

(1) *School Readiness*

School Readiness programs would be designed to ensure that children, particularly low-income children, are prepared to enter school with the social, mental, emotional, and intellectual skills they need. Programs in this area would be oriented toward children from birth to kindergarten age. School Readiness would receive a total of \$2,526,500.

(2) *After School Child Care and After School Enrichment*

After School programs would be designed to ensure that young children (ages six to twelve) have access to adequately supervised care and enriched activities while their parents are at work. After School programs would receive a total of \$2,875,500, including \$60,000 in funding for the new Beacon Centers initiative outlined below.

- (3) *Youth Development/Community Service*
Youth Development/Community Service programs would be designed to prepare youth (ages ten to 17) for eventual self-sufficiency by providing them with opportunities to engage in activities that strengthen their social, cultural, cognitive, and vocational skills. Youth Development/Community Service programs would receive a total of \$5,755,000, including \$240,000 in funding for the new Beacon Centers initiative outlined below.
- (4) *Family Support Services*
Family Support Services are timely support services to reinforce intact families. Such services include a variety of child development, education, drop-in health service, advocacy, and referrals. Priority would be given to at-risk families. Family Support Services would receive a total of \$1,693,000.

The Children's Amendment requires that for the first four fiscal years in which monies are set aside, the City must allocate at least 25 percent of the Children's Fund to each of three areas of "eligible services": 1) childcare, 2) health and social services, and 3) job readiness, training, and placement. The balance of not more than 25 percent of the Fund may be used for a fourth area of eligible services, consisting of libraries, recreation, delinquency prevention, and education programs for children. In the proposed FY 1995-96 Children's Services Plan, each of these four mandated service areas would receive exactly 25 percent of the \$13,840,000 estimated total funding, or \$3,460,000 (including \$3,212,500 in program costs and \$247,500 in administrative, evaluation and technical support costs).

Proposed Budget: The FY 1995-96 budget for the Children's Fund, included in the proposed Children's Services Plan, is organized according to the four areas of priority identified by MOCYF: School Readiness; After School Care; Youth Development; and Family Support Services. Within these four areas, the MOCYF has specified expenditures for the four mandated funding categories under the Children's Amendment: Child Care; Health and Social Services; Job Readiness Training; and Delinquency Prevention/Education/Libraries/Recreation.

The following budget of \$13,840,000 contains \$8,153,000 in funding for 47 continuing collaborative projects implemented by community-based organizations in cooperation with City

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departments, \$1,997,000 for in-house services to be provided by City departments, \$2,700,000 will be available for new collaborative projects for organizations selected in an open application process including \$300,000 for the Beacon Centers initiative (Beacons are school-based community centers open 7 days a week to provide a variety of programs such as afterschool tutoring, health screening and job training delivered by community agencies in partnership with school staff) and \$990,000 in evaluation, technical support and administrative costs:

Proposed
 FY 1995-96
 Budget:

School Readiness

Contracts

Continued from 94-95

<u>Child Care</u>	\$1,318,500
<u>Health and Social Services</u>	348,000
<u>Delinquency Prevention/Education/ Library/Recreation</u>	168,000

New (issued under RFP)

<u>Child Care</u>	470,000
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In-House Services

Child Care

<i>San Francisco Unified School District Child Development Center</i>	80,000
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Health and Social Services

<i>Department of Public Health Community Health Outstation Nurses</i>	22,000
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Delinquency Prevention/Education/
Library/Recreation

<i>San Francisco Public Library Kidsmobile</i>	<u>120,000</u>
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TOTAL, SCHOOL READINESS FUNDS	\$2,526,500
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After School Child Care and Enrichment

Contracts

Continued from 94-95

<u>Child Care</u>	\$390,000
<u>Health and Social Services</u>	391,000
<u>Job Readiness, Training and Placement</u>	190,000
<u>Delinquency Prevention/Education/ Library/Recreation</u>	532,000
<i>New (issued under RFP)</i>	
<u>Child Care</u>	469,500
<u>Child Care (Beacon Centers)</u>	60,000
<u>Delinquency Prevention/Education/ Libraries and Recreation</u>	7,500
In-House Services	
<u>Child Care</u>	
<i>Recreation and Park Department Latchkey programs</i>	245,500
<u>Health and Social Services</u>	
<i>Department of Public Health Mental Health Outreach</i>	162,000
<i>San Francisco Unified School District Health Center</i>	22,000
Healthy Start Programs	100,000
<u>Delinquency Prevention/Education/Library/Recreation</u>	
<i>San Francisco Public Library Children 's Saturday Library hours Tenderloin Outreach Middle School Outreach Librarians Branch Libraries (Bayview Hunter's Point/ Youth Guidance Center)</i>	<u>306,000</u>
TOTAL, AFTER SCHOOL CHILD CARE AND ENRICHMENT FUNDS	\$2,875,500,

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Youth Development/Community Service

Contracts

Continued from 94-95

<u>Health and Social Services</u>	\$204,000
<u>Job Readiness, Training, Placement</u>	1,795,500
<u>Delinquency Prevention/Education/ Libraries and Recreation</u>	1,498,000

New (issued under RFP)

<u>Health and Social Services</u>	246,500
<u>Health and Social Services (Beacon Centers)</u>	90,000
<u>Job Readiness, Training, Placement</u>	915,500
<u>Delinquency Prevention/Education/ Libraries and Recreation</u>	291,000
<u>Delinquency Prevention/Education/ Libraries and Recreation (Beacon Centers)</u>	150,000

In-House Services

Health and Social Services

<i>Department of Social Services Teen GAIN</i>	225,000
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Job Readiness Training, Placement

<i>Recreation and Park Department Workrecreation</i>	67,500
<i>Private Industry Council Mini-Step Program</i>	244,000
<i>Department of Social Services Foster Care Vocational Education</i>	<u>28,000</u>

**TOTAL, YOUTH DEVELOPMENT/
COMMUNITY SERVICE FUNDS** \$5,755,000

Family Support Services

Contracts

Continued from 94-95

<u>Child Care</u>	\$179,000
<u>Health and Social Services</u>	999,000
<u>Delinquency Prevention/Education/ Library/Recreation</u>	140,000

In-House Services

<u>Health and Social Services</u> <i>Department of Public Health</i> Satellite Clinics	<u>375,000</u>
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TOTAL, FAMILY SUPPORT SERVICES FUNDS \$1,693,000

Evaluation and Technical Support 270,000

MOCYF Administrative Costs
(approximately 5.2 percent of total
Children's Fund) 720,000

**TOTAL FISCAL YEAR 1995-96 CHILDREN'S
FUND BUDGET \$13,840,000**

Comments:

1. The Children's Amendment requires that the City maintain a level of expenditure for children's services which is equal to or greater than the level of expenditure in fiscal year 1990-91 or 1991-92, whichever is greater, and sets aside a certain percentage of property tax revenues to fund additional services above and beyond the level of services funded prior to adoption of the Children's Amendment. The amount of these property tax revenues is two and one half cents per \$100 of assessed valuation for the 1994-95 fiscal year and the six subsequent fiscal years. The Children's Amendment has been in effect for three years, and will expire after a total of ten years in 2002.

2. In 1992, the Controller certified that the City's appropriations for children's services prior to adoption of the Children's Amendment totaled approximately \$50 million.

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This baseline amount of approximately \$50 million represents the required minimum expenditure by the City for children's services in each of the ten fiscal years. Each succeeding year the baseline amount will be adjusted annually by the percentage change in aggregate City appropriations since the base year.

3. The amount of the Children's Fund in FY 1993-94 was \$12.75 million. The Children's Fund for the 1994-95 fiscal year is approximately \$13.84 million. According to the Controller's Office, an estimate for the Children's Fund for FY 1995-96 will not be available until after July 1, 1995. Therefore, for the purpose of this Children's Services Plan, the MOCYF has conservatively estimated that the Children's Fund for FY 1995-96 will be the same as for the 1994-95 fiscal year, or \$13.84 million.

4. The Children's Amendment requires a public planning process, in which public hearings are to be held by the Public Health, Juvenile Probation, Social Services, Recreation and Parks, and Public Library Commissions prior to submission of the Mayor's Children's Services Plan to the Board of Supervisors. According to the proposed plan, those hearings were held on October 15, 1994 and December 6, 1994.

5. In Fiscal Year 1996-97, the Board of Supervisors may modify or eliminate the minimum funding requirements, noted above, for child care, health and social services, job readiness training, and delinquency prevention/education/libraries/recreation.

6. The proposed FY 1995-96 Children's Services Plan includes administrative costs of \$720,000, or 5.2 percent of the total estimated \$13.84 million Children's Fund, which is \$200,000 less than the current year's allocation of \$920,000. However, this year's Plan budgets technical support costs under a separate category. In past years, technical support costs were included as part of administrative costs. If costs budgeted separately for evaluation and technical support of \$270,000 are included under administrative costs, the total rises to \$990,000 or 7.2 percent of the total Children's Fund, the same percentage as in FY 1994-95. In total dollars, the budgeted administrative, technical and evaluation costs for FY 1995-96 of \$990,000 is \$70,000 higher than total of the \$920,000 budgeted for administrative costs in FY 1994-95.

The Children's Amendment contains no language specifying maximum administrative costs. These administrative costs would support MOCYF activities, as well as administrative

costs at the various departments where children's services are implemented. The MOCYF will provide budget details for these administrative costs with their FY 1995-96 Budget requests.

7. As noted above, the Children's Services Plan budget also includes \$270,000 for a Plan evaluation and technical support services. The evaluation is for an outside assessment of the effectiveness of the Plan. Mr. Alan Smith of the Mayor's Office states that Request for Proposal (RFP) for a Plan evaluation by an outside consultant is currently being prepared. Details of the evaluation contract and the technical support services are expected to be available by June, in time for the 1995-96 budget request. The evaluation is expected to be completed by the fourth quarter of 1996. Technical support refers to consulting services in such areas as budgeting systems, conflict resolution and organizational efficiency. These services are provided to collaborating community-based organizations to increase the efficiency and effectiveness of collaborative programs.

8. Approval of the proposed resolution would not authorize the appropriation of any funds, but would only approve the FY 1995-96 Children's Services Plan, in conformance with the Children's Amendment. The expenditure of all funds would still be subject to appropriation approval by the Board of Supervisors in the FY 1995-96 budget.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 19 - File 68-95-3

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend Section 108 Loan Guarantee Funds in a total amount not to exceed \$5,300,000 from the U. S. Department of Housing and Urban Development; indirect costs associated with the acceptance of the loan funds will be paid by Community Development Block Grant Funds.

Amount: Up to \$5,300,000

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Description: The Section 108 Loan Guarantee Program is an extension of the Community Development Block Grant (CDBG) Program whereby localities can borrow funds against their future CDBG grants or program income. Under this program, HUD guarantees notes held by public entities and in return, these public entities pledge their future CDBG funds and/or program income toward repayment. The MOH advises that the proposed Loan Guarantee Funds would be used to provide financing for the development of mixed income, private non-profit owned rental housing to replace existing distressed public housing, owned by the San Francisco Housing Authority (SFHA), which is located at Webster and Haight Streets in Hayes Valley. Specifically, the loan proceeds would be used to pay demolition and clearing costs and the development of new housing at two sites located at Webster and Haight Streets. The MOH states that the \$5,300,000 in loan monies would be repaid over 20 years by (1) any positive cash flow from the housing project which may become available (2) CDBG Program Income monies generated from the sale or lease of property owned by the Redevelopment Agency (see Comment No. 1). Under Section 108 regulations, CDBG funds must be used to pay off the loan, according to Mr. Joel Lipski of the MOH.

According to the MOH, the SFHA public housing located at Webster and Haight Streets, which was constructed in 1962, consists of two sites separated by two blocks. One site is on 2 acres and the other site is on 2.4 acres. There are a total of 294 apartment units currently on the sites. The demolition and redevelopment of the sites was recommended by consultants hired by SFHA. The proposed replacement housing would include approximately 195 new units, 60

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percent of which would be supported by project-based Section 8 rental subsidies to make them affordable to current SFHA tenants, and 40 percent of which would have below-market rents under the Federal Low Income Housing Tax Credit Program. The MOH advises that an additional 99 units would be built off the Webster and Haight Street location, at locations yet to be determined, resulting in total replacement of the existing 294 units. According to the MOH, existing tenants would be temporarily relocated into existing public housing or with tenant-based Section 8 Certificates and would be given the right of first refusal to occupy the new replacement housing. Relocation costs would be paid from SFHA funds.

The MOH reports that the SFHA has selected the development team of Related Companies of California, a private firm, and Mc Cormack Baron and Associates, a private firm, to work with the Hayes Valley North and South Tenants Association on a redevelopment plan. The SFHA has agreed to provide a long term land lease of the two sites located at Webster and Haight Streets to a partnership, which will consist of Related Companies of California, Mc Cormack Baron and Associates, Hayes Valley North and South Tenants Association and a non-profit subsidiary of SFHA.

The MOH advises that the development team estimates that the demolition and clearing of the two sites at Webster and Haight Streets and the development of new housing will cost approximately \$32,171,000. Financing identified by the development team thus far for this project totals \$27,071,000 or \$5,100,000 less the estimated cost of this project. The MOH is proposing to use the \$5,300,000 (\$5,100,000 plus \$200,000 for contingencies) in Section 108 Loan Guarantee Funds to pay for the balance of needed financing for this project.

Mr. Lipski advises that the \$5,300,000 Loan Guarantee Funds would in turn be loaned to the developers of the project. According to Mr. Lipski, under the terms of this loan agreement, if the development partnership complies with all the terms of its loan agreement with the City, this loan would be forgiven at the end of its 75 year term. The MOH would forgive the loan in order to allow the housing project to remain affordable to low income persons. If the partnership had to pay the loan back, it would then become prohibitive for the partners to maintain this property as low income property, according to Mr. Lipski.

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Comment: According to Mr. Lipski, if the project does not generate sufficient cash flow to repay the Section 108 loan from HUD and if the Redevelopment Agency should not have sufficient CDBG Program Income available to pay off the proposed Section 108 loan than the City would use other available CDBG funds. Mr. Lipski advises that if no CDBG funds are available, the Federal government could take over the housing project as collateral. According to Mr. Lipski, in no event would General Fund monies be required to pay off the loan.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Budget Committee
March 1, 1995 Budget Committee Meeting

Item 20 - File 101-90-127.8

Department: Department of Public Works (DPW)

Item: Release of reserved funds in the amount of \$622,360, for construction contracts for the repair of the existing Main Library Building.

Amount: \$622,360

Source of Funds: 1990 Earthquake Safety Bond Fund

Description: The Board of Supervisors previously appropriated \$26,500,000 in 1990 Earthquake Safety Bond funds for various capital improvement projects (File 101-90-127). At the same time, the Board of Supervisors placed \$16,427,980 on reserve pending selection of contractors, the MBE/WBE status of the contractors and contract cost details. Of the \$16,427,980 placed on reserve, \$1,352,360 was earmarked for repairs on the existing Main Library building, which is to be used to house the Asian Art Museum collection.

The DPW is now requesting that \$622,360 of the \$1,352,360 placed on reserve be released. The DPW advises that based on a bid amount of \$344,000, it has selected Cuevas & Mannion Construction, Joint Venture firm, as the low bid to perform the necessary construction work on the Main Library. Cuevas Construction is an MBE firm and will be allocated \$175,440 or 51 percent of the total construction contract of \$344,000. The three other bids received by DPW were as follows:

M. A. Encinger & Associates (WBE)	\$367,198
Gomez-Chapot Construction, a Joint Venture (Gomez Construction is an MBE firm)	\$429,700
A. R. Construction Co. (MBE)	\$435,566

Additionally, the DPW reports that CST Environmental, an MBE firm, has been selected to provide the necessary asbestos abatement work in connection with the Main Library. The DPW advises that CST Environmental has an on-going as-needed environmental services contract with DPW. CST Environmental was originally selected to provide as-needed environmental contract services based on a competitive bid process.

The proposed release of reserved funds in the amount of \$622,360 would be expended as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
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Construction Contract	\$344,000
Asbestos Abatement Contract	85,860
Construction Contingency (15%)	51,600
Construction Management (DPW)	57,900
Asbestos Monitoring (DPW)	38,000
Technical Support - Architecture (DPW)	30,000
Technical Support - Engineering (DPW)	<u>15,000</u>
Total	\$622,360

Comments:

1. DPW advises that the \$85,860 contract amount to be paid to CST Environmental is based on the following expenditures:

Asbestos Abatement:	
Project Manager (\$70/per hr. x 21 hrs.)	\$1,470
Supervisor (\$60/per hr. x 48 hrs.)	2,880
Abatement worker (\$50/per hr. x 433 hrs.)	21,650
Safety Rigging	1,980
Roof Repair:	
Project Manager (\$64/per hr. x 16 hrs.)	1,024
Foreman (\$52/per hr. x 64 hrs.)	3,328
Workers (\$37/per hr. x 800 hrs.)	29,600
Materials, Equipment	2,805
Lift System to remove asbestos	7,600
Replacement of Plumbing fixtures:	
Lead Plumber (\$65/per hr. x 18 hrs.)	1,170
Assistant Plumber (\$42/per hr. x 18 hrs.)	756
Materials, Equipment	<u>921</u>
Subtotal	\$75,184
Contingency (14 %)	<u>\$10,676</u>
Total	\$85,860

2. The Attachment provided by DPW contains the details of the in-house DPW costs of Construction Management (\$57,900), Asbestos Monitoring (\$38,000), Technical Support (\$30,000) and Technical Support (\$15,000) to be provided by DPW.

Recommendation: Approve the proposed release of reserved funds in the amount of \$622,360.

EMLDPW\$.XLS

Cost Breakdown for Services
 Provided by the Department of Public Works
 Existing Main Library Earthquake Damage Repairs

Services Staff	Hours Per Week	No. of Weeks	Total Hours	Hourly Rate	Total Cost	Rounding to One Hundred
4. Construction Management						
Construction Manager	8	26	208	\$90	\$18,720	
Building Inspector	15	26	390	\$75	\$29,250	
Admin./Public Affairs/Misc.					\$10,000	
Sub-Total					\$57,970	\$57,900
5. Asbestos Monitoring						
Division Manager	1	10	10	\$76	\$760	
Construction Inspector	10	10	100	\$61	\$6,100	
Industrial Hygenist	5	10	50	\$59	\$2,950	
HLA Senior Staff	10	10	100	\$90	\$9,000	
HLA Field Technician	32	10	320	\$60	\$19,200	
Sub-Total					\$38,010	\$38,000
6. Technical Support						
Architect	5	25	125	\$77	\$9,625	
Architectural Associate	12	25	300	\$68	\$20,400	
Sub-Total					\$30,025	\$30,000
7. Technical Support						
Structural Engineer	4	24	96	\$79	\$7,584	
Mechanical Engineer	3	23	69	\$56	\$3,864	
Electrical Engineer	3	22	66	\$53	\$3,498	
Sub-Total					\$14,946	\$15,000

Memo to Budget Committee
March 1, 1995

Items 21 and 22 - Files 148-92-7.4 and 101-92-33.2

Department: San Francisco Fire Department
Department of Public Works (DPW)

Item: Requesting the release of reserved funds from State Hazard Mitigation Grant monies in the amount of \$258,643.50 (File 148-92-7.4) and requesting the release of reserved funds from the Fire Department's 1986 Fire Protection Improvement Bond Fund interest monies, in the amount of \$258,643.50 (File 101-92-33.2) for the purpose of installing emergency generators at nine fire stations.

Amount: \$517,287

Source of Funds: State Hazard Mitigation Grant
1986 Fire Protection Improvement Bond Fund Interest
Income

Description: The Board of Supervisors previously approved a resolution authorizing the Department of Public Works (DPW), on behalf of the Fire Department, to accept and expend four Hazard Mitigation Grants from the California State Office of Emergency Services, on behalf of the Federal Emergency Management Agency (FEMA), in the amount of \$4,971,000 to mitigate against future earthquake hazards (File 148-92-7). One of the four Hazard Mitigation Grants, in the amount of up to \$500,000, to be used for the installation of emergency generators at 20 Fire Department facilities, was placed on reserve pending the selection of the construction contractors and the determination of the contractors' MBE/WBE status. State Hazard Mitigation Grants will only pay up to 50 percent of the cost of a project, requiring the City to pay the remaining project costs. As such, on March 1, 1993, the Board of Supervisors appropriated \$707,000 of interest earned on the 1986 Fire Protection Improvement Bond Fund monies to be used to install the emergency generators (File 101-92-33). Of the appropriated amount of \$707,000, \$573,750 was placed on reserve pending the selection of the construction contractors and the determination of the construction contractors' MBE/WBE status.

The Fire Department is currently requesting the release of reserved funds from the State Hazard Mitigation Grant in the amount of \$258,643.50, and a release of reserved funds from the interest earned on the Fire Department's 1986 Fire Protection Improvement Bond Fund monies, in the amount of \$258,643.50, for a total of \$517,287 to install one emergency generator at each of the following nine Fire Stations:

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BUDGET ANALYST

Fire Stations

<u>Number</u>	<u>Location</u>
#20	285 Olympic Street
#22	1290-6th Avenue
#25	3305 3rd Street
#29	299 Vermont
#32	194 Park Street
#33	8 Capitol Street
#42	2430 San Bruno Avenue
#43	720 Moscow
#44	1298 Girard

The Department of Public Works issued an Invitation For Proposals for two separate contracts to install the nine emergency generators. The first contract, Contract No. 7216E, was awarded to Cresci Electric, Inc. in the amount of \$351,552 to install eight emergency generators, at the following Fire Stations: #20, #22, #25, #29, #32, #33, #42, and #43. Cresci Electric was the lowest of the nine bidders, as shown in the Attachment. Cresci Electric, Inc. is both a WBE and LBE firm. The second contract, Contract 5225A, was awarded to Chiang C. M. Construction, the lowest of nine bidders, to install one emergency generator at Fire Station # 44 in the amount of \$49,800. Chiang C. M. Construction is a MBE/LBE firm.

Budget:

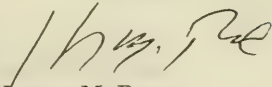
The budget for the installation of the nine emergency generators is as follows:

Cresci Electric, Inc.	\$351,552
Chiang C. M. Construction	49,800
Contingency	37,818
Construction Management	63,800
Building Permit Fees Payable to the Department of Building and Inspection	<u>14,317</u>
Total	\$517,287

Mr. Robert Jew of the Department of Public Works advises that the Construction Management cost in the amount of \$63,800 includes \$45,200 for approximately 490 in-house DPW Bureau of Construction Management staff hours, and \$18,600 for approximately 300 in-house DPW Bureau of Engineering staff hours.

Memo to Budget Committee
March 1, 1995

Recommendation: Approve the proposed release of reserved funds.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

TABULATION OF BIDS

8 Fire stations

Specification No.: 7216E

Title: Various Fire Department Facilities
Emergency Generators
For Hazard Mitigation

Bids Received: January 18, 1995
Basis: Lump Sum Bid Items

Bidders:		
Cresci Electric, Inc. (WBE/LBE)	351,552.00	(80% of EE)
L C Electric, Inc. (MBE)	379,627.00	
A.S. Ferrari & Son, Inc. (LBE)	389,443.00	
King C. Electric, Inc. (MBE/LBE)	395,990.00	
Reliance Enterprises	424,871.00	
LC Jones Electrical	430,000.00	
Empire Electric Construction Co. (WBE/LBE)	464,113.00	
Abbett Electric Corporation	486,626.00	
Thunder Electric, Inc. (MBE/LBE)	487,000.00	(111% of EE)
Average Bid:	423,247.00	
Engineer's Estimate:	440,000.00	

Apparent Low Bidder: Cresci Electric, Inc.
Pier 1 1/2 Embarcadero
San Francisco, CA 94111
Tel (415) 421-9118

Subcontractors:		
Esquivel Grading & Paving	Concrete	36,200
Mitchell Plumbing	Plumbing	19,100
cc. Don Eng	Foon Chow	Todd Cockburn
John Cribbs	Peg Divine	Sophia Hom
Bob Swanstrom	Bob Jew	Linda Chin
Joe Cheung	Nelson Wong	Controller
Maurice Williams		

SL:sl
January 18, 1995

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MAR 21 1995

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, MARCH 8, 1995 - 1:00 P.M.

ROOM 410, WAR MEMORIAL BLDG.

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIEMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:13 P.M.

GENERAL MATTERS

1. File 101-94-49. [Appropriation, Municipal Court] Ordinance appropriating \$418,502, Municipal Court, of State authorized Special Revenue Funds for professional services to allow the Trial Courts to upgrade computer equipment for fiscal year 1994-95. RO #94152. (Controller)

(Consideration continued from 3/1/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.
(Supervisor Alioto requested to be added as sponsor.)

VOTE: 2-1. (Supervisor Hsieh absent.)

2. File 101-94-54. [Appropriation, War Memorial] Ordinance appropriating \$73,520, War Memorial, from the General Fund Reserve for other non-personal services to allow the Real Estate Department to provide security services for Fiscal Year 1994-95. (Controller) RO #94161

(Consideration continued from 3/1/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Ed Harrington, Controller.
OPPOSED: None. IN SUPPORT: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 22, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

3. File 101-94-58. [Appropriation, Police Department] Ordinance appropriating \$1,921,844, Police Department, from the General Fund Reserve, for salaries, fringe benefits, other non-personal services, materials and supplies and services of other departments, and rescinding \$200,000 from Court overtime to increase staffing for fiscal year 1994-95. (RO #94173)

(Consideration continued from 3/1/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Ed Harrington, Controller; Harvey Rose, Budget Analyst; Lt. Ryan, SF Police Department. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED.
Reduce appropriation for Other Non-Personal Services by \$358,573 and increase Permanent Salaries-Uniform by \$358,573. (See Mayor's Letter in file authorizing revision.) (Supervisor Alioto requested to be added as sponsor.)

VOTE: 2-1. (Supervisor Hsieh absent.)

4. File 101-94-61. [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$173,610, Department of Parking and Traffic, of Parking Revenue Funds to a Capital Improvement Project (Polk-Bush Garage architectural services and construction), for fiscal year 1994-94; providing for ratification of action previously taken. RO #94051 (Controller)

(Consideration continued from 3/1/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MARCH 22, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

5. File 101-94-66. [Appropriation, Department of Human Resources] Ordinance appropriating \$182,885, Department of Human Resources, from the General Fund reserve for salaries, fringe benefits and equipment to create three (3) positions to support the Workers' Compensation Program for fiscal year 1994-95. (COMPANION TO THE FOLLOWING FILE) (Controller) RO #94164

(Consideration continued from 3/1/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Vicky Meade, Department of Human Resources; Harvey Rose, Budget Analyst. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce Permanent Salaries to \$35,955; reduce Temporary Salaries to \$44,982; reduce Fringe Benefits to \$10,798. AMENDED TITLE: "Ordinance appropriating \$166,730, Department of Human Resources, from the General Fund reserve for salaries, fringe benefits and equipment to create three (3) positions to support the Workers' Compensation Program for fiscal year 1994-95.

VOTE: 2-1. (Supervisor Hsieh absent.)

6. File 102-94-11. [Public Employment, Department of Human Resources] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance 1994/95) reflecting the addition for three positions (Classification 1444 Secretary 1, 1652 Senior Accountant and 1864 Sr. Systems and Procedures Analyst) in the Department of Human Resources, Workers' Compensation Division. (Department of Human Resources) (COMPANION TO THE PRECEDING FILE)

(Consideration continued from 3/1/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Vicky Meade, Department of Human Resources; Harvey Rose, Budget Analyst. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

7. File 101-94-67. [Appropriation, Sheriff] Ordinance appropriating \$400,449, Sheriff, from the General Fund Reserve for salaries, fringe benefits and equipment to create nine (9) positions for fiscal year 1994-95 (provide security at new court location and increase overtime.) (Sheriff) RO #94166 (COMPANION TO THE FOLLOWING FILE)

SPEAKERS: ELECTED OFFICIAL: Sheriff Michael Hennessey. DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Teresa Serata, Budget Director, Mayor's Office. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED.
Reduce Permanent Salaries to \$71,602; reduce Fringe Benefits to 0. Delete three (3) 8274 Police Cadets for total of only six (6) new positions. AMENDED TITLE: "Ordinance appropriating \$339,741, Sheriff, from the General Fund Reserve for salaries, fringe benefits and equipment to create six (6) positions for fiscal year 1994-95 (provide security at new court location and increase overtime.)" (Supervisor Alioto requested to be added as sponsor.)

VOTE: 2-1 (Supervisor Hsieh absent.)

8. File 102-94-9. [Public Employment, Sheriff] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994-95) reflecting the addition of nine (9) positions, Sheriff's Department (Classification 8274 Police Cadet (3), 8302 Deputy Sheriff (6). (Department of Human Resources) (COMPANION TO THE PRECEDING FILE)

SPEAKERS: ELECTED OFFICIAL: Sheriff Michael Hennessey. DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Teresa Serata, Budget Director, Mayor's Office. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED.
Delete Classification 8274 Police Cadet (3). AMENDED TITLE: "Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994-95) reflecting the addition of six (6) positions, Sheriff's Department (Classification 8302 Deputy Sheriff (6). (Supervisor Alioto requested to be added as sponsor.)

VOTE: 2-1. (Supervisor Hsieh absent.)

9. File 101-94-70. [Appropriation, Department of Public Health] Ordinance appropriating \$207,103, Department of Public Health, Mental Health, from the General Fund Reserve for medical service contracts to continue substance abuse programs in fiscal year 1994-95; providing for ratification of action previously taken. (Controller) RO #94186

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Dr. Larry Meredith, Department of Public Health. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. RECOMMENDED. (Supervisors Alioto and Bierman requested to be added as sponsors.)

VOTE: 2-1. (Supervisor Hsieh absent.)

10. File 27-95-5. [Findings, Airport Rates and Charges] Resolution making a finding that the revised schedule of rates and charges for outdoor aircraft storage established by the Airports Commission will be sufficient to pay for maintenance and operation expenses of the Airport and will not require any tax subsidy. (Airports Commission) (COMPANION TO THE FOLLOWING FILE)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Marcus Pero, SF Airport; Ted Lakey, Deputy City Attorney. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

11. File 27-95-5.1. [Airport Rates and Charges] Resolution approving changes to the schedule of rates and charges for common use facilities at San Francisco International Airport as established by Airports Commission. (Airports Commission) (COMPANION TO THE PRECEDING FILE)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Marcus Pero, SF Airport; Ted Lakey, Deputy City Attorney. OPPOSED: None. IN SUPPORT: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

12. File 68-94-15.1. [Addendum One, 1995 Emergency Shelter Grants] Resolution approving an amendment to the 1995 Emergency Shelter Grants Program, authorizing the Mayor, on behalf of the City and County of San Francisco, to apply, receive, and expend \$250,750 in additional entitlement funds. Approving Addendum No. 1 to the expenditure schedule for recipient agencies, and determining that no environmental evaluation is required. (Mayor's Office of Community Development)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Jon Pon, Mayor's Office of Community Development. OPPOSED: None. IN SUPPORT: Robert Fulley, Central City Hospitality House; Becky Masaki, Exec. Director, Asian Women's Center; Wendy Kasuma, Exec. Director, La Casa del la Madres; Jim Lauder, Exec. Director, North Street Community Services; Tammy Newman, Homeless Advocacy Project; Larry Vinsky, Staff Attorney, Swords to Plowshares; Bea Lopez, Catholic Charities of SF; Martin Fera.

ACTION: HEARING HELD. RECOMMENDED. (Supervisor Alioto requested to be added as sponsor.)

VOTE: 2-1. (Supervisor Hsieh absent.)

13. File 170-95-3. [Lease Revenue Bonds, Series 1995A] Ordinance providing for the approval and execution and delivery by officers of the City and County of San Francisco of an Equipment Lease Supplement No. 4 between the City and County of San Francisco Finance Corporation as lessor, and the City and County of San Francisco as lessee, with respect to equipment to be used for City purposes and the related certificate of approval; providing for reimbursement to the City of certain City expenditures prior to the issuance of Lease Revenue Bonds and approving the issuance of Lease Revenue Bonds by said nonprofit corporation; and providing that said bonds shall be subject to the certification of the Controller of the City and County of San Francisco prior to the sale of said bonds; and providing for the execution of documents in connection therewith and ratifying previous actions taken in connection therewith. (Chief Administrative Officer)

ACTION: HEARING HELD. RECOMMENDED. (Note: Chief Administrative Office staff to amend Equipment Acquisition Program to add four (4) transportation vans for the Department of Social Services and delete three (3) Marked Vans for the Sheriff.)

VOTE: 2-1. (Supervisor Hsieh absent.)

14. File 172-94-47. [Competitive Bidding of Contracts Over \$1 Million] Hearing to review contracts valued over one million dollars not competitively bid. (Supervisor Alioto)

(Consideration from 1/25/95)

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO AUGUST 1995.

VOTE: 2-1. (Supervisor Hsieh absent.)

TIME MEETING ADJOURNED: 3:23 P.M.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 6, 1995

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: March 8, 1995 Budget Committee Meeting

Item 1 - File 101-94-49

Note: This item was continued by the Budget Committee at its meeting of March 1, 1995.

Department: Municipal Court

Item: Ordinance appropriating \$418,502, for professional services to allow the Municipal Court to upgrade computer equipment for Fiscal Year 1994-95.

Amount: \$418,502

Source of Funds: State-Authorized Automation Fund

Description: The proposed ordinance would appropriate a total of \$418,502 to the Municipal Court, including \$378,502 for the purchase of a portion of the software, equipment, installation services, and training needed to upgrade and complete a computer network operated by the Municipal Court for tracking and processing moving traffic violation cases, and \$40,000 for an initial study to develop an overall automation plan for the Trial Courts (Municipal and Superior Courts) together when they move to the new San Francisco courthouse, which is expected to be completed in June 1997.

Memo to Budget Committee
March 8, 1995 Budget Committee Meeting

Comments:

1. At the Budget Committee meeting on January 25, 1995, Mr. Ron Ho of the Municipal Court was requested by the Committee to submit an Amendment of the Whole of the proposed ordinance from the Trial Courts, not the Municipal Court, and to have the Amendment of the Whole reflect that the entire amount of the cost of this project, which is approximately \$1,090,000, should come from the Automation Fund and not just the \$418,502, which is the subject of the proposed ordinance. In that manner, all monies to be received under State Trial Court funding for this project could then be applied to offset the General Fund costs of the City's Trial Courts budget.
2. As of March 3, Mr. Ho reported that the above-noted Amendment of the Whole requested by the Budget Committee at its January 25 meeting had not yet been prepared. Mr. Ho has requested that this item be continued to the call of the Chair in order to allow the Trial Courts additional time to prepare the legislation.

Recommendation: Continue this item to the call of the Chair as requested by Mr. Ho.

Item 2 - File 101-94-54

Note: This item was continued by the Budget Committee at its meeting of March 1, 1995

Departments: Real Estate Department
Mayor's Office

Amount: \$73,520

Source of Funds: General Fund Reserve

Item: Ordinance appropriating \$73,520 from the General Fund Reserve to pay for security services at the War Memorial at 401 Van Ness Avenue.

Description: As part of the move from City Hall due to the seismic retrofitting required following the Loma Prieta earthquake, staff of the Office of the Mayor, Board of Supervisors, Chief Administrative Officer, Ethics Commission, and Civil Service Commission, as well as the Law Library and the public hearing rooms used by City Commissions and the Board of Supervisors have relocated to office space at the War Memorial Building at 401 Van Ness Avenue.

Entry security at City Hall for all of these departments had previously been provided by 7 staff (6 Sheriff's Cadets and one Deputy Sheriff) assigned to the 4 entrances of City Hall, using 3 walk-through metal detectors. With the relocation, new entry security arrangements for these departments are necessary.

Comments: 1. Mr. Mike Martin of the Mayor's Office has requested that this item be continued to the call of the Chair in order to allow the Mayor's Office and the Real Estate Department additional time to evaluate the security requirements and to prepare an Amendment of the Whole to this proposed ordinance. The proposed ordinance as currently drafted is based on the entry security services being performed by a private contractor. The Mayor's Office has now recommended that entry security at the War Memorial be provided with Civil Service positions.

2. Mr. Martin advises that, currently, entry security services at the War Memorial are being provided by Burns Security Services on an interim basis. According to Mr. Martin, the cost for these interim security services will be reflected in the Amendment of the Whole to be submitted.

Recommendation: Continue this item to the call of the Chair, as requested by the Mayor's Office.

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BUDGET ANALYST

Item 3 - File 101-94-58

Note: This item was continued by the Budget Committee at its meeting of March 1, 1995.

Department: Police Department

Item: Supplemental appropriation ordinance appropriating \$1,921,844 from the General Fund Reserve for overtime, holiday pay, fringe benefits, materials and supplies, non-personal services and vehicle fleet maintenance (services of other departments), and reappropriating \$200,000 from Overtime.

Amount: \$2,121,844

Source of Funds:	General Fund General Reserve	\$1,921,844
	Reappropriation of funds from Uniformed Overtime - Trial Courts in Police Department's FY 1994-95 budget	<u>200,000</u>
	Total	\$2,121,844

Description: In June of 1994, the San Francisco electorate approved Proposition D, which requires a minimum level of 1,971 full-duty uniform Police Officers for the Police Department by no later than June of 1995. Of this supplemental appropriation request for \$2,121,844, \$506,600 would be used for costs related to the full staffing of the Police Department.

In addition, \$1,465,244 of this supplemental appropriation request would be used to fund a projected budget deficiency in the Police Department's overtime, holiday pay and fringe benefits accounts resulting from (a) the Newspaper Strike of November, 1994 and (b) other unanticipated events.

The proposed supplemental appropriation ordinance also requests \$150,000 in funding for the maintenance of the Police Department's vehicle fleet.

Budget:

I. Police Overtime and Related Costs

Overtime - Newspaper Strike \$611,000

The labor strike against the San Francisco Chronicle and the San Francisco Examiner took place from November 2, 1994 through November 11, 1994. The Police Department established two fixed posts that required 24-hour staffing by sworn personnel. In addition to assigning on-duty personnel to strike-related duties, thereby diverting

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these Police Officers from other law enforcement duties, the Police Department also had to deploy Police Officers on an overtime basis for the necessary strike-related duties. The Budget Analyst previously reported to the Board of Supervisors in December of 1994 that the estimated expenditures resulting from this strike were approximately \$606,252. These expenditures were not anticipated in the FY 1994-95 budget. As a result of the strike, the Police Department is now requesting a supplemental appropriation of \$611,000 to fund the projected shortfall in overtime related to this strike.

Other Overtime **\$571,244**

In addition to the budget deficiency in overtime resulting from the newspaper strike, the Police Department is also anticipating a \$571,244 shortfall in overtime as a result of other unanticipated events, such as the demonstrations against Proposition 187 and the killing of a Police Officer in November of 1994.

Holiday Pay **\$258,000**

The Police Department reports that it is underfunded for holiday pay for FY 1994-95 and is therefore requesting \$258,000 to fund the projected budget deficiency.

Fringe Benefits **\$25,000**

This amount is for mandatory fringe benefits related to the above requests for overtime and holiday pay.

Total - Police Overtime and Related Costs **\$1,465,244**

II. Proposition D Mandate

Materials and Supplies **\$31,300**

The Police Department is requesting \$31,300 for furniture for the Police Academy. Whereas normally the Police Academy conducts only one training class at a time, because of the hiring of Police Officers to meet the Proposition D mandate, the Police Academy will be conducting up to four training classes simultaneously in the spring of 1995. The Department has relocated personnel formally located at the Academy to other existing Police Department space in order to create room for

the additional training sessions. As such, additional classroom furniture is needed. The attachment contains a breakdown of this request. Although Attachment I shows that the cost of such furniture totals \$32,918, the Department is only requesting \$31,300.

Non-Personal Services **\$475,300**

This request for \$475,300 includes \$70,000 for the Police Department to conduct a new Police Officer examination. According to Lieutenant Ryan of the Police Department, there is sufficient funding in the FY 1994-95 budget to conduct only one Civil Service examination. This exam was given in July of 1994. However, the Police Department expects to hire only between 160 and 180 Police Officers of the 636 candidates who passed this exam. Lieutenant Ryan advises that the Police Department had to conduct an additional Civil Service examination in January of 1995 in order to identify additional Police Officer candidates, so that the hiring goal of 280 new Police Officers for FY 1994-95 could be met. The details of this \$70,000 request are as follows (although the actual cost was \$71,768, the Department is only requesting \$70,000):

Site rental for written test	\$6,320
Test proctors for written test	6,352
5-day site rental for oral test (\$7,768/day)	38,840
Proctors for oral test	13,859
Proctors for physical agility test	<u>6,397</u>
Total	<u>\$71,768</u>

In addition, this request for \$475,300 also includes \$405,300 to conduct background investigations of Police Officer candidates who have passed the Civil Service exam. Each background investigation costs approximately \$655 per applicant and consists of a medical examination, a psychological test, a polygraph test, fingerprinting, a toxicological (drug) test and a credit report. These tests are performed by various outside contractors under existing contracts. Lieutenant Ryan advises that the FY 1994-95 budget included \$576,000 for background investigations, which would be sufficient for approximately 879 such investigations. However, the Police Department anticipates that, because of additional hiring to meet the Proposition D

mandate, the Department will conduct approximately 1,540 background investigations in FY 1994-95, based on the 636 applicants who passed the first Civil Service exam and the anticipated 900 applicants who will pass the second Civil Service exam. At a cost of approximately \$655 per investigation, the total cost for FY 1994-95 is estimated to be approximately \$1,008,700, or \$432,700 more than the \$576,000 budgeted for background investigations. The Department is requesting a supplemental appropriation of \$405,300 to pay for these additional background investigations.

Total - Proposition D Mandate **\$506,600**

III. Vehicle Fleet Maintenance

Central Shops - Auto Maintenance **\$150,000**
The Police Department has a total of 450 vehicles, including 230 marked vehicles and 220 unmarked vehicles. The Department ordered 40 new vehicles in FY 1993-94. However, according to Lieutenant Ryan, as a result of delays in awarding the contract for the purchase of these vehicles, the vehicles will not be received until May or June of 1995. As such, it has become necessary to repair vehicles that were scheduled to be taken out of service when the new vehicles were placed into service. The Police Department estimates that these maintenance and repair costs have resulted in a budget deficiency of approximately \$150,000.

Total - Vehicle Fleet Maintenance **150,000**

Total Supplemental Appropriation Request **\$2,121,844**

Comments:

1. In addition to the \$1,921,844 from the General Fund Reserve, the Department is requesting to reappropriate \$200,000 in estimated savings from Uniformed Overtime - Trial Courts in the Police Department's FY 1994-95 budget. These savings have resulted from reductions in uniform overtime by implementing a recommendation of the Budget Analyst's 1994 Zero Base Budget Analysis to (a) prevent requiring subpoenaed officers to unnecessarily appear in court on the day of case calendaring; and (b) request that the Courts provide a reasonable advance notice of trial dates in order to reduce court overtime pay.

2. As previously noted, the passage of Proposition D has mandated full Uniform staffing of a minimum of 1,971 Police Officers by the end of FY 1994-95. As of July 1, 1994, the Police Department had 1,812 sworn personnel. The Department has hired 14 lateral transfers and intends to hire 266 trainees during FY 1994-95, for a total of 280 new Police Officers. The current, revised 1994-95 Police Department hiring plan for uniform officers is as follows:

<u>Date</u>	<u>Number of Police Officers to be Hired</u>
<u>Actual:</u>	
July 1, 1994	14 (lateral transfers)
November 28, 1994	30 (new recruit class)
January 30, 1995	32 (new recruit class)
February 6, 1995	32 (new recruit class)
 <u>Projected:</u>	
April 17, 1995	36 (new recruit class)
June 19, 1995	50 (new recruit class)
June 26, 1995	<u>86 (new recruit class)</u>
Total	280

According to Lieutenant Ryan, after expected attrition of 65 Police Officers, the Police Department will have an estimated 2,027 Police Officers* on staff on June 30, 1995, although 172 will be new recruits still in the Police Academy, as follows:

Existing Uniform Staffing (7/1/94).....	1,812**
New hires in FY 1994-95.....	280
Less expected attrition.....	<u>(65)</u>
Number of Police Officers, June 1995.....	2,027

The costs of the 280 new Police Officers to be hired in FY 1994-95 are included in the Police Department's FY 1994-95 budget and will cost an estimated \$3.8 million in FY 1994-95 (partial year funding of salaries and fringe benefits). The cost of these new hires will be partially offset by a Federal grant in the amount of \$614,000, \$300,000 of which is expected to be received during FY 1994-95.

3. The following table shows a breakdown of the Department's actual and projected expenditures for FY 1994-

* Although the projected total of 2,027 Police Officers is 56 more than the required minimum of 1,971 full-duty Police Officers, Lieutenant Ryan advises that it is necessary to hire more than the required minimum because of the existence of light-duty Police Officers on staff.

** As of the writing of this report, there were 1,888 Police Officers on staff, including light-duty Officers.

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95 in overtime, holiday pay and fringe benefits, and the estimated budget deficiency in each of these accounts.

<u>Category</u>	FY 1994-95 <u>Budget</u>	Actual	Projected	Estimated Budget Deficiency
		Expenditures 7/1/94 to 12/16/94	Expenditures 12/17/94 to 6/30/95	
Overtime	\$5,742,656	\$3,515,050	\$3,539,606	(\$1,312,000)
Holiday Pay	2,146,500	1,324,379	1,103,649	(281,528)
Fringe Benefits	36,925,084	16,954,056	20,246,179	(275,151)
Total	\$44,814,240	\$21,793,485	\$24,889,434	(\$1,868,679)

4. The following table shows the Police Department's estimated budget deficiency for non-personal services for FY 1994-95:

<u>Category</u>	FY 1994-95 <u>Budget</u>	Actual	Projected	Estimated Budget Deficiency
		Expenditures 7/1/94 to 1/31/95	Expenditures 2/1/95 to 6/30/95	
Non-Personal Services	\$5,659,172	\$1,532,766	\$4,243,133*	(\$116,727)

* Projected expenditures for the last five months of FY 1994-95 are greater than the actual expenditures for the first seven months of FY 1994-95 primarily due to (a) one-time costs related to the hiring of new Police Officers, and (b) the inclusion of approximately \$2 million in unposted telephone bills from the first seven months of FY 1994-95.

5. The following table shows the Police Department's estimated budget deficiency for materials and supplies for FY 1994-95:

<u>Category</u>	FY 1994-95 <u>Budget</u>	Actual	Projected	Estimated Budget Deficiency
		Expenditures 7/1/94 to 1/31/95	Expenditures 2/1/95 to 6/30/95	
Materials & Supplies	\$2,222,529	\$1,375,286	\$982,347	(\$135,104)

Lieutenant Ryan advises that the Department does not intend to submit another supplemental appropriation request to cover the projected remaining budget deficiency of \$103,804 (\$135,104 less this request of \$31,300) in materials and supplies but will implement cost-saving measures in order to live within its existing budget.

6. The following table shows the Police Department's estimated budget deficiency for Central Shops - Auto Maintenance for FY 1994-95:

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<u>Category</u>	<u>FY 1994-95 Budget</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated Budget Deficiency</u>
		<u>Expenditures 7/1/94 to 12/31/94</u>	<u>Expenditures 1/1/95 to 6/30/95</u>	
Central Shops - Maintenance	\$1,722,549	\$932,797	\$940,000	(\$150,248)

Lieutenant Ryan advises that the Department does not intend to submit another supplemental appropriation request to cover the projected remaining budget deficiency of \$248 (the projected budget deficiency of \$150,248 less this request of \$150,000) in Central Shops - Auto Maintenance.

7. The Controller's Office has estimated that the Police Department will have a budget deficiency in its personnel and related fringe benefit accounts in the amount of \$2,173,105 for FY 1994-95. However, the proposed supplemental appropriation allocates only \$1,465,244 for overtime, holiday pay and fringe benefit expenses. As such, the Controller's Office reports that, even with the approval of the proposed supplemental appropriation ordinance, the Police Department is still expected to have a \$707,861 budget deficiency in these accounts by the end of FY 1994-95 (estimated budget deficiency of \$2,173,105 less this request of \$1,465,244).

However, as of the writing of this report, the Controller's Office and the Police Department were meeting to further analyze the projected budget deficiency in the Police Department's personal services and fringe benefit accounts.

8. The following table shows the Budget Analyst's estimated budget deficiency in salaries, overtime, holiday pay, premium pay and fringe benefits for FY 1994-95:

<u>Category</u>	<u>FY 1994-95 Budget</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated Surplus/ (Budget Deficiency)</u>
		<u>Expenditures 7/1/94 to 12/16/94</u>	<u>Expenditures 12/17/94 to 6/30/95</u>	
Permanent Salaries - Misc.	\$14,283,945	\$6,379,026	\$7,692,250	\$212,669
Permanent Salaries - Uniform	98,575,858	45,706,473	53,817,120	(947,735)
Overtime	5,742,656	3,515,050	3,539,606	(1,312,000)
Holiday Pay	2,146,500	1,324,379	1,103,649	(281,528)
Premium Pay	468,000	240,958	245,784	(18,742)
Premium Pay - Uniform	<u>5,250,978</u>	<u>2,161,641</u>	<u>2,803,656</u>	<u>285,681</u>
Total - Salaries	\$126,467,937	\$59,327,527	\$69,202,065	(\$2,061,655)
Fringe Benefits	<u>36,925,084</u>	<u>16,954,056</u>	<u>20,246,179</u>	<u>(275,151)</u>
Total	\$163,393,021	\$76,281,583	\$89,448,244	(\$2,336,806)

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Estimated Budget Deficiency in Personnel Accounts	\$2,336,806
Less:	
Federal Grant	(300,000)
Proposed Supplemental Appropriation for Overtime, Holiday Pay and Fringe Benefits	<u>(1,465,244)</u>
Total Estimated Budget Deficiency in Personnel Accounts	<u>\$571,562</u>

9. As reflected in Comment No. 4 above, the Budget Analyst has determined that the projected budget deficiency for Non-Personal Services, which includes such items as contractual services, rent, telephone and other operating expenses, is \$116,727 for FY 1994-95. However, the Police Department has requested \$475,300 for Non-Personal Services. Therefore, the Budget Analyst notes that the supplemental appropriation request for Non-Personal Services could be reduced by \$358,573, from \$475,300 to \$116,727.

However, at the request of the Police Department, the Budget Analyst is not recommending that this supplemental appropriation request be reduced by \$358,573 for Non-Personal Services at this time, but rather, subject to approval by the Mayor, that this surplus amount of \$358,573, as determined by the Budget Analyst, be used to partially offset the Department's remaining projected deficiency in the Permanent Salaries - Uniform account.

10. Mr. Mike Martin of the Mayor's Office advises that the Mayor's Office concurs with Budget Analyst's recommendation to reduce the Department's request for non-personal services by \$358,573 and to use such funds for the purpose of increasing the Department's request for Permanent Salaries and related accounts by \$358,573, as reflected in Attachment II.

11. Lieutenant Ryan advises the Budget Analyst that the Police Department intends to employ economies in order to offset the remaining projected budget deficiency of approximately \$212,989 (\$571,562 less \$358,573). However, Lieutenant Ryan has advised the Budget Analyst that it is now likely that the Police Department will have to request additional funds for Police Overtime for the United Nations (UN) 50th anniversary celebration, which is scheduled to take place on June 25 and 26, 1995. According to Lieutenant Ryan, the amount of such a supplemental appropriation request could range anywhere from \$500,000 to \$1.3 million, depending on whether certain foreign dignitaries and heads of State attend the UN celebration. However, Lieutenant

Ryan advises that the exact amount of this request cannot be estimated at this time.

12. In summary, the Budget Analyst recommends the following changes to the proposed supplemental appropriation ordinance:

<u>Category</u>	<u>Supplemental Appropriation Request</u>	<u>Amount Recommended by Budget Analyst</u>	<u>Budget Analyst's Recommended Change</u>
Permanent Salaries - Uniform	\$571,244	\$929,817	\$358,573
Overtime	611,000	611,000	0
Holiday Pay	258,000	258,000	0
Mandatory Fringe Benefits	25,000	25,000	0
Other Non-Personal Services	475,300	116,727	(358,573)
Materials and Supplies	31,300	31,300	0
Central Shops - Auto Maintenance	<u>150,000</u>	<u>150,000</u>	<u>0</u>
Total	\$2,121,844	\$2,121,844	0

Recommendations: 1. Reduce the supplemental appropriation request for Other Non-Personal Services by \$358,573, the amount of surplus as determined by the Budget Analyst, and increase the supplemental appropriation request for Permanent Salaries - Uniform by \$358,573, in accordance with the table above, and in accordance with the concurrence of the Mayor's Office as reflected in Attachment II.

2. Approve the proposed supplemental appropriation ordinance, as amended.

Academy furniture POs

Item	Quantity	price	total
2 tier lockers 3 unit	36	58.18	2,094.48
2 tier lockers 1 unit	4	71.43	285.72
Installation	1	505.00	505.00
Leg extension kit	4	25.71	102.84
Leg extension kit	6	33.38	200.28
2 tier locker slope kit	22	5.23	115.06
Locker 2 door	21	154.36	3,241.56
Front base	21	4.82	101.22
End base	8	6.34	50.72
Installation	1	445.00	445.00
Delivery	1	430.00	430.00
Sales tax			607.06
Stack chairs	160	69.00	11,040.00
Folding tables	72	53.00	3,816.00
Round Folding tables	2	100.00	200.00
Lectern	12	80.00	960.00
White boards	5	212.00	1,060.00
White board	1	411.00	411.00
Panels	5	99.00	495.00
connectors	4	3.75	15.00
Panels	6	6.00	36.00
Desk	6	425.00	2,550.00
Chairs	5	252.00	1,260.00
Chairs	2	199.00	398.00
Installation	1	608.00	608.00
Sales tax			1,890.50
Total			32,918.44

1954bP40

Office of the Mayor
SAN FRANCISCO



FRANK M. JORDAN

February 24, 1995

Ed Harrington, Controller
City and County of San Francisco
875 Stevenson Street #210
San Francisco, Calif 94103

Post-It® Fax Note 7671		Date 2/27	# of pages 1
To HARVEY ROSE	From MIKE MARTIN		
Co./Dept.	Co.		
Phone #	Phone #		
Fax #	Fax #		

Dear Mr. Harrington

Supplemental Appropriation Request #82 proposed applying \$475,300 in General Fund reserves towards Non-Personal Services and \$571,244 toward Uniform Salaries . To acknowledge a surplus in the non-personal services account and a deficit in the personal services account, please amend the submission as follows:

Index: 582015

Account	Original	Amended
01/0020	\$571,244	\$929,817
10/1269	\$475,300	\$116,727

Thank you for your assistance.

Sincerely,

Teresa Serata, Director of Finance

cc: Harvey Rose

Memo to Budget Committee
March 8, 1995 Budget Committee Meeting

Item 4 - File 101-94-61

Note: This item was continued by the Budget Committee at its meeting of March 1, 1995.

Department: Department of Parking and Traffic (DPT)

Item: Supplemental Appropriation Ordinance appropriating \$173,610 of Off-Street Parking Funds for the Polk-Bush Garage construction project for the Department of Parking and Traffic.

Amount: \$173,610

Source of Funds: Parking Revenue Fund (previously known as the Off-Street Parking Fund)

Description: The DPT reports that construction of the Polk-Bush Garage was completed in April of 1993. According to the DPT, Echo West/Hok Construction, a Joint Venture firm (Echo West is an MBE firm), the original construction contractor, was financially unable to complete the construction work. As such, Echo West/Hok Construction's bonding company, the Insurance Company of North America, designated Apersey Construction, neither an MBE or a WBE firm, to complete the necessary work. The DPT advises that as a result of the difficulty with the original contractor, resulting in an extended contract period and additional coordination needed to assist Apersey Construction to complete the project, the project architect, Gordon Chong and Associates, incurred additional costs totaling \$61,652.

Further, the DPT reports that an additional \$111,958 in unanticipated construction services were incurred by Echo West/Hok Construction and Apersey Construction.

Comment: Mr. Kevin Hagerty of the DPT has requested that this item be continued to the Budget Committee meeting on March 15, 1995 in order to allow the DPT additional time to provide the details on the architectural and construction services costs and to clarify the City's liability versus the bonding company's liability for these costs.

Recommendation: Continue this item as requested by Mr. Hagerty of the DPT.

Items 5 and 6 - Files 101-94-66 and 102-94-11

Note: This item was continued by the Budget Committee at its meeting of March 1, 1995.

Department: Department of Human Resources

Items: 1. Item 11, File 101-94-66 - Supplemental Appropriation Ordinance appropriating \$182,885 for Salaries, Fringe Benefits and equipment to allow the Department of Human Resources to Create three positions to support the Workers Compensation Program for fiscal Year 1994-95.

2. Item 12, File 102-94-11 - Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of three positions in the Department of Human Resources, Workers Compensation Division.

Amount: \$182,885

Source of Funds: FY 1994-95 General Fund Reserve

Description: On November 2, 1993, the voters of San Francisco approved Proposition L, which created a Department of Human Resources, and transferred the City's Workers Compensation Division from the Employees Retirement System to the Department of Human Resources.

The Department of Human Resources (HRD) is requesting a Supplemental Appropriation to pay for salaries, fringe benefits and equipment to allow the Department of Human Resources to create three new positions to support the Workers Compensation Program for Fiscal Year 1994-95.

The proposed supplemental appropriation would appropriate \$182,885 for the period February 24, 1995 through June 30, 1995 as follows:

Permanent Salaries	\$43,308
Temporary Salaries	46,600
Mandatory Fringe Benefits	17,982
Equipment	<u>74,995</u>
Total	\$182,885

The following are descriptions of each of the foregoing funding requests.

Permanent Salaries \$43,308

This amount would: (1) fund \$10,116 for the salary of one new 1444 Secretary I position for nine pay periods, (2) fund \$13,932 for the salary of one new 1652 Senior Accountant position for nine pay periods, and (3) fund \$19,260 for the salary of one new Senior Systems and Procedures Analyst position for nine pay periods for a total cost of \$43,308.

Temporary Salaries \$46,600

This amount would fund \$46,600 for the salaries of four temporary 8141 Claims Adjuster positions for seven pay periods.

Fringe Benefits \$17,982

This amount was calculated based on 20 percent of Permanent Salaries and 20 percent of Temporary Salaries. However, Ms. Victoria Mead of the HRD advises that the Fringe Benefits for Temporary Salaries should be calculated based on eight percent of the Temporary Salaries and not based on 20 percent of the Temporary Salaries. Therefore, the Fringe Benefits for the Temporary Salaries are \$3,728 (.08 x \$46,600). The Fringe Benefits for the Permanent Salaries are \$8,662 (.20 x \$43,308) As such, the total Fringe Benefits for Permanent and Temporary Salaries should be reduced to \$12,390 (\$3,728 + \$8,662) from \$17,982, representing a decrease of \$5,592.

Equipment \$74,995

This amount would fund a total of \$74,995, including \$69,120 for equipment and \$5,875 for Sales Tax, for the purchase of the following equipment: (1) \$29,850 for computer hardware for the file server, network administration workstation, telecommunications router station, and local systems connectivity, as well as providing for network printing capability, tape backups and power supply systems, (2) \$9,680 for computer software to run the above listed hardware, as well as network remote management and virus protection software, (3) \$12,300 for PacBell telecommunications installation charges for a dedicated telecommunications line to link up the two sites of 44 Gough Street and 1155 Market Street, the estimated monthly line usage charges, and telecommunications equipment that would enable 44 Gough Street and 1155 Market Street to "talk to each other" via the telecommunications link, (4) \$9,400 for four PC client workstations, including four

personal computers, and access to the local area network and the wide area network required for transmission of data, teleprocessing and timely interchange of management information, (5) \$7,890 for applications software licenses, and network, telecommunications and configuration costs, and (6) \$5,875 for the 8.5 percent Sales Tax.

Attachment 1, provided by the HRD, contains a detailed list of equipment with the related prices supporting the \$74,995 equipment request.

Ms. Kira Shuchom of the HRD advises that the HRD has received approval from the Electronic Information Processing Steering Committee for the purchase of this equipment.

The proposed ordinance (File 102-94-11) would amend the FY 1994-95 Annual Salary Ordinance to establish three new positions in the Department of Human Resources, Workers' Compensation Division as follows :

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Step</u>
1444 Secretary I	1	\$1,022/\$1,237	\$32,286
1652 Senior Accountant	1	\$1,407/\$1,706	\$44,527
1864 Sr. Systems & Procedures Analyst	1	\$1,946/\$2,365	\$61,727

The total estimated annual cost of the three new positions including fringe benefits, is \$166,248 (\$138,540 salaries + \$27,708 fringe benefits) at the top step.

Comments:

1. Attachment 2 is a letter from Mr. Wendell Pryor, Director of the Department of Human Resources, explaining why the addition of three new permanent positions, as well as four new temporary Claims Adjuster positions, or a total of seven new positions, are needed to take over the functions which were being accomplished by the Employees Retirement System (ERS), and why seven positions are not being deleted in the ERS to offset the seven new positions being added by the Department of Human Resources.

Mr. Pryor advises that the 1444 Secretary is being requested to support the Health Service Administrator, who now has oversight over the operations of the Workers Compensation Division (WCD), as well as the Health Service System and the City's health and safety programs. No such position existed prior to the transfer of the WCD to HRD.

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Mr. Pryor advises that the 1864 Senior Systems Analyst is being requested in order to evaluate the information system requirements of the WCD, which are critical to the success of the department. An existing management information systems (MIS) position will remain at the Employees Retirement System (ERS) to respond to the information system needs of the ERS.

Mr. Pryor advises that the 1652 Accountant is critically needed to develop and implement basic accounting services needed by the WCD.

Mr. Pryor advises that the four temporary Claims Adjuster positions are being requested in order to clear up and close a backlog of cases, thereby reducing the ongoing caseload. Mr. Pryor states that in the HRD proposed FY 95-96 budget, these four Claims Adjuster positions are requested for three months. Therefore the Budget Analyst recommends that the four temporary Claims Adjuster positions be approved as limited duration positions.

2. As noted above, the proposed expenditures for the Permanent Salaries of the 1444 Secretary I, the 1652 Senior Accountant, and the 1864 Sr. Systems & Procedures Analyst were based on nine pay periods. Ms. Victoria Mead of the Department of Human Resources advises that the staff will be hired effective May 20, 1995, and will work for 7.5 pay periods. As such, the amount required for Permanent Salaries is \$35,955, or \$7,353 less than the requested \$43,308.

3. As noted above, the proposed expenditures for the Temporary Salaries of four 8141 Claims Adjusters were based on seven pay periods. Ms. Mead advises that two of the 8141 Claims Adjusters will begin on May 20, 1995 and will work for 7.5 pay periods, and two of the 8141 Claims Adjusters will begin on April 8, 1995, and work for six pay periods. As such, the amount required for Temporary Salaries is \$44,982, or \$1,618 less than the requested \$46,600.

4. As noted above, the Fringe Benefits should be calculated based on eight percent of Temporary Salaries and 20 percent of Permanent Salaries. Based on the decrease of \$7,353 in Permanent Salaries from \$43,308 to \$35,995, the Fringe Benefits for Permanent Salaries are \$7,199. Based on the decrease of \$1,618 in Temporary Salaries, from \$46,600 to \$44,982, the Fringe Benefits for Temporary Salaries are

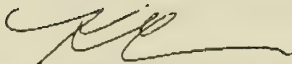
BOARD OF SUPERVISORS
BUDGET ANALYST

\$3,599 for total Fringe Benefits of \$10,798 (\$7,199 + \$3,599), or \$7,184 less than the requested \$17,982.

- Recommendation:**
1. Amend the proposed ordinance to reduce the supplemental appropriation request as follows: (1) reduce Permanent Salaries by \$7,353 from \$43,308 to \$35,955, reduce Temporary Salaries by \$1,618 from \$46,600 to \$44,982, and (3) reduce Fringe Benefits by \$7,184 from \$17,982 to \$10,798 for a total reduction of \$16,155 from \$182,885 to \$166,730 (File 101-94-66).
 2. Amend the Annual Salary Ordinance to make the four proposed Claims Adjusters positions limited duration positions (File 102-94-11).
 3. Approve the proposed ordinance as amended.

DEPARTMENT OF HUMAN RESOURCES MIS: WORKERS' COMPENSATION SUPPLEMENTAL APPROPRIATION FY 94-95

Page 1	of 1			WCD	Supplemental	
CHAR	OBJ	SUB	DESCRIPTION	QTY No.	Unit Cost	FY 94-95 Total
10			NON-PERSONAL SERVICES			
22			CAPITAL OUTLAY			
	220		Equipment Purchase			
		2231	Computer Equipment for DHR-WCD Systems Connectivity			
			Network File Server 32MB RAM, 2 - 2GB Hard Drives	1	14,000	14,000
			Network Administration Workstation with Network Card	1	2,350	2,350
			MPR + Router Hardware	1	4,000	4,000
			Network Printer with JetDirect Card	1	4,000	4,000
			Ethernet Hub for Network	1	2,500	2,500
			UPS (Power Supply) and Tape Backup Units	1	3,000	3,000
			Network Hardware Sub-Total			29,850
			Network Software, Netware v3.12	1	4,800	4,800
			Novell MPR + WAN Software	2	1,080	2,160
			Intel LANdesk Manager	1	1,020	1,020
			Intel Virus Protection	1	680	680
			Cheyenne ArcServe Tape Backup Software	1	1,020	1,020
			Network Software Sub-Total			9,680
			PacBell Telecommunications Installation (estimate)	1	3,000	3,000
			High Speed Modems DSU/CSU & Synch Adapter	2	2,000	4,000
			Site Cabling Charges (per Network device/user, estimate)	10	350	3,500
			Telecommunications Line Charges (per month, estimate)	6	300	1,800
			Telecommunications Sub-Total			12,300
			On-Site PC Client Workstations with Network Cards			
		for MIS Business Systems Analyst	1	2,350	2,350
		for MIS Technical Support	1	2,350	2,350
		for Health & Safety Administrator (Bill Lee)	1	2,350	2,350
		for Administrative Assistant (Pat Gomez)	1	2,350	2,350
			PC Client Workstation Sub-Total	4		8,400
			Applications Software Licenses (Network and per user)	6	815	4,890
			Network & Telecommunications Installation & Configuration (in Hours)	24	125	3,000
			Miscellaneous Charges Sub-Total			7,890
			Pre-Tax Sub-Total			69,120
			Sales Tax @ 8.5%			5,875
			TOTAL REQUESTED *			74,995



Estimate as of January 20, 1995 (Kira Chuchom)

Version 1.0



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

February 22, 1995

Mr. Harvey Rose
Budget Analyst
1390 Market Street, Ste. 1025
San Francisco, CA 94102

Dear Mr. Rose:

You have asked for a written statement from me concerning the new positions which this department has requested in a supplemental appropriation request to the Board of Supervisors. As I understand it, your question concerns why none of these positions can be transferred from the Employees Retirement System. In response, the following explanation is provided.

The 1444 Secretary is being requested as clerical and administrative support for the Health Service Administrator, Bill Lee, who now has oversight of the operations of the Workers Compensation Division (WCD), as well as the Health Service System and the City's health and safety programs. No such position existed prior to the transfer of the WCD to DHR.

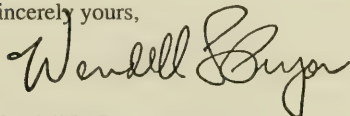
The 1864 Senior Systems Analyst is being requested in order to evaluate the information system requirements of the WCD, which are critical to the success of the program. Although the ERS staff apparently includes an MIS professional, this position has not been predominantly concerned with the information systems at the WCD, and, moreover, will remain at ERS to continue to respond to the information system needs of the Employees Retirement System.

The 1652 Accountant is critically needed to develop and implement basic accounting systems at the WCD. ERS accountants have performed most of the basic accounting services needed by the WCD in the past, but these accounting activities have not been well integrated with the Bill Paying Unit of the WCD. Moreover, these accounting services were completely funded by the Retirement Trust Fund. The Workers Compensation Division, which has now been transferred to HRD, had been the only ERS division funded by the General Fund. Therefore, there may be reason to question the scope of accounting services which continue to be needed at the Employees Retirement System, and funded by the Retirement Trust Fund, in light of the transfer of the WCD to HRD; however, no General Fund savings would result from reducing ERS accounting services, and it is not possible to transfer employees (or funds) from the Retirement Trust Fund to HRD in order to provide the necessary accounting services for HRD.

Finally, with respect to the four temporary adjusters, these are short term positions which are expected to reduce a backlog of cases at the WCD which could be closed, thereby reducing the average caseload per adjuster in order to improve the effectiveness of claims administration. These positions did not exist at the Workers Compensation prior to its transfer to HRD; clearly, if the WCD had employed additional adjusters at an earlier date, there would be a smaller backlog of claims which should be closed.

Should you require additional information, please contact me.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Wendell L. Pryor". The signature is fluid and cursive, with the first name being the most prominent.

Wendell L. Pryor
Director of Human Resources

WLP:vm

Items 7 and 8 - Files 101-94-67 and 102-94-9

Department: Sheriff's Department

Items: Item 7, File 101-94-67 - Supplemental Appropriation Ordinance appropriating \$400,449 from the General Fund Reserve for salaries, fringe benefits and equipment for the Sheriff's Department.

Item 8, File 102-94-9 - Ordinance amending the Annual Salary Ordinance to reflect the addition of nine positions in the Sheriff's Department.

Amount: \$400,449

Source of Funds: General Fund Reserve

Description: The proposed supplemental appropriation would fund (1) six new Deputy Sheriff positions to provide a combination of entry security and courtroom security for the Trial Courts (Superior and Municipal Courts) at their 633 Folsom Street and 575 Polk Street locations, (2) six months funding retroactive from January 1, 1995 to June 30, 1995, for two existing Police Cadet positions that are currently providing entry security at the Folsom Street facility, (3) overtime to fund interim security staffing at the Folsom Street and Polk Street locations until permanent staff can be hired, (4) overtime to fund 10 Deputy Sheriffs and one Sheriff's Sergeant related to a major, pending Superior Court case, (5) the purchase of three vans associated with a plan to reduce jail overcrowding and (6) the purchase of one metal detector for courtroom security at Folsom Street.

This proposed supplemental appropriation request would appropriate \$400,449, as follows:

Permanent Salaries	\$105,666
Fringe Benefits	26,644
Overtime	208,438
Equipment	<u>59,701</u>
Total	\$400,449

The following describes the budgetary details of this \$400,449 request:

Permanent Salaries - (\$105,666)

Due to the planned seismic retrofit of City Hall, the Trial Courts were relocated from City Hall to a new location at 633

Folsom Street and an existing location at 575 Polk Street. According to Sergeant Ridgeway, of the Police Department, prior to this latest move, the Sheriff's Department had (1) six Police Cadets and one Deputy Sheriff assigned to entry security at City Hall, and (2) 22 Deputy Sheriffs assigned to courtroom security in 29 Superior and Municipal Court courtrooms, of which 27 of these courtrooms were located in City Hall and two Superior Court courtrooms were already located at 575 Polk Street.

Entry Security

Sergeant Ridgeway reports that funds for two Police Cadets are being requested (a third existing Cadet will also be used) and funds for two of the six new Deputy Sheriffs are being requested for entry security at the Folsom Street facility as follows: (1) three Cadets on the first floor to monitor the front door and three additional entrances with cameras, and (2) two Deputies to provide supervision to the Cadets, security coverage for a 3rd floor courtroom metal detector and relief responsibilities. According to Sergeant Ridgeway, three of the six Police Cadets who were assigned to entry security at City Hall have been reassigned to entry security at 633 Folsom Street. The Deputy Sheriff position, which had been assigned to entry security at City Hall, has also been reassigned to 633 Folsom Street on an interim basis. According to Sergeant Ridgeway, this Deputy Sheriff position is on loan to 633 Folsom Street from County Jail #1, located at 850 Bryant Street and must be returned to County Jail #1. Sergeant Ridgeway advises that the second Deputy Sheriff position needed for entry security at the Folsom Street facility is currently being provided through overtime. The Sheriff's Department is therefore proposing that two of the requested six new Deputy Sheriff positions be assigned to entry security at the Folsom Street facility.

Sergeant Ridgeway adds that the remaining three Police Cadets who were assigned to entry security at City Hall have been reassigned back to other locations; one has been assigned to the Parole Office located at 555 7th Street, one to the new County Jail at 425 7th Street, and one to the San Bruno Jail.

Sergeant Ridgeway also reports that one of the requested six new Deputy Sheriff positions is required for entry security at the Polk Street facility. This Deputy Sheriff position would be responsible for monitoring the front door with a metal detector and also have some relief responsibilities in connection with courtroom security. The Sheriff's

Department reports that currently this position is being provided through retroactive overtime under funds allocated from this subject request. The Sheriff's Department is therefore proposing that this previously noted one new Deputy Sheriff position be assigned to entry security at the Polk Street facility in order to eliminate overtime funds for this responsibility. According to Sergeant Ridgeway, entry security, which has not previously been provided at the Polk Street facility, is now needed at this facility because of the Small Claims Court that is now located at Polk Street. Previously, small claims were handled at City Hall in eight Municipal Court courtrooms (see Courtroom Security below). Sergeant Ridgeway states that the two Superior Court courtrooms, which were previously located at the Polk Street facility, processed primarily civil cases involving corporate suits. Now, there is only one Superior Court courtroom at Polk Street and one Small Claims Court.

Courtroom Security

As previously noted, prior to relocating from City Hall, the Trial Courts (Superior and Municipal Courts) had a total of 29 courtrooms. Of these 29 courtrooms, the Superior Court had 19 courtrooms in City Hall and two courtrooms at the 575 Polk Street facility and the Municipal Court had 8 courtrooms in City Hall. As noted above, the Sheriff's Department had 22 Deputy Sheriffs assigned to these 29 courtrooms.

As a result of the relocation, the total number of Superior Court and Municipal Court courtrooms increased by two from 29 courtrooms to 31 courtrooms. Of the 31 courtrooms, 29 courtrooms (8 Municipal Court courtrooms plus 21 Superior Court courtrooms) are located at the Folsom Street facility and two courtrooms (one Small Claims Court and one Superior Court courtroom) are located at the Polk Street facility. According to Sergeant Ridgeway, 25 Deputy Sheriffs, or three more than the current staffing level, are now required to serve as bailiffs for the 31 courtrooms located at the Folsom and Polk Street facilities, as follows: (1) Folsom Street facility - three Deputy Sheriffs for seven Municipal Court courtrooms and 19 Deputy Sheriffs for 21 Superior courtrooms, for a total of 22 Deputy Sheriffs at Folsom Street, and (2) Polk Street facility - 2 Deputy Sheriffs for one Small Claims Court and one Deputy Sheriff for one Superior Court courtroom, for a total of three Deputy Sheriffs at the Polk Street facility. These three requested Deputy Sheriffs positions are currently being provided through overtime on a retroactive basis under this subject request. The Sheriff's

Department is therefore proposing that three of the requested six new Deputy Sheriff positions be assigned to courtroom security.

Sergeant Ridgeway reports that, aside from the increase in courtrooms, the primary reason that the remaining three new Deputy Sheriff positions out of the six new Deputy Sheriff positions are being requested for courtroom security, is because the existing 22 Deputy Sheriffs cannot provide sufficient coverage for the 31 courtrooms from a logistical standpoint at the Folsom and Polk Street facilities. According to Sergeant Ridgeway, the courtrooms at the Folsom Street facility are located on five separate floors as opposed to the two floors that these courtrooms were located on at City Hall. Sergeant Ridgeway states that having the courtrooms located on five separate floors, instead of two floors, increases the response time of Deputy Sheriff for emergencies and provides less flexibility for the Deputy Sheriffs to handle multiple courtroom assignments. Additionally, Sergeant Ridgeway advises that the Small Claims Court located in the Polk Street facility, which is approximately one mile from the Folsom Street facility, will now be the site for all small claims cases. According to Sergeant Ridgeway, small claims cases were previously divided among the eight Municipal courtrooms at City Hall. Sergeant Ridgeway states that small claims cases can be very volatile and now that all of these cases are being heard in one courtroom, additional security staffing is required. Sergeant Ridgeway notes that since the Small Claims Court is isolated from the majority of the other courtrooms, a pool of Deputy Sheriffs cannot quickly respond to emergencies, which makes having sufficient security staffing on site all the more necessary.

The \$105,666 requested amount for permanent salaries was based on (1) six Deputy Sheriffs being funded for the period February 1, 1995 to June 30, 1995, for a total of \$73,296 and (2) three Police Cadets being funded retroactive for the period January 1, 1995 to June 30, 1995, for a total of \$32,370. Sergeant Ridgeway now advises that the Deputy Sheriffs will be hired effective March 27, 1995. As such, the actual amount needed to fund the six Deputy Sheriffs is \$50,022 or \$23,274 less than the requested \$73,296. Sergeant Ridgeway also reports that retroactive funding is required for only two Police Cadets instead of three. Therefore, the actual amount needed to fund the two Police Cadets for the period January 1, 1995 to June 30, 1995 is \$21,580 or \$10,790 less than the requested \$32,370. Sergeant Ridgeway reports that these two Police Cadet positions, which are currently assigned to entry security at the Folsom facility, were only budgeted for six

months in order to meet the Mayor's baseline budget, since the specific needs of Trial Court security following the closure of City Hall was unknown during the budget process.

Fringe Benefits (\$26,644)

<u>Fringe Benefits Budgeted</u>	<u>Expended as of 2/10/95</u>	<u>Projected Expenditure 2/10 /95 -6/30/95</u>	<u>Total Expenditure</u>	<u>Estimated Budget Surplus</u>
\$6,969,550	\$4,245,550	\$2,693,450	\$6,939,000	\$30,550

Based on the estimated budget surplus of \$30,550, the supplemental appropriation request of \$26,644 for Fringe Benefits is not needed.

Overtime (\$208,438)

This amount would pay for the following overtime costs:

(1) Six Deputy Sheriffs @ \$20.625/per hour x 755 hours plus fringe benefits for a total of \$95,550 for interim entry and courtroom security services at the Folsom and Polk Street facilities retroactively for the period January 16, 1995 to March 6, 1995, pending the hiring of permanent staff.

(2) A total of \$112,888 in overtime costs for courtroom security for a major pending Superior Court case as follows: (1) 10 Deputy Sheriffs @ \$20.625/per hour x 480 hours plus fringe benefits, for a total of \$100,608 and (2) one Sheriff's Sergeant @ \$25.175/per hour x 480 hours plus fringe benefits, for a total of \$12,280. The Sheriff's Department is proposing to have four Deputy Sheriffs in the courtroom for this case at all times plus one Deputy Sheriff stationed outside of each of the four courtroom exits plus several Deputy Sheriffs roving in the vicinity of the courtroom. The District Attorney's Office anticipates that the trial will last 12 weeks.

Sergeant Ridgeway advises that the above-noted Superior Court case involves seven gang members accused of raping two minor women. According to Sergeant Ridgeway, since these defendants have been in custody, they have displayed a propensity for violence and have been involved in violent altercations with other prisoners. Additionally, Sergeant Ridgeway advises that these defendants will not be handcuffed in the courtroom and will be wearing civilian clothes, which increases the potential for escape.

Memo to Budget Committee
 March 8, 1995 Budget Committee

<u>Overtime Budgeted</u>	<u>Expended as of 1/13/95</u>	<u>Projected Expenditure 1/14 /95 -6/30/95</u>	<u>Total Expenditure</u>	<u>Estimated Budget Deficiency</u>
\$952,083	\$661,286	\$626,550	\$1,287,836	(\$335,753)

As noted above, the Sheriff's Department has an estimated deficiency of \$335,753 in its overtime budget or \$127,315 more than the requested amount of \$208,438. Sergeant Ridgeway advises that the Sheriff Department will be submitting a future request to reappropriate the \$127,315 from surplus funds in the Sheriff's Department's materials and supplies account to pay for this deficiency in the overtime budget.

Equipment (\$59,701)

This amount would fund three vans and one metal detector, as follows:

Vans (3)	\$57,006
Metal Detector (1)	<u>2,695</u>
Total	\$59,701

The Board of Supervisors recently approved a supplemental appropriation for the Sheriff's Department for the creation of four Police Cadets and three Deputy Sheriff positions to expand its Sheriff's Work Alternative Program (SWAP), in order to reduce jail overcrowding (Files 101-94-36 and 102-94-6). In addition to these positions, the Board also approved \$14,994 towards the purchase of three vans for this program, in connection with the SWAP participants. The Sheriff's Department had originally requested the \$14,994 for the lease of three vans. However, the Budget Analyst determined that it was more cost effective to purchase these vans and, as such, recommended that the Sheriff's Department submit another supplemental appropriation for the balance needed to purchase the vans. The Sheriff's Department had originally reported that the total cost of the vans would be \$66,000 (three vans @ \$22,000). The Sheriff's Department now reports, based on a revised quote from the van dealership, that the total amount required for the purchase of the three vans is \$72,000 (three vans @ \$24,000 each) or \$57,006 more than the \$14,994 currently available for this purpose.

According to the Sheriff's Department, the metal detector requested for courtroom security on the 3rd floor at 633 Folsom Street will be used to screen all persons who enter

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the Family Courts (i. e., Divorce Courts). Sergeant Ridgeway advises that the metal detector which was used for this purpose at City Hall, is now being used for entry security at the Folsom Street facility.

The proposed ordinance (File 102-94-9) would amend the Annual Salary Ordinance to reflect the addition of nine positions, as follows:

<u>No. of Positions</u>	<u>Classification/Title</u>	<u>Bimonthly Salary</u>	<u>Maximum Salary Amount</u>	<u>Total Annual Cost</u>
3	8274 Police Cadet	\$822/822	\$21,454	\$64,362
6	8302 N Deputy Sheriff I	\$1,191/\$1,191	\$31,085	186,510
9	Total			\$250,872

Sergeant Ridgeway advises that this proposed ordinance is incorrect and should reflect the addition of six Deputy Sheriff positions only. As previously noted, funding has been requested only to pay for the continuation of two (not three) existing Police Cadets. New Police Cadet positions themselves are not being requested. As such, the proposed ordinance should be amended to delete reference to the addition of three new 8274 Police Cadets.

Comments:

1. As noted above, the actual amount required for Permanent Salaries is \$50,022 for the proposed six new Deputy Sheriff positions plus \$21,580 for the two Police Cadet positions for a total of \$71,602 or \$34,064 less than the requested amount of \$105,666. Therefore, the proposed ordinance (File 101-94-67) should be amended to reduce the amount of Permanent Salaries by \$34,064 from \$105,666 to \$71,602. Additionally, the Fringe Benefit amount of \$26,644 should be reduced to zero based on an estimated surplus of \$30,550 in the Sheriff's Department's Fringe Benefit account, for a total reduction of \$60,708.

2. Additionally, as noted above, the proposed ordinance to amend the Annual Salary Ordinance (File 102-94-9) should be amended to delete reference to the addition of three new Police Cadet positions.

Recommendation:

1. Amend the proposed ordinance to (1) reduce Permanent Salaries from \$105,666 to \$71,602 and (2) reduce Fringe Benefits from \$26,644 to zero, for a total reduction of \$60,708. Therefore, the total request of \$400,449 should be reduced by \$60,708 to \$339,741 (File 101-94-67).

Memo to Budget Committee
March 8, 1995 Budget Committee

2. Amend the Annual Salary Ordinance by deleting three 8274 Police Cadet positions (File 102-94-9).
3. Approve the ordinances as amended.

Item 9 - File 101-94-70

Department: Department of Public Health (DPH)

Item: Ordinance appropriating \$207,103 for the Department of Public Health, Division of Mental Health, from the General Fund Reserve to pay retroactively for the phasing out of medical programs contracts for substance abuse programs during the period from January 16, 1995 through February 15, 1995; providing for ratification of action previously taken.

Amount: \$207,103

Source of Funds: General Fund Reserve

Description: A total of 15 substance abuse providers were funded in FY 1993-94 in the amount of \$3,322,167 from Federal Forfeiture and Asset Seizure grant funds. The \$3,322,167 grant expired on June 30, 1994.

During the FY 1994-95 budget process, the Mayor recommended and the Board of Supervisors approved \$830,541 in the Department of Public Health's FY 1994-95 budget to fund these 15 substance abuse providers for the three month period July 1, 1994 to September 30, 1994. In addition, the Board of Supervisors, at that time, earmarked \$1,000,000 as part of the General Fund Reserve to fund these 15 programs for the 3 1/2 month period from October 1, 1994 to January 15, 1995.

In August of 1994 the DPH requested a supplemental appropriation of the \$1,000,000 previously earmarked from the General Fund Reserve to pay for the programs for the 3 1/2 month period October 1, 1994 to January 15, 1995 (File 101-94-20). The Mayor reduced the DPH's request by \$151,058, to \$848,942, which provided funding for only three months, instead of 3 1/2 months, from October 1, 1994 through December 31, 1994, with the exception of Chemical Awareness and Treatment Services (CATS), which was granted full funding through June 30, 1995 for operation of the McMillan drop-in center for homeless substance abusers.

On January 25, 1995, the Board of Supervisors approved a supplemental appropriation for the balance of \$151,058 (File 101-94-51) out of the above-noted \$1,000,000 to continue funding the remaining 14 substance abuse providers (15 programs less the one fully funded) for the period January 1, 1995 to January 15, 1995.

Mr. Jim Stillwell of the DPH now advises that alternative funding had been identified effective January 16, 1995 for three of the 14 substance abuse providers, Horizons, Bayview-Hunters Point Youth Program and Bay Area Addiction Research and Treatment (BAART). Two of these three programs, Horizons and the Bayview-Hunters Point Youth Program, are receiving monies under Proposition J (Children's Fund), according to Mr. Stillwell. Mr. Stillwell advises that the third program, BAART, received full funding through MediCal effective January 16, 1995. The remaining 11 providers (14 less 3) are the subject of this supplemental appropriation request.

The proposed ordinance would appropriate \$207,103 from the General Fund Reserve to the Department of Public Health for payment retroactively to 11 of the 14 nonprofit agencies for the provision of community-based substance abuse services during the period January 16, 1995 to February 15, 1995. The services provided by the 11 nonprofit agencies include substance abuse programs related to outpatient, residential, homeless substance abuse services, and methadone maintenance.

Mr. Jim Curtis of the DPH advises that the DPH is pursuing additional funding for the balance of the fiscal year for three of these 11 agencies through another pending supplemental appropriation request. These three agencies are Asian American Recovery Services, Baker Places and Walden House (see Comment 1 below).

Budget:

The proposed supplemental appropriation request appropriates \$207,103 retroactively for 11 nonprofit agencies providing substance abuse programs for the period January 16, 1995 to February 15, 1995 as follows:

<u>Contracts</u>	<u>Amount</u>
18th Street Services	\$5,000
Walden House	115,149
Iris Center	1,559
Baker Places	5,833
Haight-Ashbury Free Clinic; Outpatient Detox	20,769

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<u>Contracts</u>	<u>Amount</u>
UCSF Program for AIDS Education & Counseling	\$9,902
Bayview-Hunters Point Outpatient Methadone Maint.	17,031
Westside Outpatient Methadone Maintenance	1,694
Asian-American Recovery Services	8,333
Bayview-Hunters Point Center for Problem Drinkers	6,833
Haight-Ashbury Free Clinic; Facts on Crack	<u>15,000</u>
Total	\$207,103

Comments:

1. As noted above, Mr. Curtis advises that the DPH has submitted another supplemental appropriation request which is pending in the Mayor's Office to fund the continuation of three of the 11 substance abuse providers listed above for the period retroactive from February 16, 1995 through June 30, 1995. These three programs are Asian American Recovery Services, Baker Places and Walden House, all residential treatment providers.

2. Attachment I, provided by DPH, describes each of the 15 substance abuse treatment programs.

2. Attachment II shows the amounts allocated for each of the original 15 substance abuse service providers from (a) the Federal grant amount for FY 1993-94 totaling \$3,322,167, (b) the amount already funded for FY 1994-95 totaling \$1,830,543, and (c) the amount of funding requested in this proposed appropriation totaling \$207,103.

3. According to DPH data, an additional \$945,848 would be needed to continue funding of all of the substance abuse providers through June 30, 1995.

Recommendation:

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

BUDGET JUSTIFICATION

18th Street Services

This program provides outpatient substance abuse treatment (individual counseling and group therapy) for gay and bisexual men. Information, education and prevention comprise major elements of the program with special emphasis on the substance abuse aspects of the HIV/AIDS epidemic. 18th Street Services also provides housing for AA, NA, Codependency anonymous and Sex and Love Addicts Anonymous meeting. Outreach is conducted to the gay and bisexual community, including indigent population, for safe sex practices and prevention measures. At the core of their program is active support and 12 step programs. Their services are available to gay and bisexual men regardless of ability to pay.

Asian American Recovery Program funding

AARS is a voluntary, long term, residential drug and alcohol treatment program. As a drug-free, long-term program, individuals (both male and female) are provided with a rigorous structure of work and clinical activities. The program consists of individual, group, and family counseling along with educational and vocational activities and development within a supporting multicultural environment. The program philosophy is based on a therapeutic community model utilizing behavioral and problem solving approaches. Its primary goal and objective is to provide support and opportunity for Asian/Pacific Islanders and others to learn to function successfully as responsible substance abuse free individuals.

Bay Area Addiction, Research and Treatment (BAART) Geary/Townsend Clinics

These programs have been developed from the expressed needs of the clients themselves. Historically, methadone programs were tailored to the needs of older male, chronic heroin users, and did little to provide for the increasingly female and younger population admitted to treatment in recent years. BAART programs emphasize individualized treatment,

family treatment, women's needs including high risk obstetrical and pediatric care for the passively addicted neonate, vocational and academic training and education, and prevention of AIDS among the clients enrolled in our programs. Beyond the scope of methadone maintenance services, the BAART program has developed and implemented several innovative treatment components, including sedative-hypnotive detoxification, crack/cocaine/stimulant abuse treatment, aftercare services, primary medical care, family counseling, education and interventions to reduce risk behavior among intravenous drug users, and AIDS antibody screening. In addition to Methadone, comprehensive psychological services are offered to clients including crisis intervention, a variety of weekly groups, individual, family, and marriage counseling. A complete medical health assessment is done on every client entering the program, and referrals are made as needed. Goals of the program include: attracting heroin addicts into treatment, Prevention Strategy Code(s).

Baker Places, Inc/Acceptance Place

Baker Places is committed to providing a comprehensive residential treatment program for people whose lives are disrupted or impaired because of their substance abuse and attendant problems, including AIDS related and psychiatric complications. A home-like facility is maintained to provide food, shelter, and rehabilitation services in a community-based, peer-group oriented, clean and sober living environment. The principles of social rehabilitation will be applied to support this purpose. Individual and group counseling, education and recreational services, and linkage with health, social, vocational, and other support services will be provided. Systematic supervision and evaluation of services will be used to assure the highest quality of professional care, and the program operations will be managed in a responsible, accountable manner.

This program provides counseling services to individuals who are poly drug users and are unable to cease using alcohol and cocaine without therapy. The program targets individuals who are residents of Bayview Hunter's Point, Visitation Valley, OMI, Potrero Hill and all areas of South of Market Street.

Bayview Hunter's Point/Youth Counseling

This program provides prevention services to youth population of Bayview Hunter's Point, OMI, Visitation Valley, Potrero Hill and Sunnysdale in order to curtail or even eliminate substance abuse. Specific activities include recruitment of 66 youths and young adults from target population to participate in psychological counseling and nutritional assessment. Counseling services are conducted in 1-hour daily sessions, 5 days a week. Parents and guardians also receive 2-hour counseling sessions per month.

Bayview Hunter's Point/Methadone Maintenance

The Bayview Methadone Treatment program provides affordable treatment and prevention services for heroin and polydrug abusing people. The outpatient program involves stabilization with a daily methadone dosage. This allows clients the opportunity to reconstruct a drug free lifestyle. Preparation for the drug free lifestyle includes a gradual withdrawal from methadone to prevent side effects. Counseling and health care are an integral part of the services provided to clients. Counselors provide treatment direction and assist with referrals to employment, education, and other health services. The Bayview HIV risk reduction program is integrated into the methadone program. The goal is to reduce the risk of HIV transmission, the risk to sexual partners of injection drug users, and the risks of needle sharing practices. The on site health center offers primary care as well as HIV testing, case management and HIV specific health services target the African American and other minority populations for San Francisco's Bayview-Hunter's Point district.

CATS-Chemical Awareness and Treatment Services

The contractor received Ryan White funds which will be used to back-fill lost Forfeiture Grant funds. However, the agency lost other State Grant funding which supports the McMillian Center. This request would allow the McMillian Center to continue current level (24-Hour operation) of services through June 30, 1995.

This program targets Homeless men and women and provides a 24-hour drop-in facility with services that include: medical and psycho-social assessments; referrals to appropriate substance abuse and other health and social services (both emergency and non-emergency); stabilization opportunities and social/recreational activities. Voluntary facilitated support groups are available every day.

Haight Ashbury Free Medical Clinics Outpatient Detox

The program has an established 24-year history of providing the City for substance abusers. This includes full medical and psychiatric outpatient services which provide medical symptomatic detoxification, plus dual diagnosis and HIV disease treatment. Their goals are to reduce or eliminate drug abuse by clients, to increase vocational skills and employment prospects, to expand the Project's treatment capabilities, to increase clients' awareness of HIV disease and their risk-reduction response, and to maintain program use by a clientele representative of the City's ethnically diverse drug using population. Our objectives are (1) to deliver at least 1,331 units of service to substance-abuser clients; (2) to provide employment counseling to at least 15% of employable, unemployed clients; (3) to provide 18 hours of staff training; (4) to carry out HIV risk assessment for at least 95% of new or readmitted clients; (5) to provide 467 hours of skills training relevant to HIV risk reduction; (6) to substantially eliminate illicit Prevention Strategy Code(s) drug use for at least 80% of clients who remain in treatment for more than one week.

Haight Ashbury Free Medical Clinic- Glide Church Project

This program's methodology and activities include daily support groups, drug intervention meetings, daily individual counseling, weekly classes in African history, job training, referrals for generation graduation and money management training. The goal is to establish culturally relevant and economically assessable drug treatment services that lead to self-esteem and sobriety for the African American. The services that are provided are daily groups, individual counseling, weekly classes in health, African history and substance education and sanctuary activities.

Horizons Unlimited

Horizons Unlimited through its Juventud substance abuse treatment program provides counseling services (individually and family). The goal

of the program is to reduce substance abuse in the individual with a goal of abstinence. The target population is Hispanic youth and young adults.

IRIS Center

The program provides women/lesbians in San Francisco who have substance abuse problems with counseling services that will reduce their incidence of drug abuse and enable them to lead healthy and productive lives. The program's activities increase in the social, psychological, and behavioral functioning of the IRIS Project clients.

The IRIS Center reaches a diversity of women from different backgrounds and lifestyles, particularly Women of Color and lesbian women. The program provides treatment to these women, especially to women of childbearing age at risk for pregnancy and to lesbians with chemical dependency problems through group counseling services. The program provides group counseling relating to drug and alcohol abuse and addiction, clean and sober lifestyles, self-esteem. The program's objective is that at least 70% of the clients who complete the IRIS Project Program will have stayed clean and sober for at least 30 days before completing the program.

UCSF SFGH Substance Abuse Services PACE Program

This treatment program specializes in treatment and prevention services for heroin addiction among the HIV infected population. This outpatient program involves stabilization with a daily methadone dosage. This allows

clients the opportunity to reconstruct a drug free lifestyle and to address their HIV related issues. Preparation for the drug free lifestyle includes a gradual withdrawal from methadone to prevent side effects. Counseling and health care are an integral part of the services provided to clients. Counselors provide treatment direction and assist with referrals to employment, education, and other health services. The HIV risk reduction program is integrated into the methadone program. The goal is to reduce

the risk of HIV transmission, the risk to sexual partners of injection drug users, and the risks of needle sharing practices.

Walden House/Therapeutic Community

Walden House residential program provides services 24 hours a day, 7 days a week. The program also serves dually diagnosed clients, and clients with HIV disease. The program consists of orientation, therapeutic community involvement, and aftercare. The program serves young adults, adults and have an in-house school and on the job training programs.

Westside-Methadone Treatment Program

Westside Methadone Treatment program provides affordable treatment and prevention services for heroin and polydrug abusing people. The outpatient program involves stabilization with a daily methadone dosage. This allows clients the opportunity to reconstruct a drug free lifestyle. Preparation for the drug free lifestyle includes a gradual withdrawal from methadone to prevent side effects. Counseling and health care are an integral part of the services provided to clients. Counselors provide treatment direction and assist with referrals to employment, education, and other health services. The Westside HIV risk reduction program is integrated into the methadone program. The goal is to reduce the risk of HIV transmission, the risk to sexual partners of injection drug users, and

the risks of needle sharing practices. The on site health center offers primary care as well as HIV testing, case management and HIV specific health services target the African American and other minority populations for San Francisco's Western Addition.

CSAS FUNDING FOR CLOSURE OF FORFEITURE PROGRAMS JANUARY 15, 1995-FEBRUARY 15, 1995

	FORFEITURE GRANT 12 MONTHS FY 1993/94 7/1/93 TO 6/30/94	AMOUNT ALREADY FUNDED FY 1994/95	THIS REQUEST FY 1994/95 1/16/95 TO 2/15/95
PROGRAM			
18TH STREET	60,000	33,061	5,000
WALDEN HOUSE	1,381,784	761,374	115,149
IRIS CENTER	18,692	10,299	1,559
BAART	367,196	202,327	0
HORIZONS	60,000	33,061	*
BAKER PLACES	70,000	38,571	5,833
HAFMC OP DTX	249,230	137,329	20,769
UCSF PACE	118,828	65,475	9,902
BVHP OMM	204,370	112,609	17,031
WESTSIDE OMM	20,322	11,199	1,694
AARS	100,000	55,101	8,333
BVHP CFPD	49,000	26,999	6,833
BVHP YOUTH	82,000	45,183	*
CATS	360,745	198,773	0
HAFMC FACTS	180,000	99,182	15,000
TOTALS	<u>3,322,167</u>	<u>1,830,543</u>	<u>207,103</u>

*- Prop J Funding
Horizons--\$5,000
BVHP Youth--\$6,833

Items 10 and 11 - File 27-95-5 and 27-95-5.1

Department: Airports Commission

Item: Resolution finding that the revised schedule of rates and charges for outdoor general aviation aircraft storage established by the Airports Commission will be sufficient to pay for maintenance and operation expenses of the Airport and will not require any tax subsidy (File 27-95-5).

Resolution approving changes to the schedule of rates and charges for outdoor general aviation aircraft storage at San Francisco International Airport as established by the Airports Commission (File 27-95-5.1).

Description: The proposed resolutions concern the establishment of increased aircraft storage rates for general aviation aircraft. General aviation aircraft refers to private aircraft in contrast to commercial aircraft. The Airport last increased aircraft storage fees for general aviation aircraft on March 1, 1993. The proposed fee increases are scheduled to take effect on April 1, 1995. The proposed hourly outdoor aircraft storage rates for general aviation aircraft are based on the weight of the aircraft. The current fee schedule, and the proposed fee schedule effective April 1, 1995, for the outdoor storage of general aviation aircraft, are as follows:

Aircraft Weight in Pounds	First 8 Hours Or Fraction Thereof		Each Additional 8 Hours or Fraction Thereof	24 Hour Fee Rate		Maximum Monthly Rate	
	Current	Proposed		Current	Proposed	Current	Proposed
	5,000 or less	\$12		\$16	\$ 2	\$16	20
5,001 to 10,000	12	16	2	16	20	124	155
10,001 to 15,000	15	20	3	21	26	155	194
15,001 to 26,000	15	20	4	23	28	194	243
26,001 to 50,000	17	23	5	27	33	233	291
50,001 to 75,000	19	26	5	29	36	271	339
75,001 to 150,000	23	32	9	41	50	387	483
150,001 and over	38	53	16	70	85	694	868

Comments: 1. According to Mr. Marcus Perro of the Airport, the proposed schedule of storage rates, plus the Airport's other existing rates and charges will be sufficient to cover the Fiscal Year 1994-95 Airport total operating costs, and therefore a tax subsidy from the City's General Fund will not be necessary for Fiscal Year 1994-95. The Airport's operating costs for 1994-95, as shown in the Annual Appropriation

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Ordinance, total \$215,649,466 which will be covered by approximately \$57.1 million in landing fees and airline terminal rentals of scheduled airlines, and \$157.9 million in concession and other revenue sources.

2. According to Mr. Perro, the current fee schedule generates approximately \$69,100 annually in revenues from the outdoor storage of general aviation aircraft. Mr. Perro advises that the proposed increase in outdoor aircraft storage fees for general aviation aircraft will generate an estimated additional \$22,000 annually for a total of \$91,100, or an approximate 32 percent increase.

3. As previously noted, according to Mr. Perro, the Airport has not increased general aviation aircraft outdoor storage rates since March 1, 1993. Mr. Perro advises that the proposed 32 percent increase for general aviation aircraft outdoor storage rates is based on inflationary cost increases, and a comparison of the rates charged by other airports. Mr. Perro advises that although all of the Airport's costs directly associated with outdoor storage of general aviation aircraft will not be fully recovered through such storage fees, no General Fund subsidy is necessary because the Airport's revenues from landing fees and terminal rental fees are sufficient to fully recover all of the Airport's expenditures with respect to the outdoor storage costs of general aviation aircraft.

4. Mr. Perro advises that even with the proposed increase for general aviation aircraft, the proposed fees for a 10,000 pound general aviation aircraft at San Francisco International Airport would still be lower than rates charged by comparable airports. Mr. Perro provided the following outdoor general aviation aircraft storage 24 hour fee rates for 10,000 pound aircraft at the following five airports:

<u>Airport</u>	<u>24 Hour Fee for a 10,000lb aircraft</u>
Newark	\$90
JFK	75
Atlanta	43
Boston	39
Detroit	25
San Francisco	
current	16
proposed	20

Recommendation: Approve the proposed resolutions.

Item 12 - File 68-94-15.1

Department: Mayor's Office of Community Development

Item: Resolution approving an amendment to the 1995 Shelter Grants Program, authorizing the Mayor, on behalf of San Francisco, to apply for, receive, and expend \$250,750 in additional Emergency Shelter Grants Program (ESGP) entitlement funds; approving Addendum No. 1 to the expenditure schedule of the ESGP for recipient agencies, and determining that no environmental evaluation is required.

Grant Amount: \$250,750

Grant Period: Two years from the date of approval by the Federal grantor

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Description: On November 30, 1994, the Board of Supervisors authorized the Mayor to apply for, accept and expend a \$621,250 entitlement under the 1995 Emergency Shelter Grants Program from HUD. The Mayor's Office of Community Development (MOCD) is responsible for administering and monitoring the ESGP. The purpose of the ESGP is to (1) help improve the quality of existing emergency shelters for the homeless, (2) help make available additional emergency shelters, (3) help meet the costs of operating emergency shelters and of providing certain essential social services to homeless individuals, so that those persons have access to the supportive services they need to improve their situations, and (4) restrict the increase of homelessness through the funding of preventative programs and activities.

In October, 1994, the MOCD awarded ESPG entitlement grant funds to 20 non-profit homeless service providers and shelter operations as divided among 22 projects (two of the project grants were awarded to the Asian Women's Shelter and two were awarded to La Casa de las Madres). In December, 1994, HUD notified the MOCD that the allocation for 1995 ESGP entitlement funds would be increased from \$621,250 to \$872,000, an increase of \$250,750. If approved, the proposed resolution would approve Addendum No. 1 to the ESGP, in order to revise the 1995 Emergency Shelter Grants Program expenditure schedule, reflecting the increase of \$250,750, and allow the MOCD to enter into and execute contract agreements between the City and the agencies identified in Addendum No. 1. The proposed resolution would also authorize the Mayor to apply for, receive and

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expend the additional \$250,750 in 1995 Emergency Shelter Grant funds.

Mr. Jon Pon of the MOCD advises that the 1995 Emergency Shelter Grants Program is not scheduled to begin until April 1, 1995. Mr. Pon advises that the \$872,000 in 1995 ESGP entitlement funds, reflecting the increase of \$250,750 would be allocated to the non-profit providers as follows:

<u>Provider</u>	<u>Original Award</u>	<u>Revised Award</u>	<u>Increase (Decrease) - Subject of this Request</u>
<u>Essential Services: *</u>			
Asian Women's Shelter	\$14,000	\$31,452	\$17,452
Catholic Charities/Richmond Hills	32,000	48,750	16,750
Catholic Charities/Family Services	20,000	35,026	15,026
Dolores Street Community Center	26,000	26,000	0
Golden Gate Community	12,500	12,500	0
La Casa de las Madres	30,000	41,201	11,201
Swords to Plowshares	19,000	34,671	15,671
Westside Community Mental Health Center	<u>32,000</u>	<u>32,000</u>	<u>0</u>
	\$185,500	\$261,600	\$76,100

* Essential Services fund staff at homeless shelters for shelter management and for the provision of social services to shelter residents.

Maintenance & Operations:

Asian Women's Shelter	\$16,000	\$24,548	\$8,548
Catholic Charities Family Services	0	4,974	4,974
Central City Hospitality House	12,000	12,000	0
Central City Hospitality House/(Orlando House)	0	10,000	10,000
Chemical Awareness and Treatment Services	26,750	26,750	0
Community Housing Partnership	15,000	0	(15,000)
Dolores Street Community Center	0	28,000	28,000
Episcopal Community Services	40,000	40,000	0
Friendship House Association of American Indians	23,000	32,000	9,000
Hamilton Family Center	50,000	50,000	0
La Casa de las Madres	30,000	48,799	18,799
Larkin St. Youth Center	26,000	26,000	0

<u>Provider</u>	<u>Original Award</u>	<u>Revised Award</u>	<u>Increase (Decrease) - Subject of this Request</u>
Larkin St./Diamond Youth Center	\$16,000	\$26,000	\$10,000
Salvation Army	58,000	75,000	17,000
Swords to Plowshares	0	3,329	3,329
Travelers Aid of San Francisco	20,000	40,000	20,000
United Council of Human Services	0	15,000	15,000
	\$332,750	\$462,400	\$129,650
<u>Homeless Prevention :</u>			
American Red Cross Bay Area	\$63,000	\$88,000	\$25,000
Bar Association/Homeless Advocacy Project	20,000	35,000	15,000
	\$83,000	\$123,000	\$40,000
<u>MOCD Administration</u>	<u>\$20,000</u>	<u>\$25,000</u>	<u>\$5,000</u>
TOTAL	\$621,250	\$872,000	\$250,750

Comments:

1. Mr. Pon advises that the addition of \$250,750 would authorize the MOCD to increase the number of funded projects from 22 to 26, and the number of providers from 20 to 21. Mr. Pon advises that when the funding was originally allocated, the United Council of Human Services was not able to provide the necessary insurance to meet the MOCD requirements. As such, the Community Housing Partnership acted as the fiscal agent for the United Council of Human Services. Mr. Pon advises that in the interim between October, 1994, when the awards were allocated, and December of 1994, the United Council of Human Services was able to obtain the required insurance. As such, the award allocation for the Community Housing Partnership decreased from \$15,000 to 0 and the award allocation for the United Council of Human Services increased from 0 to \$15,000 (see Table above).

2. Mr. Pon advises that HUD requires a 100 percent match, or \$872,000, from the City to be used for projects targeted at the homeless population. Mr. Pon states that a total of \$1,006,219 allocated for 12 homeless-related projects in the 1995 Community Development Block Grant (CDBG) Program

has been identified as matching funds for the ESGP (see Attachment).

3. Ms. Chris Haw of MOCD advises that the MOCD is in the process of completing an environmental evaluation. Ms. Haw advises that in accordance with Federal requirements, the environmental evaluation will be completed prior to the disbursement of the ESGP funds.

4. The MOCD has prepared a disability access checklist, which is in the file.

Recommendation: Approve the proposed resolution.

The source of matching funds is the 1995 Community Development Block Grant Program. The following project activities and funding amounts are identified as matching funds.

Episcopal Community Services	\$39,000
renovtion of shelter sanitation facilities	
Gilde Foundation	\$94,000
renovation of kitchen serving meals to homeless	
Central City Hospitality House	\$48,416
employment services for homeless youth	
Larkin Street Services	\$25,000
crisis intervention for homeless youths	
Asian Women's Shelter	\$21,500
shelter services for battered women	
La Casa de las Madres	\$52,000
shelter services for battered women	
Catholic Charities of S.F.	\$30,000
homeless prevention assistance to families	
St. Vincent de Paul	\$45,000
drop-in services for homeless adults	
Traveler's Aid of S.F.	\$36,600
case management for homeless persons	
Swords to Plowshare	\$35,000
advocacy services for homeless vets	
Community Housing Partnership	\$29,703
planning projects to employ homeless persons	
Homeless Program Pool	\$50,000
projects in Continuum of Care plan	
Total	\$1,006,219

Item 13 - File 170-95-3

Department: Chief Administrative Officer

Item: Ordinance providing for; a) the approval and execution and delivery by officers of the City and County of San Francisco of an Equipment Lease Supplement No. 4 between the City and County of San Francisco Finance Corporation, a nonprofit corporation, as lessor, and the City and County of San Francisco, as lessee, with respect to equipment to be used for City purposes, and the related certificate of approval; b) providing for reimbursement to the City of certain City expenditures prior to the issuance of lease revenue bonds; c) approving the issuance of lease revenue bonds by said nonprofit corporation providing that said bonds shall be subject to the certification of the Controller of the City and County of San Francisco prior to the sale of said bonds; and, d) providing for the execution of documents in connection therewith and ratifying previous actions taken in connection therewith.

Amount: Not to exceed \$6,500,000

Description: In June of 1990, San Francisco voters approved Proposition C, a Charter amendment which authorized the Board of Supervisors to approve the lease-financing of equipment purchases for the City through a nonprofit corporation, the San Francisco Finance Corporation. The equipment leased by the City is purchased by the San Francisco Finance Corporation with the proceeds of lease revenue bonds.

Proposition C requires that the San Francisco Finance Corporation may not issue lease revenue bonds for equipment purchases unless the Controller certifies that the interest costs to the City will be lower through the San Francisco Finance Corporation than through other financing instruments.

Pursuant to Proposition C, the total outstanding indebtedness of the San Francisco Finance Corporation may not exceed a principal amount of \$20 million beginning in 1990-91, with increases in this limit subject to a maximum of five percent in each subsequent fiscal year. The maximum amount of outstanding indebtedness in 1994-95 is \$24,309,600. The Board of Supervisors previously authorized the issuance by the San Francisco Finance Corporation of up to \$34,504,707 in lease revenue bonds to finance the purchase of equipment, as follows:

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<u>Fiscal Year</u>	<u>Lease Revenue Bonds</u>
1990-91	\$7,304,707
1991-92	Up To 10,000,000
1992-93	Up To 10,200,000
1993-94	Up To \$7,000,000
Total	Up To \$34,504,707*

*The amount of bonds authorized may exceed the Proposition C limit of \$24,309,600, however, the amount of bonds issued, and therefore the total outstanding debt, may not exceed this limit (see below).

As shown, the San Francisco Finance Corporation was authorized to issue up to \$34,504,707 in Lease Purchase Revenue bonds in Fiscal Years 1990-91, 1991-92, 1992-93, and in 1993-94 to procure equipment on behalf of the City. According to the Chief Administrative Officer's Office, the actual amount of lease revenue bonds issued by the San Francisco Finance Corporation, the amounts which have been repaid, and the outstanding indebtedness as of March 1, 1995 are as follows:

Series 1991A Bonds

Lease Purchase Revenue Bonds Issued	\$7,020,000	
Repayment to date	<u>(5,880,000)</u>	
Outstanding Indebtedness: Series 1991A:		\$1,140,000

Series 1992A Bonds

Lease Purchase Revenue Bonds Issued	\$5,555,000	
Repayment to date	<u>(2,300,000)</u>	
Outstanding Indebtedness: Series 1992A:		3,255,000

Series 1993A Bonds

Lease Purchase Revenue Bonds Issued	\$10,200,000	
Repayment to date	<u>(4,780,000)</u>	
Outstanding Indebtedness: Series 1993A:		5,420,000

Series 1994A Bonds

Lease Purchase Revenue Bonds Issued	\$6,850,000	
Repayment to date	<u>(860,000)</u>	
Outstanding Indebtedness: Series 1994A:		<u>\$5,990,000</u>

Total Current Outstanding Indebtedness	\$15,805,000
Total Allowable Indebtedness	<u>\$24,309,600</u>
Total Allowable Indebtedness Still Available	<u>\$8,504,600</u>

As shown above, the current, unused balance of lease financing available in 1994-95 in accordance with the provisions of

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Proposition C is \$8,504,600 (Proposition C established a limit of \$24,309,600 in indebtedness for 1994-95, less the current outstanding balance of \$15,805,000). The proposed ordinance would authorize the issuance of new lease revenue bonds in 1994-95 in an amount not to exceed \$6.5 million, which is within the San Francisco Finance Corporation's current remaining debt capacity under Proposition C of \$8,504,600.

In addition to authorizing the issuance of up to \$6.5 million in new lease revenue bonds for FY 1995-96, the proposed ordinance would also authorize an Equipment Lease Supplement No. 4 between the City and the San Francisco Finance Corporation for the City's lease purchase of additional equipment purchased with proceeds of the new lease revenue bonds. The Attachment to this report shows a list of the equipment to be purchased under this Equipment Lease Supplement No. 4.

The annual budgets of City departments for which the various items of equipment are being purchased must include the amount of the City's annual lease-purchase payments (including principal and interest) for equipment procured through the San Francisco Finance Corporation. Since these payments are required under the terms of the lease-purchase agreement with the San Francisco Finance Corporation, the annual payments become fixed costs of City departments for a period of several years, until the cost of the equipment is paid in full by the City. The bonds authorized by this ordinance, and the related payments by City departments, are planned to be paid over periods of three to five years.

Finally, the proposed ordinance provides for reimbursement to the City of certain expenditures (see Comment 5) incurred prior to the issuance of the proposed additional lease revenue bonds, provides for the execution of documents needed to implement the proposed ordinance, and ratifies actions previously taken.

Comments:

1. The Attachment shows a total of 189 equipment items in 40 categories with a total cost of approximately \$4,832,298 that are included in the 1994-95 City budget that would be funded by the Proposition C lease revenue bonds Series 1995A. The estimated budget for the proposed, (not to exceed) \$6.5 million in lease revenue bonds for 1995 is as follows:

Equipment Costs	\$4,832,298
Required Reserve Fund ¹	650,000
Bond Issuance Costs	150,000

Capitalized Interest ²	867,702
Total	\$6,500,000

¹Lease revenue bonds have a legally required reserve fund equal to 10% of the principal amount of the bonds.

²Pursuant to State law, the City cannot make any interest payments on lease revenue bonds until the equipment has been received by the City. However, interest on the lease revenue bonds begins accruing when the bonds are sold regardless of when the equipment is eventually purchased and received by the City. Therefore, accrued interest must be paid from proceeds of the bonds until such time as the equipment is actually received by the City and interest payments can be made from funds appropriated in the City budget. The CAO's Office reports that it does not anticipate that capitalized interest costs for these equipment purchases will be this high, however, given the current climate of rising interest rates, budgeting reserves in the amount of \$867,702 appears to be appropriate.

2. Ms. Stephanie Carlisle of the Chief Administrative Officer's (CAO) Office estimates that, if Series 1995A Lease Revenue Bonds are sold in a principal amount of \$6.5 million, at an estimated annual interest rate of 7 percent (based on current market interest rates) and based on the expected repayment periods of between three and five years, the City's total principal and interest costs would be \$7,565,000 million over the life of the bonds, including \$6,500,000 in principal and \$1,065,000 in interest costs.

3. Ms. Carlisle estimates that the maximum annual debt service (amount of the City's repayment) which would be required in any single year before this Series 1995A bonds are retired would be approximately \$1,900,000.

4. The actual interest costs to the City of the proposed equipment lease-purchases will depend on the market interest rates when the bonds are sold. Interest costs will also vary for each item of equipment purchased based on the number of years in the repayment period for the item.

5. Although the proposed lease revenue bond proceeds are the intended source of funds for the purchase of equipment already approved in the City's 1994-95 budget, some of this equipment was required immediately such that the City cannot wait until the lease revenue bonds are sold to purchase this equipment. In those cases, the City purchases the equipment with monies temporarily borrowed from other sources of funds with the intent that under the reimbursement provisions of the proposed ordinance, the temporary sources of funds would be reimbursed from the lease revenue bonds when the lease

revenue bonds are sold. Subsequent to this reimbursement, the equipment would be owned by the San Francisco Finance Corporation and the San Francisco Finance Corporation would lease the equipment to the City.

6. The City would take ownership of the proposed equipment upon repayment of all principal and interest costs to the San Francisco Finance Corporation in the form of lease payments, according to the repayment terms specified in the Equipment Lease Supplement No. 4, which the CAO would be authorized to execute under the proposed ordinance.

7. The use of lease-financing is equivalent to borrowing funds, with resultant interest costs, to purchase equipment. Since such financing requires fixed, mandatory lease payments by City departments over several years, the use of lease-purchases "locks in" departmental expenditures for future years resulting in a reduction in the amount of discretionary monies in the City's budget in future years. However, the CAO's Office recommends the use of lease-financing, in accordance with the electorate's approval of Proposition C, for the City's major equipment purchases in order to spread the costs over several years.

Recommendation: Approve the proposed ordinance.

Component	# Units	Total Cost	Lease Term
Line Truck	1	125,000.00	5
Auto 26 Tape Track	1	140,000.00	3
Oxygen and Suction Ports	12	48,900.00	4
Lighting for LDR's	10	50,000.00	4
Telemetry Monitors	4	32,000.00	4
Dermalight	2	17,320.00	4
Vital Signs Monitor	10	97,080.00	4
Cardiac Monitors	5	55,000.00	4
Warmers - Birthing Room	10	116,000.00	4
E.K.G.	4	49,156.00	4
Infant Ventilator	2	36,000.00	4
Fan Beam Collimator	1	20,000.00	4
Exercise Monitor	1	25,000.00	4
Adult Ventilator	10	260,000.00	4
Respiratory Monitor	1	28,800.00	4
Slide Coverslipper	1	30,000.00	4
Lab Testing Equipment	1	33,000.00	4
Med Image Viewing System	1	35,000.00	4
Washer Sterilizer	1	47,500.00	4
Ambulances	9	810,000.00	4
GE Portable Echo System	1	109,973.00	4
Embosses (86804Z)	2	21,298.00	4
Embosses (86805Y)	2	21,298.00	4
O.R. Table	1	23,376.00	4
Fetal Monitor	10	120,250.00	4
Blood Monitor	3	174,999.00	4
Power Equipment	6	89,682.00	4
ECG Monitors	5	98,150.00	4
Anesthesiology Machine	2	71,010.00	4
Local Area Network	1	500,000.00	3
Marked Vehicles	21	229,929.00	3
Unmarked Vehicles	25	167,925.00	3
Marked Vehicles	13	169,000.00	3
Computer Aided Dispatch *	1	812,652.00	4
1/2 Ton Pickup Truck	1	12,000.00	3
Laundry Van	1	32,000.00	3
Marked Sedans	2	38,000.00	3
Marked Vans	3	45,000.00	3
Colposcope	1	21,000.00	3
Electronic Filing System	1	21,000.00	3
TOTAL		\$4,832,298	

* A portion of the cost of this components represents the cost of software. See "RISK FACTORS - Limited Recourse on Default - Software Licenses."

To the extent items of Equipment are acquired for amounts less than the estimated cost shown, the City will either purchase additional items of Equipment that will be subject to and automatically be incorporated within the Lease or will redeem Bonds at par. See "THE BONDS - Special Redemption." To the extent that the items of Equipment cost more than estimated, the City may elect to purchase fewer items of Equipment than shown

Item 14- File 172-94-47

Note: This item was continued by the Budget Committee at its meeting of January 25, 1995.

Item: Hearing to review contracts valued over \$1 million dollars that were not competitively bid.

Description: On November 30, 1994 the Clerk of the Board wrote to all City Department heads at the direction of the Board of Supervisors to request from each Department a report relating to contracts with a value over \$1 million that were not competitively bid. The following information regarding each such contract was requested:

1. Date of the contract
2. Amount of the contract
3. The purpose of the contract
4. The rationale for not submitting the contract for competitive bid.

As of the writing of this report, a total of 38 Departments had responded. Of these 38 Departments, 11 Departments reported a total of 36 contracts, in excess of \$1 million each, which had not been competitively bid. The information provided from these 11 Departments is summarized in the attached tables. The Department of Public Health (DPH), which has the largest number of relevant contracts, reports that 20 contracts in excess of \$1 million were not competitively bid as shown in Attachment 1, which was submitted by the DPH. Data from the remaining ten Departments having non-competitively bid contracts in excess of \$1 million is shown in Attachment 2.

Comments: 1. The Purchasing Department prepared a list of purchase orders, term purchase agreements and contract orders and contract modifications of over \$1 million issued since July, 1990 (See Attachment 3). Mr. Marc Rosaaen of the Purchasing Department advises that the Purchasing Department has no input into the contractor selection process for professional services contracts, which are handled directly by the departments.

The list prepared by the Purchasing Department includes all professional services contracts of over \$1 million (with the exception of those contracts that were known to the

Purchaser to have been competitively bid), but does not indicate whether or not the listed contracts were competitively bid since complete results are not available at the Purchasing Department. Mr. Rosaaen advises that inconsistencies between the Purchaser's list and information provided by the departments may, in many cases, be due to departmental records of a competitive bid process that were not available to the Purchasing Department.

2. Among reporting departments, there were varying interpretations of the meaning of "non-competitively bid." The DPH listed some contracts that were originally bid, but have been renewed annually without subsequent competitive bidding. However, the Department of Social Services (DSS) assumed that, if a contract was originally bid and would, according to normal DSS practice be re-bid approximately every four years, the contract would not fall under the definition of "non-competitively bid." The Redevelopment Agency stated that all contracts were either competitively bid or "competitively negotiated." The Department of Electricity and Telecommunications noted that it has various term payment agreements with Pacific Bell to provide local telephone and centrex services, but states that these services are in the regulated telephone monopoly and were not subject to competitive bid as no other supplier could legally provide the services. The Recreation and Park Department listed in its response the City's leases with the San Francisco Giants and the 49ers. (These leases are not shown in Attachment 2, because they do not constitute contracts for goods or services.)

4. The following departments and Commissions had not responded to the information request as of the writing of this report: Commission on the Aging, Asian Art Museum, Assessor, Chief Administrative Officer (although various CAO departments had responded), Chief Medical Examiner, Citizen's Assistance Center, City College, Civil Service Commission, Convention Facilities, Cultural Affairs, District Attorney, Film and Video Arts Commission, Fire Arts Museum, Health Service System, Human Rights Commission, Juvenile Probation, Board of Permit Appeals, Public Utilities Commission, Real Estate, Recorder, Unified School District and the Water Department.

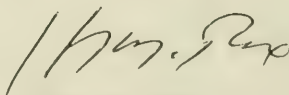
5. City Attorney Julia Ten Eyck advises that Charter Section 7.103 states that, "All contracts for the purchase

of materials, supplies and equipment involving expenditure of fifty thousand dollars (\$50,000) or more shall be made after inviting sealed bids by publication.”

Ms. Ten Eyck further advises that Section 21.6 of the Administrative Code adds a statutory requirement that non-professional contractual services (such as janitorial and security services) involving expenditures of \$50,000 or more must be competitively bid.

However, Ms. Ten Eyck reports, that Section 21.18 of the Administrative Code states that procurement of (a) articles or services for which there is only one known source of supply (Section 21.18(c)) and (b) professional or special services (Section 21.18(e)) “shall be made in accordance with written rules and regulations established by the Purchaser and approved by the Chief Administrative Officer and the Controller.”

6. Mr. Rosaaen advises that the Purchaser has established rules governing personal service contracts, which are contained in Chapter 900 of the Purchaser's Guide to Ordering Goods and Services. Page 9-14 of that document states, the requesting department is primarily responsible for conducting the contractor selection process...A formal, documented competitive process among several potential contractors is the preferred method for City to purchase professional services. If a competitive solicitation is not made, the reasons for the sole source procurement should be documented and retained in the contract file.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng

Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

DPH Contracts Greater than \$1 Million and Not Competitively Bid

Name of Contractor	Beginning Date	Ending Date	Amount	Service	Sole Source (SS) / Notice of Intent (NOI)	Rationale for Not Submitting the Services for a Competitive Bid
Baker Placess	7/1/94	6/30/95	\$2,615,387	Adult acute mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Bayview Hunter's Point Foundation	7/1/94	6/30/95	\$3,432,445	Adult acute mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
California Pacific Medical Center	7/1/94	6/30/95	\$6,170,417	Comprehensive mental health services	NOI	Notice of Intent to competitively bid this service was done in 1989; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
California Pacific Medical Center - Visiting Nurses & Hospice (CPMHC/VNH)	7/1/94	6/30/95	\$1,387,380	AIDS intermittent, MIA home care, and AIDS hospice care services	SS	Services competitively bid in 1989; service needs have not changed; provider performing to DPH requirements; sole source renewal based on satisfactory performance and is pursuant to Health Commission policy.
Canyon Manor	7/1/94	6/30/95	\$2,592,194	Adult acute mental health services in a locked facility	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Conard House	7/1/94	6/30/95	\$2,535,896	Adult acute mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Coopers & Lybrand	Date of Certification	5/31/97	\$6,545,525	Project management (installing data processing systems)	SS	State mandate on Medi-Cal reporting and managed care requirements; provider had experience installing prior SMS systems at SFGH.
Crestwood Hospitals	7/1/94	6/30/95	\$9,698,000	Adult acute mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Family St Agency	7/1/94	6/30/95	\$3,458,501	Adult community mental health services and children's	NOI	Notice of Intent to competitively bid this service was done in 1989; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.

DPH Contracts Greater than \$1 Million and Not Competitively Bid

Name of Contractor	Beginning Date	Ending Date	Amount/Service	Sole Source (SS) / Notice of Intent (NOI)	Rationale for Not Submitting the Services for a Competitive Bid
Haight Ashbury Free Clinics, Inc. (HAF-CI)	7/1/94	6/30/95	\$1,699,070 Jail psychiatric services	NOI	Notice of Intent to competitively bid this service was done in 1989; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Main County	5/1/94	4/30/95	\$1,575,954 other health services to people with AIDS	SS	Funder mandate, pass-through of CARE funds
Professional Management Development Corp. (PMDC)	5/1/94	4/30/95	\$2,895,723 AIDS drug assistance program	SS	Specialized services utilizing locally-based pharmacies to dispense drugs under the State-funded AIDS Drug Assistance Program (ADAP) and requiring centralized reporting of fiscal & utilization data; funder mandated community-based, non-profit provider.
Progress Foundation	7/1/94	6/30/95	\$3,749,603 Adult acute and geriatric mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Ramsgil Richmond Area Medical Services (RAMS)	7/1/94	6/30/95	\$1,330,444 Adult acute mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
San Mateo County	2/1/95	1/31/96	\$1,182,480 Psychiatric partial hospitalization services	SS	Specialized services targeting Asian Americans
Shared Medical Systems (SMS) University of California at San Francisco (UCSF)	5/1/94	4/30/95	\$2,392,815 other health services to people with AIDS	SS	Funder mandate, pass-through of CARE funds
University of California at San Francisco - Department of Psychiatry	9/20/94	6/30/99	\$21,319,026 New data processing systems building on current system for Medi-Cal managed care	SS	State mandate on Medi-Cal reporting and managed care requirements; new systems being built onto current systems in place at SFGH
Westside Community Mental Health Ce	1/30/94	1/31/95	\$1,874,617 Tuberculosis control and education services	SS	Funder mandate
University of California at San Francisco - Department of Psychiatry	7/1/94	6/30/95	\$1,385,919 psychiatric consultations at SFGH and for community-based providers	NOI	Notice of Intent to competitively bid this service was done in 1989; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.
Westside Community Mental Health Ce	7/1/94	6/30/95	\$2,028,027 Adult acute mental health services	NOI	Notice of Intent to competitively bid this service was done in 1990; no agencies submitted letters of intent to bid; contract renewed pursuant to Health Commission policy since needs have not changed and provider is performing to DPH requirements.

Summary of Information on Non-Competitively Bid Contracts of Over \$1 Million

Department	Name of Contractor	Contract Period	Contract Amount	Service Provided	Reason for No Competitive Bid
Public Transportation	Bechtel National Inc.	6/1/85 and 3/5/93	\$34,521,770	Design and construction management/support for MUNI Metro Turnback Project.	Bechtel can meet \$40 million professional liability policy, and is the most experienced tunneling and underground construction company. Federal Transit Administration approved sole source selection.
	Bay Area Rapid Transit District (BART)	1991 to 1994	\$17,352,215	Reimbursement for MUNI fast pass users on BART.	BART is the only entity that can provide this service.
	Peninsula Corridor/Joint Powers	1993	\$3,115,689	City's share of Caltrain.	Caltrain and the Joint Powers Board are the only entities that can provide this service.
Public Works	Sunset Scavenger Company	7/1/94 to 6/30/95	\$5,000,000	Hauling and disposal of sludge from City sewage treatment plants.	No reason given. Department states that they are in process of bidding for FY 1995-96.
	Parsons De Leuw, Inc.	5/13/94	\$1,431,666	Engineering support services: New headworks & Influent Control Structure Contract 3	Contract based on Master Agreement that was competitively bid.
	Parsons De Leuw, Inc.	9/1/93	\$1,973,065	Engineering support services: Islais Creek Transport/Storage Facilities Contract E.	Contract based on Master Agreement that was competitively bid.
	Parsons De Leuw, Inc.	12/3/93	\$2,091,951	Engineering support services: Rankin Pump Station & Southeast Water Pollution Control Plant improvements Contract 4.	Contract based on Master Agreement that was competitively bid.
Electricity & Telecommunications	Motorola	2/5/92	\$2,100,000	Provision of 800 MHz radio system for Department of Public Works.	Existing 800 MHz equipment would not be compatible with system other than Motorola's.
	Motorola	11/1/93	\$1,340,000	Provision of trunk supervisory control and data acquisitions system for fire fighting.	Existing 800 MHz equipment would not be compatible with system other than Motorola's.

Summary of Information on Non-Competitively Bid Contracts of Over \$1 Million

Department	Name of Contractor	Contract Period	Contract Amount	Service Provided	Reason for No Competitive Bid
Controller	IBM	6/28/93 to 6/27/98	\$3,275,991	Upgrade to IBM Mainframe Computer.	Compatibility with existing IBM Mainframe computer.
Sheriff	Alameda County	7/1/94	\$2,250,000	Jail space to alleviate jail overcrowding in S.F. County jails.	Alameda County was the only jurisdiction that could provide the space needed to reduce jail overcrowding.
S.F. Housing Authority	S.F. Police Department	10/1/94 to 9/30/95	\$1,868,865	Supplemental police services on Housing Authority properties.	S.F. Police Department is the only provider of these services.
Recreation and Park	Sony Corporation	3/1/97 to 3/31/01	Net advertising revenues approximately \$1,400,000.	Provision of new Candlestick Park scoreboard and signage.	New equipment needed to be compatible with existing Sony equipment.
War Memorial and Performing Arts Center	Restaura, a division of Dial Corp.	12/1/90 to 8/31/95	Contractor is concessionaire. Annual net revenue averages \$1,340,435.	Food and beverage concession services in the War Memorial and Performing Arts Center facilities (Opera House, Davies Symphony Hall and Herbst Theatre).	Current agreement was result of re-negotiation of 1980 agreement and 1986 amendment to agreement. War Memorial plans to conduct competitive bid after current contract expires.
Board of Supervisors	The Budget Analyst, a Joint Venture	1/1/91, with 4 two-year renewal options.	\$1,285,708 allocated to five contractors including 3 MBEs, 1 WBE.	Review of annual budget proposals, and all financial matters coming before Board committees, & management audits.	Contract received Prop. J approval on basis of contractor's ability to provide services at lower cost than City. Renewals based on satisfactory service.
Parking and Traffic	M.L. Stern	12/8/92 to 12/7/97	\$1,026,496	Lease/purchase of 16,000 P.O.M. high security meter vaults.	Vaults should be same brand as meters; major competitor not compatible; avoid loss of revenue (vandalism) that could result from delay.

NOTE: Attachment 1 provides Department of Public Health contracts.

City and County of San Francisco

RECEIVED
Purchasing Department
60449



December 1, 1994

94 DEC -2 PM 4:53

Bv af

To : Supervisor Angela Alioto

Through: Rudolf Nothenberg *RN*
Chief Administrative Officer

From : *M. H. Geistlinger*
Director of Purchasing

Subject: Contracts over \$1 Million and Competitive Bidding

I am following up on correspondence, phone conversations, and meetings with your office. You have requested a list, covering the last five years, of all contracts over \$1 million which were not competitively bid. We have searched for information available on-line. This on-line data covers all Purchasing Department purchases back to July 1992, except those for PUC, whose data goes back to July 1993. Prior information is archived and must be retrieved before we can provide all the information we have. We are working on retrieving this older data and hope to send it to you as soon as possible.

Purchasing has run a search of its tracking system for all transactions over \$1 million which were not bid. The results are attached. In City parlance, we have:

- Purchase Orders (POs), which are single purchases of goods or services;
- Term Purchase Agreements (TPAs), which are purchases over time of goods or general services; and
- Contract Orders (CTs) and Contract Modifications (CMs), which are usually for professional services. These are contracts which are developed by the departments which will receive the services, and the departments select the vendors. The departments operate under guidelines published by Purchasing pursuant to the Admin. Code.

The tracking system indicates if there was competitive bidding for Purchase Orders and TPAs, but has no such indicator for Contract Orders.

The data we've been able to obtain regarding some purchases, such as whether they were sole source, appears under "Other Information."

Supervisor Angela Alioto
December 1, 1994
Page 2

The tracking system does not contain information on whether Contract Orders were competitively bid. Data on how the Contract Order vendors were selected rests with the departments which received the services, and the Clerk's prospective letter to all departments should generate this and any other information Purchasing does not have.

What the Report Contains

The enclosed report divides the transactions into Purchase Orders, TPAs, and Contract Orders, and shows:

- Document number. The first two digits after the "PO", "CT", "TP" are the department number.
- Vendor name
- Amount of the contract, based on the encumbrance request. The tracking system was not designed as a financial system, rather as a system to monitor the progress of documents through Purchasing. The Controller's records would show the actual amount spent for each purchase.
- Date the contract was sent to the Controller for encumbrance.

What the Report Does Not Contain

I want to note the type of contracts over \$1 million and other information which would not appear on the report.

- Construction, and architectural and engineering services. These contracts do not go through Purchasing. They are signed by the City departments which do construction, which are: the Airport; the Port; Public Transportation (Muni); Public Works; Recreation and Park.
- For the Contract Orders, the responsible departments know if they were competitively bid.

The report should be useful to check the responses to the Clerk's letter to all departments, but only those departments can provide all the information you have requested.

I would welcome the opportunity to meet with you to review this subject. I apologize for any inconvenience we may have caused you as we developed this response.

Contracts over \$1 million, possibly not competitively bid

Entries revised since the original report have a "*" in the "Document Type" column.

Document Type	Document Number	Department	Vendor	Amount	Date	Other Information
PO	09-05710	Controller	IBM	\$ 3,275,991	6-28-93	Mainframe upgrade (over 5 yrs); sole source.
TP	32-30012	H Hecchy	Pacific Gas & Elect	8,750,365	7-07-93	Utility service; sole source.
TP	32-30013		Pacific Gas & Elect	5,000,000	10-21-93	Utility service; sole source.
TP	32-30013		Pacific Gas & Elect	3,439,000	7-14-93	Utility service; sole source.
TP	32-40012		Pacific Gas & Elect	9,148,000	7-13-94	Utility service; sole source.
TP	32-40013		Pacific Gas & Elect	12,360,000	7-29-94	Utility service; sole source.
TP*	40-20071	PUC	Burns International	1,193,000	1-28-92	Revised amount. Security guard services. Bid specifications were developed while this TPA was in place. Contract was bid and awarded in FY 92-93.
TP	49-30011	PUC Light	Pacific Gas & Elect	4,055,463	7-14-93	Utility service; sole source.
TP	49-30013		Pacific Gas & Elect	1,133,000	7-14-93	Utility service; sole source.
TP	49-30015		Pacific Gas & Elect	1,710,647	7-14-93	Utility service; sole source.
TP	49-30015		Pacific Gas & Elect	1,626,237	6-17-94	Utility service; sole source.
TP	49-40011		Pacific Gas & Elect	3,728,177	8-18-94	Utility service; sole source.
TP	49-40013		Pacific Gas & Elect	1,292,100	7-28-94	Utility service; sole source.
TP	75-20010	Elec & Tel	Pacific Bell	5,000,000	7-12-92	Local phone service; sole source.
TP	75-36050		Pacific Bell	38,000,000	7-28-93	Local phone service; sole source.
TP	75-46050		Pacific Bell	6,000,000		Local phone service; sole source.
TP	86-20457	SFGH	Irwin Memorial	1,219,933	5-10-93	Blood products; sole source.
TP	86-35230		Irwin Memorial	1,416,833	7-28-93	Blood products; sole source.
TP	86-45268		Irwin Memorial Blood Bank	1,200,000	6-30-94	Blood products; sole source.
TP	90-27878	DPW	Sunset Scavenger	2,650,000	12-31-92	Garbage collection; sole source.

*

12-1-94 (revised)

Document Type	Document Number	Department	Vendor	Amount	Date	Other information
CT	01-40001	Board	Budget Analyst--A J	1,285,710	6-29-94	
CT	01-30001		Budget Analyst	1,486,848	7-30-93	
CT	06-30027	Sheriff	Honor Charles C Plum	5,430,155	9-08-93	
CT	06-40027		Honorable Charles C.	2,741,710	9-02-94	
CT	06-10027		Treasurer of Alameda	1,187,520		
CT	06-20027		Chas Plummer	1,500,000		
CT	23-25001	MOCYF	Japanese Comm Youth	3,320,800	12-01-92	Revised amount
CT	23-45008		Japanese Community Y	1,178,000	9-02-94	
CT	23-25008		Real Alternative	1,652,001	2-23-93	Revised amount
CT	25-12000	Mayor	SF Unified School Disc	1,360,000	11-12-94	
CT	26-40020	Aging	Meats on Wheels of SF	1,468,662	6-22-94	
CT	26-30020		Meats on Wheels	1,502,142	6-24-93	
CT	26-20024		Salvation Army	1,378,860	7-23-92	
CT	26-30028		Salvation Army	1,386,568	7-09-93	
CT	26-40028		Salvation Army	1,467,760	7-14-94	
CT	26-30029		Self Help for the El	1,026,379	6-24-93	
CT	26-40029		Self-Help for the Eld	1,020,632	6-22-94	
CT	27-40045	Airport	Ampco Parking	8,303,446	9-19-94	
CT	27-40021		Barnes-Lem, A Joint V	3,482,000	7-15-94	
CT	27-40074		Elsydel Inc	1,780,157	11-16-94	
CT	27-40043		Fond & Chan Architec	8,184,000	8-25-94	
CT	27-40058		Granite Rock Co	5,898,745	10-07-94	
CT	27-40060		Parson-Opac AGS	4,000,000	10-18-94	
CT	27-40061		Parsons Brinckerhoff	2,000,000	10-24-94	
CT	27-40066		Polaris Research	1,200,000	11-01-94	
CT	27-40049		SFO Shuttle Bus Co.	1,728,480	10-17-94	
CT	27-30015		SFO Shuttle Bus Co.	2,284,851	8-12-93	Revised amount
CT	27-40026		Smarte Carte Inc	1,000,000	8-09-94	
CT	27-40063		Stone & Webster/Jordan	3,783,500	10-26-94	
CT	27-40041		Western Waterproof.	1,745,214	8-26-94	

Document Type	Document Number	Department	Vendor	Amount	Date	Other Information
CM	32-80063	H. Hetchy	Camp Dresser & McKe	1,000,000	1-07-94	
CT	32-30052		R D & S Contractors	1,271,350	8-24-93	
CT	32-40052		Robinson Constructi	1,885,888	8-15-94	
CT	35-40003	Muni	Bay Area Rapid Tran	3,650,000	8-18-94	
CT	35-30003		Bay Area Rapid Tran	3,750,000	7-28-93	
CM*	35-80064		Booz Allen	4,832,293	8-15-91	Revised amount and date
CM*	35-90056		Booz Allen	1,720,390	12-01-93	Date added
CM*	35-80064		Booz Allen & Hamil	4,749,684	8-31-92	Revised amount and date
CT*	35-30001		Cerenio Management	10,655,054	7-09-93	Revised amount
CT	35-40001		Cerentio Management	10,528,546	7-01-94	
CT	35-30062A		Constock L K & Co I	6,480,360	6-07-94	
CM	35-20055		Morrison Knudsen	2,270,000	12-17-93	
CM	35-20055		Morrison Knudsen	10,314,450	12-17-93	
CM	35-30053		New Flyer Industrie	1,193,400	4-07-94	
CM*	35-30002		Peninsula Corridor	2,115,689	6-24-94	Revised amount
CT	35-30063		Rutz Construction C	3,036,314	7-06-94	
CT*	35-30056		Stacy & Witbeck/Kin	3,095,185	12-28-93	
CT	35-30051		Tutor-Saliba-Perini	94,639,011	9-17-93	Revised amount
CT	36-32001	Parking	M. L. Stern	1,026,496	8-13-93	
CM	40-88801	PUC	Bechtel National	17,584,970	10-20-93	
CT	45-30001	Soc Serv	Children's Council of SF	1,415,000	7-26-93	
ICT	45-30001		Children's Council	1,119,000	7-26-93	
CT	45-20011		Children's Council of SF	1,019,000	7-29-92	Included in previous entry)
CT	45-40032		Children's Council o	1,240,458	9-20-94	
CT	45-40013		Episcopal Community	1,704,774	8-16-94	
CT	45-30012		Episcopal Community	1,704,774	7-26-93	
CT	45-30012		Episcopal Comm	1,698,079	7-26-93	
CT	45-20006		Episcopal Comm Serv	1,704,774	8-06-92	
CT	45-40039		Manor Investment Col	1,736,191	10-06-94	
CT	45-30013		St. Vincent de Paul S	1,556,956	7-27-93	
CT	45-20008		St. Vincent de Paul	1,556,956	7-13-92	
CT	45-40005		St. Vincent de Paul	1,556,956	7-14-94	

Document Type	Document Number	Department	Vendor	Amount	Date	Other Information
CT	47-30065	Water	Berrios Construction	2,974,520	2-14-94	
CT	47-30058		City of So San Fran	1,750,000	9-11-93	
CT	47-30052		Ranger Pipelines &	2,302,364	11-16-93	
CM	47-10074		Westin Engineering	2,498,727	12-06-93	
CT	75-10002	Elec & Tel	Motorola	2,180,000	10-13-92	
CT	83-37169	Public Hlth	Baker Places	1,397,194	9-12-94	
CT	83-30002		Baker Places	2,856,693	8-05-93	
CT	83-37176		Ca. Pacific Medical	2,013,996	10-14-94	
CT	83-33009		Calif Pacific Medical	1,396,899	9-14-93	
CT	83-37177		Catholic Charities	1,466,916	11-15-94	
CT	83-37181		Haight Ashbury Free	2,166,633	9-21-94	
CT	83-20109		Medicus Systems Corp	1,444,493		
CT	83-43020		National Task Force	1,160,876	8-02-94	
CT	83-43022		Planned Parenthood	5,406,800	8-24-94	
CT	83-27081		Prof Mgmt Development	1,000,000	3-12-93	
CT	83-47030		Professional Mgmt. D	1,394,920	9-02-94	
CT	83-37089		Professnl Mgmt Devl	2,280,000	10-27-93	
CT	83-37118		Regents of the Unive	1,874,617	1-29-94	
CT	83-43023		S.F. AIDS Foundation	2,038,629	9-20-94	
CT	83-20323		Shantl Proj	1,376,176	8-31-92	
CT	83-37199		Univ. of the Pacific	1,213,019	10-20-94	
CT	83-37200		Walden House, Inc.	1,100,787	7-01-94	
CT	86-20021	SFGH	Health Mgmt Sys Inc	1,875,000		
CT	86-30021		Health Management Sys	2,000,000	7-27-93	
CT	86-40059		Regents UC	31,994,100		
CT	87-40002	Mental Hlth	Baker Places	2,942,817		
CT	87-20002		Baker Places	2,696,293	8-05-92	
CT	87-40802		Baker Places, Bay Area	1,304,018	8-11-94	
CT	87-20802		Bay Area Addiction	1,357,278	7-20-92	
CT	87-30802		Bay Area Addiction	1,623,456	7-13-93	
CT	87-20804		Bayview Hunter Pt	1,760,653	7-20-92	
CT	87-20003		Bayview Hunters Point	4,072,915	8-05-92	
CT	87-30003		Bayview Hunters Poin	2,969,536	7-19-93	
CT	87-40804		Bayview Hunter's Pt	1,435,748	8-02-94	

Revised vendor name

Document Type	Document Number	Department	Vendor	Amount	Date	Other Information
CT	87-40003	Mental Hlth	Bayview Hunter's Pt.	4,478,024	11-02-94	
CT	87-30804		Bayview Hunter's Pt	1,877,233	7-13-93	
CT	87-30019		Ca Pacific Health Sv	5,837,437	8-02-93	
CT	87-20019		Ca Pacific Health Sv	6,077,588	12-18-92	
CT	87-40019		Calif. Pacific Hlth	5,837,437	9-02-94	Revised amount
CT	87-30805		Chemical Awareness	1,488,965	7-13-93	
CT	87-40805		Chemical Awareness	1,303,197	7-20-92	
CT	87-20805		Chemical Awareness	1,120,364	8-04-92	
CT	87-20008		Conard House	2,535,907		
CT	87-40008		Conard House	2,001,228		
CT	87-30008		Conard House	2,013,897	7-19-93	
CT	87-20009		Crestwood Hosps Inc	9,216,483	8-05-92	
CT	87-30009		Crestwood Hospital	9,739,971	7-19-93	
CT	87-40009		Crestwood Hospital	9,489,661	7-12-94	
CT	87-30012		Famil Svc Agen of SF	3,455,500	7-27-93	
CT	87-20012		Family Svc Agency	5,865,857	8-05-92	
CT	87-40012		Family Service Agenc	3,742,049	8-19-94	
CT	87-30503		Haight Ashbury Free	1,745,638	7-13-93	
CT	87-30811		Haight Ashbury Free	2,462,336	7-13-93	
CT	87-40503		Haight Ashbury Free	1,838,633	8-12-94	
CT	87-20503		Haight Ashbury Free	1,699,070		
CT	87-40811		Haight Ashbury Free	2,409,706	8-11-94	
CT	87-20811		Hgt Ashbury Free Cl1	2,512,452	7-20-92	
CT	87-30813		Horizons Unlimited	1,137,453	7-13-93	
CT	87-40813		Horizons Unlimited	1,050,603	8-11-94	
CT	87-30016		Mental Health Manage	4,642,700	7-19-93	
CT	87-40016		Mental Health Mgmt.	2,647,700	7-14-94	
CT	87-20016		Mental Mgmt Health	2,589,919	7-02-92	
CT	87-20024		Progress Foundation	3,683,207	7-02-92	
CT	87-40024		Progress Foundation	4,140,941	10-20-94	
CT	87-30024		Progress Foundation	3,531,498	7-19-93	
CT	87-37158		Project Open Hand	1,338,758	7-01-94	
CT	87-30025		Ramsell Corp.	1,495,444	8-16-93	
CT	87-20025		Ramsell Corp	1,207,463		
CT	87-40025		Ramsell Corp.	1,630,444		
CT	87-30028		Regents of Univ. Cal	1,385,919	2-10-94	
CT	87-20028		Regents Univ of Cal	1,385,919	12-31-92	
CT	87-40029		Richmond Area Multi	1,171,614	8-19-94	

12-1-94 (Revised)

Document Type	Document Number	Department	Vendor	Amount	Date	Other Information
CT	90-47021	Mental Hlth	Sunset Scavenger	5,000,000		
CT	87-20826		Walden House	4,764,644	7-20-92	
CT	87-40826		Walden House	3,327,417		
CT	87-30826		Walden House Inc	3,760,921	7-13-93	
CT	87-40827		Westside Community	1,104,503		
CT	87-30827		Westside Community	1,169,744	7-19-93	
CT	87-20039		Westside Comm Mental	2,068,145	8-05-92	
CT	87-30039		Westside Community M	2,047,924	7-13-93	
CT	87-20827		Westside Community Mental	1,509,986	7-20-92	
CT	87-40039		Westside Comm Mental	2,028,027	10-03-94	

Notes

- The abbreviations used are:
 PO = Purchase Order
 TP = Term Purchase Agreement
 CM = Contract Modification
 CT = Contract Order
- In the tracking system, some documents used the same document number. We were able to identify these documents and display the total amount, along with the date of the first document in the group.
 For other contracts, if departments used different document numbers, we could not identify groups of related purchases.
- If no date appears, it may be due to a data entry error when the document was originally processed.

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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

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MAR 20 1995

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March 16, 1995

TO: Supervisor Migden
FROM: Budget Analyst
SUBJECT: Additional Positions Requested for the Department of Human Resources

Attached is my March 8, 1995 report to the Budget Committee on subject requested positions (Attachment A).

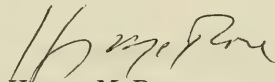
Please note that Comment 1 of my report on page 18 states "Attachment 2 is a letter from Mr. Wendell Pryor, Director of the Department of Human Resources, explaining why the addition of three new permanent positions, as well as four new temporary Claims Adjuster positions, or a total of seven new positions, are needed to take over the functions which were being accomplished by the Employees Retirement System (ERS), and why seven positions are not being deleted in the ERS to offset the seven new positions being added by the Department of Human Resources."

Based on the explanations provided by Mr. Pryor, and based on the acceptance by the Budget Committee of my recommendation to make the four Claims Adjuster positions limited duration positions, so that they would not be funded once the backlog of Workers Compensation claims cases are cleared up, I continue to believe that the positions requested for the Department of Human Resources are justified.

However my belief is not based on a detailed comprehensive management audit of the Department of Human Resources. It is possible that such an audit (a) might reveal that certain efficiencies could be achieved and (b) could change my opinion. However, as you know, a management audit of the Department of Human Resources would take at least 3 to 4 months and based on the previous assignments of the Board of Supervisors to the Budget Analyst, such a management audit could not begin in the near future.

Memo to Supervisor Migden
March 16, 1995

Since your inquiry at the Board meeting of March 13, 1995, I requested that Ms. Murphy provide a written explanation as to why the Employees Retirement System could not delete comparable positions which are now being added to the Department of Human Resources in conjunction with Proposition L. Attachment B is Ms. Murphy's response to my request. In addition to the accounting position referenced in Ms. Murphy's letter, Ms. Murphy advised me that, in her judgement, she believes that the secretarial position and the systems and procedures position are needed for the Department of Human Resources and that such positions would greatly assist in improving the overall effectiveness of the Department of Human Resources.



Harvey M. Rose

cc: President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Bierman
Supervisor Hallinan
Supervisor Hsieh
Supervisor Kaufman
Supervisor Kennedy
Supervisor Leal
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey
Wendell Pryor
Clare Murphy

Attachments

Memo to Budget Committee
March 8, 1995

Items 5 and 6 - Files 101-94-66 and 102-94-11

Note: This item was continued by the Budget Committee at its meeting of March 1, 1995.

Department: Department of Human Resources

- Items:**
1. Item 11, File 101-94-66 - Supplemental Appropriation Ordinance appropriating \$182,885 for Salaries, Fringe Benefits and equipment to allow the Department of Human Resources to Create three positions to support the Workers Compensation Program for fiscal Year 1994-95.
 2. Item 12, File 102-94-11 - Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of three positions in the Department of Human Resources, Workers Compensation Division.

Amount: \$182,885

Source of Funds: FY 1994-95 General Fund Reserve

Description: On November 2, 1993, the voters of San Francisco approved Proposition L, which created a Department of Human Resources, and transferred the City's Workers Compensation Division from the Employees Retirement System to the Department of Human Resources.

The Department of Human Resources (HRD) is requesting a Supplemental Appropriation to pay for salaries, fringe benefits and equipment to allow the Department of Human Resources to create three new positions to support the Workers Compensation Program for Fiscal Year 1994-95.

The proposed supplemental appropriation would appropriate \$182,885 for the period February 24, 1995 through June 30, 1995 as follows:

Permanent Salaries	\$43,308
Temporary Salaries	46,600
Mandatory Fringe Benefits	17,982
Equipment	74,995
Total	\$182,885

Memo to Budget Committee
March 8, 1995

The following are descriptions of each of the foregoing funding requests.

Permanent Salaries \$43,308

This amount would: (1) fund \$10,116 for the salary of one new 1444 Secretary I position for nine pay periods, (2) fund \$13,932 for the salary of one new 1652 Senior Accountant position for nine pay periods, and (3) fund \$19,260 for the salary of one new Senior Systems and Procedures Analyst position for nine pay periods for a total cost of \$43,308.

Temporary Salaries \$46,600

This amount would fund \$46,600 for the salaries of four temporary 8141 Claims Adjuster positions for seven pay periods.

Fringe Benefits \$17,982

This amount was calculated based on 20 percent of Permanent Salaries and 20 percent of Temporary Salaries. However, Ms. Victoria Mead of the HRD advises that the Fringe Benefits for Temporary Salaries should be calculated based on eight percent of the Temporary Salaries and not based on 20 percent of the Temporary Salaries. Therefore, the Fringe Benefits for the Temporary Salaries are \$3,728 ($.08 \times \$46,600$). The Fringe Benefits for the Permanent Salaries are \$8,662 ($.20 \times \$43,308$). As such, the total Fringe Benefits for Permanent and Temporary Salaries should be reduced to \$12,390 ($\$3,728 + \$8,662$) from \$17,982, representing a decrease of \$5,592.

Equipment \$74,995

This amount would fund a total of \$74,995, including \$69,120 for equipment and \$5,875 for Sales Tax, for the purchase of the following equipment: (1) \$29,850 for computer hardware for the file server, network administration workstation, telecommunications router station, and local systems connectivity, as well as providing for network printing capability, tape backups and power supply systems, (2) \$9,680 for computer software to run the above listed hardware, as well as network remote management and virus protection software, (3) \$12,300 for PacBell telecommunications installation charges for a dedicated telecommunications line to link up the two sites of 44 Gough Street and 1155 Market Street, the estimated monthly line usage charges, and telecommunications equipment that would enable 44 Gough Street and 1155 Market Street to "talk to each other" via the telecommunications link, (4) \$9,400 for four PC client workstations, including four

Memo to Budget Committee
March 8, 1995

personal computers, and access to the local area network and the wide area network required for transmission of data, teleprocessing and timely interchange of management information, (5) \$7,890 for applications software licenses, and network, telecommunications and configuration costs, and (6) \$5,875 for the 8.5 percent Sales Tax.

Attachment 1, provided by the HRD, contains a detailed list of equipment with the related prices supporting the \$74,995 equipment request.

Ms. Kira Shuchom of the HRD advises that the HRD has received approval from the Electronic Information Processing Steering Committee for the purchase of this equipment.

The proposed ordinance (File 102-94-11) would amend the FY 1994-95 Annual Salary Ordinance to establish three new positions in the Department of Human Resources, Workers' Compensation Division as follows :

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Step</u>
1444 Secretary I	1	\$1,022/\$1,237	\$32,286
1652 Senior Accountant	1	\$1,407/\$1,706	\$44,527
1864 Sr. Systems & Procedures Analyst	1	\$1,946/\$2,365	\$61,727

The total estimated annual cost of the three new positions including fringe benefits, is \$166,248 (\$138,540 salaries + \$27,708 fringe benefits) at the top step.

Comments:

1. Attachment 2 is a letter from Mr. Wendell Pryor, Director of the Department of Human Resources, explaining why the addition of three new permanent positions, as well as four new temporary Claims Adjuster positions, or a total of seven new positions, are needed to take over the functions which were being accomplished by the Employees Retirement System (ERS), and why seven positions are not being deleted in the ERS to offset the seven new positions being added by the Department of Human Resources.

Mr. Pryor advises that the 1444 Secretary is being requested to support the Health Service Administrator, who now has oversight over the operations of the Workers Compensation Division (WCD), as well as the Health Service System and the City's health and safety programs. No such position existed prior to the transfer of the WCD to HRD.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
March 8, 1995

Mr. Pryor advises that the 1864 Senior Systems Analyst is being requested in order to evaluate the information system requirements of the WCD, which are critical to the success of the department. An existing management information systems (MIS) position will remain at the Employees Retirement System (ERS) to respond to the information system needs of the ERS.

Mr. Pryor advises that the 1652 Accountant is critically needed to develop and implement basic accounting services needed by the WCD.

Mr. Pryor advises that the four temporary Claims Adjuster positions are being requested in order to clear up and close a backlog of cases, thereby reducing the ongoing caseload. Mr. Pryor states that in the HRD proposed FY 95-96 budget, these four Claims Adjuster positions are requested for three months. Therefore the Budget Analyst recommends that the four temporary Claims Adjuster positions be approved as limited duration positions.

2. As noted above, the proposed expenditures for the Permanent Salaries of the 1444 Secretary I, the 1652 Senior Accountant, and the 1864 Sr. Systems & Procedures Analyst were based on nine pay periods. Ms. Victoria Mead of the Department of Human Resources advises that the staff will be hired effective May 20, 1995, and will work for 7.5 pay periods. As such, the amount required for Permanent Salaries is \$35,955, or \$7,353 less than the requested \$43,308.

3. As noted above, the proposed expenditures for the Temporary Salaries of four 8141 Claims Adjusters were based on seven pay periods. Ms. Mead advises that two of the 8141 Claims Adjusters will begin on May 20, 1995 and will work for 7.5 pay periods, and two of the 8141 Claims Adjusters will begin on April 8, 1995, and work for six pay periods. As such, the amount required for Temporary Salaries is \$44,982, or \$1,618 less than the requested \$46,600.

4. As noted above, the Fringe Benefits should be calculated based on eight percent of Temporary Salaries and 20 percent of Permanent Salaries. Based on the decrease of \$7,353 in Permanent Salaries from \$43,308 to \$35,995, the Fringe Benefits for Permanent Salaries are \$7,199. Based on the decrease of \$1,618 in Temporary Salaries, from \$46,600 to \$44,982, the Fringe Benefits for Temporary Salaries are

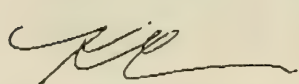
Memo to Budget Committee
March 8, 1995

\$3,599 for total Fringe Benefits of \$10,798 (\$7,199 + \$3,599), or \$7,184 less than the requested \$17,982.

- Recommendation:**
1. Amend the proposed ordinance to reduce the supplemental appropriation request as follows: (1) reduce Permanent Salaries by \$7,353 from \$43,308 to \$35,955, reduce Temporary Salaries by \$1,618 from \$46,600 to \$44,982, and (3) reduce Fringe Benefits by \$7,184 from \$17,982 to \$10,798 for a total reduction of \$16,155 from \$182,885 to \$166,730 (File 101-94-66).
 2. Amend the Annual Salary Ordinance to make the four proposed Claims Adjusters positions limited duration positions (File 102-94-11).
 3. Approve the proposed ordinance as amended.

DEPARTMENT OF HUMAN RESOURCES MIS: WORKERS' COMPENSATION SUPPLEMENTAL APPROPRIATION FY 94-95

Page 1	of 1				WCD	Supplemental
CHAR	OBJ	SUB	DESCRIPTION	QTY No.	Unit Cost	FY 94-95 Total
10			NON-PERSONAL SERVICES			
22			CAPITAL OUTLAY			
	220		Equipment Purchase			
		2231	Computer Equipment for DHR-WCD Systems Connectivity			
			Network File Server 32MB RAM, 2 - 2GB Hard Drives	1	14,000	14,000
			Network Administration Workstation with Network Card	1	2,350	2,350
			MPR + Router Hardware	1	4,000	4,000
			Network Printer with JetDirect Card	1	4,000	4,000
			Ethernet Hub for Network	1	2,500	2,500
			UPS (Power Supply) and Tape Backup Units	1	3,000	3,000
			Network Hardware Sub-Total			29,850
			Network Software, Netware v3.12	1	4,800	4,800
			Novell MPR + WAN Software	2	1,080	2,160
			Intel LANdisk Manager	1	1,020	1,020
			Intel Virus Protection	1	680	680
			Cheyenne ArcServe Tape Backup Software	1	1,020	1,020
			Network Software Sub-Total			9,680
			PacBell Telecommunications Installation (estimate)	1	3,000	3,000
			High Speed Modems DSU/CSU & Synch Adapter	2	2,000	4,000
			Site Cabling Charges (per Network device/user, estimate)	10	350	3,500
			Telecommunications Line Charges (per month, estimate)	6	300	1,800
			Telecommunications Sub-Total			12,300
			On-Site PC Client Workstations with Network Cards			
		for MIS Business Systems Analyst	1	2,350	2,350
		for MIS Technical Support	1	2,350	2,350
		for Health & Safety Administrator (Bill Lee)	1	2,350	2,350
		for Administrative Assistant (Pat Gomez)	1	2,350	2,350
			PC Client Workstation Sub-Total	4		9,400
			Applications Software Licenses (Network and per user)	6	815	4,890
			Network & Telecommunications Installation & Configuration (in Hours)	24	125	3,000
			Miscellaneous Charges Sub-Total			7,890
			Pre-Tax Sub-Total			69,120
			Sales Tax @ 8.5%			5,875
			TOTAL REQUESTED \$			74,995





City and County of San Francisco

Department of Human Resources

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

February 22, 1995

Mr. Harvey Rose
Budget Analyst
1390 Market Street, Ste. 1025
San Francisco, CA 94102

Dear Mr. Rose:

You have asked for a written statement from me concerning the new positions which this department has requested in a supplemental appropriation request to the Board of Supervisors. As I understand it, your question concerns why none of these positions can be transferred from the Employees Retirement System. In response, the following explanation is provided.

The 1444 Secretary is being requested as clerical and administrative support for the Health Service Administrator, Bill Lee, who now has oversight of the operations of the Workers Compensation Division (WCD), as well as the Health Service System and the City's health and safety programs. No such position existed prior to the transfer of the WCD to DHR.

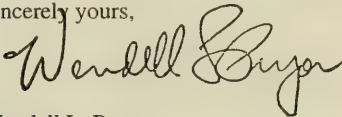
The 1864 Senior Systems Analyst is being requested in order to evaluate the information system requirements of the WCD, which are critical to the success of the program. Although the ERS staff apparently includes an MIS professional, this position has not been predominantly concerned with the information systems at the WCD, and, moreover, will remain at ERS to continue to respond to the information system needs of the Employees Retirement System.

The 1652 Accountant is critically needed to develop and implement basic accounting systems at the WCD. ERS accountants have performed most of the basic accounting services needed by the WCD in the past, but these accounting activities have not been well integrated with the Bill Paying Unit of the WCD. Moreover, these accounting services were completely funded by the Retirement Trust Fund. The Workers Compensation Division, which has now been transferred to HRD, had been the only ERS division funded by the General Fund. Therefore, there may be reason to question the scope of accounting services which continue to be needed at the Employees Retirement System, and funded by the Retirement Trust Fund, in light of the transfer of the WCD to HRD; however, no General Fund savings would result from reducing ERS accounting services, and it is not possible to transfer employees (or funds) from the Retirement Trust Fund to HRD in order to provide the necessary accounting services for HRD.

Finally, with respect to the four temporary adjusters, these are short term positions which are expected to reduce a backlog of cases at the WCD which could be closed, thereby reducing the average caseload per adjuster in order to improve the effectiveness of claims administration. These positions did not exist at the Workers Compensation prior to its transfer to HRD; clearly, if the WCD had employed additional adjusters at an earlier date, there would be a smaller backlog of claims which should be closed.

Should you require additional information, please contact me.

Sincerely yours,



Wendell L. Pryor
Director of Human Resources

WLP:vm

City and County of San Francisco

San Francisco City and County
Employees' Retirement System
Office of The General Manager

March 14, 1995

Mr. Harvey Rose
Budget Analyst
1390 Market St., Suite 1025
San Francisco, CA 94102

Dear Mr. Rose:

You have requested a brief written statement regarding the proposed supplemental appropriation for the Department of Human Resources. First, 100% of the General fund positions and resources which has been budgeted for the Workers' Compensation Division were transferred to DHR effective January 1, 1995.

Of the positions which are requested in the supplemental only the accounting position reflects resources supporting WCD which existed prior to the transfer of other requested items are new. The tasks of the accounting position requested by DHR were performed by several of the San Francisco Employees Retirement System accountants who continue to perform other accounting functions appropriate to the pension plan. The time which has been made available by the transfer of WCD accounting functions to DHR has been assigned to the increasing work load relating to more extensive and complex investment accounting (market value accounting, currency and limited partnerships accounting) and to the accounting tasks arising out of new collective bargaining agreements relating to Employer paid employee contributions.

Very truly yours,

Clare M. Murphy
General Manager

Post-it* Fax Note	7671	Date	3/14	# of pages	1
To	Harvey Rose	From	CMurphy		
Co./Dept		Co.	SFO		
Phone #		Phone #	654-1520		
Fax #	252-6461	Fax #			

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March 9, 1995

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Budget Committee for Wednesday, March 15, 1995, at 1:00 p.m., has been rescheduled for Monday, March 20, 1995, at 10:30 a.m., Veteran's Building, 401 Van Ness Avenue, Room 410, San Francisco, CA 94102.

A handwritten signature in cursive script that reads "John L. Taylor".

John L. Taylor
Clerk of the Board

POSTED: 3/9/95

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RESCHEDULED MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

ACT 2
PUBLIC

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#2
3/20/95
MONDAY, MARCH 20, 1995 - 10:30 A.M.

ROOM 410, VETERANS BUILDING
401 VAN NESS AVENUE

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 10:40 A.M.

GENERAL MATTERS

1. File 190-95-1. [Parking Enforcement on Sundays] Resolution urging the Mayor to preserve the Sunday parking reprieve in San Francisco. (Supervisors Leal, Shelley, Alioto)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Josalin Cain, Department of Parking and Traffic; Robert Oakes, Office of the Mayor. IN SUPPORT: None. OPPOSED: Norman Rolfe.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

2. File 172-95-11. [Supplemental Indenture, Sutter/Post Apartments] Resolution approving the form of, and authorizing the execution of a Supplemental Indenture; and authorizing other actions related thereto. (Mayor's Office of Housing)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Joe LaTorre, Mayor's Office of Community Development. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED. TO BOARD AS A "COMMITTEE REPORT" MONDAY, MARCH 20, 1995.

VOTE: 2-1. (Supervisors Hsieh absent.)

3. File 127-95-1. [Vehicle Renter Tax Repeal] Ordinance amending Part III, Municipal Code, by deleting Article 19 thereto to repeal the Vehicle Renter Tax in its entirety. (Supervisor Kaufman)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Ted Lakey, Deputy City Attorney; Ed Harrington, Controller. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDMENT OF THE WHOLE BEARING NEW TITLE PRESENTED IN COMMITTEE BY SUPERVISOR KAUFMAN. ADOPTED. AMENDMENT OF THE WHOLE RECOMMENDED. NEW TITLE: "Amending Part III of the San Francisco Municipal Code by deleting Section 1905 thereof to repeal the Vehicle Renter Tax and making the repeal operative as of July 1, 1995."

VOTE: 2-1. (Supervisor Hsieh absent.)

TIME MEETING ADJOURNED: 11:05 A.M.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 16, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: March 20, 1995 Rescheduled Budget Committee Meeting

Item 1 - File 190-95-1

Department: Department of Parking and Traffic (DPT)

Item: Resolution urging the Mayor to preserve the current unrestricted free Sunday parking in San Francisco.

Description: Mr. John Newlin of the DPT advises that at the present time, there is no pending proposal to begin charging on Sundays for parking at parking meters in areas of San Francisco outside of Fisherman's Wharf. Ms. Teresa Serata, of the Mayor's Office, also advises that the Mayor's Office has no plans for such a proposal.

According to Mr. Newlin, the primary purpose of charging for parking at parking meters on Sunday at Fisherman's Wharf is to generate increased customer turnover at the meters for the benefit of surrounding businesses. He advised that the revenues realized by the City from charging for parking on Sundays at Fisherman's Wharf are a secondary benefit.

Mr. Newlin advises that it has been the policy of the City to not charge for parking on Sundays in areas other than Fisherman's Wharf because (1) many businesses in those areas are closed and (2) the DPT has received no requests to charge for Sunday parking from local business associations in such other areas, even when the businesses are open.

Memo to Budget Committee
March 20, 1995 Rescheduled Budget Committee Meeting

Mr. Newlin states that the implementation of parking meter charges on Sundays in areas in the City where such charges are not currently imposed would require (1) the relabeling of meters to reflect the new parking meter charges, and (2) the use of additional overtime by parking enforcement personnel.

Comment: Mr. Newlin advises that since no specific proposal exists to implement parking meter charges on Sundays in areas of San Francisco outside of Fisherman's Wharf, the DPT has not developed any revenue or cost estimates with respect to such a proposal.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 2 - File 172-95-11

Department: Mayor's Office of Housing (MOH)

Item: Resolution approving the form of, and authorizing the execution and delivery of an amendment to an Indenture of Trust; and authorizing other actions related thereto.

Description: The MOH previously entered into an Indenture of Trust, effective March 1, 1988, with Security Pacific National Bank, as trustee for the holders of the bonds, to secure the issuance of the City's 1988 Multifamily Housing Revenue Bonds in the amount of \$21,500,000. The Revenue Bonds were used to finance the construction of the Sutter/Post Apartments, an apartment development of 184 units, located at 840 Post Street. This development was completed in December of 1989. Of the 184 units, 37, or approximately 20 percent, are designated for low-income households and the remaining 147 or approximately 80 percent of the units are rented at market value. Low-income households are households at or below 50 percent of the median income of \$52,900 for a family of three, based on the San Francisco Metropolitan Statistical Area, as calculated annually by the Department of Housing and Urban Development (HUD).

The MOH advises that the Dai-Ichi Kangyo Bank, Ltd. issued a Letter of Credit to Security Pacific National Bank, dated April 8, 1988, to secure the payment of the principal and interest on the bonds. At the same time, Dai-Ichi Kangyo Bank, Ltd. and the developer of the project, Sutter/Post Associates, entered into a Reimbursement Agreement under which, Sutter/Post Associates agreed to reimburse Dai-Ichi Kangyo Bank, Ltd. for any monies paid by the Dai-Ichi Kangyo Bank, under the Letter of Credit. According to Mr. Joe LaTorre of the MOH, the City does not have any liability pertaining to these bonds.

Mr. LaTorre reports that the Letter of Credit noted above is due to expire on April 7, 1995 and that Dai-Ichi Kangyo Bank, Ltd. has elected not to renew the Letter of Credit. Mr. LaTorre states that under the existing provisions of the above-noted Indenture of Trust, in the absence of a Letter of Credit, the bond trustee, Bank of America National Trust and Savings Association, the successor to Security Pacific National Bank, is required to request payment from the Dai-Ichi Kangyo Bank, under the Letter of Credit, to redeem (i. e., pay off) the outstanding principal and interest on the bonds. According to Mr. LaTorre, the Dai-Ichi Kangyo Bank would, in turn, request reimbursement from the project developer

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
March 20, 1995 Rescheduled Budget Committee Meeting

for the monies it paid to Bank of America National Trust and Savings Association, under the Letter of Credit, to redeem the bonds. Mr. LaTorre states that if the project developer could not reimburse the Dai-Ichi Kangyo Bank for the monies owed, the Dai-Ichi Kangyo Bank would then have the option to foreclose on the property and, in turn, sell the property at market value.

The proposed amendment to the Indenture of Trust will permit the Dai-Ichi Kangyo Bank to purchase the bonds, instead of having the bonds redeemed by Bank of America National Trust and Savings Association. Mr. LaTorre advises that the Dai-Ichi Kangyo Bank desires to purchase the bonds instead of having them redeemed because the bonds, which are tax exempt, could be sold at a higher amount than could be realized from the sale of the property itself, at current market value rates. According to Mr. LaTorre, if the Dai-Ichi Kangyo Bank purchases the bonds, the City would benefit as follows: (1) maintenance of tax exempt status of the bonds maximizes the property's value and hence the property taxes paid to the City and (2) the tax exempt status of the bonds results in lower costs for the property owner, which enables the property owner to potentially maintain lower rents for the market value units and at the same time to provide adequate property maintenance.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 3 - File 127-95-1

Item: Ordinance amending Part III of the San Francisco Municipal Code by deleting Article 19 thereto to repeal the Vehicle Renter Tax in its entirety.

Description: As reflected in the San Francisco Municipal Code, the Board of Supervisors previously established a Vehicle Renter Tax on persons who rent a passenger vehicle from automobile rental companies located in San Francisco. The tax is \$2.00 per vehicle per rental day with a maximum of \$16.00 per rental agreement and became effective October of 1993. The proposed ordinance would delete Article 19 from the Municipal Code, in order to repeal the Vehicle Renter Tax.

Comments: 1. The Controller's Office previously advised that the State Attorney General had issued an opinion declaring a tax in Southern California, similar to San Francisco's Vehicle Renter Tax, to be a use tax, which did not conform to the State's statutory requirements. According to Ms. Julia Friedlander of the City Attorney's Office, State law prohibits the State Board of Equalization from collecting a jurisdiction's sales and use taxes if a jurisdiction adopts a sales or use tax that does not conform to the State's statutory requirements. As such, according to Ms. Friedlander, a jurisdiction which has adopted a use tax which does not conform to the State's statutory requirements has two choices (1) the jurisdiction can retain the nonconforming tax and forego the State's collection of its sales and use taxes, or (2) the jurisdiction can repeal the nonconforming tax so that the State Board of Equalization will continue to collect its sales and use taxes.

2. The City's regular Sales Tax (Purchase-Use Tax) revenues are estimated at nearly \$88 million for Fiscal Year 1994-95. The revenues which have been estimated to accrue to the City from the Vehicle Renter Tax for FY 1994-95 total \$2,030,000. Ms. Friedlander presently reports that based on the State Attorney General's opinion, the State Board of Equalization has advised the City that it intends to suspend the collection of the City's Sales and Use Taxes effective July 1, 1995 if the City continues to impose the Vehicle Renter Tax. According to Ms. Friedlander, the Board of Supervisors can comply with the State's requirements by adopting this proposed ordinance which would repeal the Vehicle Renter Tax. Ms. Friedlander advises that this ordinance would have to be voted on by the full Board by May 8, 1995 and the ordinance must be effective by June 30, 1995. According to Ms. Friedlander, the Vehicle Renter Tax can continue to be

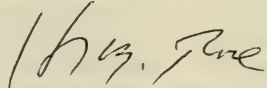
Memo to Budget Committee
March 20, 1995 Rescheduled Budget Committee Meeting

collected by the City through June 30, 1995. As such, the original estimated revenue amount of \$2,030,000 from the Vehicle Renter Tax can potentially be realized.

4. The proposed ordinance does not specify an effective date for the repeal of the tax. According to the City Attorney's Office, an effective repeal date of no later than June 30, 1995 should be included in the proposed legislation. Therefore, the proposed legislation should be amended to add an effective date of no later than June 30, 1995.

5. Since the Sale Tax revenues of nearly \$88 million, which accrue to the City annually, significantly exceed the Vehicle Renter Tax revenues of approximately \$2 million annually, the Budget Analyst recommends approval of this proposed ordinance.

Recommendation: Amend the proposed ordinance to add an effective repeal date of no later than June 30, 1995 and approve the ordinance as amended.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

MINUTES

REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

5-
\$90.07
#2
3/22/95
WEDNESDAY, MARCH 22, 1995 - 1:00 P.M.

ROOM 410, VETERANS BUILDING
401 VAN NESS AVENUE

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:12 P.M.

DOCUMENTS DEPT

AUG 27 1995

SAN FRANCISCO
PUBLIC LIBRARY

FISCAL ITEMS

1. File 101-94-54. [Appropriation, War Memorial] Ordinance appropriating \$73,520, War Memorial, from the General Fund Reserve for other non-personal services to allow the Real Estate Department to provide security services for Fiscal Year 1994-95. (Controller) RO #94161

(Consideration continued from 3/8/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Ed Harrington, Controller; Teresa Serata, Budget Director, Office of the Mayor. PARTIAL SUPPORT: LaWanda Preston, Local 790. OPPOSED: None.

ACTION: HEARING HELD. TABLED.

VOTE: 2-1. (Supervisor Hsieh absent.)

2. File 101-94-61. [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$173,610, Department of Parking and Traffic, of Parking Revenue Funds to a Capital Improvement Project (Polk-Bush Garage architectural services and construction), for fiscal year 1994-94; providing for ratification of action previously taken. RO #94051 (Controller)

(Consideration continued from 3/8/95)

SPEAKERS: DEPARTMENTAL SPEAKERS: Harvey Rose, Budget Analyst; Kevin Haggerty, Department of Parking and Traffic; Tony Florence, Deputy City Attorney. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

3. File 38-95-1. [Gift Acceptance] Resolution accepting and acknowledging a gift of \$36,455.17 provided to the City and County by Lucille and George Jewett, Jr., for the maintenance of Lyon Street Park during calendar year 1994 and thanking Lucille and George Jewett, Jr. for their generous and beneficial gift. (Supervisor Kaufman)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. On Page 1, lines 4, 10, 13, 15, 23 and Page 2 lines 3 and 23 replace the words "Lyon Street Park" and "park" with " the Permitted Lyon Street Garden." AMENDED TITLE: "Accepting and acknowledging a gift of \$36,455.17, provided to the City and County of San Francisco by Lucille and George Jewett, Jr., for the maintenance of the Permitted Lyon Street Garden during calendar year 1994, and thanking Lucille and George Jewett, Jr. for their generous and beneficial gift."

VOTE: 2-1. (Supervisor Hsieh absent.)

RELEASE OF RESERVE

4. File 101-94-16.1. [Release of Reserved Funds, Juvenile Probation] Consideration of release of reserved funds, Juvenile Probation Department, in the total amount of \$495,423, to impelment Serious Habitual Offender Program Program and the Intensive Home Supervision Program for repeat offenders released to the community. (Juvenile Probation)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Ed Flowers, Chief Probation Officer, Juvenile Probation Department; Cheyenne Bell, Juvenile Probation Department; Frederick Virgilio, Juvenile Probation Department; Ace Tago, Juvenile Probation Department. NO POSITION TAKEN: Ed Dela Cruz, West Bay Filipino Health Center. IN SUPPORT: Mr. Cortez, Real Alternatives Project; Jose Steva, Real Alternatives Project. OPPOSED: Michael Hopper, Program Coordinator, Coleman Advocates; Margaret Brokin, Director, Coleman Advocates.

ACTION: HEARING HELD. QUESTION ON SERIOUS HABITUAL OFFENDER PROGRAM AND THE INTENSIVE HOME SUPERVISION PROGRAM DIVIDED.

File 101-94-16.1 [Release of Reserved Funds, Juvenile Probation] Consideration of release of reserved funds, Juvenile Probation Department, in the total amount of \$275,470, to impelment Serious Habitual Offender Program Program for repeat offenders released to the community.

ACTION: CONSIDERATION CONTINUED TO MARCH 29, 1995, MEETING.

VOTE: 2-1 (Supervisor Hsieh absent.)

File 101-94-16.2 [Release of Reserved Funds, Juvenile Probation]
Consideration of release of reserved funds, Juvenile Probation
Department, in the total amount of \$219,953, to implemenent the
Intensive Home Supervision Program for repeat offenders released to
the community.

ACTION: AMENDED. RELEASE OF \$205,124 APPROVED. Instruct
Controller to return \$14,829 to the General Fund. FILED.

VOTE: 2-1. (Supervisor Hsieh absent.)

TIME MEETING ADJOURNED: 3:10 P.M.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 20, 1995

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: March 22, 1995 Budget Committee Meeting

Item 1 - File 101-94-54

Note: This item was continued by the Budget Committee at its meeting of March 8, 1995. An Amendment of the Whole will be submitted by the Real Estate Department at the March 22, 1995 meeting of the Budget Committee. This report is based on the Amendment of the Whole.

Departments: Real Estate Department
War Memorial

Amount: \$208,005

Source of Funds: General Fund Reserve

Item: Ordinance appropriating \$208,005 from the General Fund Reserve for salaries, fringe benefits, other non-personal services, and equipment to pay for security services and equipment at the War Memorial (401 Van Ness Avenue), and at 875 Stevenson Street.

Description: The proposed ordinance would approve a supplemental appropriation in the amount of \$208,005 to pay for security services and equipment at the War Memorial and at 875 Stevenson Street.

As part of the move from City Hall due to the seismic retrofitting required following the Loma Prieta earthquake, staff of the Office of the Mayor, Board of Supervisors, Chief Administrative Officer, Ethics Commission, and Civil Service Commission, as well as the Law Library and the public hearing rooms used by City Commissions and the

Memo to Budget Committee
March 22, 1995 Budget Committee Meeting

Board of Supervisors have relocated to office space at the War Memorial Building at 401 Van Ness Avenue. Offices of the Controller, Registrar of Voters, and other offices have relocated to 875 Stevenson Street; and courtrooms of the Trial Courts have relocated to 633 Folsom and 575 Polk Street. Entry security at City Hall for all of these departments had previously been provided by the Sheriff's Department. With the relocations, new entry security arrangements for these departments are necessary.

At City Hall, the Sheriff's Department had covered the 4 entrances by deploying 7 staff including 6 Police Cadets and one Deputy Sheriff, using 3 walk-through metal detectors. These Sheriff's Department staff have now been reassigned. One Police Cadet was reassigned to the Parole Office, one to the new County Jail at 425 7th Street, and one to the San Bruno Jail (these three assignments were previously approved as part of the Sheriff's Department FY 1994-95 budget). The remaining three Police Cadets and the Deputy Sheriff were reassigned to 633 Folsom. As such, Sheriff's Department staff are not available for entry security at the War Memorial and 875 Stevenson. In addition, the metal detectors which had been in use at City Hall are old, frequently malfunction, and must be taken out of service, according to the Sheriff's Department.

Security services at 633 Folsom and 575 Polk will be provided by the Sheriff's Department. Details of those security arrangements were submitted in separate legislation (Files 101-94-67 and 102-94-9) which is pending for final passage by the Board of Supervisors.

Under the proposed ordinance, security services at the War Memorial would be provided with ten temporary Civil Service positions including 9 Buildings and Grounds Patrol Officers (8207) and one Institutional Police Sergeant (8205). Employees for these positions are to be hired as of March 31, 1995 and will work under the supervision of the War Memorial Department. In the interim period, until these employees are hired, security has been and will continue to be provided by Burns Security Services. In addition, three walk-through metal detectors, three hand-held metal detectors, and five two-way radios will be purchased for this location. A memo from the Police Department detailing the security arrangements for the War Memorial is attached.

Security services at 875 Stevenson Street are proposed to be provided with two Burns security guards under contract to the Real Estate Department. A resolution to approve a Proposition J certification for contracting out these services is

BOARD OF SUPERVISORS
BUDGET ANALYST

pending before the Board of Supervisors. In addition, one walk-through metal detector, one hand-held metal detector, and one radio will be purchased for the 875 Stevenson Street facility.

Budget:

The budget for the security services and equipment at the War Memorial and 875 Stevenson Street is as follows:

<u>Temporary Salaries¹ (See Comments)</u>		
8207 Buildings & Grounds Patrol Officer		
9 positions, 6.5 pay periods, \$1,407 per period	\$82,310	
8205 Institutional Police Sergeant		
1 position, 6.5 pay periods, \$1,642 per period	10,673	
Premium Pay for evening and nighttime shifts	3,082	
Temporary Salaries	6,978	
Fringe Benefits	27,863	
Uniforms (9 @\$100 each)	900	
Sub-total		\$131,806
<u>Private Security -- Burns Security Services²</u>		
2,377 hours @ \$10.80 per hour		\$25,670
<u>Department of Public Works (DPW) - Security Staff³</u>		
8207 Building and Grounds Patrol (3 FTE for the period retroactive from 2/21/95 to 3/31/95)		\$24,729

¹ As noted above, these positions will be temporary positions. As such, an amendment to the Annual Salary Ordinance is not required.

² Burns Security Services was the low bidder on the original contract for security services at these locations in a competitive bidding process conducted by the Purchaser in January 1995. When security plans were changed, and a decision was made to use Civil Service positions for the War Memorial, the Real Estate Department requested, and Burns agreed, that Burns hold their bid available for 90 days. Burns is not an MBE/WBE. As noted above, a Proposition J certification has been submitted to the Board of Supervisors to allow the Real Estate Department to contract for these services at the 875 Stevenson Street facility. The 2,377 hours consists of 1,402 hours at the War Memorial retroactive from 2/21/95 through 3/31/95 and 975 hours for the 875 Stevenson Street facility from 4/1/95 through 6/30/95.

³ These three 8207 Building and Grounds Patrol positions provide security services at the War Memorial from 4:00 pm to Midnight.

Equipment

Walk-through metal detectors 4 @\$2,500	10,000
Hand-held metal detectors 4 @\$200	800
Two-way Radios 6 @2,500	<u>15,000</u>
Sub-total	<u>\$25,800</u>
Total	\$208,005

Comments:

1. Ms. Beth Murray of the War Memorial reports that the Department's original calculations for security personnel assumed that; a) the security positions would be hired by the War Memorial Department for 8 pay periods, instead of 6.5, and, b) these positions would be under Permanent Salaries. Because these positions are being hired for 6.5 pay periods, and because these positions are temporary, the following reductions should be made:

Premium pay of \$3,082 should be reduced by \$220 to \$2,862.

Because the 10 security positions are temporary positions, and because of the delays in submitting this item to the Board of Supervisors for approval, the separate line item for Temporary Salaries is no longer needed and therefore, this \$6,978 request should be disapproved.

Based on the reduction in Temporary Salaries, fringe benefits should be reduced by \$2,556 from \$27,863 to \$25,307.

2. The Budget Analyst's recommended reductions total \$9,754 including \$220 in Premium Pay, \$6,978 in Temporary Salaries, and \$2,556 in Fringe Benefits.

Recommendations: 1. Amend the proposed ordinance to reduce the amount of the appropriation by \$9,754 from \$208,005 to \$198,251 in accordance with Comment Nos. 1 and 2 above.

2. While the Budget Analyst believes that security services at the War Memorial and 875 Stevenson are necessary, we consider approval of this request, as amended, which includes partial contracting out of the security services, to be a policy matter for the Board of Supervisors.

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCOHALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103ANTHONY D. RIBERA
CHIEF OF POLICE

February 8, 1995

Mike Martin
Budget/Policy Analyst
Office of the Mayor
Room 205, City Hall
San Francisco, CA 94102

Sir,

On February 21, 1995 the offices of the Board of Supervisors, the Mayor, and the Chief Administrative Officer are relocating to the War Memorial building and will be open for business. The pending move to the new location necessitates developing and implementing new security measures for the 3rd and 4th floors to insure the safety of all concerned.

The following proposed security plan was developed as a result of two security surveys recently completed. The first security survey was completed by the Sheriff's department and the second by the Special Investigations Bureau of the San Francisco Police department. The proposed security plan is compatible with the existing security operation presently in place at the War Memorial building.

The basic elements of the Security Plan are as follows:

Operation: General access from the first floor to the third floor and fourth floor for the public and employees will be the two elevators and/or one of the below described stairways:
The Southeast stairway allows access to the third floor for both employees and the public.
The Northeast stairway allows restricted access to the third floor for authorized employees with keys at all hours, including weekends.
The Southwest and Northwest stairways allow access only between the third and fourth floors for both the public and employees.

Two (2) walk through metal detectors will be placed on the third floor with a security agent present at each location. One (1) metal detector shall also be positioned on the fourth floor with a security agent present.

The placement of the metal detectors and surveillance cameras at their designated locations will allow for maximum security, yet facilitate public access and movement on the floors.

Staffing: A total of nine (9) security personnel are needed to staff the operation. An allocation of the staff, as described below, provides the following coverage(s):

- Five (5) security agents to work from 7:30 AM to 5:00 PM, Monday through Friday. Duties to include manning metal detectors, reliefs, and roving patrol.
- Three (3) security agents to work from 4:00 PM to 12:00 midnight, Monday through Friday. Duties consistent with those described above.
- One (1) security agent to work 8:00 AM to 4:00 PM, Thursday through Monday. Duties to include roving patrol.

The requested staffing permits full coverage at all the stationary security posts, and allows for reliefs, vacations, etc. An additional security agent(s) will be available to respond to internal alarms and assist at the security checkpoints during peak hours.


Note: It is proposed that the security personnel be Civil Service employees.

Equipment: The following equipment items are required to implement this security plan: Three (3) walk through metal detectors, three (3) hand held metal detectors, two (2) surveillance cameras, two (2) monitors, five (5) portable communication radios with related batteries and charging equipment, and uniforms for security agents.

Any questions or requests for additional information pertaining to this proposed security plan should be directed to Inspector Jeff Lindberg, Special Investigations Bureau, San Francisco Police Department.

Sincerely,

ANTHONY D. RIBERA
Chief of Police

by 
DEPUTY CHIEF DIARMUID PHILPOTT
Commanding Officer
Special Investigations Bureau

Item 2 - File 101-94-61

Note: This item was continued by the Budget Committee at its meeting of March 8, 1995.

Department: Department of Parking and Traffic (DPT)

Item: Supplemental Appropriation Ordinance appropriating \$173,610 of Off-Street Parking Funds for the Polk-Bush Garage construction project for the Department of Parking and Traffic.

Amount: \$173,610

Source of Funds: Parking Revenue Fund (previously known as the Off-Street Parking Fund)

Description: The proposed supplemental appropriation of \$173,610 would be used to pay for architectural services in the amount of \$61,652 and construction contract services in the amount of \$111,958 in connection with the construction of the Polk-Bush Garage as follows:

Architectural Services - \$61,652

The DPT reports that construction of the Polk-Bush Garage was completed in April of 1993, at a cost of \$4,466,440. According to the DPT, Echo West/Hok Construction, a Joint Venture (Echo West is an MBE firm), the original construction contractor, was financially unable to complete the construction work. As such, Echo West/Hok Construction's bonding company, the Insurance Company of North America, designated Apersey Construction, neither an MBE or a WBE firm, to complete the necessary work. The DPT advises that as a result of the difficulty with the original contractor, resulting in project delays, Apersey Construction needed additional assistance from Gordon Chong and Associates, the project architect. Gordon Chong and Associates, a registered MBE firm, incurred additional costs totaling \$61,652. As of the writing of this report, the DPT could not provide the associated hours and hourly rates for the \$61,652.

The Attached letter from Mr. Anthony Flores of the City Attorney's Office, states that approximately \$35,000 in Liquidated Damages (i. e, damages due to project delays) plus approximately \$18,000 in damages resulting from negligence on the part of Echo West/Hok Construction for a total of approximately \$53,000, may be reimbursed by the surety

(bonding company), the Insurance Company of North America, to the City.

Mr. Flores advises that the City Attorney's Office and the DPT are currently negotiating with the bonding company regarding reimbursement to the City for the above-noted damages and no settlement has been reached. However, Mr. Flores states that, under the terms of the contract agreement between the DPT and Gordon Chong and Associates, the City is obligated to pay for the architectural services regardless of whether the bonding company reimburses the City for the damages. According to Mr. Flores, since the City is obligated to pay for these costs, and payment for these costs is well over due, the \$61,652 is being requested now as opposed to waiting until the negotiations with the bonding company have been completed. Mr. Flores notes that should the bonding company reimburse the City for these damages such reimbursement funds would accrue to the DPT's Parking Revenue Fund (previously known as the Off-Street Parking Fund).

Construction Contract Services - \$111,958

The DPT reports that an additional \$341,440 in unanticipated construction services were incurred, as a result of numerous change orders and the project delays noted above, bringing the total amount of the construction contract to \$4,466,440. Of the \$4,466,440, a total of \$4,080,860 has been paid to the contractors, leaving a balance of \$385,580 still owed to Apersey Construction. Of the \$385,580, \$80,422 is to be paid from project contingency funds and \$193,200, is anticipated to be paid by the bonding company for liquidated damages (see Attachment), for a total of \$273,622. The balance of \$111,958 (\$385,580 less \$273,622), is the other part of this subject request.

Budget:	Architectural Services - Gordon Chong and Associates	\$61,652
	Construction Contract Services - Apersey Construction	<u>111,958</u>
	Total	\$173,610

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Louise H. Renne,
City Attorney

Anthony R. Flores
Deputy City Attorney
415-554-3936

March 16, 1995

Ms. Sandy Brown-Richardson
Harvey M. Rose Corporation
1390 Market Street, Suite 1025
San Francisco, CA 94102

Re: Bush - Polk Garage Supplemental Appropriation Request

Dear Ms. Brown-Richardson:

As we discussed, the following is further explanation of the DPT Bush-Polk Garage Supplemental Appropriation Request of \$173,610.

We are informed that during the course of the project, DPT faced a budget deficit and required funds for other uses. Apparently operating under the mistaken impression that the amount withheld for liquidated damages could be used to fund further construction change orders, DPT transferred \$149,000 from the Bush-Polk Garage construction contingency fund to other DPT uses. This Request for additional funding is a direct result of DPT's depletion of the project contingency fund.

As you know, the Request has two components, \$61,652 for payment of architectural fees and \$111,958 for construction. The project staff have reviewed and negotiated down the Architect's fee request, and are satisfied that the fee is appropriate for the extra work performed. This fee can be further subdivided into three categories.

1. **Fees due to delay.** According to BCM, approximately \$35,000 of the Architect's fees are related to extra meetings and contract administration due to the delay in project completion. When the Contract was put out for bid, the City determined that \$1200 per day would compensate it for the costs it would incur and the revenue it would lose if the Garage was not completed on schedule. This figure is called "liquidated damages" because it is a liquidated sum, that the parties agree in advance will settle the uncertainty of damages flowing from a day of delay in completion of the project. Setting a liquidated damages amount makes it DPT's exclusive remedy for any damages resulting from delay. DPT is compensated for the approximately \$35,000 of the Architectural fees that are a direct result of the delay by the assessment of liquidated damages. The Surety will be responsible for the liquidated damages resulting from Contractor caused delay, as discussed below.
2. **Contractor negligence.** BCM advises that another \$18,000 of Architectural fees is for extra work to accommodate the new Contractor personnel, excessive shop

drawing and submittal review, and other extra administration expenses due to Contractor negligence. Because these fees are damages not related to the delay, they may be recovered in addition to the liquidated damages. We will seek to recover these fees from the Surety in our continuing negotiations.

3. **Owner requested extra work.** The last portion of the Architectural fees (approximately \$8500) arises out of extra design work requested by DPT. DPT must pay for this work itself and does not expect to recover any of these fees.

It is important to note that DPT has two separate and distinct contractual obligations: to the completing Surety on one hand (contract balance), and to the Architect on the other hand (fees). The contract balance that DPT owes to the Surety can be offset by both delay related liquidated damages and negligence related damages, as discussed above. However, DPT's separate obligation to the Architect is not subject to any such offset. DPT's payment obligation to the Architect is not contingent upon negotiations with the Surety since the contracts are separate.

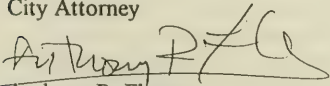
As for the construction portion of the Request, the Original Contract amount of \$4,125,000 was increased by \$341,440 through approved change orders, resulting in a total construction value of \$4,466,440. Of this amount, \$4,080,860 has been paid to the Contractor/Surety, leaving \$385,580 remaining to be paid on the Contract.

DPT has \$80,422 available in its project construction contingency fund. DPT has also set aside, in a separate account, the \$193,200 in liquidated damages it has assessed for the 161 days that completion was delayed. When the contingency fund and the liquidated damages fund amounts are deducted from the \$385,580 contract balance, DPT has a shortfall of \$111,958. The disputed liquidated damages that DPT is able to retain through negotiations will come out of the liquidated damages fund. The remainder will go to the Surety. Therefore, resolution of the liquidated damages dispute will not affect the DPT shortfall of \$111,958.

We trust the foregoing responds to your concerns regarding this Supplemental Appropriation Request. Please feel free to contact us if you have any further questions or comments.

Sincerely,

Louise H. Renne
City Attorney



Anthony R. Flores

Deputy City Attorney

cc: Kevin Hagerty, DPT
Michael Lane, BCM

Item 3 - File 38-95-1

Department: Department of Public Works (DPW)

Item: Resolution accepting and acknowledging a gift valued at \$36,455.17 which was provided to the City and County of San Francisco by Lucille and George Jewett, Jr., for the maintenance of the Lyon Street Encroachment for 1994.

Description: In 1986, the Department of Public Works issued a revocable permit to the Jewetts to occupy portions of the sidewalk and street areas at Broadway and Lyon Streets, adjacent to the Presidio, with planter boxes, an irrigation system, concrete landings, wall and sidewalk, granite curb, driveway ramp, lighting, handrails and landscaping. Since 1986, the Jewetts have improved and been maintaining this area, which is adjacent to their residence. During calendar year 1994, the Jewetts provided maintenance services and improvements, which the Jewetts valued at \$36,455.17, for this Lyon Street Encroachment. These maintenance services and improvements included shrub plantings, landscaping and the planting of flowering annuals.

The proposed resolution would accept and acknowledge this in-kind gift valued at \$36,455.17 by the Jewetts, on behalf of the City and thank the Jewetts for their generous and beneficial gift. In addition, according to Mr. Steve Nelson of the CAO's Office, the proposed resolution would provide the Jewetts with the necessary documentation to satisfy the Federal Internal Revenue Service (IRS) requirements for a charitable tax deduction.

Comments: 1. Mr. Mel Baker of the DPW reports that since 1986 the Jewetts have provided a higher level of improvements and maintenance of the subject area than the once-monthly basic maintenance services previously provided by the DPW. Mr. Baker estimates that the DPW costs to provide the City's basic maintenance services for this area would be approximately \$5,500 per year, or \$30,955 less than the level provided by the Jewetts in 1994. Mr. Baker reports that the DPW does not currently provide any improvement or maintenance services to this area.

2. Ms. Denise Brady, of the DPW, advises that the DPW issued an encroachment permit, or legal right-of-way, to the Jewetts in 1986. This permit (a) allowed the Jewetts to improve the subject area and (b) obligated the Jewetts to maintain the subject area and any improvements. Ms. Brady reports that the Jewetts have continued to provide this

higher level of maintenance services and plan to continue providing such services in the future, as required by the revocable encroachment permit. This permit was issued after review and approval of a detailed landscape plan for the area. Ms. Brady reports that there is nothing in DPW's records to indicate whether or not the Jewetts intended to use these improvements and maintenance services for purposes of obtaining a charitable tax deduction.

3. According to Mr. Ted Lakey of the City Attorney's Office, the IRS recently changed their charitable tax deduction rules, which now requires that individuals submit acknowledgement or receipts for charitable donations over \$250. Mr. Lakey reports that if the City accepts this in-kind gift of services, the City will be under no obligation to continue the present level of maintenance services for the subject area should the Jewetts discontinue their gift of providing such services.

4. Ms. Brady reports that although the City has issued thousands of revocable permits over the years, there are only approximately 20 such revocable permits similar to this type, in which adjacent property owners are providing additional improvements and maintenance landscaping services for the City. However, Ms. Brady indicates that the improvement and maintenance services provided by the Jewetts is the most extensive of the 20 similar revocable permits.

5. According to Ms. Brady, the proposed resolution refers to the Lyon Street Park, or public park in several places in the resolution. However, Ms. Brady reports that the subject property is actually a privately maintained garden on a public street, which, by law, must continue to be open to the public. Ms. Brady therefore requests that the proposed resolution be amended accordingly.

6. Ms. Brady indicates that the total amount of \$36,455.17 is the value of the enhanced maintenance services in 1994, as determined by the Jewetts. According to Ms. Brady, this amount, which is reported to be the value of the gift, has not been verified by the DPW.

Recommendations: Amend the proposed resolution to change the references to the Lyon Street Park or public park to the Permitted Lyon Street Garden on Page 1, line 4, line 10, line 13, line 15, and line 23 and on Page 2, line 3 and line 23.

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 4 - File 101-94-16.1

Department: Juvenile Probation Department (JPD)

Item: Hearing requesting the release of reserved funds in the amount of \$495,423 to implement the Serious Habitual Offender Program and the Intensive Home Supervision Program for juvenile repeat offenders released to the community.

Amount: \$495,423

Source of Funds: FY 1994-95 Juvenile Probation Department Budget

Description: In October of 1994, the Board of Supervisors placed \$500,000 on reserve to be used to enhance an existing Intensive Home Supervision Program (IHSP), and to implement a new Serious Habitual Offender Program (SHOP) for repeat juvenile offenders in JPD (File 101-94-16). This funding was placed on reserve pending the provision of additional program detail. The proposed budget for IHSP is \$219,953, and the proposed budget for the SHOP is \$275,470 for a total of \$495,423. The funds for both IHSP and SHOP were placed on reserve.

The two program budgets were based on a seven month period beginning December 1, 1994 through June 30, 1995. The Department advises that the contractors for IHSP have been providing services since December 1, 1994. As such, expenditures have been incurred against the reserved monies. Therefore, the proposed release of reserved funds would be paid retroactive to December 1, 1994.

Intensive Home Supervision Program (IHSP):

The Intensive Home Supervision Program is a program designed to provide intensive services for juvenile repeat offenders who have had their probation revoked for breaking the terms of their probation, including committing a new offense, and/or are at risk of receiving an out-of-home placement, such as Juvenile Hall, or a group home.

The enhancement of the IHSP, proposed with the requested release of reserved funds, would allow the referral of more serious juvenile offenders, requiring intensive supervision, to community-based agencies. The funding would also provide support services to family members of the juvenile offenders, or assist the family members in finding the appropriate services to meet their own treatment needs.

IHSP Budget: (for the period retroactive from December 1, 1994 through June 30, 1995).

Contract Modifications \$18,000 x 6 agencies	\$108,000
Voucher System \$8,333 x 6 agencies	50,000
Training	6,000
Psychiatric Counseling	30,000
Overtime	<u>25,953</u>
Total	\$219,953

Contract Modifications (\$108,000): In order to expand the capacity of IHSP, the proposed \$108,000 would increase funding for six currently funded contracts by \$18,000 each. The JPD's IHSP currently funds the following six contractors: (1) Bayview Hunter's Point Foundation, (2) Real Alternatives Program, (3) Chinatown Youth Center, (4) West Bay Filipino Multi-Service Corporation, (5) Morrisania West Incorporated, and (6) Potrero Hill Neighborhood House. These contractors provide case management services to high risk youth on probation.

Attachment 1 provided by JPD lists each of the six contractors, the present allocations from the City, the number of youth served through these allocations, the proposed additional \$18,000 allocation per contractor, and the number of additional youth to receive services as a result of the additional allocations of \$18,000.

Ms. Cheyenne Bell of JPD reports that although the contractors began providing services on December 1, 1994, Ms. Bell advises that the agencies have not yet been paid for their services.

Vouchers (\$50,000): Each of the above listed contractors would be provided an estimated amount of \$8,333 through a voucher system to meet the special and emergency needs of the youth participating in IHSP, including the purchase of such items as job skills courses, transportation, clothing, glasses, or recreational activities such as field trips.

Training (\$6,000): This funding will pay for six required training sessions for the personnel from the agencies listed above. These training sessions will include: (a) a two-day substance abuse program, (b) a one-day program on the techniques of case management (c) three, two-day programs on how to work with Latino Families, Asian Families, and African American families, and (d) a one day program on health issues for youth.

BOARD OF SUPERVISORS
BUDGET ANALYST

Ms. Bell advises that these training sessions will be provided by six independent consultants. Each of these six consultants were selected by Ms. Bell based on an analysis of available consultants in the area experienced in the specific subject areas required, and on recommendations. All of the consultants are minorities, and five of the consultants are women. Ms. Bell advises that two of the above listed six training sessions have already occurred at a cost of \$2,500.

Psychiatric Counseling (\$30,000): This funding would pay for 300 hours of psychiatric counseling for the juveniles in IHSP. These counseling services would be provided by consultants selected from a list of Juvenile Court-approved consultants, at an estimated cost of \$100 per hour.

Overtime (\$25,953): This funding would pay for an estimated 998 overtime hours of an 8440 Probation Officer at \$26 per hour, including fringe benefits. Probation officers provide assistance to the contractors, and conduct follow-up and oversight for the youth on probation. Since many of the contractors conduct activities after regular business hours, the probation officers are required to work overtime.

Mr. Fred Virgilio of JPD, advises that currently, the probation officers are compensated for overtime by 1 1/2 hours of compensatory time off for each overtime hour worked. Mr. Virgilio advises that JPD would prefer to offer cash payments for overtime versus compensatory time off, in order to maintain a consistent daily staffing level.

Mr. Virgilio advises that these overtime hours were based on a seven month period at \$3,708 per month. Mr. Virgilio advises that up to now probation officers have received compensatory time-off as payment for overtime hours. As such, the proposed request for overtime should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. The proposed request of \$25,953 should be reduced to \$11,124, reflecting a savings of \$14,829.

Serious Habitual Offender Program (SHOP):

The Probation Services Division of JPD is currently establishing a new Serious Habitual Offender Unit to administer SHOP. The purpose of SHOP is to target the estimated 150 juveniles, who commit the majority of juvenile violent crimes in San Francisco, with intensive supervision and services. These 150 youth represent an estimated 12

percent of the 1,300 juveniles currently monitored by JPD. The probation officers assigned to SHOP will have the authority to enforce the special probation conditions of the youth in SHOP, including arrest if the probation is violated. The probation officers will coordinate services with the school system, the Health Department, community agencies, the Police Department and the District Attorney. The Serious Habitual Offender Unit is to be staffed with eight positions, including one existing Supervising Probation Officer, two existing Senior Probation Officers, four existing Probation Officers, and one Clerk. All of these positions will be transferred from their existing work units to the Serious Habitual Offender Unit that administers SHOP based on their experience levels. The loss to the these units of eight positions, as a result of the transfer, will be offset by the hiring of two Senior Probation Officers through existing positions which are currently vacant, and with six positions to be requested in the Fiscal Year 1995-96 budget. Mr. Virgilio advises that the juveniles in the SHOP program are violent repeat offenders who are likely to require a law enforcement aspect to their supervision and monitoring. The probation officers assigned to SHOP will have the authority to enforce the special probation conditions of the youth in SHOP, including arrest if the probation is violated.

SHOP Budget:

Regular Automobiles (\$20,000 x 6)	\$120,000
Caged Security Vehicles (\$25,000 x 3)	75,000
Gasoline & vehicle repairs (for above listed automobiles and vehicles)	5,000
Voicemail	12,000
Pagers	9,600
Cellular phones (\$500 x 6)	3,000
Telecommunications Charges (for cellular phones and pagers)	5,000
Computers and software equipment	30,000
Training	3,000
Printing/copying	2,000
Office Supplies	4,070
Furniture and supplies	<u>6,800</u>
	\$275,470

This budget includes non-contractual services, although the funds were originally reserved for contractual services.

Regular Automobiles (\$120,000): The proposed funding would purchase six automobiles for use by the probation officers in the Serious Habitual Offender Unit of JPD to track

the juveniles at school, at home, or wherever they should be, to ensure that they are there. Mr. Virgilio advises that for the entire JPD, which contains 80 probation officers, there are only 12 automobiles, or one for every 6.6 probation officers. As such, Mr. Virgilio advises that for SHOP to meet its intended objectives, each probation officer in the Serious Habitual Offender Unit must have immediate access to an automobile.

The Purchasing Department estimates that the cost of each vehicle is approximately \$16,000, including sales tax, for a total of \$96,000. Therefore, the proposed request of \$120,000 should be reduced to \$96,000 for a total savings of \$24,000.

Caged Security Vehicles (\$75,000): The proposed funding would purchase two caged security vehicles and one security van, each at an estimated cost of \$25,000. Mr. Virgilio advises that the juveniles must be transported in a caged security vehicle in order to properly secure juveniles who are residing in Juvenile Hall, or juveniles who have violated the terms of probation, and must be located and transported to Juvenile Hall. There are currently two caged security vehicles used for transporting the entire JPD caseload of 1,300 juveniles on probation, of which the 150 SHOP juveniles represent the majority of the 132 juveniles residing in Juvenile Hall at any one time.

The Purchasing Department estimates that the cost of the caged security van is \$24,500, and the cost of each of the two caged automobiles is \$21,500 each, for a total of \$67,500. Therefore, the proposed request of released funds in the amount of \$75,000 should be reduced to \$67,500 for a total savings of \$7,500.

Gasoline and Vehicle Repairs (\$5,000): The proposed funds would be used for gasoline and vehicle repairs required for the proposed vehicles listed above.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Gasoline and Vehicle Repairs should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$5,000 should be reduced to \$2,142, reflecting a savings of \$2,858.

Voicemail (\$12,000): The proposed funds would purchase a voicemail system for JPD. Mr. Virgilio advises that probation officers spend the majority of their time away from

their offices, and receive many urgent calls per day. Currently, there are only six secretaries to answer phones for eight divisions. Mr. Virgilio states that the SHOP probation officers must be accessible at all times. The cost estimate of \$12,000 was provided to JPD by the Department of Electricity and Telecommunications.

Pagers (\$9,600): The proposed funds would purchase 72 pagers at a cost of \$133 each, to provide immediate access to probation officers who are not in their offices. Mr. Virgilio advises that the inability to contact probation officers immediately is a constant problem within JPD. Further, Mr. Virgilio advises that the SHOP probation officers must be accessible at all times.

Cellular Phones (\$3,000): The proposed funds would be used to purchase six cellular phones at \$500 each for the six probation officers in the Serious Habitual Offender Unit. Mr. Ace Tago of JPD advises that the JPD currently has three cellular phones. One cellular phone is used by the Department Director, and the other two cellular phones are used by probation officers on family visits, or other places where immediate back-up assistance may be required.

Telecommunication Charges (\$5,000): The proposed funds would be used to pay the telecommunications charges for the six cellular phones and the pagers.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Telecommunications Charges should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$5,000 should be reduced to \$2,142, reflecting a savings of \$2,858.

Computers and Software Equipment (\$30,000): The proposed funds would purchase six computers at a cost of \$4,000 each, or \$24,000 total, one printer for a cost of \$2,000, and software at a cost of \$4,000. Mr. Virgilio advises that one objective of SHOP is to implement a computer tracking system that would monitor the juveniles in SHOP. This computer tracking system would be accessible to the Court, the District Attorney, and the Police Department. Currently, there is no central method to share information, nor is there any means to monitor the juveniles through an electronic system.

Ms. Deborah Vincent-James of the Electronic Information Processing Steering Committee (EIPSC) advises that the JPD is not required to receive EIPSC approval prior to the purchase of these computers and software equipment because the JPD has not exceeded the maximum yearly purchase limit of 20 computers not requiring EIPSC approval.

Training (\$3,000): The proposed funds would provide computer training to the eight-person Serious Habitual Offender Unit in the use of various software programs. The training would be provided by the Informational Services Division of the Controller's Office.

Printing/Copying (\$2,000): The proposed funds would be used for printing and copying expenses.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Printing and Copying should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$2,000 should be reduced to \$858, reflecting a savings of \$1,142.

Office Supplies (\$4,070): The proposed funds would purchase office supplies, including paper, pens, pencils, binders, etc. for the eight-person Serious Habitual Offender Unit.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Office Supplies should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$4,070 should be reduced to \$1,743, reflecting a savings of \$2,327.

Furniture (\$6,800): The proposed funds would purchase office furniture, including desks, chairs, and file cabinets for the eight SHOP staff. The furniture is for the two positions which are currently vacant, and for the six positions which are being requested in the Fiscal Year 1995-96 budget. Attachment 2, provided by JPD, includes a list of the furniture and the prices for such furniture.

Comments:

1. The proposed release of reserved funds for IHSP in the amount of \$219,953 should be reduced by \$14,829 for Overtime to \$205,124.

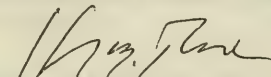
BOARD OF SUPERVISORS
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2. The proposed release of reserved funds for SHOP in the amount of \$275,470 should be reduced by \$40,685 to \$234,785, to reflect a reduction in Regular Vehicles in the amount of \$24,000, a reduction in Caged Security Vehicles in the amount of \$7,500, a reduction in Gasoline and Vehicle Repairs in the amount of \$2,858, a reduction in Telecommunication Charges in the amount of \$2,858, a reduction in Printing/Copying in the amount of \$1,142, and a reduction in Office Supplies in the amount of \$2,327.

3. In total, this amount of \$495,423 should be reduced by \$55,514 (\$14,829 for IHSP and \$40,685 for SHOP) to \$439,909.

Recommendations: 1. In accordance with Comment Nos. 1, 2, and 3 above, reduce the requested release of reserved funds by \$55,514 from \$495,423 to \$439,909.

2. However, it should be noted that the additional annual General Fund costs for the enhanced Intensive Home Supervision Program is \$138,000, and the annual General Fund costs for the new Serious Habitual Offender Program, (excluding one-time start-up costs) is \$349,471, for total new annual General Fund costs of \$487,471 annually. Therefore, we consider approval of this request to be a policy matter for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

MEMORANDUM

March 17, 1995

TO: Michell Ruggels
Budget Analyst

FROM: Cheyenne Bell
Director of Community Program

RE: Table requested

Providers

1. (a) Bayview Hunter's Point Foundation
Morrisania West Inc.
West Bay Multi-Service Corporation
Real Alternative Program
Chinatown Youth Center
Potrero Hill Neighborhood House
- (b) Current 94-95 funding
\$32,000 each agency for a total of \$192,000
- (c) Enhancement per provider
\$18,000 each for a total of \$108,000
- (d) Total funding (b+c) \$50,000 each or total \$300,000
- (e) Youth currently seen
16 per agency for total of 96 per year
- (f) 30 additional youth as result of enhancement will
be seen.

CITY & COUNTY OF SAN FRANCISCO
Juvenile Probation Department
300 Woodside Avenue
San Francisco, California 94127

March 16, 1995

To: Michelle Ruggels, Budget Analyst
Board of Supervisors

From: Ace A. Tago, Manager, Finance & Administration

Subject: SHO Program - Other Costs - \$15,870

The above amount is broken down as follows:

1. Furniture:

8 Desks @ \$400.00 ea.	\$3,200	
8 Exec. Chairs @ \$150 ea.	1,200	
8 Filing Cabinets @ \$200.00 ea.	1,600	
8 Bookcases @ \$100 ea.	<u>800</u>	\$ 6,800

MINUTES
REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT

AUG 27 1995
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WEDNESDAY, MARCH 29, 1995 - 1:00 P.M.

ROOM 410, WAR MEMORIAL BLDG.

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:16 P.M.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Budget Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a) File 101-90-128.2. [Reserved Funds, Fire Department] Consideration of release of reserved funds, Fire Department - 1989 Earthquake Safety Bond Program Fund, in the amount of \$1,551,412, for the purpose of funding Fire Station No. 24 construction contract. (Department of Public Works)
 - b) File 101-92-60.7. [Reserved Funds, Fire Department] Consideration of release of reserved funds, Fire Department - 1992 Proposition C Bond Issue Fund, in the total amount of \$952,200, for the purpose of funding the construction contract of Fire Stations 16 and 43. (Department of Public Works)
 - c) File 101-94-43.1. [Reserved Fund, Chief Administrative Officer] Consideration of release of reserved funds, Chief Administrative Officer, in the total amount of \$85,416, for upgrades to City boilers at Laguna Honda Hospital, San Francisco General Hospital and the Hall of Justice. (Department of Public Works)
 - d) File 97-95-9. [Cash Revolving Fund-Sheriff] Ordinance amending Chapter 10 of the San Francisco Administrative code by amending Section 10.164 thereof, increasing the Sheriff's Cash Revolving Fund from \$4,800 to \$6,000. (Sheriff's Department)
 - e) File 28-95-4. [Emergency Repair] Resolution authorizing the San Francisco Fire Department to take necessary measures to protect the health and safety of the citizens of San Francisco by performing the necessary work to repair the Auxiliary Water Supply System (AWSS) Main Break on Seventh Street, between Townsend and Brannan Streets. (Fire Department)

ACTION: RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

REGULAR CALENDAR

FISCAL ITEMS

2. File 101-94-79. [Appropriation, Real Estate Department] Ordinance appropriating \$208,005, Real Estate Department, from the General Fund Reserve for salaries, fringe benefits, other non-personal services, materials and supplies and equipment to provide security services at 875 Stevenson Street and the War Memorial Building for fiscal year 1994-95 (includes revenue transfer to the War Memorial Special Fund). (Controller) RO #94161

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Teresa Serata, Budget Director, Office of the Mayor. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$198,251 and place \$10,530 on reserve. AMENDED TITLE: "Ordinance appropriating \$198,251, Real Estate Department, from the General Fund Reserve for salaries, fringe benefits, other non-personal services, materials and supplies and equipment to provide security services at 875 Stevenson Street and the War Memorial Building for fiscal year 1994-95 (includes revenue transfer to the War Memorial Special Fund); placing \$10,530 on reserve."

VOTE: 2-1. (Supervisor Hsieh absent.)

3. File 101-94-16.1. [Release of Reserved Funds, Juvenile Probation] Consideration of release of reserved funds, Juvenile Probation Department, in the total amount of \$275,470, to implement Serious Habitual Offender Program for repeat offenders released to the community. (Juvenile Probation)

(Consideration Continued from 3/22/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Ed Flowers, Jr., Chief Probation Officer, Juvenile Probation Department; Cythina Lee, Managing Attorney, Assistant District Attorney, Juvenile Division; Ron Albers, Assistant Public Defender; Deputy Chief Philpot, SF Police Department; Lt. Tom Brudin, SF Police Department; Judith Griffin, Juvenile Probation Department; Katherine Feinstein, Mayor's Office of Criminal Justice. IN SUPPORT: Connie Rameriz Webber; Cathy Garcia; Mary Davis; Richard Seres; Gloria Hampton; Elizabeth Hennes; Rita Alvarez. OPPOSED: Margaret Broklin, Director, Coleman Advocates; Michael Hopper; Coleman Advocates; Mila Hook, Advocates for Recreation and Parks; Dan Macallair, Assoc. Director, Juvenile/Criminal Justice; Vincent Schiraloi, Assoc. Director, Juvenile/Criminal Justice; Helen Helper, Director, Bernal Heights Neighborhood Center; Doris Majon, Ingleside Community Center.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO APRIL 12, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

4. File 101-94-72. [Appropriation, Department of Public Health, San Francisco General Hospital] Ordinance appropriating \$29,124,382 in Medi-Cal revenues for San Francisco General Hospital's participation in the SB 855 Disproportionate Share Payment Program for fiscal year 1994-95. Providing \$12,282,331 for 1995-96 Budget Reserve. (Includes revenue transfer to the General Fund and SB 855 match in other non-personal services. (Supervisor Alioto) RO #94167

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE; 2-1. (Supervisor Hsieh absent.)

5. File 101-94-73. [Appropriation, Department of Public Health, San Francisco General Hospital] Ordinance appropriating \$4,467,295 in Medi-Cal Revenues and \$1,149,131 from the General Fund Service for San Francisco General Hospital's participation in the SB 855 Disproportionate Share Payment Program for fiscal year 1994-95. (Includes revenue transfer to the General Fund and SB 855 match in other non-personal services. (Supervisor Alioto) RO #94195

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE; 2-1. (Supervisor Hsieh absent.)

6. File 101-94-74. [Appropriation, Airports] Ordinance appropriating \$8,568,551, Airport, of interest earnings from various Capital Improvement Project Funds of the Airport to Capital Improvement Projects (expand electrical sources to the Airport and support Master Plan Projects) for fiscal year 1994-95. (Controller) RO #94165

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst; Peter Nardoza, SF Airport. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. TO BOARD "WITHOUT RECOMMENDATION".

VOTE; 2-1. (Supervisor Hsieh absent.)

7. File 101-94-75. [Appropriation, Department of Electricity and Telecommunications] Ordinance appropriating \$497,465, Department of Electricity and Telecommunications, from the General Fund Reserve, for transfer to the 1994 Citywide Radio Communications System Fund, for fiscal year 1994-95 (provide General Fund support pending bond sale); providing for ratification of action previously taken. (Controller) RO #94198

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Ed Harrington, Controller, Dan McFarland, Department of Electricity and Telecommunications. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

8. File 101-94-76. [Appropriation, Chief Administrative Officer] Ordinance appropriating \$32,117,349, \$15,700,965 from Lease Revenue Bond proceeds and \$16,416,384 from the Convention Facilities Fund, Chief Administrative Officer, for debt service and capital improvements to the Moscone Center and the Children's Center. (Supervisor Bierman)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Ed Harrington, Controller, Bob Gamble, Redevelopment Agency; Jack Moerschbaecher, Convention Facilities Department; Helen Sause, Redevelopment Agency. IN SUPPORT: Jean Nelson; Shelia Devolverbernan. OPPOSED: None.

ACTION: HEARING HELD. AMENDMENT OF THE WHOLE BEARING NEW TITLE PRESENTED IN COMMITTEE BY CONTROLLER. ADOPTED. AMENDMENT OF THE WHOLE RECOMMENDED. NEW TITLE: "Appropriating \$32,117,349, \$15,700,965 from 1994 Lease Revenue Bond proceeds and \$16,416,384 from the Convention Facilities Fund, Chief Administrative Officer, for debt services and capital improvements to the Moscone Center and the Children's Center for fiscal year 1994-95, placing \$22,973,794 on reserve."

VOTE: 2-1. (Supervisor Hsieh absent.)

GENERAL ITEMS

9. File 47-95-7. [Moscone Center Parking Garage Rates] Resolution approving new evening rates at the Moscone Center Garage. (Dept. Parking and Traffic)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Kevin Haggerty, Director of Off-Street Parking, Parking and Traffic Department. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

10. File 96-95-1. [Sale of Surplus Property] Ordinance authorizing the sale of surplus City-owned property and adopting findings pursuant to City Planning Code, Section 101.1. (Real Estate Dept.)

Parcel 1. Assessor's Block 140, Lot 8, located on the west side of Davis Street between Broadway Street and Vallejo Street;
Parcel 2. Assessor's Block 141, Lot 11, located on the north side of Broadway Street between Front Street and Battery Street;
Parcel 3. Assessor's Block 165, Lot 21, located on the south side of Broadway Street between Battery Street and Sansome Street.)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO APRIL 12, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

11. File 203-95-1. [Quitclaim of Easement] Ordinance urging and authorizing the Director of Property to Quitclaim an easement over a portion of 1096 Eddy Street for less than fair market value to Progress Foundation for development of an affordable housing project and urging and authorizing the Director of Property to accept a relocated easement. (Supervisors Bierman, Alioto, Ammiano, Hsieh)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO APRIL 5, 1995, MEETING.

VOTE: 2-1. (Supervisor Hsieh absent.)

TIME MEETING ADJOURNED: 3:55 P.M.

CITY AND COUNTY



Public Library, Documents Dept.
ATTN: Jane Judson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 29, 1995

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: March 29, 1995 Budget Committee Meeting

DOCUMENTS DEPT.

MAR 29 1995

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Item 1a - File 101-90-128.2

Department: San Francisco Fire Department (SFFD)
Department of Public Works (DPW)

Item: This item is a hearing requesting the release of reserved funds in the amount of \$1,551,412 from the 1989 Earthquake Safety Bond Program in order to fund Fire Station No. 24 construction.

Amount: \$1,551,412

Source of Funds: 1989 Earthquake Safety Bond Program Phase I Bonds

Description: In November, 1989, San Francisco voters authorized the sale of \$59.7 million in Earthquake Safety General Obligation bonds for the seismic retrofitting and facilities improvement of various City buildings. In June, 1991, the Board of Supervisors approved the appropriation of \$6,500,000 from the 1989 Earthquake Safety Bond Program, Phase I (ESP I) reserving \$4,098,535 for the construction of various facilities, including the renovation, seismic strengthening and construction of an addition to Fire Station No. 24, pending the selection of construction contractors and determination of cost details and the MBE/WBE status of the contractors. This item requests the release of \$1,551,412 in ESP I funds for Fire Station No. 24 which is located at 100 Hoffman Avenue.

Based on the low bid (see Comment No. 3), the Department of Public Works (DPW) has awarded the construction contract to Dennis J. Amoroso Construction/Marinship Construction, a joint venture. Marinship Construction Services is an MBE firm. Funding for the project would be expended as follows:

Construction Contract - Dennis J. Amoroso Construction/Marinship Construction	\$1,469,000
Alternative 1 (kitchen storage cabinets)	13,000
Alternative 2 (personnel lockers)	44,000
Alternative 3 (overhead telescopic station door)	<u>32,000</u>
Subtotal Construction	\$1,558,000
Construction Contingency	<u>36,212*</u>
Total	\$1,594,212

*Additional contingency funds of \$197,488, resulting in a 15% contingency amount, will be requested in a separate supplemental appropriation request.

Comments:

1. Mr. Roger Wong of the Department of Public Works advises that another supplemental appropriation request for the remaining needed amount of \$42,800 (total cost of \$1,594,212 less this request of \$1,551,412) has been requested in separate legislation pending before the Board of Supervisors.

2. The DPW has provided the following contract cost details, including the MBE and WBE participation, for the \$1,558,000 construction contract.

Fire Station No. 24

Prime Contractor (27.9%)

Dennis J. Amoroso Construction
(construction oversight, carpentry, concrete) \$433,951

Subcontractors, MBE (27.7%)

Bayview Steel	\$157,750	
KZ Tile	18,900	
Golden Gate Painting	17,246	
Kent Lim & Co.	145,000	
Chen's Plumbing	<u>93,000</u>	
Subtotal, MBE Subcontractors		431,896

<u>Subcontractors, WBE (14.1%)</u>		
United Glass	\$30,384	
Sierra Electric	<u>190,000</u>	
Subtotal, WBE Subcontractors		220,384
 <u>Prime Contractor, MBE (10.7%)</u>		
Marinship Construction Services (demolition)		166,943
 <u>Other Subcontractors (19.6%)</u>		
Concrete Structural	\$16,500	
Waterproofing Unlimited	9,273	
Wang	40,725	
Coast	9,676	
Harrison	119,649	
Alcal	16,341	
G & L	26,000	
Cosco	29,980	
Berlin	20,482	
Overhead Door	<u>16,200</u>	
Subtotal, Other Subcontractors		<u>304,826</u>
 TOTAL, CONSTRUCTION CONTRACT		 \$1,558,000

3. The DPW has provided the attached list of the prime contract bidders and the amounts bid for the proposed construction contract.

Recommendation: Approve the requested release of reserved funds in the amount of \$1,551,412.

TABULATION OF BIDS

SPECIFICATION#: 5226A

TITLE:

San Francisco Fire Department
Station #24
100 Hoffman Avenue

BIDS RECEIVED: 01-Feb-95

BIDDERS:	Base Bid	Alt #1	Alt #2	Alt #3	Alt #4
Dennis J. Amoroso Construction/ Marlinsip Construction, (JV)	MBE/LBE/JJV 10% 1,469,000	13,000	44,000	32,000	20,000
Gomez-Chapot Construction (JV)	MBE/LBE/JJV 10% 1,488,000	15,000	38,000	34,000	7,000
Lem Construction	MBE/LBE 1,583,000	17,300	54,000	32,000	10,000
Chiang C.M. Construction	MBE/LBE 1,630,800	9,500	38,794	38,000	11,780
A. Ruiz Construction	MBE/LBE 1,700,000	18,000	35,190	45,893	6,000
Nibbi-Tom Construction (JV)	MBE/LBE/JJV 10% 1,737,000	10,450	38,185	43,882	8,030
Transworld Construction	MBE/LBE 1,788,860	18,000	18,500	50,500	7,100
Average Bid:	1,628,094	14,464	38,096	39,468	10,101
Architect's Estimate:	1,567,000	18,000	43,000	30,000	7,100
% Architect's Estimate:	104%	80%	89%	132%	142%

APPARENT LOW BIDDER:

Dennis J. Amoroso Construction/Marlinsip Construction, (JV)
930 Montgomery Street, Suite 400
San Francisco, CA 94133
Tel. (415) 288-8767

SUBCONTRACTORS:

Concrete Structural	Shotcrete	Wang	Flooring	40,725
Bay View Iron	Structural steel	Golden Gate	Painting	17,246
Waterproof Unlimited	Waterproofing	Kent Lim Co.	Mechanical	145,000
Coast	Bldg. Insulation	Chen's Plumbing	Plumbing	93,000
KZ	Tile	Costco	Fire protection	29,860
Harrison	Gypsum/Wallboard	Sierra	Electrical	190,000
ALCAL	Build-up roofing	G&L	Rebar	26,000
Overhead	Sec doors	Berlin	Kitchen	20,482
United	Glass/glazing			

cc:

Phillip Sowers
John Cribbs
Todd Cockburn
Norm Karasick
Minda Tan
Mary Starkweather
Gary Johnson
Mark Primeau
Joe Cheung
Maurice Williams
Hugh Havlik
Controller

02-Feb-95

Item 1b - File 101-92-60.7

Department: San Francisco Fire Department (SFFD)
Department of Public Works (DPW)

Item: This item is a hearing requesting the release of reserved funds in the amount of \$952,200 from the 1992 Proposition C Fire Protection Bond Issue Fund for the purpose of funding construction contracts for Fire Stations Nos. 16 and 43.

Amount: \$952,200

Source of Funds: 1992 Fire Department Improvement Bonds

Description: In November, 1992 the voters of San Francisco approved the Proposition C Fire Protection Bond Issue totaling \$40.8 million to fund various improvements for San Francisco Fire Department facilities. In May, 1993, the Board of Supervisors approved an appropriation request of \$15,204,533 from this bond issue, placing \$10,788,125 on reserve for construction work at various facilities including Fire Stations Nos. 16 and 43. This item requests the release of \$952,200 of the reserved funds to pay for construction contracts for various improvements, including foundation, plumbing and electrical work, to Fire Station Nos. 16 and 43.

Based on the low bid (see Comment No. 4), the Department of Public Works has awarded the contracts to Cresci Electric Company, a WBE firm, for Fire Station No. 16, and to Gomez-Chapot, a joint venture, for Fire Station No. 43. Gomez is an MBE firm. The funds are to be expended as follows:

Fire Station No. 16 (2251 Greenwich Street)

Construction Contract - Cresci Electric Company (WBE)	\$414,889
Construction Contingency (11.4%)	<u>47,311</u>
Total	\$462,200

Fire Station No. 43 (720 Moscow Street)

Construction Contract - Gomez-Chapot	\$334,324
Construction Contingency (15%)	50,822
Asbestos Abatement/Monitoring - DPW	44,354
Construction Services (Administration/ Management/Inspection) - DPW	<u>60,500</u>
Total	\$490,000
Total Request	\$952,200

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Mr. Peter Wong of the DPW has provided the following contract cost details including the MBE and WBE participation, for the \$414,889 construction contract for Fire Station No. 16 and the \$334,324 construction contract for Fire Station No. 43.

Fire Station No. 16

Prime Contractor, WBE (42.3%)

Cresci Electric
(overall construction oversight, electrical) \$175,504

Subcontractors, MBE (45.5%)

J&W Construction \$149,800
TMC Construction 13,036
E. Mitchell 26,100
Subtotal, MBE/WBE subcontractors 188,936

Other Subcontractors (12.2%)

Diversified Metal \$6,675
Linoleum Larry 22,375
Pacific Coast Water Proofing 8,250
Valofi and Peck 13,149
Subtotal, non MBE/WBE Subcontractors 50,449

TOTAL FIRE STATION NO. 16 CONTRACT \$414,889

Fire Station No. 43

Prime Contractor, MBE (21.1%)

Gomez (overall construction oversight) \$70,649

Subcontractors, MBE (24.0 %)

KZ Tile \$14,700
Joe Wang 8,000
Made in the Shade 1,400
Yums 23,800
G.L. Electric 30,000
Golden Gate Glass 2,328
Subtotal, MBE Subcontractors 80,228

Subcontractors, WBE (10.6%)

Dougherty \$19,214
City Lumber 5,988
S.L. Construction 10,120
Subtotal, WBE Subcontractors 35,322

BOARD OF SUPERVISORS
BUDGET ANALYST

Other Prime Contractor (20.3%)
Chapot (overall construction oversight) \$67,876

Other Subcontractors (24.0%)
Rainbow 5,285
BK Mills 14,880
Alcal 14,928
Western 7,263
Service Metal 5,100
Beslin 8,913
Meridian 23,880
Subtotal, Other Subcontractors 80,249

TOTAL, FIRE STATION NO. 43 CONTRACT \$334,324

2. Mr. Wong advises that because of the complexity of the projects, the Fire Department will budget construction contingency amounts of 15 percent of the construction contract total, instead of the normal 10 percent.

3. However, as noted above, the requested construction contingency amount for Fire Station No. 16 is 11.4 percent of the \$414,889 construction contract total. Mr. Wong states that the remaining construction contingency amount will be obtained from previously appropriated funds.

4. The DPW has provided the attached list of the prime contract bidders and the amounts bid.

Recommendation: Approve the requested release of reserved funds in the amount of \$952,200.

TABULATION OF BIDS

SPECIFICATION#: 5467A
 TITLE: San Francisco Fire Department
 Station Number 16 Renovation
 2251 Greenwich Street

BIDS RECEIVED: January 18, 1995

		<u>Base Bid</u>
BIDDERS:	Pyramid Construction	404,040*
	Cresci Electric	414,889*
	K.P. Lam Brothers Construction	420,900
	Angotti & Reilly	474,000
	Gomez-Chapot Construction	489,000
	Chiang C.M. Construction	524,800
	No Pref.	
	WBE/LBE	
	MBE	
	LBE	
	MBE/LBE/JV 10%	
	MBE/LBE	
	Average Bid:	\$454,605
	Architect's Estimate:	\$390,000
	% Architect's Estimate:	117%

APPARENT LOW BIDDER: * Pyramid Construction
 1320 Solano Avenue, Suite "A"
 Albany, CA 94706 Tel. (510) 528-9071

SUBCONTRACTORS:			
	Wood Marle	Cabinets	19,500
	Harrison Drywall	Framing	26,000
	Horizon Sheet Metal	H.V.A.C.	44,500
	Lou Wong	Floor covering	23,500
	Pollegrend & Son	Ceramic tile	8,490
	Pacific Constructors	Floor	8,250
		Toilet partitions	
	United California	Glazing	2,500
	Valoff & Reck	Painting	14,000
	Made In The Shade	Windows	2,600
	Roldan	Demolition	7,260

cc: Gene Wong Gary Johnson
 John Cribbs Mark Primeau
 Todd Cockburn Joe Cheung
 Norm Karasick Maurice Williams
 Minda Tan Hugh Havlik
 Mary Starkweather Controller

19-Jan-95

*Cresci Electric was granted a 10% MBE preference, resulting in the lowest bid.

TABULATION OF BIDS

SPECIFICATION#: 5477A

TITLE: San Francisco Fire Department
Station Number 43
720 Moscow Street Renovation

BIDS RECEIVED: February 1, 1995

BIDDERS:

Gomez-Chapot Construction, (JV)	MBE/LBE/JV 10%
K.P. Lam Construction	MBE
King Yip Construction	MBE/LBE
Cresci Electric	MBE/LBE
C.M. Construction	MBE/LBE
Pyramid Construction	No Pref.
A. Ruiz Construction	MBE/LBE

Average Bid: 428,359
 Architect's Estimate: 433,000
 % Architect's Estimate: 99%

APPARENT LOW BIDDER: Gomez-Chapot Construction, (JV)

736 Clementina St.
San Francisco, CA 94103 Tel: (415) 863-2356

SUBCONTRACTORS:

Rainbow	Epoxy	5,285	Wester	Acous ceiling	7,263
BK Mills	Casework	14,880	Dougherty	Painting	423,000 17,613
Alcal	Roofing	14,928	Wester	Wall panels	Included
Tulley	Sheetmetal	3,900	Service	Toilet Access	5,100
Dougherty	Brick seal	3,525	Bestin	Specialties	8,913
S. L.	GWB	10,120	Meridian	Plumbing	23,880
Joe Wong	Resil floor	8,000	Yums	Heat & Vent	23,800
			G. L. Electric	Electric	30,000
			Golden Gate	Glass & Glaz	2,325

Bob [unclear]

cc: Peter Wong - *Bob [unclear]* Gary Johnson
 John Cribbs Mark Primeau
 Todd Cockburn Joe Cheung
 Norm Karasick Maurice Williams
 Minda Tan Hugh Hawlik
 Mary Starkweather Controller

Memo to Budget Committee
March 29, 1995 Budget Committee Meeting

Item 1c - File 101-94-43.1

Department: Department of Public Works (DPW)

Item: Release of reserved funds in the amount of \$85,416, for upgrades to the City's boilers at Laguna Honda Hospital, San Francisco General Hospital and the Hall of Justice.

Amount: \$85,416

Source of Funds:

General Fund - 1994-95 Capital Improvement Projects	\$80,491
Laguna Honda Hospital Operating Fund - FY 1994-95 Budget	4,925
Total	\$85,416

Description: The Board of Supervisors previously approved a supplemental appropriation request in the amount of \$85,416 to pay for upgrades to City boilers at Laguna Honda Hospital, San Francisco General Hospital (SFGH) and the Hall of Justice. At the same time, the Board placed the entire \$85,416 on reserve pending the selection of contractors, the MBE/ WBE status of the contractors and contract cost details.

Mr. Timothy Leung of the DPW advises that \$45,416 of the \$85,416 is to be allocated to mechanical design and the preparation of the contract documents, both responsibilities of which are to be performed in-house. The remaining \$40,000 is to be allocated to consultant services for the provision of preliminary study and electrical design for the project. Attached is a detailed breakdown of the total expenditures for the requested \$85,416, as prepared by Mr. Leung.

Comment: Mr. Leung advises that the DPW intends to contract with ENTEK Corp., which not an MBE or a WBE firm, on a sole source basis because of the particular expertise which ENTEK Corp. possesses and because of the specialized nature of this study pertaining to boilers. Mr. Leung states that ENTEK Corp. has extensive work experience with this type of study and currently has seven other contracts for similar studies involving a total of 22 boilers. According to Mr. Leung, ENTEK Corp.'s study will involve providing recommendations on what measures will have to be taken to ensure the boilers will comply with current air pollution regulations.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
March 29, 1995 Budget Committee Meeting

Recommendation: Approve the proposed release of reserved funds in the amount of \$85,416.

BOARD OF SUPERVISORS
BUDGET ANALYST

II. LHH & HOJ Preparation of Contract Documents

A.	Class 5254, Assoc. Mech. Engr.	-	160 Hours @ \$62 /Hr.	=	\$9,920
B.	Class 5258, Senior Mech. Engr.	-	80 Hours @ \$83 /Hr.	=	\$6,640
C.	Class 5346, Mech. Engr. Assoc. I	-	128 Hours @ \$48 /Hr.	=	\$6,144
D.	Class 1426, Senior Clerk-Typist	-	48 Hours @ \$34 /Hr.	=	\$1,632

Subtotal for II. Preparation of Contract Documents	\$24,336
Estimate:	\$24,000 *

Total DPW/BOE Mechanical Services Budget:

III. (I. + II.) = \$6,000 + \$24,000 = **\$30,000**

IV. LHH & HOJ Preliminary Study and Design by Consultant

A.	ENTEK Corp. 812 Grayson Road Pleasant Hill, California 94523	-	Lump Sum	=	\$26,000 **
	Hourly Rates Range from \$29 /Hr. to \$95 /Hr.				

V. Subtotal LHH & HOJ (III. + IV.) **\$56,000**

VI. SFGH Planning

A. Attend Coordination Meetings

1.	Class 5254, Assoc. Mech. Engr.	-	8 Hours @ \$62 /Hr.	=	\$496
2.	Class 5258, Senior Mech. Engr.	-	4 Hours @ \$83 /Hr.	=	\$332

B. Field Survey

1.	Class 5254, Assoc. Mech. Engr.	-	8 Hours @ \$62 /Hr.	=	\$496
2.	Class 5258, Senior Mech. Engr.	-	4 Hours @ \$83 /Hr.	=	\$332

C. Design Development and Preliminary Design

1.	Class 5254, Assoc. Mech. Engr.	-	12 Hours @ \$62 /Hr.	=	\$744
2.	Class 5258, Senior Mech. Engr.	-	4 Hours @ \$83 /Hr.	=	\$332

D. Clerk Typing Support

1.	Class 1426, Senior Clerk-Typist	-	4 Hours @ \$34 /Hr.	=	\$136
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Subtotal for VI. Planning	\$2,868
Estimate:	\$3,000 *

VII. SFGH Preparation of Contract Documents

A.	Class 5254, Assoc. Mech. Engr.	-	88 Hours @ \$62 /Hr.	=	\$5,456
B.	Class 5258, Senior Mech. Engr.	-	40 Hours @ \$83 /Hr.	=	\$3,320
C.	Class 5346, Mech. Engr. Assoc. I	-	64 Hours @ \$48 /Hr.	=	\$3,072
D.	Class 1426, Senior Clerk-Typist	-	24 Hours @ \$34 /Hr.	=	\$ 816

Subtotal for II. Preparation of Contract Documents **\$12,664**
Estimate: **\$12,416 ***

Total DPW/BOE Mechanical Services Budget:

VIII. (V. + VI.) = \$3,000 + 12,416 = **\$15,416**

IX. SFGH Preliminary Study and Design by Consultant

A.	ENTEK Corp. 812 Grayson Road Pleasant Hill, California 94523	-	Lump Sum	=	\$19,000 * *
	Hourly Rates Range from \$29 /Hr. to \$95 /Hr.				

X. Subtotal SFGH (VIII. + IX)..... **\$29,416**

XI. Grand Total (V. + X.)..... **\$85,416**

If you need any further information you can reach me at 558-4537.

TYL:tyl

* \$45,416 for in-house mechanical design and preparation of the contract documents.

** \$40,000 for preliminary study and electrical design services provided by the contractor.

Memo to Budget Committee
March 29, 1995 Budget Committee Meeting

Item 1d - File 97-95-9

- Department:** Sheriff's Department
- Item:** Ordinance amending Chapter 10 of the San Francisco Administrative Code by amending Section 10.164 to increase the Sheriff's Cash Revolving Fund from \$4,800 to \$6,000.
- Description:** Sergeant Richard Ridgeway of the Sheriff's Department reports that the Sheriff's Cash Revolving Fund is used to pay for minor emergency repairs in the jails and for unanticipated activities connected with office operations at the Sheriff's Department's satellite offices (e. g., the purchase of photocopy services). Sergeant Ridgeway advises that the Sheriff's Department is requesting a \$1,200 increase in this fund from \$4,800 to \$6,000, in connection with the new jail facility located at 425 7th Street and a new satellite office located at 1155 Market Street. According to Sergeant Ridgeway, \$1,000 of the \$1,200 would be allocated to the new jail facility (\$500 to each of the two jails contained in this facility) and the remaining \$200 would be allocated to the satellite office.
- Comment:** Sergeant Ridgeway advises that the \$1,200 additional needed funds is included in the Sheriff's Department's budget request for FY 1995-96.
- Recommendation:** Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1e - File 28-95-4

- Department:** Fire Department
Department of Public Works (DPW)
- Item:** Resolution authorizing the Fire Department to take necessary measures to protect the health and safety of the citizens of San Francisco by performing the necessary emergency work to repair the auxiliary water supply system (AWSS) main break on Seventh Street between Townsend Street and Brannan Street.
- Amount:** \$143,177
- Source of Funds:** 1986 Fire Department Emergency Bond Funds
- Description:** In February of 1995, a 14-inch main line, of the Fire Department's Auxiliary Water Supply System (AWSS), located on 7th Street between Townsend Street and Brannan Street, ruptured. This condition required the Fire Department to barricade the street and render the water main inactive. As such, two high pressure hydrants and the primary water supply to Infirm Area #5 are out of service. Infirm Area #5 is the shoreline area up to Brannan Street, and bordered by 15th Street and 11th Street. This situation could result in the buildings and residents in Infirm Area #5 being at risk because of a reduced water supply.
- In accordance with Section 6.30 of the City's Administrative Code, the Fire Department has declared that an emergency situation exists at 7th Street between Townsend Street and Brannan Street. The Department of Public Works (DPW) therefore initiated an expedited contracting procedure in order to retain a contractor to perform the emergency repairs, and selected the lowest bidder, Cal North Engineering, for the amount of \$95,177. Cal North Engineering is a LBE firm. The remaining \$48,000 of the proposed expenditure of \$143,177, as shown in the Attachment provided by DPW, will be used for (a) DPW's engineering design, construction management and engineering support services, and (b) for the Department of Parking and Traffic to enforce traffic control plans during the construction, and to repaint the center divider lines on 7th Street following construction.
- DPW advises that the emergency repairs are scheduled to begin no later than April 3, 1995, and should be completed on or about April 24, 1995. As noted above, DPW estimates that the cost to repair the AWSS will total \$143,177.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
March 29, 1995

Comment: The Fire Department reports that funding to repair the AWSS main break on Seventh Street between Townsend Street and Brannan Street would be funded by the 1986 Fire Protection Bond Interest Funds.

Recommendation: Approve the proposed resolution.

Cost Breakdown

Contract to Cal North Engineering	\$86,525.00	
Contingency, 10%	<u>8,652.00</u>	
Subtotal		\$95,177
<u>DPW Labor:</u>		
BOE - Design and engineering support during construction	24,600.00	
BCM - Construction Management and Materials Testing	17,400.00	
<u>DPT Labor:</u>		
Design and review traffic control plans, painting, striping and traffic markers	<u>6,000.00</u>	
Subtotal		<u>48,000</u>
Total		\$143,177

Hours

DPW Labor - 351 hours
DPT Labor - 136 hours

Cost Breakdown

Contract to Cal North Engineering	\$86,525.00	
Contingency, 10%	<u>8,652.00</u>	
Subtotal		\$95,177
<u>DPW Labor:</u>		
BOE - Design and engineering support during construction	24,600.00	
BCM - Construction Management and Materials Testing	17,400.00	
<u>DPT Labor:</u>		
Design and review traffic control plans, painting, striping and traffic markers	<u>6,000.00</u>	
Subtotal		<u>48,000</u>
Total		\$143,177

Hours

DPW Labor - 351 hours
DPT Labor - 136 hours

Item 2 - File 101-94-79

Departments: Real Estate Department
War Memorial

Amount: \$208,005

Source of Funds: General Fund Reserve

Item: Ordinance appropriating \$208,005 from the General Fund Reserve for salaries, fringe benefits, other non-personal services, and equipment to pay for security services and equipment at the War Memorial (401 Van Ness Avenue), and at 875 Stevenson Street.

Description: The proposed ordinance would approve a supplemental appropriation in the amount of \$208,005 to pay for security services and equipment at the War Memorial and at 875 Stevenson Street.

As part of the move from City Hall due to the seismic retrofitting required following the Loma Prieta earthquake, staff of the Office of the Mayor, Board of Supervisors, Chief Administrative Officer, Ethics Commission, and Civil Service Commission, as well as the Law Library and the public hearing rooms used by City Commissions and the Board of Supervisors have relocated to office space at the War Memorial Building at 401 Van Ness Avenue. Offices of the Controller, Registrar of Voters, and other offices have relocated to 875 Stevenson Street; and courtrooms of the Trial Courts have relocated to 633 Folsom and 575 Polk Street. Entry security at City Hall for all of these departments had previously been provided by the Sheriff's Department. With the relocations, new entry security arrangements for these departments are necessary.

At City Hall, the Sheriff's Department had covered the 4 entrances by deploying 7 staff including 6 Police Cadets and one Deputy Sheriff, using 3 walk-through metal detectors. These Sheriff's Department staff have now been reassigned. One Police Cadet was reassigned to the Parole Office, one to the new County Jail at 425 7th Street, and one to the San Bruno Jail (these three assignments were previously approved as part of the Sheriff's Department FY 1994-95 budget). The remaining three Police Cadets and the Deputy Sheriff were reassigned to 633 Folsom. As such, Sheriff's Department staff are not available for entry security at the War Memorial and 875 Stevenson. In addition, the metal detectors which had been in use at City Hall are old,

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
March 29, 1995 Budget Committee Meeting

Private Security -- Burns Security Services²
War Memorial 1,402 hours @ \$10.80 per hour \$15,140
875 Stevenson 975 hours @ \$10.80 per hour 10,530
Sub-total \$25,670

Department of Public Works (DPW) - Security Staff³

8207 Building and Grounds Patrol (3 FTE for the period retroactive from 2/21/95 to 3/31/95) \$24,729

Equipment

Walk-through metal detectors 4 @\$2,500 10,000
Hand-held metal detectors 4 @\$200 800
Two-way Radios 6 @2,500 15,000
Sub-total \$25,800

Total \$208,005

¹ As noted above, these positions will be temporary positions. As such, an amendment to the Annual Salary Ordinance is not required.

² Burns Security Services was the low bidder on the original contract for security services at these locations in a competitive bidding process conducted by the Purchaser in January 1995. When security plans were changed, and a decision was made to use Civil Service positions for the War Memorial, the Real Estate Department requested, and Burns agreed, that Burns hold their bid available for 90 days. Burns is not an MBE/WBE. As noted above, a Proposition J certification has been submitted to the Board of Supervisors to allow the Real Estate Department to contract for these services at the 875 Stevenson Street facility. The 2,377 hours consists of 1,402 hours at the War Memorial retroactive from 2 /21/95 through 3/31/95 and 975 hours for the 875 Stevenson Street facility from 4/1/95 through 6/30/95.

³ These three 8207 Building and Grounds Patrol positions currently provide security services at the War Memorial from 4:00 pm to Midnight. As of 3/31/95, they will transferred from the DPW to the War Memorial Department as part of the group of nine 8207s to provide security at the War Memorial from 4/1/95 to 6/30/85.

Comments:

1. Ms. Beth Murray of the War Memorial reports that the Department's original calculations for security personnel assumed that; a) the security positions would be hired by the War Memorial Department for 8 pay periods, instead of 6.5, and, b) these positions would be under Permanent Salaries. Because these positions are being hired for 6.5 pay periods,

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BUDGET ANALYST

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and because these positions are temporary, the following reductions should be made:

- Premium pay of \$3,082 should be reduced by \$220 to \$2,862.
- Because the 10 security positions are temporary positions, and because of the delays in submitting this item to the Board of Supervisors for approval, the separate line item for Temporary Salaries is no longer needed and therefore, this \$6,978 request should be disapproved.
- Based on the reduction in Temporary Salaries, fringe benefits should be reduced by \$2,556 from \$27,863 to \$25,307.

2. The Budget Analyst's recommended reductions total \$9,754 including \$220 in Premium Pay, \$6,978 in Temporary Salaries, and \$2,556 in Fringe Benefits.

- Recommendations:**
1. Amend the proposed ordinance to reduce the amount of the appropriation by \$9,754 from \$208,005 to \$198,251 in accordance with Comment Nos. 1 and 2 above.
 2. While the Budget Analyst believes that security services at the War Memorial and 875 Stevenson are necessary, we consider approval of this request, as amended, which includes partial contracting out of the security services, to be a policy matter for the Board of Supervisors.



POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103

ANTHONY D. RIBERA
CHIEF OF POLICE

February 8, 1995

Mike Martin
Budget/Policy Analyst
Office of the Mayor
Room 205, City Hall
San Francisco, CA 94102

Sir,

On February 21, 1995 the offices of the Board of Supervisors, the Mayor, and the Chief Administrative Officer are relocating to the War Memorial building and will be open for business. The pending move to the new location necessitates developing and implementing new security measures for the 3rd and 4th floors to insure the safety of all concerned.

The following proposed security plan was developed as a result of two security surveys recently completed. The first security survey was completed by the Sheriff's department and the second by the Special Investigations Bureau of the San Francisco Police department. The proposed security plan is compatible with the existing security operation presently in place at the War Memorial building.

The basic elements of the Security Plan are as follows:

Operation: General access from the first floor to the third floor and fourth floor for the public and employees will be the two elevators and/or one of the below described stairways:
The Southeast stairway allows access to the third floor for both employees and the public.
The Northeast stairway allows restricted access to the third floor for authorized employees with keys at all hours, including weekends.
The Southwest and Northwest stairways allow access only between the third and fourth floors for both the public and employees.

Two (2) walk through metal detectors will be placed on the third floor with a security agent present at each location. One (1) metal detector shall also be positioned on the fourth floor with a security agent present.

The placement of the metal detectors and surveillance cameras at their designated locations will allow for maximum security, yet facilitate public access and movement on the floors.

Staffing: A total of nine (9) security personnel are needed to staff the operation. An allocation of the staff, as described below, provides the following coverage(s):

- Five (5) security agents to work from 7:30 AM to 5:00 PM, Monday through Friday. Duties to include manning metal detectors, reliefs, and roving patrol.
- Three (3) security agents to work from 4:00 PM to 12:00 midnight, Monday through Friday. Duties consistent with those described above.
- One (1) security agent to work 8:00 AM to 4:00 PM, Thursday through Monday. Duties to include roving patrol.

The requested staffing permits full coverage at all the stationary security posts, and allows for reliefs, vacations, etc. An additional security agent(s) will be available to respond to internal alarms and assist at the security checkpoints during peak hours.

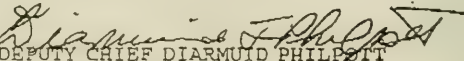
Note: It is proposed that the security personnel be Civil Service employees.

Equipment: The following equipment items are required to implement this security plan: Three (3) walk through metal detectors, three (3) hand held metal detectors, two (2) surveillance cameras, two (2) monitors, five (5) portable communication radios with related batteries and charging equipment, and uniforms for security agents.

Any questions or requests for additional information pertaining to this proposed security plan should be directed to Inspector Jeff Lindberg, Special Investigations Bureau, San Francisco Police Department.

Sincerely,

ANTHONY D. RIBERA
Chief of Police

by 
DEPUTY CHIEF DIARMUID PHILPOTT
Commanding Officer
Special Investigations Bureau

Item 3 - File 101-94-16.1

Note: This item was continued by the Budget Committee at its meeting of March 22, 1995. Mr. Virgilio and Mr. Tago of JPD advised that they will submit a report directly to the Budget Committee regarding the information that the Budget Committee requested.

Department: Juvenile Probation Department (JPD)

Item: Hearing requesting the release of reserved funds in the amount of \$275,470 to implement the Serious Habitual Offender Program

Amount: \$275,470

Source of Funds: FY 1994-95 Juvenile Probation Department Budget

Description: In October of 1994, the Board of Supervisors placed \$275,470 on reserve to be used to implement a new Serious Habitual Offender Program (SHOP) for repeat juvenile offenders in JPD (File 101-94-16). This funding was placed on reserve pending the provision of additional program detail.

Serious Habitual Offender Program (SHOP):

The Probation Services Division of JPD is currently establishing a new Serious Habitual Offender Unit to administer SHOP. The purpose of SHOP is to target the estimated 150 juveniles, who commit the majority of juvenile violent crimes in San Francisco, with intensive supervision and services. These 150 youth represent an estimated 12 percent of the 1,300 juveniles currently monitored by JPD. The probation officers assigned to SHOP will have the authority to enforce the special probation conditions of the youth in SHOP, including arrest if the probation is violated. The probation officers will coordinate services with the school system, the Health Department, community agencies, the Police Department and the District Attorney. The Serious Habitual Offender Unit is to be staffed with eight positions, including one existing Supervising Probation Officer, two existing Senior Probation Officers, four existing Probation Officers, and one Clerk. All of these positions will be transferred from their existing work units to the Serious Habitual Offender Unit that administers SHOP based on their experience levels. The loss to these units of eight positions, as a result of the transfer, will be offset by the hiring of two Senior Probation Officers through existing positions which are currently vacant, and with six positions

to be requested in the Fiscal Year 1995-96 budget. Mr. Virgilio advises that the juveniles in the SHOP program are violent repeat offenders who are likely to require a law enforcement aspect to their supervision and monitoring. The probation officers assigned to SHOP will have the authority to enforce the special probation conditions of the youth in SHOP, including arrest if the probation is violated. The program budget was based on a seven month period beginning December 1, 1994 through June 30, 1995.

SHOP Budget:

Regular Automobiles (\$20,000 x 6)	\$120,000
Caged Security Vehicles (\$25,000 x 3)	75,000
Gasoline & vehicle repairs (for above listed automobiles and vehicles)	5,000
Voicemail	12,000
Pagers	9,600
Cellular phones (\$500 x 6)	3,000
Telecommunications Charges (for cellular phones and pagers)	5,000
Computers and software equipment	30,000
Training	3,000
Printing/copying	2,000
Office Supplies	4,070
Furniture and supplies	<u>6,800</u>
	\$275,470

This budget includes non-contractual services, although the funds were originally reserved for contractual services.

Regular Automobiles (\$120,000): The proposed funding would purchase six automobiles for use by the probation officers in the Serious Habitual Offender Unit of JPD to track the juveniles at school, at home, or wherever they should be, to ensure that they are there. Mr. Virgilio advises that for the entire JPD, which contains 80 probation officers, there are only 12 automobiles, or one for every 6.6 probation officers. As such, Mr. Virgilio advises that for SHOP to meet its intended objectives, each probation officer in the Serious Habitual Offender Unit must have immediate access to an automobile.

The Purchasing Department estimates that the cost of each vehicle is approximately \$16,000, including sales tax, for a total of \$96,000. Therefore, the proposed request of \$120,000 should be reduced to \$96,000 for a total savings of \$24,000.

Caged Security Vehicles (\$75,000): The proposed funding would purchase two caged security vehicles and one security van, each at an estimated cost of \$25,000. Mr. Virgilio advises that the juveniles must be transported in a caged security vehicle in order to properly secure juveniles who are residing in Juvenile Hall, or juveniles who have violated the terms of probation, and must be located and transported to Juvenile Hall. There are currently two caged security vehicles used for transporting the entire JPD caseload of 1,300 juveniles on probation, of which the 150 SHOP juveniles represent the majority of the 132 juveniles residing in Juvenile Hall at any one time.

The Purchasing Department estimates that the cost of the caged security van is \$24,500, and the cost of each of the two caged automobiles is \$21,500 each, for a total of \$67,500. Therefore, the proposed request of released funds in the amount of \$75,000 should be reduced to \$67,500 for a total savings of \$7,500.

Gasoline and Vehicle Repairs (\$5,000): The proposed funds would be used for gasoline and vehicle repairs required for the proposed vehicles listed above.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Gasoline and Vehicle Repairs should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$5,000 should be reduced to \$2,142, reflecting a savings of \$2,858.

Voicemail (\$12,000): The proposed funds would purchase a voicemail system for JPD. Mr. Virgilio advises that probation officers spend the majority of their time away from their offices, and receive many urgent calls per day. Currently, there are only six secretaries to answer phones for eight divisions. Mr. Virgilio states that the SHOP probation officers must be accessible at all times. The cost estimate of \$12,000 was provided to JPD by the Department of Electricity and Telecommunications.

Pagers (\$9,600): The proposed funds would purchase 72 pagers at a cost of \$133 each, to provide immediate access to probation officers who are not in their offices. Mr. Virgilio advises that the inability to contact probation officers immediately is a constant problem within JPD. Further, Mr. Virgilio advises that the SHOP probation officers must be accessible at all times.

Cellular Phones (\$3,000): The proposed funds would be used to purchase six cellular phones at \$500 each for the six probation officers in the Serious Habitual Offender Unit. Mr. Ace Tago of JPD advises that the JPD currently has three cellular phones. One cellular phone is used by the Department Director, and the other two cellular phones are used by probation officers on family visits, or other places where immediate back-up assistance may be required.

Telecommunication Charges (\$5,000): The proposed funds would be used to pay the telecommunications charges for the six cellular phones and the pagers.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Telecommunications Charges should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$5,000 should be reduced to \$2,142, reflecting a savings of \$2,858.

Computers and Software Equipment (\$30,000): The proposed funds would purchase six computers at a cost of \$4,000 each, or \$24,000 total, one printer for a cost of \$2,000, and software at a cost of \$4,000. Mr. Virgilio advises that one objective of SHOP is to implement a computer tracking system that would monitor the juveniles in SHOP. This computer tracking system would be accessible to the Court, the District Attorney, and the Police Department. Currently, there is no central method to share information, nor is there any means to monitor the juveniles through an electronic system.

Ms. Deborah Vincent-James of the Electronic Information Processing Steering Committee (EIPSC) advises that the JPD is not required to receive EIPSC approval prior to the purchase of these computers and software equipment because the JPD has not exceeded the maximum yearly purchase limit of 20 computers not requiring EIPSC approval.

Training (\$3,000): The proposed funds would provide computer training to the eight-person Serious Habitual Offender Unit in the use of various software programs. The training would be provided by the Informational Services Division of the Controller's Office.

Printing/Copying (\$2,000): The proposed funds would be used for printing and copying expenses.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Printing and Copying should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$2,000 should be reduced to \$858, reflecting a savings of \$1,142.

Office Supplies (\$4,070): The proposed funds would purchase office supplies, including paper, pens, pencils, binders, etc. for the eight-person Serious Habitual Offender Unit.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Office Supplies should be recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$4,070 should be reduced to \$1,743, reflecting a savings of \$2,327.

Furniture (\$6,800): The proposed funds would purchase office furniture, including desks, chairs, and file cabinets for the eight SHOP staff. The furniture is for the two positions which are currently vacant, and for the six positions which are being requested in the Fiscal Year 1995-96 budget. The Attachment provided by JPD, includes a list of the furniture and the prices for such furniture.

Comment:

The proposed release of reserved funds for SHOP in the amount of \$275,470 should be reduced by \$40,685 to \$234,785, to reflect a reduction in Regular Vehicles in the amount of \$24,000, a reduction in Caged Security Vehicles in the amount of \$7,500, a reduction in Gasoline and Vehicle Repairs in the amount of \$2,858, a reduction in Telecommunication Charges in the amount of \$2,858, a reduction in Printing/Copying in the amount of \$1,142, and a reduction in Office Supplies in the amount of \$2,327.

Recommendations:

1. In accordance with the Comment above, reduce the requested release of reserved funds by \$40,685 from \$275,470 to \$234,785.

2. However, it should be noted that the ongoing annual General Fund costs for the Serious Habitual Offender Program, (excluding one-time start-up costs), are \$468,866. Although Mr. Tago states that the overall Fiscal Year 1995-

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96 General Fund allocation for JPD, which includes funding for SHOP, does not represent an increase over the Fiscal Year 1994-95 General Fund allocation for JPD, the Budget Analyst still considers the proposed release of reserved funds to be a policy matter for the Board of Supervisors.

CITY & COUNTY OF SAN FRANCISCO
Juvenile Probation Department
300 Woodside Avenue
San Francisco, California 94127

March 16, 1995

To: Michelle Ruggels, Budget Analyst
Board of Supervisors

From: Ace A. Tago, Manager, Finance & Administration

Subject: SHO Program - Other Costs - \$15,870

The above amount is broken down as follows:

1. Furniture:

8 Desks @ \$400.00 ea.	\$3,200	
8 Exec. Chairs @ \$150 ea.	1,200	
8 Filing Cabinets @ \$200.00 ea.	1,600	
8 Bookcases @ \$100 ea.	<u>800</u>	\$ 6,800

Item 4 - File 101-94-72

Department: San Francisco General Hospital (SFGH)
Department of Public Health (DPH)

Item: Supplemental appropriation ordinance appropriating \$29,124,382 in Medi-Cal revenues for San Francisco General Hospital's participation in the SB 855 Disproportionate Share Payment Program for Fiscal Year 1994-95, and placing \$12,282,331 of funds to be realized in Fiscal Year 1994-95 in a reserve for use in the City's Fiscal Year 1995-96 budget.

Amount: \$29,124,382

Source of Funds: Medi-Cal revenues

Description: Senate Bill 855 (SB 855) established a Disproportionate Share Payment Program that provides a mechanism for additional supplemental payments to the State's disproportionate share hospitals, such as SFGH. A disproportionate share hospital is defined as a hospital with a Medi-Cal inpatient and indigent utilization rate higher than the State average. Under this Disproportionate Share Payment Program, the City is required to make a transfer of funds to the State Department of Health Services (SDHS). The State obtains matching Federal funds to the transferred funds and the transferred funds plus the matching Federal funds are then distributed back to the disproportionate share hospitals as Medi-Cal revenues based on Medi-Cal patient days of services. The amount that the City must transfer to the SDHS is based on a statutory formula.

The DPH advises that as of June of 1994, in accordance with Assembly Bill 1040 (AB 1040), the State allocated additional lump-sum payments to counties with disproportionate share hospitals in Fiscal Year 1994-95, so as to reduce the effect to counties with disproportionate share hospitals which will result from the State's changes in the Disproportionate Share Payment Program during Fiscal Year 1995-96. As a result, the City is eligible to receive an additional lump sum payment during Fiscal Year 1994-95 of \$29,124,382.

The DPH advises that to receive the additional lump-sum payment of \$29,124,382, the City must transfer a total of \$16,842,051 to the State based on the State's formula. Based on a City transfer of \$16,842,051, and the State's return of \$29,124,382, the City would realize a net gain of \$12,282,331. The net amount of \$12,282,331, to be realized from the State in Fiscal Year 1994-95, would be placed in a

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reserve under the proposed legislation, and then used as revenues for purposes of funding the SFGH Fiscal Year 1995-96 budget.

Recommendation: Approve the proposed ordinance.

Item 5 - File 101-94-73

Department: San Francisco General Hospital (SFGH)

Item: Supplemental appropriation ordinance appropriating \$4,467,295 in Medi-Cal revenues, and \$1,149,131 from the General Fund Reserve for San Francisco General Hospital's participation in the SB 855 Disproportionate Share Payment Program for Fiscal Year 1994-95.

Amount: \$5,616,426

Source of Funds:	Medi-Cal revenues	\$4,467,295
	General Fund Reserve	<u>1,149,131</u>
	Total	\$5,616,426

Description: Senate Bill 855 (SB 855) established a Disproportionate Share Payment Program that provides a mechanism for additional supplemental payments to the State's disproportionate share hospitals, such as SFGH. A disproportionate share hospital is defined as a hospital with a Medi-Cal inpatient and indigent utilization rate higher than the State average. Under this Disproportionate Share Payment Program, the City is required to make a transfer of funds to the State Department of Health Services (SDHS). The State obtains matching Federal funds to the transferred funds and the transferred funds plus the matching Federal funds are then distributed back to counties with disproportionate share hospitals as Medi-Cal revenues based on Medi-Cal patient days of services. The amount that the City must transfer to the SDHS is based on a statutory formula.

The DPH was previously scheduled to transfer a total of approximately \$60,805,698 to the State for 1994-95 based on the State's formula and expected to receive approximately \$86,179,085 back from the State. Based on a City transfer of \$60,805,698 and a return from the State of a total of \$86,179,085 million, the City would have realized a net gain of an estimated \$25,373,387. The \$25,373,387 was appropriated in SFGH's 1994-95 budget.

However, the DPH advises that the State has now revised their allocation of SB 855 Medi-Cal revenues for FY 1994-95, which will require that the City transfer an additional \$5,616,426 to the State for FY 1994-95, bringing the total amount to be transferred to the State to approximately \$66.4 million. The City will receive \$4,467,295 million in Medi-Cal

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revenues in return for the \$5,616,426 additional transfer, resulting in the City having to appropriate the \$1,149,131 from the General Fund Reserve. However, even with this required General Fund appropriation of \$1,149,131, the SB 855 Disproportionate Share Payment Program would still result in a net gain to the City of an estimated \$24,224,256 (\$25,373,387 less \$1,149,131).

Comment: Ms. Susan Andrus of the Controller's Office advises that the additional General Fund Appropriation has been previously reported as a pending supplemental appropriation request to the Board of Supervisors in the Controller's Six Month Budget Status Report dated February 6, 1995.

Recommendation: Approve the proposed ordinance.

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Item 6 - File 101-94-74

Department: Airport

Item: Supplemental Appropriation Ordinance appropriating \$8,568,551 from interest earned on various capital improvement project funds for the Airport.

Amount: \$8,568,551

Source of Funds: Interest earned on the following Bond Funds and on Airport Capital Improvement Fund balances:

1967 General Obligation Bonds	\$33,265
1975, 1977, 1983, and 1990 Airport Revenue Bonds	2,597,420
Refunding Bonds, Issues 1 through 4 San Francisco International Airport	300,254
Second Series Revenue Bonds, Issue 5	635,642
Airport Capital Improvement Fund	<u>5,001,970</u>
Total	\$8,568,551

Description: The proposed supplemental appropriation of \$8,568,551 would be used to partially fund the expansion of electrical sources to the Airport in the amount of \$7,932,909 and to partially pay for the construction of a parking facility at the Airport in the amount of \$635,642, as follows:

Expansion of Electrical Sources to the Airport Project
- \$7,932,909

The Airport reports that this project will increase the size of the electrical sources to the Airport to accommodate the next 20 years of growth. The Airport advises that the United Airlines Maintenance Base is presently served by one substation which provides electricity and the Airport itself is served by two such substations. According to the Airport, the electrical distribution system was originally designed so that if one source to either of the above facilities failed, the remaining sources would be large enough to ensure continued operations at the other facility. However, according Mr. Leo Fermin of the Airport, the United Airlines Maintenance Base's electrical needs have outgrown its available electrical sources and the Airport itself will outgrow its available electrical sources over the next five years. Mr. Fermin states that the reason the Airport will outgrow its available electrical sources is because of the addition of new facilities in connection with the Airport's Master Plan and the Airport's planned up-grade of energy sources in its existing

terminals to meet current environmental regulations. As such, the Airport is proposing to expand the electrical sources to the United Airlines Maintenance Base and the Airport itself. According to Mr. Fermin, the reason that Airport funds are being appropriated for the electrical sources at the United Airlines Maintenance Base, instead of having United Airlines pay for such costs directly is because under the lease agreement between the Airport and United Airlines, the Airport is responsible for the provision of electrical utilities.

The Airport intends to workorder the \$7,932,909 to Hetch Hetchy. According to Mr. Ralph Leong of Hetch Hetchy, Hetch Hetchy will award a contract to PG & E to purchase the necessary equipment and to install two electrical transformers to provide the expanded electrical services to the Airport. Mr. Leong advises that PG & E has an on-going contract with Hetch Hetchy to provide transportation of electrical power over its lines to the Airport.

The Airport advises that the total cost of the electrical expansion project is \$9,210,038 or \$1,277,129 more than the requested amount of \$7,932,909. According to Mr. Fermin, the \$1,277,129 will be paid for by Airport Capital Improvement Funds previously appropriated in the Airport's FY 1994-95 budget. The \$1,277,129 is also to be workordered to Hetch Hetchy. Mr. Leong has provided Attachment 1 which details the total project budget of \$9,210,038.

Parking Facility (Master Plan Project) - \$635,642

As a part of its Master Plan, the construction of a parking facility on Lot DD is currently underway at the Airport. When completed, this parking facility will be a free standing structure located near the United Airlines Maintenance Center and will contain approximately 3,000 parking spaces for Airport employees, employees of Airport tenants and for the general public. The Board of Supervisors previously approved the construction contract for this project (Files 010-91-40.2 and 101-92-11.2). The Airport advises that the total estimated cost of this project is \$44,100,000, as shown in Attachment 2 provided by the Airport. Of the \$44,100,000, the Airport has identified \$31,000,000 in previously appropriated San Francisco International Airport Second Series Revenue Bonds, Issue 5 and previously appropriated Airport Capital Improvement Funds, leaving a balance of \$13,100,000 still to be identified. The Airport is proposing to use the subject requested \$635,642 to pay for a portion of the \$13,100,000 needed balance. According to Mr. Fermin, the remaining needed balance of \$12,464,358 (\$13,100,000 less

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\$635,642) will be paid from future interest income from San Francisco International Airport Second Series Revenue Bonds, Issue 5 and from a future sale of Master Plan Bonds, Issue 8.

Recommendation: Approve the proposed ordinance.

Special Facilities

SFIA Expansion - Electric facilities

	Millbrae Sub	Alpport Sub	Total
Structure and Property Improvements	\$51,760	\$62,560	\$114,320
Station Equipment	\$804,600	\$779,860	\$1,584,460
Outdoor Equipment	\$64,540	\$65,510	\$130,050
Indoor Equipment and SCADA	\$179,280	\$205,810	\$385,090
Substation Engineering	\$357,920	\$360,090	\$718,010
Distribution Circuits	\$1,688,000		\$1,688,000
Transmissiun Lines	\$659,900		\$659,900
	Subtotal	\$1,473,830	\$5,279,830
Escalation	\$159,090	\$61,610	\$220,700
Overhead Cost	\$532,840	\$214,960	\$747,800
Contingency @ 10%	\$449,793	\$175,040	\$624,833
	Gross Financial Cost	\$1,925,440	\$6,873,163
CIAC Tax @ 34%	\$1,682,226	\$654,650	\$2,336,875
	Total	\$2,580,090	\$9,210,038

**San Francisco International Airport
Project to be Funded from Interest Income
March 15, 1995**

CT- 2801 Parking Structure on Lot DD (Master Plan Project)

Construction:	\$36,000,000
Contingency:	\$ 2,700,000
A.E.& I Design:	\$ 2,700,000
A.E.& Inspect.:	<u>\$ 2,700,000</u>
Total Cost:	\$44,100,000

This project is currently funded for \$31,000,000. The remaining balance of \$13,100,000 will be funded from Issue 5 interest income for FY 1993/94 in the amount of \$635,642 and subsequent interest income from future fiscal years.

\$31,000,000 Currently Funded

\$13,100,000 To be funded from Issue 5 interest income(\$635,642) and
future interest income

\$44,100,000 Total Project Cost

Item 7 - File 101-94-75

Department: Department of Electricity and Telecommunications (DET)

Item: Supplemental Appropriation Ordinance appropriating \$497,465 from the General Fund Reserve for the Department of Electricity and Telecommunications; providing for ratification of action previously taken.

Amount: \$497,465

Source of Funds: General Fund Reserve

Description: In November of 1993, the electorate of San Francisco approved a \$50 million Lease Financing Bond measure (Proposition H) to finance the lease/purchase of a City-wide radio communications system and related equipment and to pay for design costs and bond administration costs incurred by the DET.

Subsequent to a Federal Court ruling that the City must obtain competitive bids for the City-wide Radio System Project, on February 7, 1995, the Board of Supervisors tabled legislation which requested authorization to amend a Master Agreement between the City and Motorola Communications and Electronics, Inc. (Motorola) for the City-wide Radio System Project, at an estimated cost of \$40 million.

The DET now advises that the bond funds, which were to have financed the City-wide Radio System Project for FY 1994-95, cannot be sold until a contract for this project has been approved. The DET is anticipating that such a contract will be approved and that the bonds will be sold in FY 1996-97. As such, the DET is requesting that \$497,465 from the General Fund Reserve be appropriated retroactively to serve as funding for the project instead of using the bond proceeds which previously were to have been used for this purpose. The DET advises that the requested \$497,465 in General Fund monies will be reimbursed from the bond funds, after the bonds are sold.

The Attachment provided by Mr. Fred Weiner of the DET details the proposed expenditure of \$497,465. These items were previously approved by the Board of Supervisors in the FY 1994-95 budget of the DET.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

DEPARTMENT OF ELECTRICITY AND TELECOMMUNICATIONS



Office of the General Manager
H. DANIEL McFARLAND

901 Rankin Street
San Francisco, California 94124
(415) 550-2720

TO: **SANDY BROWN-RICHARDSON, Board of Supervisors Budget Analyst**
 FROM: Fred Weiner, Deputy General Manager *[Signature]* **FAX 252-0461**
 DATE: March 22, 1995
 SUBJECT: Supplemental Appropriation for Citywide Radio System Project

The following is a breakdown of how the revenue requested will be spent for the project. These amounts are in conformance with the original 94-5 expenditure budget.

001 Permanent Salaries	240,000
5 existing positions (1-1823, 4-7367)	
010 Overtime	2,500
060 MFB	41,225
100 Professional	66,000 *
130 Materials & Supplies	60,000
190 Other Non-Professional Services	5,000
220 Equipment Purchased	192,175
420 City Attorney	30,000
303 Real Estate	10,000
310 Central Shops Maintenance	2,000
330 Light, Heat, and Power	500
316 Central Shops Fuel	500
350 Reproduction	1,500
	<hr/>
Total	651,400
	<hr/>
Net Carryforward Revenue	153,935
	<hr/>
Net Total Revenue Requested	497,465
	<hr/> <hr/>

*These funds were placed on reserve pending the DET's submission of the MBE/WBE status of the contractors and contract cost details.

Item 8 - File 101-94-76

Department: Chief Administrative Officer (CAO)
San Francisco Redevelopment Agency (SFRA)

Item: Ordinance appropriating \$32,117,349 for debt service, capital improvements to the Moscone Center, and the construction of the Children's Center to be located on the roof of Moscone Center South.

Amount: \$32,117,349

Source of Funds:

1994 Lease Revenue Bond Proceeds	\$15,700,965
Convention Facilities Fund (Bond proceeds and interest earnings from prior SFRA Lease Revenue Bonds)	<u>16,416,384</u>
Total	\$32,117,349

Description: The proposed supplemental appropriation ordinance of \$32,117,349 would provide funding for (1) Debt service payments for the SFRA Hotel Tax Revenue Bonds (Series 1994), (2) Debt service payment for the SFRA Lease Revenue Bonds, (Series 1994) (Moscone Convention Center), (3) capital improvements to the Moscone Center, and (4) construction of the Children's Center to be located on the roof of Moscone Center South.

In December of 1994, SFRA Hotel Tax Revenue Bonds (Series 1994) and SFRA Lease Revenue Bonds (Moscone Convention Center)(Series 1994) were sold in order to provide for the financing of capital programs. Subsequently, it was determined that additional capital program funding was needed to complete the construction of SFRA's Children's Center and for capital improvements to the Moscone Center. Ms. Laura Wagner-Lockwood of the CAO advised that additional funds are available from current and prior SFRA Lease Revenue Bond proceeds.

The details of the proposed expenditures are as follows:

Debt Service for SFRA Hotel Tax Revenue Bonds (Series 1994) (\$553,504)

The proposed supplemental appropriation ordinance would fund the remaining \$553,504 of the debt service amount owed for Fiscal Year 1994-95 on the SFRA Hotel Tax Revenue Bonds (Series 1994). On an ongoing basis, the source of funds for the debt service is from Hotel Taxes. These bonds were previously authorized by the Board of Supervisors to finance various capital projects at the Moscone Center in the Yerba Buena Redevelopment Project Area. The Yerba Buena Redevelopment Project Area is a mixed-use development area of major hotels, offices, housing, retail stores, recreation, amusement, entertainment and cultural uses in an urban park setting that includes major open space and landscaped plazas.

Debt Service for SFRA Lease Revenue Bonds (Moscone Convention Center) (Series 1994) (\$1,376,015)

The proposed supplemental appropriation ordinance would fund the remaining \$1,376,015 of the debt service amount owed for Fiscal Year 1994-95 on the SFRA Lease Revenue Bonds (Series 1994) (Moscone Convention Center). On an ongoing basis, the source of funds for the debt service is from Hotel Taxes. These bonds were previously authorized by the Board of Supervisors to finance various capital projects at the Moscone Center North and Moscone Center South.

Capital Improvements to Moscone Center (\$22,973,795)

The proposed supplemental appropriation ordinance would fund various capital improvement projects at Moscone Center North, Moscone Center South, and the Moscone Center Esplanade. According to Jack Moerschbaecher of the CAO, a detailed budget has not yet been developed that identifies the use of the funds for such items as personnel and contractual services. Therefore, the Budget Analyst recommends reserving the entire \$22,973,795 pending the submission of finalized cost details, selection of contractors, MBE/WBE status of contractors, and contractor cost details.

Construction of Children's Center Project (\$7,214,036)

The SFRA Fiscal Year 1994-95 budget, which was approved by the Board of Supervisors, included the amount of \$47,201,000 for the construction of the Children's Center Project. This legislation would provide funding in the amount of \$7,214,036 from prior SFRA Lease Revenue Bond proceeds in order to fully fund the \$47,201,000 project.

The Children's Center Project includes the following facilities: (1) a childcare center for 100 children, (2) an Ice Skating Rink and Bowling Alley, (3) a Children's Place (youth multimedia cultural center), (4) a Carousel, and (5) a Children's Garden. All of these facilities are to be located on the roof of Moscone Center South. The budget for the Children's Center is as follows:

Children's Place	\$10,396,000
Childcare Center	4,827,000
Ice Rink	13,438,000
Bowling Center	3,060,000
Carousel Enclosure	1,594,000
Carousel Purchase	1,281,000
Children's Garden	9,783,000
Buildings and Furnishings	
Fixtures, and Equipment	<u>2,822,000</u>
Total	\$47,201,000

Children's Center Project Revenues (\$47,201,000)

Bond proceeds already received	\$39,986,964
Bond proceeds to be received (pending approval of this ordinance)	<u>7,214,036</u>
Total Project Cost	\$47,201,000

Ms. Cathy Pickering of the Redevelopment Agency advises that the Carousel will be purchased directly from a vendor. Ms. Pickering advises that bids have been received for the remaining parts of the project, as listed above. Further, Ms Pickering advises that the SFRA will begin reviewing the proposals on March 29, 1995, and will select a contractor(s) by no later than April 21, 1995.

- Recommendations:**
1. Amend the proposed ordinance to reserve \$22,973,795 for the Moscone Center capital improvements, pending the selection of contractors, MBE/WBE status of the contractors, and contractor cost details.
 2. Approve the proposed ordinance as amended.

Item 9 - File 47-95-7

Department: Department of Parking and Traffic (DPT)

Item: Resolution to lower evening parking rates at the City-owned Moscone Center Garage.

Description: The San Francisco Parking and Traffic Commission has oversight responsibility for City-owned parking facilities. This responsibility includes reviewing the parking rates charged at City-owned garages and lots and making recommendations to the Board of Supervisors for changes in such parking rates.

The Moscone Center Garage is a 732-space, City-owned facility located on Third Street between Howard and Folsom Streets. Currently, most usage is between 7 a.m. and 6 p.m., by those attending or working at tradeshows and conventions at the Moscone Center or those working at offices in the vicinity.

The DPT proposes establishing a reduced evening rate to enhance the evening use of the Garage by those visiting the Yerba Buena Gardens, the San Francisco Museum of Modern Art and the theaters, galleries and restaurants which have opened in the vicinity in recent years. The reduced rate, which will apply to those who park for four hours or more between the hours of 6 p.m. and 10 p.m. (later when special events are held) will be applied as follows:

<u>No. of Hours</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
1 Hour	\$1.00	\$1.00
2 Hours	\$2.50	\$2.50
3 Hours	\$4.00	\$4.00
4 Hours	\$5.50	\$4.00
5 Hours	\$7.00	\$4.00
6 Hours	\$9.00	\$4.00
7 Hours or More	\$12.00	\$4.00

Comments: 1. Mr. Kevin Hagerty of the DPT advises that the Garage now closes at 10 p.m except on evenings when special events are scheduled in the vicinity.

2. Mr. Hagerty reports that gross revenues for the Moscone Center Garage were approximately \$1,092,600 for the FY1993-1994, or \$91,050 monthly, and are anticipated to be

approximately \$1,170,000 for the FY1994-1995, or \$97,500 monthly.

3. Of the total of 732 available parking spaces, Mr. Hagerty estimates that there are an average of 500 vacant spaces on a daily basis during the evening hours.

4. Mr. Hagerty reports that, at this time, it is difficult to project the amount of revenues which will result from the proposed reduced evening rate. According to Mr. Hagerty, evening revenues are highly dependent on the number and type of events scheduled in the vicinity. However, Mr. Hagerty states that he is confident that by reducing the evening rate to \$4.00 as is being proposed, increased revenues will be realized by the City.

5. Mr. Hagerty advises that the proposed new rate is competitive with private parking facilities in the vicinity and that similar evening rates have been implemented with success at City-owned garages at the corners of Sutter and Stockton Streets and Ellis and O'Farrell Streets.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 10 - File 96-95-1

Department: Department of Real Estate
Department of Public Works (DPW)

Item: Ordinance authorizing and directing the sale through public auction of City-owned surplus property.

Description: The proposed ordinance would authorize and direct the sale through public auction, of City-owned surplus property under the jurisdiction of the Department of Public Works. Mr. Ken Chopping of the Real Estate Department reports the following parcels of vacant land would be sold:

<u>Assessors Block, Lot</u>	<u>Location</u>	<u>Area in Sq. Ft.</u>	<u>Zoned</u>	<u>Minimum Bid</u>
140-8	Davis between Broadway and Vallejo	10,799	C-2	\$1,150,000
141-11	Broadway between Front and Battery	30,940	C-2	\$4,000,000
165-21	Broadway between Battery and Sansome	17,337	C-2	\$2,350,000

- Comments:**
1. Mr. Chopping advises that the minimum bids listed above are approximately 90 percent of the fair market values for these properties. Mr. Chopping reports that these minimum bids at the 90 percent rate are being used instead of full fair market values because of the stagnant real estate market for the subject properties.
 2. The Department of City Planning has found that the sale of this surplus property is in conformity with the City's Master Plan and the Eight Priority Policies of Planning Code Section 101.1.
 3. The proposed ordinance would authorize the Real Estate Department to conduct a public auction for the sale of the subject properties. The award of the sale of these properties to the highest bidder and the related amount to be received by the City would be subject to subsequent separate legislative approval by the Board of Supervisors.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 11 - File 203-95-1

Department: Real Estate Department

Item: Ordinance urging and authorizing the Director of Property to quitclaim an easement at 1096 Eddy Street for less than fair market value to the Progress Foundation to allow the development of an affordable housing project; and urging and authorizing the Director of Property to accept a relocated easement.

Description: The City owns an easement for public utilities, which is 44.75 feet wide, located between Ellis Street and Eddy Street. Progress Foundation, a non-profit corporation, and its affiliate, Eddy Street Apartments, also a non-profit corporation, are proposing to develop 20 units of affordable housing for low and very low income persons who are mentally disabled adults, at property located at 1096 Eddy Street. The City's easement passes underneath the central portion of this property. Mr. and Mrs. Dayan in conjunction with Skyline Realty, owners of the property, which is currently used as a parking lot, has agreed to sell it to the Progress Foundation and Eddy Street Apartments for \$475,000. Progress Foundation and the Eddy Street Apartments cannot proceed with the proposed low income housing development without the purchase and relocation of the easement because the current terms of the easement prohibit construction over the easement area.

The proposed ordinance would urge the Director of Property to quitclaim the above-noted easement for public utilities to Progress Foundation and its affiliate, the Eddy Street Apartments, at less than fair market value, on the condition that the utilities be relocated and new easement be given at no cost to the City and that the property be used for affordable housing purposes.

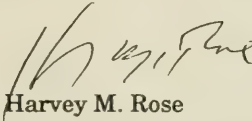
Comments: 1. According to Mr. John Panieri, of the Real Estate Department, the Real Estate Department values the private property owner's interest in the property at 1096 Eddy Street at \$200,000, "as is", for usage as a parking lot, with the subject easement in place. Mr. Panieri advises that the fair market value of the property unencumbered by the easement would be \$475,000. Therefore, \$275,000 represents the value of the City's interest in the easement. According to Mr. Panieri, if the private property owner sells the property to the affordable housing development at \$475,000, as proposed, the private property owner will get the benefit of the City's economic interest in the property of \$275,000.

2. Ms. Elizabeth Dietrich of the City Attorney's Office advises that the quitclaim of the City's easement to the non-profit developers for the affordable housing project would constitute a legitimate public purpose. Ms. Dietrich notes that the proposed legislation stipulates that the conveyance be made subject to appropriate restrictions to ensure that affordable housing or some other public use be made of the property. Ms. Dietrich states that, while quitclaiming the City's easement for less than market value is a gift of a public resource, it is valid as long as it serves a legitimate public purpose. According to Ms. Dietrich, the benefit of \$275,000 to the private property owners does not itself defeat the public purpose; however, it raises serious policy issues regarding the proper disposition of City assets.

3. Attached is a letter from Mr. Tony DeLucchi, Director of Property which contains the following recommendations to amend the proposed legislation to provide that: " (1) Progress Foundation pay the current property owners the "as is" market value of \$200,000 as opposed to the contract price of \$475,000, (2) the City convey the easement rights to Progress Foundation at no cost in order that the economic benefits of a buildable versus a non-buildable site accrue to (the nonprofit) Progress Foundation and not the private (Dayan and Skyline Realty) property owners. Or alternately, amend the ordinance to authorize the City to quitclaim the easement to the private property owner (Dayan and Skyline) for \$275,000. Progress Foundation could then purchase the developable site from Dayan and Skyline for its contract price of \$475,000." Under the first alternative, the Progress Foundation would get a \$275,000 benefit from the City. Under the second alternative, the City would receive the \$275,000. However, according to Mr. DeLucchi, under the proposed ordinance, the private property owner would receive the \$275,000 increase in property value created as a result of the City's quitclaim.

Memo to Budget Committee
March 29, 1995

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

Real Estate Department

Office of the
Director of Property

March 24, 1995



File 203-95-1/Item 11
1096 Eddy Street
Block 735 Lot 26

Supervisor Tom Hsieh
Chairman, Budget Committee
Board of Supervisors
City and County of San Francisco
401 Van Ness Avenue, Room 410
San Francisco, California 94102

Dear Supervisor Hsieh:

It is our understanding that the above-noted ordinance is scheduled to be heard by the Budget Committee on March 29, 1995. The ordinance urges and authorizes the Director of Property to quitclaim a utility easement over 1096 Eddy Street to Progress Foundation, a non-profit corporation, and to accept a replacement utility easement.

Due to the nature of this matter, we would like to clarify the Real Estate Department's position on the proposed transaction. A map showing the subject property is enclosed (SUR 2293).

The City's 44.75 foot wide utility easement was a reservation in a 1961 deed conveying the subject property, formerly a portion of Octavia Street, from City to the Redevelopment Agency ("SFRA"). The conveyance was subject to a restriction that SFRA, or its successors, not erect structures nor plant trees or shrubs within the easement area. The property, as a result, is not capable of independent development. SFRA conveyed the subject property to Mr. and Mrs. Lalanne in 1961 for \$21,000 (this value recognizes the negative effect of the easement, which prevents development of the site). The property is presently owned by Mr. and Mrs. Dayan in conjunction with Skyline Realty ("Owner"). The parcel is fenced, paved, and used for parking by the adjacent apartment building, also owned by Mr. and Mrs. Dayan. The current owner has entered into a contract to sell the property to Progress Foundation.

Our determination of value of the subject property in its present "as is" condition with the utility easement in place is approximately \$200,000. If the City's easement were relocated, the parcel would be buildable to a density of 21 residential units, and the market value would be approximately \$475,000.

When first reading the proposed ordinance, it appears to be innocuous. It is not until one reviews the economics of the transaction does it become clear that a windfall of \$275,000 is conveyed to a private party owner, at the expense of the City and Progress Foundation. We recommend the proposed ordinance be amended to provide that: (1) Progress Foundation pay the current

Supervisor Tom Hsieh
Chairman, Budget Committee
Page 2.

property owners the "as is" market value of \$200,000 as opposed to the contract price of \$475,000; (2) City convey the easement rights to Progress Foundation at no cost in order that the economic benefits of a buildable versus a non-buildable site accrue to (the non-profit) Progress Foundation and not the private (Dayan and Skyline Realty) property owner. Or, alternately, amend the ordinance to authorize City to quitclaim the easement to the private property owner (Dayan and Skyline) for \$275,000. Progress Foundation could then purchase the developable site from Dayan and Skyline for its contract price of \$475,000.

The ordinance, as submitted, appears to create a windfall benefit of \$275,000 for the private property owner at the expense of City and Progress Foundation. Should you have any questions regarding this matter, please call me at 554-9875.

Sincerely,

Anthony J. DeLucchi
Director of Property

Enclosure

cc: Supervisor Kaufman
Supervisor Bierman
Joel Lipski, MOH
Harvey Rose, Budget Analyst
✓ Betsy Dietrich, Deputy City Atty.

JEP:kb H:Eddy

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 29, 1995

REVISED

TO: Budget Committee
FROM: Budget Analyst
SUBJECT: March 29, 1995 Budget Committee Meeting

DOCUMENTS DEPT.

MAR 29 1995

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Item 1a - File 101-90-128.2

Department: San Francisco Fire Department (SFFD)
Department of Public Works (DPW)

Item: This item is a hearing requesting the release of reserved funds in the amount of \$1,551,412 from the 1989 Earthquake Safety Bond Program in order to fund Fire Station No. 24 construction.

Amount: \$1,551,412

Source of Funds: 1989 Earthquake Safety Bond Program Phase I Bonds

Description: In November, 1989, San Francisco voters authorized the sale of \$59.7 million in Earthquake Safety General Obligation bonds for the seismic retrofitting and facilities improvement of various City buildings. In June, 1991, the Board of Supervisors approved the appropriation of \$6,500,000 from the 1989 Earthquake Safety Bond Program, Phase I (ESP I) reserving \$4,098,535 for the construction of various facilities, including the renovation, seismic strengthening and construction of an addition to Fire Station No. 24, pending the selection of construction contractors and determination of cost details and the MBE/WBE status of the contractors. This item requests the release of \$1,551,412 in ESP I funds for Fire Station No. 24 which is located at 100 Hoffman Avenue.

Based on the low bid (see Comment No. 3), the Department of Public Works (DPW) has awarded the construction contract to Dennis J. Amoroso Construction/Marinship Construction, a joint venture. Marinship Construction Services is an MBE firm. Funding for the project would be expended as follows:

Construction Contract - Dennis J. Amoroso	
Construction/Marinship Construction	\$1,469,000
Alternative 1 (kitchen storage cabinets)	13,000
Alternative 2 (personnel lockers)	44,000
Alternative 3 (overhead telescopic station door)	32,000
Subtotal Construction	\$1,558,000
Construction Contingency	<u>36,212*</u>
Total	\$1,594,212

*Additional contingency funds of \$197,488, resulting in a 15% contingency amount, will be requested in a separate supplemental appropriation request.

Comments:

1. Mr. Roger Wong of the Department of Public Works advises that another supplemental appropriation request for the remaining needed amount of \$42,800 (total cost of \$1,594,212 less this request of \$1,551,412) has been requested in separate legislation pending before the Board of Supervisors.

2. The DPW has provided the following contract cost details, including the MBE and WBE participation, for the \$1,558,000 construction contract.

Fire Station No. 24

Prime Contractor (19.1%)

Dennis J. Amoroso Construction
(construction oversight, carpentry, concrete) \$297,024

Subcontractors, MBE (27.7%)

Bayview Steel	\$157,750	
KZ Tile	18,900	
Golden Gate Painting	17,246	
Kent Lim & Co.	145,000	
Chen's Plumbing	<u>93,000</u>	
Subtotal, MBE Subcontractors		431,896

Memo to Budget Committee
March 29, 1995

<u>Subcontractors, WBE (14.1%)</u>		
United Glass	\$30,384	
Sierra Electric	<u>190,000</u>	
Subtotal, WBE Subcontractors		220,384

<u>Prime Contractor, MBE (19.5%)</u>		
Marinship Construction Services (general construction oversight, demolition)		303,870

<u>Other Subcontractors (19.6%)</u>		
Concrete Structural	\$16,500	
Waterproofing Unlimited	9,273	
Wang	40,725	
Coast	9,676	
Harrison	119,649	
Alcal	16,341	
G & L	26,000	
Cosco	29,980	
Berlin	20,482	
Overhead Door	<u>16,200</u>	
Subtotal, Other Subcontractors		<u>304,826</u>

TOTAL, CONSTRUCTION CONTRACT		\$1,558,000
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3. The DPW has provided the attached list of the prime contract bidders and the amounts bid for the proposed construction contract.

Recommendation: Approve the requested release of reserved funds in the amount of \$1,551,412.

REVISED

Item 1b - File 101-92-60.7

Department: San Francisco Fire Department (SFFD)
Department of Public Works (DPW)

Item: This item is a hearing requesting the release of reserved funds in the amount of \$952,200 from the 1992 Proposition C Fire Protection Bond Issue Fund for the purpose of funding construction contracts for Fire Stations Nos. 16 and 43.

Amount: \$952,200

Source of Funds: 1992 Fire Department Improvement Bonds

Description: In November, 1992 the voters of San Francisco approved the Proposition C Fire Protection Bond Issue totaling \$40.8 million to fund various improvements for San Francisco Fire Department facilities. In May, 1993, the Board of Supervisors approved an appropriation request of \$15,204,533 from this bond issue, placing \$10,788,125 on reserve for construction work at various facilities including Fire Stations Nos. 16 and 43. This item requests the release of \$952,200 of the reserved funds to pay for construction contracts for various improvements, including disabled access, asbestos abatement, separate facilities for female firefighters, and plumbing and electrical work, to Fire Station Nos. 16 and 43.

Based on the low bids (see Comment No. 4), the Department of Public Works has awarded the contracts to Cresci Electric Company, a WBE firm, for Fire Station No. 16, and to Gomez-Chapot, a joint venture, for Fire Station No. 43. Gomez is an MBE firm. The funds are to be expended as follows:

Fire Station No. 16 (2251 Greenwich Street)

Construction Contract - Cresci Electric Company (WBE)	\$414,889
Construction Contingency (11.4%)	<u>47,311</u>
Total	\$462,200

Fire Station No. 43 (720 Moscow Street)

Construction Contract - Gomez-Chapot	\$334,324
Construction Contingency (15%)	50,822
Asbestos Abatement/Monitoring - DPW	\$44,354
Construction Services (Administration/ Management/Inspection) - DPW	<u>60,500</u>
Total	\$490,000
Total Request	\$952,200

Memo to Budget Committee
 March 29, 1995

Asbestos Abatement/Monitoring - DPW	\$44,354
Construction Services (Administration/ Management/Inspection) - DPW	<u>60,500</u>
Total	\$490,000
Total Request	\$952,200

Comments:

1. Mr. Peter Wong of the DPW has provided the following contract cost details including the MBE and WBE participation, for the \$414,889 construction contract for Fire Station No. 16 and the \$334,324 construction contract for Fire Station No. 43.

Fire Station No. 16

Prime Contractor, WBE (42.3%)

Cresci Electric
 (overall construction oversight, electrical) \$175,504

Subcontractors, MBE (45.5%)

J&W Construction	\$149,800	
TMC Construction	13,036	
E. Mitchell	<u>26,100</u>	
Subtotal, MBE/WBE subcontractors		188,936

Other Subcontractors (12.2%)

Diversified Metal	\$6,675	
Linoleum Larry	22,375	
Pacific Coast Water Proofing	8,250	
Valofi and Peck	<u>13,149</u>	
Subtotal, non MBE/WBE Subcontractors		<u>50,449</u>

TOTAL FIRE STATION NO. 16 CONTRACT \$414,889

Fire Station No. 43

Prime Contractor, MBE (21.1%)

Gomez (overall construction oversight) \$70,649

Subcontractors, MBE (24.0%)

KZ Tile	\$14,700	
Joe Wang	8,000	
Made in the Shade	1,400	
Yums	23,800	
G.L. Electric	30,000	
Golden Gate Glass	<u>2,328</u>	
Subtotal, MBE Subcontractors		80,228

MINUTES
REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, APRIL 5, 1995 - 1:00 P.M.
BLDG.

ROOM 410, WAR MEMORIAL

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:12 P.M.

DOCUMENTS DEPT

AUG 2 1995

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FISCAL ITEMS

1. File 203-95-1. [Quitclaim of Easement] Ordinance urging and authorizing the Director of Property to Quitclaim an easement over a portion of 1096 Eddy Street for less than fair market value to Progress Foundation for development of an affordable housing project and urging and authorizing the Director of Property to accept a relocated easement. (Supervisors Bierman, Alioto, Ammiano, Hsieh)

(Consideration Continued from 3/29/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Tony Delucchi, Director of Property, Real Estate Department; Ted Lakey, Deputy City Attorney; Besty Dietrich, Deputy City Attorney; Joel Lipsy, Mayor's Office of Housing. IN SUPPORT: Tom Jones, Consultant/Progress Foundation; Steven Fields, Exec. Director, Progress Foundation. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

2. File 101-92-43.3. [Reserved Funds, Public Utilities Commission] Consideration of release of reserved funds, Water Department, (1991 Water Revenue Bond Fund), in the total amount of \$2,121,790, for Water Main Replacement Project. (Public Utilities Commission)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Joe Pelayo, Water Department. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. APPROVED RELEASE OF \$2,071,790. FILED.

VOTE: 2-1. (Supervisor Hsieh absent.)

3. File 101-94-77. [Appropriation, Department of Public Health] Ordinance appropriating \$682,058, Department of Public Health - Mental Health, from the General Fund Reserve for medical service contracts to continue substance abuse programs in fiscal year 1994-95. Providing for ratification of action previously taken. (Controller) RO #94190

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Monique Zmuda, Department of Public Health, Mental Health. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

4. File 101-94-78. [Appropriation, Department of Public Health] Ordinance appropriating \$125,000, Department of Public Health - Community Health Services, from the General Fund Reserve for professional services to implement the Medi-Cal Managed Care Local Initiative for fiscal year 1994-95. (Controller) RO #94203

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Tanya Brigham, Department of Public Health. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Add a section 2 to provide for ratification of action previously taken. AMENDED TITLE: "Ordinance appropriating \$125,000, Department of Public Health - Community Health Services, from the General Fund Reserve for professional services to implement the Medi-Cal Managed Care Local Initiative for fiscal year 1994-95; providing for ratification of action previously taken."

VOTE: 2-1. (Supervisor Hsieh absent.)

5. File 101-94-71. [Appropriation, Airport] Ordinance appropriating \$277,618, Airport, of Airport Operating Funds, to salaries and fringe benefits for the creation of thirty-three (33) positions and the deletion of one (1) position to implement the Master Plan and related Mitigation Program for fiscal year 1994-95. (Controller) RO #94184 (COMPANION TO THE FOLLOWING FILE)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO APRIL 12, 1995.

VOTE: 2-1. (Supervisor Hsieh absent.)

6. File 102-94-12. [Public Employment, Airport] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994/95) reflecting the addition of thirty-three (33) positions and the deletion of one (1) position at the San Francisco International Airport. (Department of Human Resources) (COMPANION TO THE PRECEDING FILE)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO APRIL 12, 1995.

VOTE: 2-1. (Supervisor Hsieh absent.)

7. File 101-94-80. [Appropriation, District Attorney] Ordinance appropriating \$533,277, District Attorney, of Federal Revenue and rescinding \$59,253 from other non-personal services to fund \$592,530 of computer equipment for the Statewide Automated Child Support System for the District Attorney-Family Support Office, for fiscal year 1994-95. (Controller) RO #94191

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst; Edwina Young, Director, Family Support Bureau, District Attorney's Office. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

8. File 101-94-81. [Appropriation, Chief Administrative Officer] Ordinance appropriating \$23,508, Chief Administrative Officer, from the General Fund Reserve to provide full funding for the cost of membership in the Association of Bay Area Governments for fiscal year 1994-95. (Controller) RO #94201

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Steve Nelson, Chief Administrative Office. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

9. File 101-94-83. [Appropriation, Department of Public Health-SFGH] Ordinance appropriating \$20,000,000, Department of Public Health, San Francisco General Hospital, to participate in the SB 1255 Disproportionate Share Payment Program through the California Medical Assistance Commission during fiscal year 1994-95; funded from Disproportionate Share Program Revenues. (Controller) RO #94211

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Peter Praetz, Chief Financial Officer, San Francisco General Hospital; Ed Harrington, Controller. **IN SUPPORT:** None. **OPPOSED:** None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Add a section 3 to reserve any additional revenues to be realized by the City under SB 1255, pending a report back to the Budget Committee of the Board of Supervisors regarding the proposed disposition of such revenues. **AMENDED TITLE:** "Ordinance appropriating \$20,000,000, Department of Public Health, San Francisco General Hospital, to participate in the SB 1255 Disproportionate Share Payment Program through the California Medical Assistance Commission during fiscal year 1994-95; funded from Disproportionate Share Program Revenues; placing a reserve on any additional revenues under SB 1255."

VOTE: 2-1. (Supervisor Hsieh absent.)

GENERAL ITEMS

10. File 47-95-9. [Parking Garage Rates] Resolution approving new rates at the Fifth and Mission Garage. (Department of Parking and Traffic)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Kevin Haggerty, Director, Off-Street Parking, Department of Parking and Traffic.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

11. File 11-95-1. [Findings, Japan Town Peace Plaza Renovation] Resolution adopting a benefit finding pursuant to California Redevelopment Law regarding the expenditure of Tax Increment Funds outside of the Western Addition Redevelopment Project Area A-2. (Redevelopment Agency)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Shirely Wiesinger, Project Manager/Western Addition, Redevelopment Agency. IN SUPPORT: Jeff Mori, Exec. Director, Japanese Youth Council. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Hsieh absent.)

TIME MEETING ADJOURNED: 2:45 P.M.



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 3, 1995

TO: *///* Budget Committee
FROM: *///* Budget Analyst *Recommendation*
SUBJECT: April 5, 1995 Budget Committee Meeting

DOCUMENTS DEPT.

APR 4 1995

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Item 1 - File 203-95-1

NOTE: This item was continued at the March 29, 1995 Budget Committee meeting.

Department: Real Estate Department

Item: Ordinance urging and authorizing the Director of Property to quitclaim an easement at 1096 Eddy Street for less than fair market value to the Progress Foundation to allow the development of an affordable housing project; and urging and authorizing the Director of Property to accept a relocated easement.

Description: The City owns an easement for public utilities, which is 44.75 feet wide, located between Ellis Street and Eddy Street. Progress Foundation, a non-profit corporation, and its affiliate, Eddy Street Apartments, also a non-profit corporation, are proposing to develop 20 units of affordable housing for low and very low income persons who are mentally disabled adults, at property located at 1096 Eddy Street. The City's easement passes underneath the central portion of this property. Mr. and Mrs. Dayan in conjunction with Skyline Realty, owners of the property, which is currently used as a parking lot, has agreed to sell it to the Progress Foundation and Eddy Street Apartments for \$475,000. Progress Foundation and the Eddy Street

Apartments cannot proceed with the proposed low income housing development without the purchase and relocation of the easement because the current terms of the easement prohibit construction over the easement area.

The proposed ordinance would urge the Director of Property to quitclaim the above-noted easement for public utilities to Progress Foundation and its affiliate, the Eddy Street Apartments, at less than fair market value, on the condition that the utilities be relocated and new easement be given at no cost to the City and that the property be used for affordable housing purposes.

Comments:

1. According to Mr. John Panieri, of the Real Estate Department, the Real Estate Department values the private property owner's interest in the property at 1096 Eddy Street at \$200,000, "as is", for usage as a parking lot, with the subject easement in place. Mr. Panieri advises that the fair market value of the property unencumbered by the easement would be \$475,000. Therefore, \$275,000 represents the value of the City's interest in the easement. According to Mr. Panieri, if the private property owner sells the property to the affordable housing development at \$475,000, as proposed, the private property owner will get the benefit of the City's economic interest in the property of \$275,000.

2. Ms. Elizabeth Dietrich of the City Attorney's Office advises that the quitclaim of the City's easement to the non-profit developers for the affordable housing project would constitute a legitimate public purpose. Ms. Dietrich notes that the proposed legislation stipulates that the conveyance be made subject to appropriate restrictions to ensure that affordable housing or some other public use be made of the property. Ms. Dietrich states that, while quitclaiming the City's easement for less than market value is a gift of a public resource, it is valid as long as it serves a legitimate public purpose. According to Ms. Dietrich, the benefit of \$275,000 to the private property owners does not itself defeat the public purpose; however, it raises serious policy issues regarding the proper disposition of City assets.

3. Attached is a letter from Mr. Tony DeLucchi, Director of Property which contains the following recommendations to amend the proposed legislation to provide that: " (1) Progress Foundation pay the current property owners the "as is" market value of \$200,000 as opposed to the contract price of \$475,000, (2) the City convey the easement rights to Progress Foundation at no cost in order that the economic benefits of a buildable versus a non-buildable site accrue to (the nonprofit)

Progress Foundation and not the private (Dayan and Skyline Realty) property owners. Or alternately, amend the ordinance to authorize the City to quitclaim the easement to the private property owner (Dayan and Skyline) for \$275,000. Progress Foundation could then purchase the developable site from Dayan and Skyline for its contract price of \$475,000." Under the first alternative, the Progress Foundation would get a \$275,000 benefit from the City. Under the second alternative, the City would receive the \$275,000. However, according to Mr. DeLucchi, under the proposed ordinance, the private property owner would receive the \$275,000 increase in property value created as a result of the City's quitclaim.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

City and County of San Francisco

Real Estate Department

Office of the
Director of Property

March 24, 1995

**File 203-95-1/Item 11
1096 Eddy Street
Block 735 Lot 26**

Supervisor Tom Hsieh
Chairman, Budget Committee
Board of Supervisors
City and County of San Francisco
401 Van Ness Avenue, Room 410
San Francisco, California 94102

Dear Supervisor Hsieh:

It is our understanding that the above-noted ordinance is scheduled to be heard by the Budget Committee on March 29, 1995. The ordinance urges and authorizes the Director of Property to quitclaim a utility easement over 1096 Eddy Street to Progress Foundation, a non-profit corporation, and to accept a replacement utility easement.

Due to the nature of this matter, we would like to clarify the Real Estate Department's position on the proposed transaction. A map showing the subject property is enclosed (SUR 2293).

The City's 44.75 foot wide utility easement was a reservation in a 1961 deed conveying the subject property, formerly a portion of Octavia Street, from City to the Redevelopment Agency ("SFRA"). The conveyance was subject to a restriction that SFRA, or its successors, not erect structures nor plant trees or shrubs within the easement area. The property, as a result, is not capable of independent development. SFRA conveyed the subject property to Mr. and Mrs. Lalanne in 1961 for \$21,000 (this value recognizes the negative effect of the easement, which prevents development of the site). The property is presently owned by Mr. and Mrs. Dayan in conjunction with Skyline Realty ("Owner"). The parcel is fenced, paved, and used for parking by the adjacent apartment building, also owned by Mr. and Mrs. Dayan. The current owner has entered into a contract to sell the property to Progress Foundation.

Our determination of value of the subject property in its present "as is" condition with the utility easement in place is approximately \$200,000. If the City's easement were relocated, the parcel would be buildable to a density of 21 residential units, and the market value would be approximately \$475,000.

When first reading the proposed ordinance, it appears to be innocuous. It is not until one reviews the economics of the transaction does it become clear that a windfall of \$275,000 is conveyed to a private party owner, at the expense of the City and Progress Foundation. We recommend the proposed ordinance be amended to provide that: (1) Progress Foundation pay the current

Supervisor Tom Hsieh
Chairman, Budget Committee
Page 2.

property owners the "as is" market value of \$200,000 as opposed to the contract price of \$475,000; (2) City convey the easement rights to Progress Foundation at no cost in order that the economic benefits of a buildable versus a non-buildable site accrue to (the non-profit) Progress Foundation and not the private (Dayan and Skyline Realty) property owner. Or, alternately, amend the ordinance to authorize City to quitclaim the easement to the private property owner (Dayan and Skyline) for \$275,000. Progress Foundation could then purchase the developable site from Dayan and Skyline for its contract price of \$475,000.

The ordinance, as submitted, appears to create a windfall benefit of \$275,000 for the private property owner at the expense of City and Progress Foundation. Should you have any questions regarding this matter, please call me at 554-9875.

Sincerely,

Anthony J. DeLucchi
Director of Property

Enclosure

cc: Supervisor Kaufman
Supervisor Bierman
Joel Lipski, MOH
Harvey Rose, Budget Analyst
Betsy Dietrich, Deputy City Atty.

JEP:kb H:\Eddy

Item 2 - File 101-92-43.3

Department: Public Utilities Commission (PUC)

Item: Release of reserved funds, in the amount of \$2,121,790, for the Water Main Replacement Project.

Amount: \$2,121,790

Source of Funds: 1991 Water Revenue Bond Fund

Description:

The Board of Supervisors previously approved a supplemental appropriation ordinance appropriating \$19,565,390 in 1991 Water Revenue Bond funds for various capital improvement projects (File 101- 92-43). At the same time, the Board placed \$8,240,000 on reserve, pending the PUC's submission of cost details, and the MBE/WBE status of the contractors. The PUC is now requesting that \$2,071,740 of the \$8,240,000 be released from reserve.

According to the PUC, the Water Main Replacement Project is part of a long-term continuing program to replace old cast iron water mains in the City, many of which were installed over 100 years ago. The sections of water main to be replaced are selected by the Water Department each year by reviewing an existing database of pipes over 100 years old.

The PUC reports the requested \$2,071,790 will be expended as follows:

Water Main Replacement Project - Grant Avenue (\$1,008,790)

This project involves replacing approximately 3,300 feet of 8 inch water mains installed on Grant Avenue between Sutter Street and Columbus Street and some sewer repair. The project budget of \$1,008,790 will be expended as follows:

<u>Water Department Personnel:</u>	<u>FTE</u>	
Senior Civil Engineer	0.01	\$1,125
Assoc. Civil Engineer	0.23	15,750
Civil Engineer Assoc. I	0.47	24,750
Construction Inspector	0.02	1,125
Utility Plumber Supv. I	0.19	15,000
Utility Plumber	1.19	83,625
Utility Plumber Apprentice	0.48	31,125
Laborer	<u>0.51</u>	<u>22,500</u>
Subtotal	3.10	\$195,000

Supplies

Materials include ductile iron pipe, gate valves, fittings and gaskets for the water mains, and the service pipes and fittings to connect each water user to the water main \$184,790

Contract Services 629,000

Total Costs – Water Main Replacement Project, Grant Avenue \$1,008,790

The PUC reports that Shaw Pipeline Inc. was selected, as the lowest responsive bidder, based on a bid amount of \$676,465*, to provide the necessary construction services. Shaw Pipeline Inc. is neither an MBE or a WBE firm. The two other firms which submitted bids are as follows:

	<u>Bid Amount</u>
Uniacke Construction Inc.	\$766,420
P & J Utility Company	\$884,140

The PUC advises that Shaw Pipeline Inc.'s minority subcontract participation is as follows:

	<u>Subcontract Amount</u>	<u>Percentage of Contract</u>
Vargas-Esquivel Paving (MBE)	\$90,000	13.3%
Higgins Trucking (MBE)	75,000	11.1
Double B & L Trucking (MBE)	<u>20,000</u>	<u>3.0</u>
Total	\$185,000	27.4%

The contractor, Shaw Pipeline Inc., will be responsible for installing the replacement pipeline and for conducting sewer repair work. The 3.10 FTE Water Department personnel will be responsible for purchasing the materials, preparing contract specifications and drawings and performing construction management, inspection and service connections. The requested Bond Fund monies would also pay for that portion of the time that the 3.10 FTEs work on this Water Main Replacement project at Grant Avenue.

* The \$676,465 is \$47,465 more than the \$629,000 included in the project budget. The PUC advises that the \$47,465 balance, which is for sewer repair work, will be paid for by previously appropriated funds in the Department of Public Works' 1994-95 budget. The Department of Public Works will work order these funds to the PUC.

Water Main Replacement Project - Larkin Street
(\$690,500)

This project involves replacing approximately 3,850 feet of 8 inch water mains on Larkin Street between Pine Street and Pacific Avenue and on Washington Street between Larkin Street and Gough Street. The project budget of \$690,500 will be expended as follows:

<u>Water Department Personnel</u>	<u>FTE</u>	
Senior Civil Engineer	0.02	\$1,500
Assoc. Civil Engineer	0.31	21,000
Civil Engineer Assoc. I	0.62	33,000
Construction Inspector	0.02	1,500
Utility Plumber Supv. I	0.12	9,500
Utility Plumber	0.77	53,750
Utility Plumber Apprentice	0.32	20,500
Laborer	0.32	14,250
Subtotal	2.50	\$155,000

Supplies

Materials include ductile iron pipe, gate valves, fittings and gaskets for the water mains, and the service pipes and fittings to connect each water user to the water main. 118,790

Contract Services 416,710

Total Costs – Water Main Replacement Project, Larkin Street \$690,500

The PUC reports that E. Mitchell Co. was selected, as the lowest responsible bidder, based on a bid amount of \$416,710, to provide the necessary construction services. E. Mitchell, Inc. is neither an MBE or a WBE firm. The four other firms which submitted bids are as follows:

	<u>Bid Amount</u>
P & J Utility Co.	\$430,725
Marinship Construction Services, Inc.	\$441,781
Miller/Thompson Constructors, Inc.	\$519,615
Cal North Engineering	\$569,807

The PUC advises that E. Mitchell Inc.'s minority subcontract participation is as follows:

	<u>Subcontract Amount</u>	<u>Percentage of Contract</u>
Rosas Construction (MBE)	\$100,000	24.0%
Jenkins Trucking (MBE)	5,000	1.2
Vargas-Esquivel Paving	<u>17,000</u>	<u>4.1</u>
Total	\$122,000	29.3%

The contractor, E. Mitchell Co., will be responsible for installing the replacement pipe. The 2.50 FTE Water Department personnel will be responsible for purchasing all materials to be used, preparing contract specifications and drawings, performing construction management, inspection, and service connections. The requested Bond Fund monies would also pay for that portion of the time that the 2.50 FTEs work on this Water Main Replacement project at Larkin Street.

Water Main Replacement Project - Lombard Street (\$282,500)

This project involves replacing approximately 800 feet of 4 inch water mains on Lombard Street between Leavenworth and Hyde Streets and on Montclair Terrace. The project budget of \$282,500 will be expended as follows:

<u>Water Department Personnel</u>	<u>FTE</u>	
Senior Civil Engineer	0.01	\$880
Assoc. Civil Engineer	0.18	12,320
Civil Engineer Assoc. I	0.36	19,360
Construction Inspector	0.01	880
Utility Plumber Supv I	0.02	1,300
Utility Plumber	0.11	8,030
Utility Plumber Apprentice	0.05	3,480
Laborer	<u>0.04</u>	<u>1,950</u>
Subtotal	0.78	\$48,200

Supplies

Materials include ductile iron pipe, gate valves, fittings and gaskets for the water mains, and the service pipes and fittings to connect each water user to the water main

\$28,300

Contract Services \$206,000

Total Costs - Water Main Replacement
 Project, Lombard Street \$282,500

The PUC reports that the Department of Public Works has selected Marinship Construction Services/Ghilotti Brothers Construction, a Joint Venture, as the lowest responsible bidder based on a bid amount of \$206,000. Marinship Construction Services is an MBE firm and has 51 percent participation on the contract. The one other firm which submitted a bid was Golden Bay Construction. Golden Bay Construction, which is neither an MBE or a WBE firm, submitted a bid amount of \$296,977.

The contractor Marinship Construction Services/Ghilotti Brothers Construction will be responsible for installing the replacement pipe. The 0.78 FTE Water Department personnel will be responsible for purchasing all materials to be used, preparing contract specifications and drawings, performing construction management, inspection, and service connections. The requested Bond Fund monies would also pay for that portion of the time that the 0.78 FTEs work on the Water Main Replacement project at Lombard Street.

Water Main Replacement Project - Brookhaven Street (\$50,000)

This project involves replacing approximately 5,400 feet of 6 inch and 8 inch water mains on Brookhaven between Huntington and Country Club and surrounding streets. The \$50,000 request will be used to fund in-house engineering work including preparation of contract specifications. The project budget of \$50,000 will be expended as follows:

<u>Water Department Personnel</u>	<u>FTE</u>	
Senior Civil Engineer	0.01	\$1,250
Assoc. Civil Engineer	0.26	17,500
Civil Engineer Assoc. I	0.52	27,500
Construction Inspector	0.02	1,250
Utility Plumber	0.02	1,250
Utility Plumber Apprentice	<u>0.02</u>	<u>1,250</u>

Total - Water Main Replacement Project, Brookhaven St.	0.85	\$50,000
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The Bond Fund monies requested would pay for that portion of the time that the .85 FTEs work on this Water Main Replacement project at Brookhaven Street.

Water Main Replacement Project - 10th Street (\$40,000)

This project involves replacing approximately 5,000 feet of 8 inch water mains on 10th Street between Howard and Division Streets. The \$40,000 request will be used to fund in-house engineering work including the preparation of contract specifications. The project budget of \$40,000 will be expended as follows:

<u>Water Department personnel</u>	<u>FTE</u>	
Senior Civil Engineer	0.01	\$1,000
Assoc. Civil Engineer	0.21	14,000
Civil Engineer Assoc I	0.41	22,000
Construction Inspector	0.01	1,000
Utility Plumber	0.01	1,000
Utility Plumber Apprentice	<u>0.01</u>	<u>1,000</u>
Total - Water Main Replacement Project, 10th Street	0.66	\$40,000

The Bond Fund monies requested would pay for that portion of the time that the .66 FTEs work on the Water Main Replacement project at 10th Street.

Comment: The grand total of the costs for the proposed projects is \$2,071,790 or \$50,000 less than the requested amount of \$2,121,790.

Recommendation: Release a total \$2,071,790 from reserve, or \$50,000 less than the requested amount of \$2,121,790.

Item 3 - File 101-94-77

Department: Department of Public Health (DPH)

Item: Supplemental appropriation ordinance appropriating \$682,058 from the General Fund Reserve to the Department of Public Health, Division of Mental Health, for medical service contracts to continue substance abuse treatment programs in FY 1994-95, providing for ratification of action previously taken.

Amount: \$682,058

Source of Funds: General Fund Reserve

Description: During the FY 1993-94, the DPH received \$3,322,167 in funding from Federal Forfeiture and Asset Seizure grant funds for 15 substance abuse treatment programs. The \$3,322,167 grant expired on June 30, 1994 and no permanent alternative funding source has been identified.

During the FY 1994-95 budget proceedings, the Mayor recommended and the Board of Supervisors approved \$830,541 to continue these programs for three months. At that time, the Mayor and the Board also earmarked an additional \$1,000,000 of the General Fund Reserve to fund these programs through January 15, 1995. The Mayor and the Board subsequently approved three supplemental appropriation requests totaling \$1,207,103 to continue these programs through February 15, 1995.

Alternative funding has been identified for four of the 15 programs. Of the 11 remaining substance abuse treatment programs, eight were provided on an outpatient basis, and three on a residential basis, with patients being housed as well as treated at the facilities. The eight outpatient programs ceased as of February 16, 1995. The DPH is now requesting \$479,930 in funding from the General Fund Reserve to retroactively continue the three remaining residential programs from February 16, 1995 to June 30, 1995.

The DPH is also requesting an additional \$202,128 (for a total of \$682,058) in funding for two perinatal, residential substance abuse treatment programs for pregnant women for the period from May 1, 1995 to June 30, 1995. The present Federal funding for these two perinatal programs from the Center for Substance Abuse Prevention expires on April 30, 1995.

Budget:	<u>Contracts</u>	<u>Amount</u>
	<u>Residential Substance Abuse Treatment Agencies</u> (February 16 - June 30, 1995)	
	Asian American Recovery Services	\$36,566
	Baker Places	3,350
	Walden House	<u>440,014</u>
	Subtotal	\$479,930
	<u>Residential Substance Abuse Treatment Agencies</u> <u>Perinatal</u> (May 1 - June 30, 1995)	
	Jelani House	116,667
	Mia House	<u>85,461</u>
	Subtotal	<u>202,128</u>
	Total	\$682,058

Comments:

1. Mr. Jim Stillwell of the DPH advises that the Division of Mental Health is requesting additional General Reserve Fund monies for these five residential substance abuse treatment programs because of the expense and difficulty to City departments of reopening or replacing such residential programs once closed. Mr. Stillwell states that the DPH is continuing to pursue alternative funding sources for these five programs for the 1995-96 fiscal year, including State Drug MediCal and Federal funds.

2. Attachment I, provided by DPH, shows for each of the five residential substance abuse treatment programs (1) a brief description of the services provided, (2) the amount of funding being requested and (3) the number of bed days that would be funded.

3. Attachment II shows for each of the five residential substance abuse treatment programs the (1) annual amounts funded from Federal sources in the FY 1993-94, (2) funds already allocated from the General Fund Reserve and Federal funds for the FY 1994-95, (3) funds being requested in this proposed appropriation totaling \$682,058 for the remainder of the FY 1994-95 and (4) the amounts needed to fully fund the programs in FY 1995-96.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

February 10, 1995

**Request for Supplemental Appropriation
Substance Abuse Treatment - \$682,058
Budget Justification**

This supplemental amount will continue the existing level of services for five residential substance abuse treatment programs through the end of the fiscal year. It is the department's experience that once a residential program closes, reopening or replacing the services is a long, difficult and expensive project, ultimately eroding basic treatment capacity.

Jelani House and MIA House have received federal funding from the Center for Substance Abuse Prevention for women with children through April 1995.

Asian American Recovery Services, Baker Places/Acceptance Place and Walden House received federal Asset Forfeit Seizure grant funds through June 30, 1994. The department recently submitted three supplemental appropriation requests of \$848,942 (File 101-94-20), \$151,058 (File 101-94-51) and \$207,103, totaling \$1,207,103. These appropriations allow the continuation of these services through February 15, 1995. In January 1995 Baker Places and Walden House received Target Cities grants of \$22,246 and \$65,253 respectively.

The department has sought alternative sources of revenue to continue these services and continues to explore funding options for fiscal year 1995/96.

Asian American Recovery Program \$36,566 - 4 1/2 months funding

Restores 592 bed days of residential treatment to 7 individuals at a cost of \$61.77 per bed day.

AARS is a voluntary residential drug and alcohol treatment program. As a drug-free, long-term program, men and women are provided with a

rigorous structure of work and clinical activities. The program consists of individual, group, and family counseling along with educational and vocational activities within a supportive multicultural environment. The program philosophy is based on a therapeutic community model using behavioral and problem solving approaches. Its primary goal and objective is to provide support and opportunity for Asian/Pacific Islanders and others to learn to function successfully as responsible substance abuse free individuals.

Baker Places, Inc./Acceptance Place \$3,350 - 4 1/2 months partial funding.

Restores 44 bed days of residential treatment to 5 individuals at a cost of \$76.62 per bed day. In January 1995 Baker Places received a \$22,246 Target Cities grant, filling most of the funding gap for this period.

Baker Places is committed to providing a comprehensive residential treatment program for people whose lives are disrupted or impaired by substance abuse and attendant problems, including AIDS related and psychiatric complications. A home-like facility is maintained to provide food, shelter, and rehabilitation services in a community-based, peer-group oriented, clean and sober living environment. The principles of social rehabilitation are applied to support this purpose. Individual and group counseling, education and recreational services, and linkage with health, social, vocational, and other support services is provided. Systematic supervision and evaluation of services are used to assure that the highest quality of professional care is delivered and that program operations are managed in a responsible, accountable manner.

Walden House/Therapeutic Community \$440,014 - 4 1/2 months funding

Restores 6,750 bed days of residential treatment to 75 individuals at a cost of \$65.19 per bed day. In January 1995 Walden House received a \$65,253 Target Cities grant, filling part of the funding gap for this period.

The Walden House residential program provides services 24 hours a day, 7 days a week to adults and young adults. The target population includes dually diagnosed clients and persons with HIV disease. The program consists of orientation, therapeutic community involvement, and aftercare.

Walden House has on site medical personnel, recreation facilities, an in house school, and on the job training programs.

Jelani House \$116,667 - 2 months funding

Restores 1,814 bed days of residential treatment to total of 35 women and children at a cost of \$64.31 per bed day.

Jelani House provides residential substance abuse treatment to pregnant women and to women with their children. The program consists of individual, group, family and child counseling, and provides on site medical staff, vocational assistance, and parenting classes. The recommended course of treatment is twelve to eighteen months long.

The Women's Alcoholism Center/MIA House \$85,461 - 2 months funding

Restores 1,037 bed days of residential treatment to a total of 14 women and children at a cost of \$82.41 per bed day.

Women's Alcoholism Center is a recognized pioneer in providing substance abuse treatment to women within a comprehensive residential recovery program. MIA House is a long term residential program for women with children and pregnant women. A well planned array of counseling, education and support groups form the core of the program. Additional services include medical, educational and vocational services along with child and family counseling.

CSAS RESIDENTIAL AND PERINATAL SERVICE NEEDS FROM 2/15/95 THROUGH 6/30/95

RESIDENTIAL TREATMENT	ANNUAL FORFEITURE OR PERINATAL	7/1/94 TO 2/15/95 ALLOCATED GENERAL FUND	TARGET CITIES AWARD	BAL NEEDED		NUMBER OF 95/96 AMNT BEDS NEEDED FUNDED
				2/16/95 TO 6/30/95		
ASIAN AMERICAN RECOVERY	100,000	63,434		36,566	5	100,000
BAKER PLACES	70,000	44,404	22,246	3,350	3	70,000
WALDEN HOUSE	1,381,788	876,521	65,253	440,014	75	1,381,788
SUBTOTAL	1,551,788	984,359	87,499	479,930	83	1,551,788

PERINATAL RESIDENTIAL	GRANT FUNDS 10 MONTHS	BAL NEEDED		NUMBER OF 95/96 AMNT BEDS NEEDED FUNDED	
		5/1/95 TO 6/30/95			
JELANI HOUSE	700,000	583,333	116,667	35	700,000
MIA HOUSE	286,000	238,333	85,461	12	286,000
SUBTOTAL	986,000	821,666	202,128	47	986,000

TOTAL ALL	2,537,788	1,806,025	87,499	682,058	130	2,537,788
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CSAS JC REVISED 2/10/95

Item 4 - File 101-94-78

Department: Department of Public Health (DPH)
Community Health Services (CHS)

Item: Ordinance appropriating \$125,000 from the General Fund Reserve for professional services to implement the Medi-Cal Managed Care Local Initiative for Fiscal Year 1994-95.

Amount: \$125,000

Source of Funds: General Fund Reserve

Description: In November of 1994, the Board of Supervisors approved an ordinance that formally established a Medi-Cal managed care local initiative in San Francisco, known as the San Francisco Health Authority (File 97-94-73). The Board of Supervisors previously approved a resolution expressing the City's intention to create this entity (File 30-93-15), and a resolution approving the State legislation describing the local initiative plan and authorizing the City to create this entity (File 12-94-20). The responsibilities of the Health Authority have now been established in Section 14807.36 of the State Welfare and Institutions Code.

The San Francisco Health Authority is to function as a private health maintenance organization (HMO). The San Francisco Health Authority may contract with private and public hospitals, non-profit health providers, and private health providers to provide health services.

Ms. Tangerine Brigham of the Department of Public Health states that the 19 member Governing Body of Directors of the San Francisco Health Authority developed a capital plan which estimates that, in order to become operational, the San Francisco Health Authority would incur start-up costs for personnel, rent, equipment, operating expenses, and consulting services of approximately \$3.1 million over the approximately five-year period between September 1, 1994 and March 31, 2000. Fourteen of the members of the San Francisco Health Authority's Governing Board of Directors were appointed by the Board of Supervisors. The remaining five members, or their designees, are the Mayor, the Director of Public Health, the Director of Mental Health, a San Francisco Health Commissioner, and the Chancellor of the University of California San Francisco. In September of 1994, the Board of Supervisors approved a resolution authorizing DPH to accept and expend a State grant in the amount of \$1,137,500 million to develop a Medi-Cal managed

BOARD OF SUPERVISORS
BUDGET ANALYST

care local initiative (San Francisco Health Authority) between June 1, 1994 and December 31, 1995. The funds were committed to the City, on behalf of the Health Authority, for the purpose of funding a portion of the above-noted start-up costs for the Health Authority, leaving a balance of approximately \$2 million still needed. (File 146-94-20).

The San Francisco Health Authority also proposed in its capital plan that of the remaining \$2 million needed for start-up costs, \$1 million would come from the City's General Fund, \$250,000 from private agencies, and \$750,000 by withholding a portion of the Health Authority's payments due to providers over a two-year period.

The proposed supplemental appropriation ordinance of \$125,000 would provide funding for development and planning projects related to the implementation of the San Francisco Health Authority. The period of funding for these activities is six months, from January 1, 1995 to June 30, 1995. Ms. Brigham advises that the contractors have been performing these activities since January 1, 1995. As such, expenditures have been incurred against the proposed supplemental appropriation monies. Therefore, the proposed supplemental appropriation monies would be paid retroactive to January 1, 1995.

The \$125,000 funding request for these activities would be expended as follows:

Provider Delivery System (\$40,000):

The funding would assist the Health Authority to set provider participation standards, design a provider network, and design reimbursement and risk structures. The funding would also be used to develop a health delivery system utilization program, case management program, and quality management program, as well as assist in coordinating the delivery system with the appropriate linkages.

These activities would be conducted by Ms. Joyce Lau, Ms. Susan Maerke, Ms. Ellen Kaufman, Coopers & Lybrand, and by Health Net. Health Net is the HMO that was selected through a competitive solicitation process in January of 1995 to provide administrative and technical expertise to the San Francisco Health Authority. Coopers & Lybrand, and the three other consultants, were selected on a sole source basis by the San Francisco Health Authority, based on their prior experience, including prior related services which they have

provided to the San Francisco Health Authority. None of the above-listed consultants are MBE/WBE firms. The cost per hour for the above-noted consultants is as follows:

<u>Consultant</u>	<u>Cost Per Hr.</u>	<u>Max. Hrs</u>	<u>Total</u>
Joyce Lau	\$45	45	\$2,025
Susan Maerke	\$100	75	7,500
Ellen Kaufman	\$75	16	1,200
Cooper & Lybrand	\$235	25	5,875
Health Net (part of contract agreement)			<u>23,400</u>
Total			\$40,000

Data Analysis (\$10,000):

These funds would be used to pay for an analysis of Medi-Cal utilization rates and reimbursement data, that would be used to perform an actuarial analysis and develop a capitation budget for the Health Authority. This analysis would be conducted by Mr. Bill Viergeiver. Mr. Viergeiver was selected by the San Francisco Health Authority on a sole source basis based on his expertise in the area, and because he was already providing similar services to the San Francisco Health Authority. Mr. Viergeiver is not an MBE or WBE. Mr. Viergeiver will provide approximately 95 hours of service at a rate of \$105 per hour for a total of \$10,000.

Legal Analysis (\$30,000):

These funds would be used to provide for ongoing legal analysis related to the formation of the San Francisco Health Authority. In addition, legal assistance will be provided in the development and negotiation of a strategic partnership agreement with Health Net. This legal analysis will be conducted by Mr. Eric Gold, an attorney, at a rate of \$150 per hour for 200 hours for a total of \$30,000. Mr. Gold was selected on a sole source basis by the San Francisco Health Authority based on his expertise in the area, and because he was already providing similar services. Mr. Gold is not an MBE or WBE firm. According to Ms. Brigham, the City Attorney provides legal analysis to the City on issues relating to the San Francisco Health Authority in areas with potential direct impact to the City. In addition, Ms. Brigham advises that the San Francisco Health Authority is a separate legal organization from the City and therefore uses its own legal council. Further, Ms. Brigham states that the use of the City Attorney to provide legal analysis to the San Francisco Health Authority was not advised by the City Attorney because of a potential conflict-of-interest that could occur in that when the San Francisco Health Authority becomes a

HMO, the San Francisco Health Authority will be contracting with a network of providers, one of which will be the City and County of San Francisco.

Marketing Analysis and Strategy (\$45,000);

These funds would be used to develop a marketing and public relations strategy in order to market the Health Authority's services and providers, to develop marketing materials and literature, and to create a member and provider satisfaction program. This Marketing Analysis would be conducted by Health Net for a total cost of \$45,000. This amount was negotiated as part of the previously awarded contract between Health Net and the San Francisco Health Authority.

Recommendation: As previously noted, expenditures have been incurred against the proposed supplemental appropriation since January 1, 1995. As such, the proposed supplemental appropriation ordinance should be amended to provide for approval of the proposed supplemental appropriation ordinance retroactively.

Based on the prior policy decision of the Board of Supervisors to establish the San Francisco Health Authority, approve the proposed ordinance as amended.

Items 5 and 6 - Files 101-94-71 and 102-94-12

Department: Airport

Items: Item 5, File 101-94-71 - Supplemental Appropriation Ordinance appropriating \$277,618 of Airport Operating Fund monies for salaries and fringe benefits for the creation of 33 positions and the deletion of one position pertaining to the Airport's implementation of the Master Plan and Master Plan related Mitigation Program.

Item 6, File 102- 94-12- Ordinance amending the 1994-95 Annual Salary Ordinance reflecting the addition of 33 positions and the deletion of one position at the Airport.

Amount: \$277,618

Source of Funds: Airport Operating Fund

Description: The Airport is requesting the proposed supplemental appropriation to pay for salaries and fringe benefits to allow the Airport to create 33 new positions to implement the Airport's Master Plan and related Mitigation Program.

The proposed supplemental appropriation would appropriate \$277,618, for the period May 1, 1995 to June 30, 1995 as follows:

Permanent Salaries	\$233,536
Fringe Benefits	<u>44,082</u>
Total	\$277,618

The following are descriptions of the foregoing funding requests:

Permanent Salaries (\$233,536)

The Airport's Master Plan was adopted by the Board of Supervisors in December of 1992. The overall Master Plan consists of approximately 45 construction projects and various demolition, survey, and site testing projects. Major projects under the Master Plan include a new International Terminal, a Ground Transportation Center, an Airport Light Rail System and new cargo and aircraft maintenance buildings. The Attachment provided by the Airport, is a listing of 31 of the total of 45 projects. The 31 projects are included in the Near Term Master Plan.

The proposed supplemental appropriation would fund the above-noted 33 positions (see Comment 2 below).

Fringe Benefits (\$44,082)

This amount was calculated based on approximately 18.8 percent of Permanent Salaries.

The proposed ordinance (File 102-94-12) would amend the FY 1994-95 Annual Salary Ordinance to add 33 new positions and delete one position as follows:

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Stop</u>
<u>Add</u>			
1203 Personnel Technician	1	\$1,243-\$1,506	\$39,307
1242 Personnel Analyst	1	\$1,502-\$1,844	\$48,128
1244 Sr. Personnel Analyst	1	\$1,844-\$2,242	\$58,516
1630 Account Clerk	1	\$1,013-\$1,226	\$31,999
1659 Chief Systems Accountant	1	\$2,342-\$2,847	\$74,307
1721 Data Entry Operator	2	\$1,032-\$1,249	\$32,599
1802 Research Assistant	1	\$1,316-\$1,596	\$41,656
1818 MIS Specialist II	1	\$1,565-\$1,899	\$49,564
1840 Jr. Management Assistant	1	\$1,255-\$1,560	\$40,716
1842 Management Assistant	1	\$1,421-\$1,723	\$44,970
1844 Sr. Management Assistant	1	\$1,626-\$1,626	\$42,439
3424 Pest Control Specialist	1	\$1,436-\$1,740	\$45,414
3632 Librarian II	1	\$1,698-\$2,063	\$53,844
5263 Planner V	1	\$2,472-\$3,005	\$78,431
5298 Planner III	1	\$1,756-\$2,135	\$55,724
6138 Industrial Hygienist	1	\$2,156-\$2,621	\$68,408
7110 Mobile Asst. Equip. Supv.	1	\$1,871-\$2,274	\$59,351
7262 Maintenance Planner	1	\$1,890-\$2,297	\$59,952
7308 Cable Splicer	1	\$2,412-\$2,412	\$62,953
7344 Carpenter	2	\$2,014-\$2,014	\$52,565
7345 Electrician	2	\$2,135-\$2,135	\$55,724
7348 Steamfitter	1	\$2,319-\$2,319	\$60,526
7355 Truck Driver	1	\$1,484-\$1,890	\$49,329
7375 Apprentice Stationary Engr.	2	\$1,247-\$1,630	\$42,543
7376 Sheetmetal Worker	3	\$1,918-\$2,332	\$60,865
9204 Communications Supv.	1	\$1,626-\$1,975	\$51,548
9222 Operational Coordinator	<u>1</u>	\$2,094-\$2,545	\$66,425
Total	33		
<u>Delete</u>			
1658 Chief Accountant	1	\$2,230-\$2,711	\$70,757

- Comments:**
1. On an annual basis the cost of the 33 new positions at the top step, including fringe benefits, is \$1,427,803.
 2. At the request of the Budget Analyst, the Airport has provided the Budget Analyst with a written justification for each of the 33 requested new positions. However, such information was not received in sufficient time for the Budget Analyst to conduct a detailed analysis. As such, the Budget Analyst is recommending that this item be continued to the Budget Committee meeting of April 12, 1995, in order to allow the Budget Analyst additional time to review and analyze the information provided by the Airport.

Recommendation: Continue the proposed legislation to the Budget Committee meeting of April 12, 1995.

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To SANDY B. RICHARDSON From HELEN LUCAS

Co. BUDGET Co. AIRPORT

Dept. Phone # 875-8416

Fax # 252-0461 Fax #

San Francisco International Airport
Near Term Master Plan Projects
as of November 1994
(Inflated dollars in thousands)

Project Description	Project Cost	Project Description	Project Cost
Terminals		Miscellaneous Facilities	
Infl Terminal (Arrivals Bldg.)	\$504,680	Building 710 Renovation	\$1,531
Boarding Area A	\$124,000	Pan Am Building Renovation	\$1,240
Boarding Area G	\$124,000	Sub-Total Misc. Facilities	\$2,771
Boarding Area B-Phase I	\$130,200		
Sub-Total Terminals	\$882,880	Parking	
		Lot "DD" Parking Structure	\$44,100
Air Freight/Airline Maintenance			
West Field Cargo/Maint. Fac-Ph I	\$40,176	Roadway Improvements	
North Field Cargo/Maint. Facility	\$50,220	USCG Perimeter Roadway	\$12,250
Remodel TWA Cargo Facility	\$6,125	North Access Road	\$1,225
Sub-Total Air Freight/Airline Maint.	\$96,521	North Field Perimeter Road	\$480
		Ramps & Elevated Roadways	\$216,807
Airport Support		Widen South Perimeter Road	\$1,225
Multipurpose Facility	\$3,100	Sub-Total Roadway Improvements	\$231,997
New Firehouse #2	\$4,265		
Relocation- CFR/Support Building	\$5,268	Altside Improvements	
Sub-Total Airport Support	\$12,633	Plot 41 Hardstand	\$34,300
		Taxiway A & B Realignment	\$12,250
General Aviation		North Terminal	
FBO Building	\$19,840	Taxiway A & B Realignment	\$11,128
		South Terminal - Phase II	\$57,876
Commercial		Sub-Total Altside Improvements	
Service Station	\$1,225		
		Demolition	
Transportation		Preparation for Near-Term Projects	\$5,653
Ground Transportation Center	\$269,946		
Airport Light Rail System		Other Support Projects	
(ALRS) Phase I	\$330,990	Land Surveying	\$750
ALRS Maintenance Facility	\$18,600	Geotechnical Investigation	\$475
Sub-Total Transportation	\$619,536	Materials Testing	\$1,000
		Hazardous Waste Removal	\$6,800
		Sub-Total Other Support Projects	\$9,025
		Total Estimated Cost	\$1,983,859

Source: San Francisco Airports Commission
1. Architectural, engineering, inspection, contingency fees and an allowance for art, enrichment are included in Project Cost.

Item 7 - File 101-94-80

Department: District Attorney (DA)

Item: Ordinance appropriating \$533,277, of Federal Health and Human Services revenue, and reappropriating \$59,253 from non-personal services to fund \$592,530 of computer equipment for the Statewide Automated Child Support System (SACSS)

Source of Funds:	U.S. Health and Human Services (HHS)	\$533,277
	Reappropriation of DA's Family Support Bureau FY 1994-95 Other Non-personal Services Monies	<u>59,253</u>
	Total	\$592,530

Description: According to Ms. Edwina Young of the DA's Family Support Bureau, the Family Support Bureau is required by Federal and State law to participate in the Statewide Automated Child Support System (SACSS). As such, according to Ms. Young, the DA's Family Support Bureau is required to either purchase or lease the necessary computers, and printers, in order to participate in and have access to SACSS. The Attachment, provided by the DA's Family Support Bureau, documents the Federal and State requirements for (a) participating in SACCS, and (b) for purchasing computers in connection with SACCS. All of the proposed equipment would be part of the Statewide computer network. As explained in the Attachment, Ms Young further explains why the existing hardware currently used by the DA's Family Support Bureau is not compatible with the Statewide Automated Child Support System.

The U.S. HHS is paying for 90 percent of the equipment and related costs to participate in SACSS, or \$533,277. San Francisco must provide a 10 percent match, or \$59,253 for a total of \$592,530.

Ms. Young advises that the State determined both the quantity and type of computer equipment that would be needed by the DA's Family Support Bureau. The following computer equipment would be purchased:

Budget:

Personal Computers		
(151 @ \$2,658.83 each)	\$401,483.33	
Sales Tax (8.25 percent)	33,122.37	
Destination and Installation		
(\$165 x 151)	<u>24,915</u>	
Subtotal		\$459,520.70
HP 4 Plus Laser Printers		
(\$2,511 x 22)	\$55,242	
Sales Tax (8.25 percent)	4,557	
Destination and Installation		
(\$340 x 22)	<u>7,480</u>	
Subtotal		67,279.00
HP 4si Laser Printers		
(14 @ \$4,000 each)	\$56,000	
Sales Tax (8.25 percent)	4,620	
Destination and Installation		
(\$365 x 14)	<u>5,110</u>	
Subtotal		<u>65,730.00</u>
TOTAL		\$592,529.70
Rounded to		\$592,530.00

Comments:

1. Ms. Deborah Vincent James, of the Electronic Information Purchasing Steering Committee (EIPSC) advises that the DA's Family Support Bureau has obtained approval to purchase the proposed equipment.
2. As noted above, the quantity and type of proposed computer equipment was determined by the State, based on staff size, caseload size, and other information derived from monthly reports submitted to the State by the DA's Family Support Bureau. As shown in the Attachment, Ms. Young states that "the state unqualifiedly requires the City to lease or purchase 151 PCs and 36 assorted printers." Ms. Young advises that the proposed 151 computers, as determined by the State, would be used for (1) the current authorized staff of 113 in the Bureau of Family Support, (2) 12 interview cubicles, (3) a training center utilizing 13 computers, and (4) 13 computers for 13 of the 15 new staff positions to be requested in the Fiscal Year 1995-96 budget. Ms. Young advises that the State allocates a computer to each employee, including clerical employees, because each employee will use the computer each day to access and input information concerning each specific case.

Memo to Budget Committee
April 5, 1995

Recommendation: Approve the proposed ordinance.

ARLO SMITH
DISTRICT ATTORNEY
CITY AND COUNTY
OF SAN FRANCISCO



ROBERT PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

DISTRICT ATTORNEY FAMILY SUPPORT BUREAU
291 Tenth Street, San Francisco, CA 94103 Tel. (415) 553-4200

March 30, 1995

TO: Harvey Rose Corporation

FROM: *Edwina Young*
Edwina Young, Director
Family Support Bureau

SUBJECT: Supplemental Budget Request File 101-94-80

Public Law 100-485 required all states to develop and implement a statewide automated child support system enforcement system by October 1, 1995. California has designed a distributed system operating in every county on a statewide network. California contracted with LOCKHEED to design, develop, and implement the system in every county. This includes providing the equipment the counties will use. LOCKHEED has chosen specific equipment compatible with the federally approved plan for this statewide system.

The State of California developed the equipment needs based on caseload, caseload and population growth, and county procedures for handling welfare referrals to the family support program office. The number of PCs, high production and normal production printers was determined by the projected need.

The State determined that San Francisco County needs 151 PCs, 14 HP 4si printers, and, 22 HP 4 Plus printers. This equipment has a unit cost of less than \$5,000 per item and is thus eligible for 90% federal funding if purchased prior to October 1, 1995. There is additional equipment that will be installed in San Francisco County that exceeds \$5,000 per item and is not therefore eligible for the purchase option. That equipment must be leased by the Family Support Bureau.

California W&I Code § 10815 requires the county participation in the SACSS program to be incorporated in the Plans of Cooperation with the Department of Social Services. The State Plan for SACSS includes the deployment of equipment to the counties.

Pursuant to a request from Harvey Rose I make the following statement: "Based on the above, the state unqualifiedly requires the City to lease or purchase 151 PCs, and 36 assorted printers."

S A C S S Implementation in
City and County of San Francisco

Issue: Why is computer equipment currently used by the Family Support Bureau not usable or compatible with the Statewide Automated Child Support system?

Response: The Family Support Bureau currently operates in a 3270 environment with Controllers to the City Mainframe computer at One Market Plaza. The Family Support Bureau acquired the terminals in 1987/88 and some discards from City Department's that were changing their environments or upgrading their equipment. All the equipment has been used beyond its useful life.

The SACSS environment is DIGITAL, with VAX processors, a network on which all PCs and printers will reside. Using Windows Based applications. The equipment the Department is using is not compatible with that environment.

Discussion:

The City **VDT Ordinance** contained in Section 1. Part II, Chapter 5 (Health Code) of the San Francisco Municipal Code, requires that all City Departments must be in compliance by January 26, 1995. Section 1304 specifically speaks to the requirements of the computer terminal and the health of the workers. The Department has already had one legal action taken and there are a number of workers compensation claims as a result of the terminals and the work environment.

The Family Support Bureau has attempted to correct this condition through the budget process for several years. This is a one time opportunity to get federal funding to solve at least a portion of the problem.

The SACSS environment is part of the State's Plan with the Federal Government. It has been designed and approved specifically for the SACSS project. The San Francisco Family Support Bureau is required to comply with that plan.

The specific equipment, the number of items, and the network environment was designed by the contractor for the State, the State, and the Federal Funding Authorities. This is not a choice that we can make at the County level.

The Family Support Bureau must install this equipment. The alternative is to lease it rather than purchase it. The lease alternative is payments for three years plus interest which is not eligible for federal funding.

Item 8 - File 101-94-81

Department: Office of the Chief Administrative Officer (CAO)
Office of the Mayor

Item: Ordinance appropriating \$23,508 from the General Fund Reserve for the CAO's Office to complete funding for the cost of membership in the Association of Bay Area Governments for FY 1994-95.

Amount: \$23,508

Source of Funds: General Fund Reserve

Description: In the FY 1994-95 budget, the CAO requested \$98,508 to pay for the City's annual dues to the Association of Bay Area Governments (ABAG). This request of \$98,508 was reduced by \$23,508 by the Mayor's Office to \$75,000. According to Steve Nelson of the CAO's Office, ABAG has informed the CAO that (a) a member cannot unilaterally reduce its dues and (b) has required payment of the full amount for continued membership until the end of the 1994-95 fiscal year.

Mr. Kent Sims, the Mayor's representative to ABAG from the San Francisco Redevelopment Agency, advises that the City and County of San Francisco has five ABAG representatives, including three members of the Board of Supervisors, the Mayor and an appointee of the Mayor. Mr. Sims reports that ABAG acts as a clearing house for many Federal and State grant applications, provides regional planning services and biannual demographic projections.

- Comments:**
1. The cost of the ABAG membership to San Francisco in FY 1993-94 was \$93,646 or \$4,862 less than the requested \$98,508 membership cost in FY 1994-95, according to Ms. Teresa Serata of the Mayor's Office.
 2. Ms. Serata advises that the Mayor's Office reduced the initial request to \$75,000 from \$98,508 as part of a series of budget reductions. According to Ms. Serata, the Mayor's Office noted that the FY 1994-95 dues amount of \$98,508 consists of two assessments of \$49,254 each, one for the City and one for the County. However, according to Ms. Serata, the Mayor has now recommended that the City pay the full amount of \$98,508 for the ABAG membership dues for FY 1994-95 because the City is required to do so having accepted the terms of FY 1994-95 ABAG membership.

Memo to Budget Committee
April 5, 1995

3. Mr. Sims advises that should the remaining \$23,508 in membership dues not be paid to ABAG by the City and County of San Francisco, ABAG may bring legal action against the City.

4. Since this request is the subject of previous budgetary denial, passage of this ordinance requires the approval of a 2/3 vote of the members of the Board of Supervisors.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 9 - File 101-94-83

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Supplemental Appropriation Ordinance appropriating \$20,000,000 to allow San Francisco General Hospital to participate in the SB 1255 Emergency Services and Supplemental Payment Fund previously known as the Disproportionate Share Payment Program for FY 1994-95.

Amount: \$20,000,000

Source of Funds: Medi-Cal revenue

Description: In 1989, Senate Bill (SB 1255) established a Disproportionate Share Payment Program, now known as the Emergency Services and Supplemental Payment Fund. This Fund provides a mechanism for additional supplemental payments to disproportionate share hospitals, such as SFGH. A disproportionate share hospital is defined as a hospital with Medi-Cal inpatient and indigent utilization higher than the State average. Under SB 1255, disproportionate share hospitals make voluntary transfer payments to the California Medical Assistance Commission. The State obtains matching Federal funds for the funds transferred by the City to the State. The State then transfers funds back to SFGH as Medi-Cal revenues based on Medi-Cal patient days of service. SFGH is one of 41 hospitals Statewide which is eligible to receive funds under the SB 1255 Program.

The DPH estimates that, if the City transfers \$20,000,000 to the California Medical Assistance Commission, the City would receive back \$34,000,000, resulting in a net gain of \$14,000,000 to the City. The DPH reports that approval of the proposed legislation is being requested, prior to the DPH knowing the exact amount of the net gain to be realized by the City, in order to permit the DPH to access these funds as soon as the State announces their availability. The DPH advises that, customarily, there is only approximately a two to three week turn-around period between the time the State announces the availability of revenue and the time in which the DPH must transfer the payment to the California Medical Assistance Commission in order to take advantage of the increased revenues. As of the writing of this report, the exact amount of the resulting net gain to the City is not known. However, according to Mr. Peter Praetz of the DPH, the City will in fact realize some amount of net gain by appropriating the requested \$20,000,000 for transfer to the

State. Mr. Praetz adds that this requested transfer of funds would represent the eighth time under the SB 1255 program that the DPH has participated in this program.

Similar legislation, which has been recommended by the Budget Committee of the Board of Supervisors, and which is now pending before the full Board, pertains to SB 855. That legislation, results in a net gain to the City of \$24,224,256 for FY 1994-95 and an additional \$12,282,331 net gain, to be reserved for the FY 1995-96 budget. The prior legislation pertaining to SB 855, and the proposed legislation pertaining to SB 1255, both concern payments to disproportionate share hospitals. The differences between these two programs are (1) under SB 855, the DPH transfers funds to the State Department of Health Services, whereas under SB 1255, the DPH transfers funds to the California Medical Assistance Commission and (2) under SB 855, monies are allocated on the basis of a statutory formula, whereas under SB 1255, monies are allocated on the basis of negotiations between DPH and the State Medical Assistance Commission.

Comments:

1. Mr. John Madden of the Controller's Office advises that, as of the writing of this report, the Controller cannot provide an estimate of the amount of the net gain to be realized by the City as a result of the proposed transfer of \$20,000,000 to the State. However, the Controller will not release any of the \$20,000,000 appropriation until formal notification is received from the State indicating the specific level of revenues that will be available to the City.

2. As previously noted, it is anticipated that this proposed legislation should result in an undetermined amount of additional revenue to the City. According to Mr. Madden, there has not yet been a determination made as to whether any additional revenues to be received by the City under SB 1255 would be utilized by the City in FY 1994-95 or would be used as revenues for purposes of funding the SFGH FY 1995-96 budget.

3. Therefore, the Budget Analyst recommends that this proposed legislation be amended to reserve any additional resulting revenues to be realized by the City under SB 1255, pending a report back to the Budget Committee of the Board of Supervisors regarding the proposed disposition of such revenues.

Recommendation: Amend the proposed ordinance in accordance with Comment No. 3 above and approve the legislation as amended.

Item 10 - File 47-95-9

- Department:** Department of Parking and Traffic (DPT)
- Item:** Resolution approving monthly rate adjustments, and the implementation of a Discounted Validation Stamp Program at the Fifth and Mission Parking Garage Facility.
- Description:** The Parking and Traffic Commission has oversight responsibility for City-owned parking facilities. This responsibility includes reviewing, annually, the parking rates charged at City-owned garages and lots and making recommendations to the Board of Supervisors for changes in such parking rates. The Parking and Traffic Commission, as a result of their annual rate analysis, has recommended a decrease in the monthly reserved area parking permit rate, and the implementation of a Discounted Validation Stamp Program at the Fifth and Mission Parking Garage Facility.

The Fifth and Mission Parking Garage has 2,622 parking spaces. In March of 1994, the Board of Supervisors approved a resolution to increase parking rates, that also included authorizing, for the first time, the following two new monthly parking categories: (a) reserved parking spaces at \$250 per month, and (b) parking permits for parking vehicles in a newly established reserved area for \$200 per month. The DPT allocated 150 parking spaces in the newly established reserved area to be used for either the reserved space parking or for the reserved area parking, depending on the usage level need within each category. The cost for regular monthly unreserved parking was approved at \$150 per month (File 47-94-5).

Mr. Kevin Hagerty of DPT advises that an increase in revenues was projected by DPT at \$221,280 annually based on the sale of 100 monthly permits at \$200 per month in the newly established reserved area. (Mr. Hagerty advises that because some of these parking permits were sold for less than \$200 per month for tax-exempt vehicles, the projected revenues of \$221,280 were not based on a simple multiplication of 100 monthly permits x \$200 per month x 12 mos.) However, this annual increase in revenues was not realized. Mr. Hagerty advises that based on a recent survey of the regular unreserved monthly parking permit holders who pay \$150 per month to park, DPT believes that an estimated 44 of these permit holders would be willing to pay an additional \$25 per month, or \$175, to park in the more conveniently located reserved area. In addition, Mr. Hagerty estimates that the increased marketing efforts by the Garage

BOARD OF SUPERVISORS
BUDGET ANALYST

would result in an additional 33 new regular area parkers to the Garage. As such, Mr. Hagerty advises that DPT is proposing to lower the reserved area parking permit cost by \$25 from \$200 per month to \$175 per month. Mr. Hagerty estimates that the proposed reduction in the monthly permit cost in the reserved area of the Garage, and the increased marketing efforts to attract unreserved area monthly parkers, would generate an additional \$5,170 per month, or \$62,040 annually. As noted above, the revenue projection calculations include the revenues for tax exempt vehicles which pay less than the non tax-exempt vehicles.

Mr. Hagerty advises that DPT is also proposing to implement a Discounted Validation Stamp Program. The purpose of the program is to assist area retailers and businesses in generating new business and maintaining current business. A recent survey of local businesses has determined that there is interest in the Discounted Validation Stamp Program. The proposed program would operate as follows: The Fifth and Mission Parking Garage Facility would market and sell books of discounted validation stamps to area businesses at discounted prices. Discounted validation stamps would be available in one, two and three hour increments and would be discounted at the following rates:

	<u>Current Rate</u>	Discounted Validation <u>Rate</u>	Hourly <u>Discount</u>
1 Hour	\$1.00	\$0.75	\$0.25
2 Hour	\$2.00	\$1.50	\$0.50
3 Hour	\$3.00	\$2.25	\$0.75

Mr. Hagerty estimates that the Discounted Validation Stamp Program would generate additional parking revenues of \$16,560 annually.

Comments:

1. The Attachment provided by Mr. Hagerty explains the Discounted Validation Stamp Program, and explains the basis for the estimated annual revenues from (a) the proposed reduced monthly parking rates in the reserved area of the Fifth and Mission Parking Garage and (b) the Discounted Validation Stamp Program.

2. In summary, DPT is estimating that the City would realize increased annual parking revenues at the Fifth and Mission Parking Garage Facility of (a) \$62,040 by reducing the monthly parking permit cost from \$200 to \$175 in the reserved area of the Garage, and (b) \$16,560 annually from

Memo to Budget Committee
April 5, 1995

the establishment of a Discounted Validation Stamp Program.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

FIFTH AND MISSION GARAGE
Discounted Validation Program

1994 Transient Vehicle Volume: 1,200,000

	<u>Rate</u>	<u>Percent</u>	<u>Vehicles</u>	<u>Revenues</u>
1 Hr.	\$1.00	26%	312,000	\$312,000
2 Hr.	\$2.00	29%	348,000	\$696,000
3 Hr.	\$3.00	18%	216,000	<u>\$648,000</u>
			Total Revenues	\$1,656,000

ASSUMPTIONS:

1. 20% of parkers under three hours will utilize program
2. The new program will generate 8% increase in new parkers using the garage for three hours or less.

			<u>Revenue Reduction</u>
312,000 x 20% =	62,400 x .25 =		\$15,600
348,000 x 20% =	69,600 x .50 =		\$34,800
216,000 x 20% =	43,200 x .75 =		<u>\$32,400</u>
			(\$ 82,800)

			<u>Revenue Gain</u>
312,000 x 8% =	24,960 x \$.75 =		\$18,720
348,000 x 8% =	27,840 x \$1.50 =		\$41,760
216,000 x 8% =	17,280 x \$2.25 =		\$38,880
			\$ 99,360

Estimated Yearly Net Gain **\$ 16,560**

The Corporation estimates that it could generate an additional \$ 62, 000 in annual gross revenues by adopting the new \$175 rate. Please see the attached Garage Monthly Revenue analysis.

Discounted Validation Program

The Downtown Parking Corporation is also interested in implementing a discounted validation stamp program. The purpose of the new program is assist area retailers and businesses in generating new and maintaining current business. The Garage Corporation has surveyed local businesses and determined that there is interest in this program. The Garage would market and sell books of discounted validation stamps to area businesses. Discounted validation stamps would be available in one, two and three hour increments and would be discounted at the following rates:

	<u>Current Rate</u>	<u>Discounted Validation Rate</u>	<u>Hourly Discount</u>
1 Hr.	\$1.00	\$.75	\$ 0.25
2 Hr.	\$2.00	\$1.50	\$ 0.50
3 Hr.	\$3.00	\$2.25	\$ 0.75

The Corporation is projecting that over time the new validation could generate \$15,000 to \$20,000 a year in new garage revenue. Please see the attached discounted validation rate analysis.

A representative from the Downtown Parking Corporation is scheduled to attend the Commission Meeting and will be available to answer your questions.

Staff recommends that you approve the rate modifications.

**FIFTH AND MISSION GARAGE
Monthly Revenue Analysis**

Current Situation

	<u>Number</u>	<u>Rate</u>	<u>Total Revenue</u>
Regular	329	\$150	\$49,350
	102	\$120	\$12,240
Reserved Area	12	\$200	\$2,400
	29	\$160	\$4,640
Reserved Space	10	\$250	\$2,500
Total Monthly Revenues			\$71,130

Projected Situation

**

	<u>Number</u>	<u>Rate</u>	<u>Total Revenue</u>
Regular	318	\$150	\$47,700
	102	\$120	\$12,240
Reserved Area	56	\$175	\$9,800
	29	\$140	\$4,060
Reserved Space	10	\$250	\$2,500
Total Monthly Revenues			\$76,300

Projected Difference in Monthly Income \$5,170
Projected Additional Annual Income \$62,040

* Tax Exempt Vehicles

** Assumes 44 of Regular 318 monthly parkers will become Reserved Area parkers and that the garage will recruit an additional 33 Regular monthly parkers.

Item 11 - File 11-95-1

Department: Redevelopment Agency

Item: Resolution adopting a benefit finding pursuant to California Redevelopment Law regarding the expenditure of tax increment funds outside of the Western Addition Redevelopment Project Area, A-2.

Description: Ms. Shirley Wysinger Project Manager of the Redevelopment Agency advises that the Redevelopment Agency's FY 1994-95 budget includes \$600,000 in Tax Increment funds from the Western Addition Project Area, A-2. These funds are designated to pay for the renovation of the Peace Plaza, located in the Japanese Cultural and Trade Center. The Peace Plaza, which is owned by the City for public use, was purchased by the Recreation and Park Department in 1989 as permanent open space. The property is essentially vacant with the exception of a 100-foot high Peace Pagoda, which was a gift to the City from Osaka Japan, San Francisco's Sister City.

The Peace Plaza is within Western Addition Project Area, A-1, which is adjacent to Western Addition Project Area, A-2. However, as noted above, the property is owned by the City for public use. Ms. Wysinger advises that State law prohibits Redevelopment Agencies from spending funds for the renovation of publicly-owned facilities unless the Board of Supervisors determines that (1) the publicly-owned facility is a "benefit" to a redevelopment project area or its immediate neighborhood, (2) no other reasonable means of financing are available and (3) the payment of funds for the renovation will assist in the elimination of blight within the redevelopment project area.

The Redevelopment Agency advises that the Peace Plaza is located on the southside of Post Street immediately adjacent to the Western Addition Project Area, A-2 and is the main entrance to the Nihonmachi Mall, which is located within the Western Addition Project Area, A-2. According to the Redevelopment Agency, the Peace Plaza, in its current deteriorated condition, represents a blight on the surrounding area. The Redevelopment Agency states that the renovation of the Peace Plaza will be an economic benefit because tourists who visit the Peace Plaza, for such events as the Annual Cherry Blossom Festival, will be more likely to shop at the stores located in the Nihonmachi Mall if the surrounding area is made more attractive. Preliminary plans

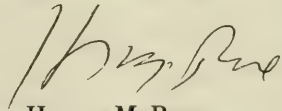
for the renovation of the Peace Plaza include a landscaped Japanese garden and an outdoor performance area.

Comments:

1. The Department of Public Works estimates that the total cost to renovate the Peace Plaza is \$1,300,000 (see Attachment) or approximately \$700,000 more than the \$600,000 which is the subject of this report. According to the Redevelopment Agency, \$190,000 of the \$700,000 balance needed will be paid for by previously appropriated Open Space Funds. The Redevelopment Agency advises that the remaining approximately \$510,000 will be provided through private fund raising activities sponsored by the Friends of the Plaza, a group of community and business representatives who have organized for the purpose of renovating and maintaining the Peace Plaza.

2. Mr. Tim Lillyquist of the Recreation and Park Department advises that the City's current annual maintenance costs of approximately \$30,000 would not increase once the Peace Plaza is renovated. According to Mr. Lillyquist, the Friends of the Plaza would be responsible for the payment of any additional costs incurred for on-going maintenance after the Peace Plaza renovation is completed.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

City and County of San Francisco

Department of Public Works
Bureau of Engineering

To: Sandy Brown-Richardson
Budget Analyst's Office

From: Sherman Hom, Manager
Landscape Architecture Section

Date: March 31, 1995

Subject: Japan Town Peace Plaza

Per your request, the following is the estimated budget for the subject project:

Planning (DPW and Consultant)	\$ 20,000
Design and Engineering (DPW and Consultant)	80,000
Construction and Construction Contingency (Contract)	1,100,000
<u>Construction Management (DPW)</u>	<u>100,000</u>
Total Estimated Project Budget	1,300,000

Memo to Budget Committee
April 5, 1995 Budget Committee Meeting

REVISED

Contract Services \$206,000

Total Costs - Water Main Replacement
Project, Lombard Street \$282,500

The PUC reports that the Department of Public Works (DPW) has selected Marinship Construction Services/Ghilotti Brothers Construction, a Joint Venture, as the lowest responsible bidder based on a bid amount of \$1,147,739. The \$206,000 noted above for contract services, will pay for water main replacement work, which is a portion of the work to be performed under this contract. The other work to be performed under this contract includes sewer work and landscaping. Marinship Construction Services is an MBE firm and has 51 percent participation on the contract. The one other firm which submitted a bid was Golden Bay Construction. Golden Bay Construction, which is neither an MBE or a WBE firm, submitted a bid amount of \$1,296,977.

The contractor Marinship Construction Services/Ghilotti Brothers Construction will be responsible for installing the replacement pipe. The 0.78 FTE Water Department personnel will be responsible for purchasing all materials to be used, preparing contract specifications and drawings, performing construction management, inspection, and service connections. The requested Bond Fund monies would also pay for that portion of the time that the 0.78 FTEs work on the Water Main Replacement project at Lombard Street.

Water Main Replacement Project - Brookhaven Street (\$50,000)

This project involves replacing approximately 5,400 feet of 6 inch and 8 inch water mains on Brookhaven between Huntington and Country Club and surrounding streets. The \$50,000 request will be used to fund in-house engineering work including preparation of contract specifications. The project budget of \$50,000 will be expended as follows:

<u>Water Department Personnel</u>	<u>FTE</u>	
Senior Civil Engineer	0.01	\$1,250
Assoc. Civil Engineer	0.26	17,500
Civil Engineer Assoc. I	0.52	27,500
Construction Inspector	0.02	1,250
Utility Plumber	0.02	1,250
Utility Plumber Apprentice	<u>0.02</u>	<u>1,250</u>

Total - Water Main Replacement
Project, Brookhaven St. 0.85 \$50,000

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BOARD OF SUPERVISORS
BUDGET ANALYST

The Bond Fund monies requested would pay for that portion of the time that the .85 FTEs work on this Water Main Replacement project at Brookhaven Street.

Water Main Replacement Project - 10th Street (\$40,000)

This project involves replacing approximately 5,000 feet of 8 inch water mains on 10th Street between Howard and Division Streets. The \$40,000 request will be used to fund in-house engineering work including the preparation of contract specifications. The project budget of \$40,000 will be expended as follows:

<u>Water Department personnel</u>	<u>FTE</u>	
Senior Civil Engineer	0.01	\$1,000
Assoc. Civil Engineer	0.21	14,000
Civil Engineer Assoc I	0.41	22,000
Construction Inspector	0.01	1,000
Utility Plumber	0.01	1,000
Utility Plumber Apprentice	<u>0.01</u>	<u>1,000</u>
Total - Water Main Replacement		
Project, 10th Street	0.66	\$40,000

The Bond Fund monies requested would pay for that portion of the time that the .66 FTEs work on the Water Main Replacement project at 10th Street.

Comment: The grand total of the costs for the proposed projects is \$2,071,790 or \$50,000 less than the requested amount of \$2,121,790.

Recommendation: Release a total \$2,071,790 from reserve, or \$50,000 less than the requested amount of \$2,121,790.

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MINUTES
REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, APRIL 12, 1995 - 1:00 P.M.

ROOM 410, WAR MEMORIAL BLDG.

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:05 P.M.

GENERAL ITEMS

1. File 193-95-1. [Candlestick Park Renovation Plans, Superbowl 1999] Hearing to consider the Mayor's plan to renovate Candlestick Park for the 1999 Superbowl. (Supervisors Hsieh, Bierman, Shelley, Hallinan, Migden, Leal, Alioto)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Jim Lazarus, Port of San Francisco; Harvey Rose, Budget Analyst; John Madden Assistant Controller; Don Alameda, Project Manager, Bureau of Architecture, Department of Public Works; Phil Arnold, Assistant General Manager, Recreation and Park Department. IN SUPPORT: None. OPPOSED: Linda Jofuko, Local 21; Margaret Brokin, Coleman Advocates; Frank Lee.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

VOTE: 3-0.

2. File 97-94-82. [Overtime Expenditures, Bi-Annual Report] Ordinance amending Chapter 18 of the San Francisco Administrative Code by amending Section 18.13 thereof, requiring all City departments to bi-annually report overtime expenditures in excess of five percent (5%) of budgeted straight-time wages to the Board of Supervisors and analyze whether hiring additional employees would be more cost effective than the overtime hours. (Supervisors Hsieh, Alioto, Bierman)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; John Madden, Assistant Controller; Theresa Lee, Mayor's Office. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. On Page 1, replace section (b) to read: "The appointing officer of every department shall submit a bi-annual report on May 1 and October 1 to the Board of Supervisors justifying departmental overtime expenditures which exceed 5% of total budgeted straight-time wages or which reach \$1.0 million annually or more in overtime wages (i.e. overtime wages for uniform members of the Police and Fire Departments, Transit Operations, Transit Operator Supervisors, Nurses and emergency workers are not exempt). The report shall also analyze whether hiring additional part-time or full-time employees would be more cost effective than the overtime expenditure." On line 16, insert after "(e)" Except as provided in subsection (b)."

VOTE: 3-0.

3. File 96-95-1. [Sale of Surplus Property] Ordinance authorizing the sale of surplus City-owned property and adopting findings pursuant to City Planning Code, Section 101.1. (Real Estate Dept.)

Parcel 1. Assessor's Block 140, Lot 8, located on the west side of Davis Street between Broadway Street and Vallejo Street;
Parcel 2. Assessor's Block 141, Lot 11, located on the north side of Broadway Street between Front Street and Battery Street;
Parcel 3. Assessor's Block 165, Lot 21, located on the south side of Broadway Street between Battery Street and Sansome Street.)

(Consideration Continued from 3/29/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

VOTE: 3-0.

RELEASE OF RESERVE FUNDS

4. File 101-94-16.1. [Release of Reserved Funds, Juvenile Probation] Consideration of release of reserved funds, Juvenile Probation Department, in the total amount of \$275,470, to implement Serious Habitual Offender Program for repeat offenders released to the community. (Juvenile Probation)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Edgar Flowers, Jr., Chief Probation Officer, Juvenile Probation Department; Cynthia Lee, Supervising Attorney, District Attorney's Office, Juvenile Division; Theresa Lee, Mayor's Office; Katherine Feinstein, Director, Mayor's Office of Criminal Justice; John Madden, Assistant Controller. PARTIAL SUPPORT: Margaret Brokin, Coleman Advocates, Dan MacAllair. IN SUPPORT: Sharon Slone, President, 25th Street Neighborhood Association; Anne Feibush; Ross Worden; Deputy Chief Philpot, S.F. Police Department; Paul Norris; Elizabeth Tenant; Vivian Xavier; Rita Alver; Rose Churchwar. OPPOSED: None.

(Consideration Continued from 3/29/95)

ACTION: HEARING HELD. AMENDED. File 101-94-16.3. RELEASE OF \$150,880 APPROVED. FILED.

File 101-94-16.1. HOLD \$60,000 ON RESERVE FOR PROPOSED FUNDING OF A ASSISTANT DISTRICT ATTORNEY. Instruct Controller to return \$64,590 to the General Fund. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

VOTE: 3-0.

5. File 101-94-5.1. [Reserved Funds, Fire Department] Consideration of request to release reserved funds, Fire Department, 1992 Fire Protection Bond Interest earnings, in the amount of \$69,850, for replacement of underground fuel tank at Station 13. (Fire Department)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Assistant Chief James Lynch, SF Fire Department. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RELEASE OF \$69,850 APPROVED. FILED.

VOTE: 3-0.

6. File 79-92-3.11. [Reserved Funds, Mayor's Office-Community Development] Consideration of request to release reserved funds, Mayor's Office of Community Development, 1993 CDBG program funds, in the amount of \$100,000, for the purpose of financial and compliance audit services to be performed by the accounting firm of Calvin Louie. (Mayor's Office of Community Development)

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RELEASE OF \$100,000 APPROVED. FILED.

VOTE: 3-0.

GENERAL ITEMS (Cont'd)

7. File 101-94-71. [Appropriation, Airport] Ordinance appropriating \$277,618, Airport, of Airport Operating Funds, to salaries and fringe benefits for the creation of thirty-three (33) positions and the deletion of one (1) position to implement the Master Plan and related Mitigation Program for fiscal year 1994-95. (Controller) RO #94184 (COMPANION TO THE FOLLOWING FILE)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Peter Nardoza, SF Airport. IN SUPPORT: None. OPPOSED: None.

(Consideration Continued from 4/5/95)

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Delete five (5) positions: 1203 Personnel Technician, 1242 Personnel Analyst, 1840 Junior Management Assistant, 1630 Account Clerk and 7308 Cable Splicer. Reduce appropriation to \$118,499. AMENDED TITLE: "Appropriating \$118,499, Airport, of Airport Operating Funds, to salaries and fringe benefits for the creation of twenty-eight (28) positions and the deletion of one (1) position to implement the Master Plan and related Mitigation Program for fiscal year 1994-95."

VOTE: 3-0.

8. File 102-94-12. [Public Employment, Airport] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994/95) reflecting the addition of thirty-three (33) positions and the deletion of one (1) position at the San Francisco International Airport. (Department of Human Resources) (COMPANION TO THE PRECEDING FILE)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Peter Nardoza, SF Airport. IN SUPPORT: None. OPPOSED: None.

(Consideration Continued from 4/5/95)

ACTION: HEARING HELD. AMENDED RECOMMENDED AS AMENDED. Delete the following five (5) positions: 1203 Personnel Technician, 1242 Personnel Analyst, 1840 Junior Management Assistant, 1630 Account Clerk and 7308 Cable Splicer. AMENDED TITLE: "Amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994/95) reflecting the addition of twenty-eight (28) positions and the deletion of one (1) position at the San Francisco International Airport."

VOTE: 3-0.

9. File 172-94-32.1. [Shared Medical Systems Contract Amendment] Resolution authorizing the Director of Public Health to execute an amendment to the Information Systems Agreement between the City and County of San Francisco and Shared Medical Systems Corporation dated August 31, 1994. (Department of Public Health)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; John Madden, Assistant Controller; Dr. Larry Meredith, Department of Public Health; Ted Lakey, Deputy City Attorney. IN SUPPORT: Mr. Dickson, Shared Medical Systems Corporation. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. On Page 2, line 13 after the word "shall" replace "be approximately \$4,568,867 and in no event shall such services exceed \$5,025,753" to read "not exceed \$4,568,867 and that any amount in exceed of \$4,568,867 shall be subject to approval by the Board of Supervisors. Beginning on line 20, delete the following: "SMS's liability to the City is limited to \$12 million."

VOTE: 3-0.

10. File 97-95-14. [Home Ownership Assistance Load Fund] Ordinance amending Section 10.117-76 of the San Francisco Administrative Code to allow monies from the Home Ownership Assistance Loan Fund to be loaned to nonprofit corporations for (i) the purchase of housing units for resale to low and moderate income households and (ii) curing defaults on senior loans on housing units which have received secondary City financing; and to designate the Mayor's Office of Housing, or its successor, as the administrator of that fund. (Supervisors Ammiano, Bierman)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED. (Add Supervisor Bierman as co-sponsor.

VOTE: 3-0.

11. File 79-95-3. [Federal Funding - 1995 Community Development Program] Resolution approving an amendment to the 1995 Community Development Program. Authorizing the Mayor, on behalf of the City and County of San Francisco, to receive and expend \$2,818,000 in additional entitlement funds and transfer \$182,000 from contingencies under the City's 1995 Community Development Block Grant (CDBG) Program from the U.S. Department of Housing and Urban Development. Approving Addendum 1 to the expenditure schedule for recipient departments and agencies and for indirect costs, and determining no environmental evaluation is required; authorizing the receipt and deposit in contingencies of 1995 CDBG entitlement funds in excess of \$26,984,000. (Mayor's Office of Community Development)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Larry Del Carlo, Director, Mayor's Office of Community Development. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

FISCAL ITEMS

12. File 101-94-89. [Appropriation, Recreation and Park] Ordinance appropriating \$325,000, Recreation and Park Department from the Special Revenue Fund (rent credit from the San Francisco 49'ers) to make capital improvements to Candlestick Park. (Supervisor Kaufman) RO #94215

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Jim Lazarus, Port of San Francisco; Harvey Rose, Budget Analyst; John Madden Assistant Controller; Don Alameda, Project Manager, Bureau of Architecture; Phil Arnold, Assistant General Manager, Recreation and Park Department. IN SUPPORT: None. OPPOSED: Linda Jofuko, Local 21; Margaret Brokin, Coleman Advocates; Frank Lee.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Place \$325,000 on reserve. AMENDED TITLE: "Appropriating \$325,000, Recreation and Park Department from the Special Revenue Fund (rent credit from the San Francisco 49'ers) to make capital improvements to Candlestick Park; placing \$325,000 on reserve."

VOTE: 3-0.

13. File 101-94-84. [Appropriation, Board of Supervisors] Ordinance appropriating \$149,520, Board of Supervisors from the General Fund Reserve to professional services to allow the Budget Analyst to conduct "Zero Base" Budget analysis of various City departments for fiscal year 1994-95; providing for ratification of action previously taken. (Supervisor Hsieh) RO # 94128

SPEAKERS: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

14. File 101-94-82. [Appropriation, Public Defender] Ordinance appropriating \$452,624, Public Defender, from the General Fund Reserve to salaries and fringe benefits for the reduction of salary savings and creation of three (3) positions for fiscal year 1994-95. (Controller) RO #94204 (COMPANION TO FILE 102-94-13; RELATES TO FILES 101-94-85 AND 102-94-12)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$424,154. AMENDED TITLE: "Appropriating \$424,154, Public Defender, from the General Fund Reserve to salaries and fringe benefits for the reduction of salary savings and creation of three (3) positions for fiscal year 1994-95."

VOTE: 3-0.

15. File 102-94-13. [Public Employment, Public Defender] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance, 1994/95) reflecting the addition of three (3) positions (classification 8174 Civil Attorney) in the Public Defender's Office. (Department of Human Resources) (COMPANION TO FILE 101-94-82; RELATES TO FILES 101-94-85 AND 102-94-12)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

16. File 101-94-85. [Appropriation, Trial Courts] Ordinance appropriating and rescinding \$405,565, Trail Courts, from salaries and fringe benefits to create three (3) positions and pay fees of attorney and expert witnesses for fiscal year 1994-95. (Controller) RO #94199 (COMPANION TO FILE 102-94-14; RELATES TO FILES 101-94-82 AND 102-94-13)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst; Alan Carlson, Court Administrator, Superior Court. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. QUESTION DIVIDED ON CREATING THREE (3) POSITIONS AND PAYING FEES OF ATTORNEY AND EXPERT WITNESSES.

File 101-94-85. Ordinance appropriating and rescinding \$138,564, from salaries and fringe benefits to allow Trail Courts to create three (3) positions for the fiscal year 1994-95.

ACTION: CONSIDERATION CONTINUED TO APRIL 26, 1995, MEETING.

File 101-94-85.1. Ordinance appropriating and rescinding \$267,000, from salaries and fringe benefits to allow Trail Courts to pay fees of attorneys and expert witnesses for fiscal year 1994-95.

ACTION: RECOMMENDED.

VOTE: 3-0.

17. File 102-94-14. [Public Employment, Superior Court] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance 1994/95), Superior Court, reflecting the addition of three (3) positions (classification 0676 Research Assistant (1), 0697 Judicial Clerk (2)). (Department of Human Resources) (COMPANION TO FILE 101-94-85; RELATES TO FILES 101-94-82 AND 102-94-13)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst; Alan Carlson, Court Administrator, Superior Court. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO APRIL 26, 1995, MEETING.

VOTE: 3-0.

18. File 101-94-86. [Appropriation, Fire Department] Ordinance appropriating \$652,000, Fire Department, of 1992 Fire Protection Bond proceeds for Capital Improvement Project (design of new 911 Dispatch Center and Fire Station 41) for fiscal year 1994-95; subject of previous budgetary denial. (Controller) RO #94202

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Assistant Chief James Lynch, SF Fire Department; Gary Hoy, Bureau of Architecture, Department of Public Works. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. SEVER \$52,000 AND CONTINUE \$600,000 TO THE CALL OF THE CHAIR.

File 101-94-86. Ordinance appropriating \$600,000, Fire Department, of 1992 Fire Protection Bond proceeds for Capital Improvement Project (design of new 911 Dispatch Center and Fire Station 41) for fiscal year 1994-95; subject of previous budgetary denial..

ACTION: CONTINUED TO THE CALL OF THE CHAIR.

File 101-94-86.1. Ordinance appropriating \$52,000, Fire Department, of 1992 Fire Protection Bond proceeds for Capital Improvement Project (design of new 911 Dispatch Center and Fire Station 41) for fiscal year 1994-95.

ACTION: RECOMMENDED.

VOTE: 3-0.

19. File 101-94-87. [Appropriation, Department of Public Works] Ordinance appropriating and certifying \$26,364, Department of Public Works, for Capital Improvement Project (sewer repair) to cover ten (10) percent overage as per Charter Section 7.203, providing for ratification of action previously taken, for fiscal year 1994-95. (Controller) RO #94200

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Increase appropriation to \$26,634. (Mayor's Office to provide letter authorizing increase.) AMENDED TITLE: "Appropriating and certifying \$26,634, Department of Public Works, for Capital Improvement Project (sewer repair) to cover ten (10) percent overage as per Charter Section 7.203, providing for ratification of action previously taken, for fiscal year 1994-95.

VOTE: 3-0.

20. File 101-94-88. [Appropriation, Juvenile Probation Department] Ordinance appropriating \$1,415,990, Juvenile Probation Department, of Federal Subvention Revenue for facilities maintenance at the Youth Guidance Center and Log Cabin Ranch for fiscal year 1994-95. (Controller) RO #94196

SPEAKER: DEPARTMENTAL REPRESENTATIVE: Harvey Rose, Budget Analyst; Ace Tago, Business Manager, Juvenile Probation. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Place \$440,000 on reserve. AMENDED TITLE: "Appropriating \$1,415,990, Juvenile Probation Department, of Federal Subvention Revenue for facilities maintenance at the Youth Guidance Center and Log Cabin Ranch for fiscal year 1994-95; placing \$440,000 on reserve."

VOTE: 3-0.

TIME MEETING ADJOURNED: 5:00 P.M.


BOARD OF SUPERVISORS
BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 7, 1995

DOCUMENTS DEPT.

TO: Budget Committee

APR 12 1995

FROM: Budget Analyst

 SAN FRANCISCO
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SUBJECT: April 12, 1995 Budget Committee Meeting

Item 1 - File 193-95-1

1. This item is a hearing to consider the Mayor's plan to renovate Candlestick Park for the 1999 Superbowl.

2. In September of 1994 the Mayor's Office, the Recreation and Park Department (RPD), the San Francisco Convention and Visitor's Bureau and the 49ers (collectively known as the Superbowl Task Force) submitted a bid to the National Football League (NFL) to host the 1999 Superbowl. In November of 1994, the NFL selected San Francisco as the site for the 1999 Superbowl.

3. The Board of Supervisors approved Resolution No. 756-94 on August 29, 1994, which endorsed the efforts of the Superbowl Task Force and encouraged the Task Force to submit a bid to the NFL on behalf of the City and County of San Francisco to host Superbowl XXXIII. Attachment No. 1 provides a copy of this resolution. The resolution was proposed for immediate adoption by the full Board of Supervisors. The matter was not discussed in Committee, and the Budget Analyst was not directed to review the bid submitted to the NFL.

4. The Board of Supervisors resolution endorsing the bid refers to a nine year, \$30 million renovation project at Candlestick Park which had already been undertaken by the RPD. The resolution does not address future capital improvements to Candlestick Park.

However, the cover letter from Edward DeBartolo, owner and Chairman of the Board of the San Francisco 49ers, to the Commissioner of the NFL, states that, "The City of San Francisco has committed itself to a stadium improvement program of \$26,000,000 which will begin immediately upon receiving approval from the

BOARD OF SUPERVISORS
BUDGET ANALYST

membership.” (See Attachment No. 2.) Within the text of the bid, this commitment is reiterated. The section of the bid entitled “Stadium Facility” states:

The (Recreation and Park) Department, with the firm commitment of Mayor Frank Jordan, continues to upgrade the stadium and has developed a \$26 million, four-year capital improvement program, leading to Super Bowl XXXIII. The program includes fixed salable seat expansion to 71,000 seats, renovation of all luxury suites, expansion of the football press box, locker room renovation, new press interview facilities, ADA compliance projects and general maintenance and replacements, including a new field drainage and irrigation system.

Presently, the Stadium has 69,497 seats available for football games (65,000 seats are available for baseball games), according to Mr. Phil Arnold of the Recreation and Park Department.

The bid goes on to discuss locker room renovation and press box expansion in greater detail. See Attachment No. 3 for an excerpt from the bid which discusses capital improvements. The bid includes no financial commitments other than the capital improvements.

5. Although the bid to the NFL states a commitment to \$26 million in capital improvements, the bid itself did not include a full list of the proposed improvements. However, the \$26 million was derived from a list prepared by the RPD and the Department of Public Works (DPW), with input from the Mayor’s Office. The specific capital improvements are described and cost estimates for each improvement are shown in Attachment No. 4.

Mr. Lazarus states that the City is not legally required to carry out these improvements, but the NFL has the right to withdraw its offer if such capital improvements are not completed by the start of the 1998 football season.

6. Mr. Lazarus advises that several of the Superbowl capital improvements, estimated to cost a total of \$17.7 million, were previously called for in a 1985 Master Plan for Candlestick Park that was approved by the Recreation and Park Commission, are scheduled replacements, or are required by law. These include:

- Americans with Disabilities Act (ADA) accessibility improvements, at \$5 million;
- Plumbing repairs, at \$400,000;
- Suite improvements, at \$2.64 million;
- Field irrigation system and turf replacement, at \$1.5 million;
- Parking lot renovation, at \$800,000;
- Electrical emergency systems modifications, at \$600,000;

- Parking lot restroom construction, at \$2.16 million;
- Upper level waterproofing, at \$1 million;
- Signage, at \$800,000;
- Security improvements, \$500,000;
- Improvements to the plaza of gates A and F, at \$1.3 million; and
- Painting, at \$1 million.

7. Mr. Phil Arnold of the RPD states that the RPD has identified approximately \$6 million in revenues that would be available for Candlestick Park capital improvements over the next four years (\$1.5 million per year) from rental fees paid by the 49ers and the Giants, Hotel Tax revenues designated for use at Candlestick Park, and the Stadium Operator's Admission Tax.

8. Mr. Lazarus states that the Mayor has directed staff to identify private sector funding opportunities to raise the needed funds to complete the capital improvement projects for the Superbowl. Mr. Lazarus has presented the following sources and revenue estimates:

<u>Possible Revenue Source</u>	<u>Possible Revenues</u>
Sale of stadium name, @ \$1 million to \$2 million/year over 5 years	\$5 - \$10 million
Advertising revenue from Superbowl product sponsorships, sold over next 4 years, @ \$1 million/year	\$4 million
\$14 million bond issue supported by Candlestick Park revenues and Hotel Tax funds, OR \$6 million in Candlestick Park funds	<u>\$6 to \$14 million*</u>
Total identified potential revenue:	\$15 to \$28 million

*Hotel Tax funds, which equal to approximately \$1.5 million per year in excess of amounts currently being expended to support existing debt service, could either be expended directly for capital improvements at Candlestick Park (see Comment 7), or could be diverted from existing capital projects at Candlestick to support a new bond issue. Therefore, a bond issue would result in a net increase of \$8 million over four years (\$14 million bond issue less \$6 million Hotel Tax increment funds).

Mr. Lazarus has stated that up to an additional \$2 million might also be realized from new Stadium Club seating in an expanded press box. However, no decisions have been made regarding the construction of a new or expanded press box.

Memo to Budget Committee
April 12, 1995

Therefore, Mr. Lazarus has not included this \$2 million in the revenue sources listed above.

9. Based on methodology developed for the Superbowl in Atlanta, Georgia, Mr. Lazarus estimates that hosting the Superbowl will generate approximately \$4.2 million in additional tax revenues to the City, using Hotel, Parking, Sales, Utility and Business taxes, as follows:

- Additional Hotel Tax revenues of \$1.3 million, assuming 13,000 additional hotel rooms over five nights will be occupied as a result of Super Bowl XXXIII;
- Additional Parking Tax revenues of \$165,000, assuming 5,000 additional rental cars for five days;
- Additional Sales Tax revenues of \$450,000;
- Additional unspecified Business and Utility taxes, and other unspecified revenues, at \$2,285,000.

The Budget Analyst notes that these estimates may be overstated, in that:

- The above estimates assume that retail goods in San Francisco which are subject to sales taxes cost 25 percent more than the same goods would cost in Atlanta, Georgia. However, while certain items cost more in San Francisco than in many areas of the country, such as housing, other items, including retail goods, may be only slightly more expensive or the same cost; and
- The estimate includes unenumerated revenues of \$2,285,000 from direct and indirect sources.

As Attachment 5 to this report, we provide a Memorandum from Mr. Lazarus detailing these revenue estimates.

Comment

It should be noted that all of the City funding appropriations, including Capital Improvements at Candlestick Park, are subject to appropriation approval by the Board of Supervisors.

OFFICE OF THE MAYOR
SAN FRANCISCO



FRANK M. JORDAN

File No. 197-94-3

Resolution No. 756-94

ENDORISING THE EFFORTS OF THE SUPER BOWL TASK FORCE AND ENCOURAGING THE TASK FORCE TO SUBMIT A BID ON BEHALF OF THE CITY AND COUNTY OF SAN FRANCISCO TO HOST SUPERBOWL XXXIII.

WHEREAS, The City and County of San Francisco and Stanford University hosted the very successful Super Bowl by the Bay in 1985; and

WHEREAS, The Recreation and Park Department has undertaken a nine year, \$30 million renovation project at Candlestick Park with the intent of expanding the seating capacity of the stadium to qualify for a Super Bowl; and

WHEREAS, The National Football League is considering proposals from cities wishing to host Super Bowl XXXIII; and

WHEREAS, The San Francisco Convention and Visitors Bureau, the San Francisco Forty Niners, the Mayor's Office, and the Recreation and Park Department comprise a Super Bowl Task Force and have prepared a bid to host Super Bowl XXXIII at Candlestick Park in January, 1999; and

WHEREAS, San Francisco, the world's favorite destination, is an ideal locale for this premier sporting event; no, therefore,

BE IT RESOLVED, That the Board of Supervisors hereby endorses the efforts of the Super Bowl Task Force and encourages the Task Force to submit a bid on behalf of the City and County of San Francisco to host Super Bowl XXXIII.

Adopted - Board of Supervisors, San Francisco, August 29, 1994

Ayes - Supervisors Alioto, Bierman, Conroy, Hallinan, Hsieh, Kennedy, Leal, Maher, Migden, and Shelley.

Absent - Supervisor Kaufman

I hereby certify that the foregoing resolution was adopted by the Board of Supervisors of the City and County of San Francisco.

Handwritten signature of Frank M. Jordan in dark ink.

Frank M. Jordan
Mayor

Sept. 2, 1994
Date

SAN FRANCISCO 49ERS

Attachment 2

September 6, 1994

Paul Tagliabue
Commissioner
National Football League
410 Park Avenue
New York, NY 10022

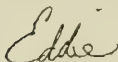
Dear Commissioner Tagliabue,

The City of San Francisco and the San Francisco 49ERS enthusiastically invite the National Football League to grant us the opportunity to serve as the host community for Super Bowl XXXIII. We have formed a Super Bowl Task Force Committee which has assembled a bid package that reflects a significant and far-reaching commitment to this event and the NFL. John Marks, President of the Convention and Visitors Bureau for San Francisco, will serve as Co-chairman of the Committee along with Carmen A. Policy. The San Francisco 49ERS will stay involved in a Co-chairmanship position if we are selected as the host city until the end of 1999. This will be a continuing guarantee of our involvement and a direct connection to the League office so that any details that must be handled during the months and years prior to the game will be given the proper attention.

The City of San Francisco has committed itself to a stadium improvement program of \$26,000,000 which will begin immediately upon receiving approval from the membership. Those teams that play in San Francisco will recognize appreciable benefits both before and long after Super Bowl XXXIII is played. The Super Bowl Task Force Committee and the City have committed to many other items which I assure you will make our bid highly competitive.

This beautiful City by the Bay is very rich in National Football League history and it has contributed a great deal to professional football. It is recognized as the most beautiful and sought-after place to visit on this planet. It is only fitting that the world's #1 City should be the host for the world's #1 sporting event.

Very truly yours,



Edward J. DeBartolo, Jr.
Owner and Chairman of the Board



SUPER BOWL CHAMPIONS
XVI, XIX, XXIII, XXIV

Carmen A. Policy
President

Administrative Office
Marie P. DeBartolo Sports Centre
4949 Centennial Boulevard
Santa Clara, California 95054-1229
Telephone 408/562-4949
Fax 408/727-4937



STADIUM FACILITY

Question 12

Locker room details – space should be large enough for 55 players, separate training area, separate locker rooms for head coach and another for up to twelve assistants.

Candlestick Park will meet or exceed all of the locker room requirements needed by the NFL. As part of the City's \$26 million upgrade, each of the two locker rooms will clearly reflect NFL quality. Each team will have more than ample locker room space to accommodate 55 players, plus associated coaches, training and equipment areas.

Question 13

Special spacious interview areas close proximity to locker rooms (20,000 square feet total or 10,000 for each of two areas.) If not available in stadium, should detail alternative and cost.

A temporary 20,000 sq. ft. facility will be provided contiguous to the team locker rooms at no cost to the NFL. Access will be controlled and secured. See stadium map in "ATTACHMENTS" Section 3.1.

Question 14

Maximum media work space plus areas that can be converted to auxiliary sections without dramatic loss of seating for sale (750 working spaces, with access to power supply). Maximum number of booths for radio, TV, networks, coaches, team officials, foreign broadcasts, etc. (28 minimum). Indicate status of wiring each position for telephone and power. Detail number of seats in existing press box (275 minimum) and booths. Plans for accommodating additional space and total loss of seats. Architectural renderings should be included for all temporary plans. Locations for holding media from TV crews who attend any postgame press conferences (7,500 square feet). Potential location and cost to construct postgame media work area of up to 20,000 square feet

Major renovation and expansion to Candlestick Park's press box is an integral part of the City's committed \$26 million improvement program. For Super Bowl XXXIII, there will be 200 permanent seats in the football press box. In addition, there will be 700 auxiliary press seats in the upper deck (300 with tops) for a total of 900. There will be 12 media booths in the football press box, seating an average of 14 persons. Additionally, nine (9) media booths will be utilized in the existing baseball press box, averaging 12 seats per booth. Also, seven (7) auxiliary media booths, seating an average of 10 persons will be temporarily constructed in the stadium's upper deck for a total of 28. All media booths and press seats will have adequate power and telephone service. Architectural renderings are in the final stages; however, it is anticipated that the total gross seat loss from the salable manifest as a result of temporary press seats and media booths will be 1,300. As committed in Stadium Facility question 3, the net salable seats to the NFL will be 71,000. A holding area will be created in or adjacent to the post-game interview facility, and will have controlled access from the locker room area. A total of 20,000 sq. ft. of space is planned at no cost to the NFL.



19

STADIUM FACILITY

Question 3

Minimal fixed salable size of stadium must be at least 70,000. If temporary seating is proposed, detail exact nature, cost to install and funding of this cost. Salable is defined as capacity less needed for extra media, that are obstructed, from a trade out for suite holders, etc. Architectural renderings should be included on all temporary needs.

The City and County of San Francisco's Recreation and Park Department has completed a nine-year, \$33 million renovation and expansion program. Candlestick Park now has 70,200 fixed salable seats and 93 luxury suites. Concession and restroom facilities have been enlarged and modernized, and entry gates and concourses have been expanded. Additionally, new scoreboards, a replay screen and concourse closed circuit television have also been installed.

The Department, with the firm commitment of Mayor Frank Jordan, continues to upgrade the stadium and has developed a \$26 million, four-year capital improvement program, leading to Super Bowl XXXIII. The program includes fixed salable seat expansion to 71,000 seats, renovation of all luxury suites, expansion of the football press box, locker room renovation, new press interview facilities, ADA compliance projects and general maintenance and replacements, including a new field drainage and irrigation system.

Additionally, the Super Bowl Task Force is working with ADP Sports Inc. to investigate the possibility of constructing additional temporary seating for Super Bowl XXXIII. It is undetermined as of this writing exactly what potential exists.

See "GREETINGS" Section for letter of commitment from the Mayor of the City and County of San Francisco and Board of Supervisors' Resolution.

Question 4

Details on chairback or special section seating. Note total seats between goal lines. Include any obligation or right to retain seats for existing ticket holders.

All stadium seats are chairback. The number of seats between the goal lines exceed 28,000. Existing ticket holders do not have the right to their seats for special events such as the Super Bowl.

**Candlestick Park Stadium
Capital Improvements
Superbowl XXXIII**

I	Locker Room Improvements	Remodel existing football locker room	\$281,000
II	Press Box Improvements	Add third floor above existing press box Expansion behind existing press box - hospitality Expansion to 10 yard line markers Existing press box renovation Two exit stairs	6,000,000
III	Press Box Elevator	New elevator to football press box	800,000
IV	Interview Facilities	Develop at existing grounds crew location	422,000
V	Grounds Crew Room	Develop at centerfield storage room	612,000
VI	Broadcast Compound Improvements	Expand existing office building Enlarge existing compound	126,000
VII	ADA Accessibility	Scope defined by City	5,000,000
VIII	Additional Seats	Expand seating to 71,000 seats	200,000
IX	Plumbing Repairs	Water main replacement	400,000
X	Suites Improvements	Remodel 93 existing suites	2,640,000
XI	Player's Training Room	New facility near E Plaza	612,000
XII	Field Irrigation System	Field irrigation system replacement Turf replacement	1,500,000
XIII	Parking Lot Renovation	Drainage, resealing, restriping, signange	800,000
XIV	Electrical Emergency Systems	Scope defined by City	600,000
XV	Parking Lot Restrooms	Six new buildings at A, F & E plazas	2,160,000
XVI	Upper Level Waterproofing	Waterproofing repair program	1,000,000
XVII	Additional Signage		800,000
XVIII	Security Improvements		500,000
XIX	A Gate Plaza Improvements		800,000
XX	F Gate Plaza Improvements		500,000
XXI	Painting		1,000,000
Projects Grand Total			\$26,753,000

PORT OF SAN FRANCISCO




Ferry Building
 San Francisco, CA 94111
 Telephone 415 274 0400
 Telex 275940 PSF UA
 Fax 415 274 0528
 Cable SFFORTCOMM
 Writer

MEMORANDUM

April 6, 1995

TO: Harvey Rose

FROM: Jim Lazarus 

SUBJECT: Super Bowl XXXIII Revenues

The economic benefits of hosting a Super Bowl are large, especially during an off-peak period, such as late January.

According to John Marks, President of the Convention and Visitors Bureau, the City's hotel occupancy in late January has averaged 57%. During the four or five days prior to Super Bowl Sunday (January 31, 1999), hotel occupancy will be close to 100%.

Estimates of economic impact from Super Bowl's has increased from Tampa Bay's 1984 estimate of \$87 million, to San Diego's 1988 estimate of \$143 million to Atlanta's \$166 million finding for the 1994 game. Enclosed is a report prepared by the University of Georgia, which found that the game had a direct impact on Georgia's economy of \$76 million and an additional indirect impact of \$90 million.

Using the Atlanta visitor estimates (San Francisco's visitor count should be higher) and increasing daily expenditures for inflation (15%) and higher base costs in the Bay Area, (25%), total direct regional spending in 1999 should be at least \$106,000,000 (\$352 x 4 days x 75,000 visitors). Using Atlanta's multiplier for indirect benefits, total economic impact can be estimated at \$232,000,000.

Assuming 75% of the visitors stay in San Francisco and virtually all of the NFL events, corporate hospitality activities and media expenditures occur in the City, it is safe to assume that at least \$174,000,000 of economic benefit will accrue to the City.

Regarding direct tax revenues to San Francisco, I estimate additional hotel tax revenue at \$1,300,000 (13,000 rooms x 5 nights x \$20 tax), parking tax at \$165,000 (5,000 cars x 5 day x \$5 tax + game day parking tax) and sales tax at \$450,000 (\$45,000,000 x City share of 1%). The City will also receive additional business and utility taxes and hotel occupancy will exceed seasonal norms for up to two weeks before and one week after the game. Total direct and indirect tax revenue to the region can conservatively be estimated at \$4.2 million.

Enclosure

Rosci.gq

Item 2 - File 97-94-82

Item:

Ordinance amending Administrative Code Section 18.13 to require all City departments to provide the Board with a biannual analysis justifying overtime expenditures in excess of 5% of budgeted straight-time wages for all employees of the department, and provide an analysis of whether the hiring of additional part-time or full-time employees would be more cost-effective than the use of current staffing levels and overtime hours.

Description:

1. The proposed amendment to the Administrative Code would insert subsection (b) to Section 18.13 of the Administrative Code to require City departments to report, on a bi-annual basis, overtime expenditures in excess of 5% budgeted straight-time wages of all employees of the department to the Board of Supervisors, and analyze whether hiring additional employees would be more cost-effective than the use of overtime hours.

2. Administrative Code Section 18.13 currently limits permissible overtime hours that a City employee may work to 16 percent of the number of hours the employee is regularly scheduled to work on a straight-time basis in that fiscal year. An appointing officer may require an employee to work in excess of this amount, but must provide written authorization for this extra overtime work, and provide the Board of Supervisors with a biannual report justifying this excess overtime expenditure.

3. However, Section 18.13, which also applies an overtime "cap" of 16 percent of straight time hours, does not apply to members of the uniformed ranks of the Police and Fire Departments, Transit Operators and Transit Operator Supervisors of the Municipal Railway, or nurses and other emergency workers employed by the Department of Public Health. This proposed ordinance would not change the cap on overtime hours or the exemptions.

Comments:

1. In October, 1994 the Budget Analyst submitted a report to the Board of Supervisors on overtime expenditures from January, 1993 through June, 1994. The findings contained in the Budget Analyst report included:

a) The City of San Francisco pays approximately \$62.6 million in overtime and holiday overtime wages per year to employees in more than 40 City departments.

b) Many City employees still work overtime hours in excess of 16% of non-overtime hours, but most of these

BOARD OF SUPERVISORS
BUDGET ANALYST

employees, such as Police, Fire, Muni and Nurses, are exempt from Administrative Code Section 18.13 limiting permissible overtime.

c) The Muni, Police Department and Fire Department spends the vast majority of City overtime dollars.

d) The small number of employees that earn very large amounts of overtime wages pose significant costs to the City in the form of increased retirement benefits.

2. The Budget Analyst report recommended the Board of Supervisors amend Administrative Code Section 18.13 such that all departments with significant overtime expenditures must provide the Board with a biannual analysis justifying the overtime expenditure and analyzing whether the hiring of additional part-time or full-time employees would be more cost effective than current staffing levels and overtime hours. This Section of the Administrative Code would continue to exempt the uniformed members of the Police and Fire Departments, Transit Operators and Transit Operator Supervisors of the San Francisco Municipal Railway, Nurses and other emergency workers employed by the Department of Public Health from the 16% overtime cap, as described in Point 3, above. As presently written, the exemption would also apply to the bi-annual reporting requirement that would be inserted in the Administrative Code by this proposed ordinance.

The Budget Analyst believes that the reporting requirement to the Board of Supervisors should apply to all City Departments that spend significant overtime dollars. Moreover, the 5% threshold for this proposed reporting requirement allows some departments (i.e. San Francisco General Hospital and the Department of Public Works) to avoid the reporting requirement even though they have significant overtime expenditures. The recommendation below will, if approved by the Board of Supervisors, correct the proposed ordinance to conform to the prior recommendations of the Budget Analyst.

Recommendation: Amend the ordinance to make the bi-annual reports to the Board of Supervisors on overtime spending applicable to all City Departments (i.e. uniform members of the Police and Fire Departments, Transit Operators and Transit Operator Supervisors, Nurses and emergency workers should not be exempted) who spend in excess of 5% of total budgeted straight-time wages of all employees of the department or who spend \$1.0 million annually or more in overtime wages.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 - File 96-95-1

NOTE: This item was continued at the March 29, 1995 Budget Committee meeting.

Department: Department of Real Estate
Department of Public Works (DPW)

Item: Ordinance authorizing and directing the sale through public auction of City-owned surplus property.

Description: The proposed ordinance would authorize and direct the sale through public auction, of City-owned surplus property under the jurisdiction of the Department of Public Works. Mr. Ken Chopping of the Real Estate Department reports the following parcels of vacant land would be sold:

<u>Assessors Block, Lot</u>	<u>Location</u>	<u>Area in Sq. Ft.</u>	<u>Zoned</u>	<u>Minimum Bid</u>
140-8	Davis between Broadway and Vallejo	10,799	C-2	\$1,150,000
141-11	Broadway between Front and Battery	30,940	C-2	\$4,000,000
165-21	Broadway between Battery and Sansome	17,337	C-2	\$2,350,000

- Comments:**
1. Mr. Chopping advises that the minimum bids listed above are approximately 90 percent of the fair market values for these properties. Mr. Chopping reports that these minimum bids at the 90 percent rate are being used instead of full fair market values because of the stagnant real estate market for the subject properties.
 2. The Department of City Planning has found that the sale of this surplus property is in conformity with the City's Master Plan and the Eight Priority Policies of Planning Code Section 101.1.
 3. The proposed ordinance would authorize the Real Estate Department to conduct a public auction for the sale of the subject properties. The award of the sale of these properties to the highest bidder and the related amount to be received

Memo to Budget Committee
April 12, 1995

by the City would be subject to subsequent separate legislative approval by the Board of Supervisors.

4. The Office of Supervisor Teng has advised the Budget Analyst that a request will be made to continue this to the call of the Chair.

Recommendation: Because of concerns raised by the Chinatown and North Beach communities, we consider approval of the proposed ordinance to be a policy decision for the Board of Supervisors.

Item 4 - File 101-94-16.1

Note: This item was continued by the Budget Committee at its meeting of March 29, 1995. The Department was requested to meet with various interested parties in order to consider their concerns regarding the structure of the proposed Serious Habitual Offender Program.

Department: Juvenile Probation Department (JPD)

Item: Hearing requesting the release of reserved funds in the amount of \$275,470 to implement the Serious Habitual Offender Program

Amount: \$275,470

Source of Funds: FY 1994-95 Juvenile Probation Department Budget

Description: In October of 1994, the Board of Supervisors placed \$275,470 on reserve to be used to implement a new Serious Habitual Offender Program (SHOP) for repeat juvenile offenders in JPD (File 101-94-16). This funding was placed on reserve pending the provision of additional program detail.

Serious Habitual Offender Program (SHOP):

The Probation Services Division of JPD is currently establishing a new Serious Habitual Offender Unit to administer SHOP. The purpose of SHOP is to target the estimated 150 juveniles, who commit the majority of juvenile violent crimes in San Francisco, with intensive supervision and services. These 150 youth represent an estimated 12 percent of the 1,300 juveniles currently monitored by JPD. The probation officers assigned to SHOP will have the authority to enforce the special probation conditions of the youth in SHOP, including arrest if the probation is violated. The probation officers will coordinate services with the school system, the Health Department, community agencies, the Police Department and the District Attorney. The Serious Habitual Offender Unit is to be staffed with eight positions, including one existing Supervising Probation Officer, two existing Senior Probation Officers, four existing Probation Officers, and one Clerk. All of these positions will be transferred from their existing work units to the Serious Habitual Offender Unit that administers SHOP based on their experience levels. The loss to these units of eight positions, as a result of the transfer, will be offset by the hiring of two Senior Probation Officers through existing positions which are currently vacant, and with six positions to be requested in the Fiscal Year 1995-96 budget. Mr.

Virgilio advises that the juveniles in the SHOP program are violent repeat offenders who are likely to require a law enforcement aspect to their supervision and monitoring. The probation officers assigned to SHOP will have the authority to enforce the special probation conditions of the youth in SHOP, including arrest if the probation is violated. The program budget was based on a seven month period beginning December 1, 1994 through June 30, 1995.

SHOP Budget:	<u>Original Budget</u>	<u>Revised Budget</u>
Regular Automobiles (6)	\$120,000	\$96,000
Caged Security Vehicles (3)	75,000	—
Gasoline & vehicle repairs (for above listed automobiles and vehicles)	5,000	2,142
Voicemail	12,000	200
Pagers	9,600	1,575
Cellular phones (\$500 x 6)	3,000	1,505
Telecommunications Charges (for cellular phones and pagers)	5,000	2,188
Computers and software equipment	30,000	30,087
Training	3,000	3,000
Printing/copying	2,000	858
Office Supplies	4,070	1,743
Furniture and supplies	6,800	6,800
	—	<u>60,000</u>
	<u>\$275,470</u>	<u>\$206,098</u>

The revised budget, as submitted by JPD, reflects (a) \$40,685 of reductions previously recommended by the Budget Analyst, (b) the withdrawal of all funds for caged security vehicles as requested by the Budget Committee and (c) the addition of \$60,000 for the District Attorney. The budget explanations, including the amounts originally budgeted, are described below.

Regular Automobiles (\$120,000): The proposed funding would purchase six automobiles for use by the probation officers in the Serious Habitual Offender Unit of JPD to track the juveniles at school, at home, or wherever they should be, to ensure that they are there. Mr. Virgilio advises that for the entire JPD, which contains 80 probation officers, there are only 12 automobiles, or one for every 6.6 probation officers. As such, Mr. Virgilio advises that for SHOP to meet its intended objectives, each probation officer in the Serious Habitual Offender Unit must have immediate access to an automobile.

The Purchasing Department estimates that the cost of each vehicle is approximately \$16,000, including sales tax, for a total of \$96,000. Therefore, the proposed request of \$120,000 should be reduced to \$96,000 for a total savings of \$24,000 as shown in the revised budget.

Gasoline and Vehicle Repairs (\$5,000): The proposed funds would be used for gasoline and vehicle repairs required for the proposed vehicles listed above. This request was revised to \$2,142.

Voicemail (\$12,000): The proposed funds would have purchased a complete voicemail system for the JPD. Mr. Virgilio advises that probation officers spend the majority of their time away from their offices, and receive many urgent calls per day. Currently, there are only six secretaries to answer phones for eight divisions. Mr. Virgilio states that the SHOP probation officers must be accessible at all times. The cost estimate of \$12,000 was provided to JPD by the Department of Electricity and Telecommunications. This request was revised to \$200 for minimal voicemail lease costs for the balance of the year.

Pagers (\$9,600): The proposed funds would have purchased 72 pagers at a cost of \$133 each, to provide immediate access to probation officers who are not in their offices. Mr. Virgilio advises that the inability to contact probation officers immediately is a constant problem within JPD. Further, Mr. Virgilio advises that the SHOP probation officers must be accessible at all times. This request has been reduced to \$1,575 which would result in leasing 7 pagers.

Cellular Phones (\$3,000): The proposed funds would have purchased six cellular phones at \$500 each for the six probation officers in the Serious Habitual Offender Unit. Mr. Ace Tago of JPD advises that the JPD currently has three cellular phones. One cellular phone is used by the Department Director, and the other two cellular phones are used by probation officers on family visits, or other places where immediate back-up assistance may be required. This request has been reduced to \$1,505.

Telecommunication Charges (\$5,000): The proposed funds would be used to pay the telecommunications charges for the cellular phones and the pagers.

These proposed funds were based on a seven-month period, but will be needed for only three months. As such, the proposed request for Telecommunications Charges should be

recalculated based on a three month time period beginning April 1, 1995 and ending June 30, 1995. Therefore, the proposed request of \$5,000 should be reduced to \$2,142, reflecting a savings of \$2,858. The revised budget has further reduced this request to \$2,188.

Computers and Software Equipment (\$30,000): The proposed funds would purchase six computers at a cost of \$4,000 each, or \$24,000 total, one printer for a cost of \$2,000, and software at a cost of \$4,000. Mr. Virgilio advises that one objective of SHOP is to implement a computer tracking system that would monitor the juveniles in SHOP. This computer tracking system would be accessible to the Court, the District Attorney, and the Police Department. Currently, there is no central method to share information, nor is there any means to monitor the juveniles through an electronic system. This request has been increased to \$30,087.

Ms. Deborah Vincent-James of the Electronic Information Processing Steering Committee (EIPSC) advises that the JPD is not required to receive EIPSC approval prior to the purchase of these computers and software equipment because the JPD has not exceeded the maximum yearly purchase limit of 20 computers not requiring EIPSC approval.

Training (\$3,000): The proposed funds would provide computer training to the eight-person Serious Habitual Offender Unit in the use of various software programs. The training would be provided by the Informational Services Division of the Controller's Office.

Printing/Copying (\$2,000): The proposed funds would be used for printing and copying expenses. This request was revised to \$858.

Office Supplies (\$4,070): The proposed funds would purchase office supplies, including paper, pens, pencils, binders, etc. for the eight-person Serious Habitual Offender Unit. This request was revised to \$1,743.

Furniture (\$6,800): The proposed funds would purchase office furniture, including desks, chairs, and file cabinets for the eight SHOP staff. The furniture is for the two positions which are currently vacant, and for the six positions which are being requested in the Fiscal Year 1995-96 budget. The Attachment provided by JPD, includes a list of the furniture and the prices for such furniture.

Comments:

1. The Attachment, provided by the District Attorney's Office, explains the basis and need for the requested \$60,000 for the District Attorney.
2. It should be noted that the ongoing annual General Fund costs for the Serious Habitual Offender Program, (excluding one-time start-up costs), are \$468,866. Mr. Tago states that the overall Fiscal Year 1995-96 General Fund allocation for JPD, which includes funding for SHOP, will not represent an increase over the Fiscal Year 1994-95 General Fund allocation for JPD.

Recommendations:

1. Approval of the proposed release of reserved funds is a policy matter for the Board of Supervisors.
2. If the Budget Committee releases funds for the Serious Habitual Offender Program, the maximum amount of funds to be released should be \$206,098 (\$275,470 less \$206,098) in accordance with the revised budget as detailed above. The balance of \$69,372 should be returned to the General Fund.

DISTRICT ATTORNEY

ARLO SMITH
DISTRICT ATTORNEY



ROBERT M. PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

SAN FRANCISCO

880 BRYANT STREET, SAN FRANCISCO 94103 TEL. (415) 553-1752

April 7, 1995

VIA FAX

Michelle Ruggles
Budget Analyst Office
Board of Supervisors
1390 Market St. #1025
San Francisco, CA 94102

Dear Ms. Ruggles:

This letter is being provided pursuant to your request for further information with regard the amount of \$60,000. for an Assistant District Attorney position which is contained in the Juvenile Probation Department's request for release of funds for the Serious Offender Program.

The proposal is that the Juvenile Probation Department fund a portion of the salary (with benefits) of an Assistant District Attorney. The sum represents 60% of a Senior Trial Attorney, Step 4. Our office will fund the remaining 40% of that position, with the funds to come from the Vehicle Fund.

The duties of the Assistant District Attorney who will be designated as the Serious Offender Program attorney will be to work with the SFPD and Probation Department in investigation, preparation, and litigation of any new case involving a program participant. The ADA will review each booking with the Probation Officer, review all available information about the minor, to include law enforcement contacts, probation contacts, social history and school history. The ADA will also review the evidence presented by the SFPD as to the filing of any new charges, and make a determination as to the charges to be filed, consistent with the current filing policies of our office. The ADA will appear at the detention hearing and at all subsequent court appearances, including arraignment, pre-trial, motions, trial, disposition, and restitution hearing. The ADA will be the only district attorney assigned to the case and as such, will provide consistency and continuity in contact with the victims and witnesses, from the beginning of the case through conclusion of the case. The ADA will meet with the Probation Officer, and any

Ms. Michelle Ruggles
April 7, 1995
Page Two

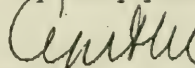
other appropriate and interested parties prior to disposition, and be prepared to present any evidence necessary to the court.

The ADA who is assigned to the Serious Offender Program will be responsible for the vertical prosecution, as described above, of any new cases charged on program participants. Additionally, time permitting, the ADA will also file and prosecute supplemental petitions (probation violations), should the minor violate the terms and conditions of probation.

Currently, the staffing at the Juvenile Division of our office does not allow for vertical prosecution, except in homicide or 707B cases. Our staffing currently is for five attorneys; we have three attorneys currently handling over 500 open cases. The cases are handled by whichever attorney is in court at the time the case comes on the calendar. This does not allow the attorneys time to review the minor's history and other relevant factors in depth. We have one attorney currently assigned to two double homicide cases which have been pending for over one year; that attorney is also charged with handling WI 707B cases. The managing attorney handles case conferences with the SFPD and Juvenile Probation Department, determination of whether cases should be charges, charges to be filed, and other administrative duties, which include participation on the School Attendance Review Board, and community meetings.

The position will be a full-time position. Please contact me if you require any further information.

Very truly yours,



Cynthia M. Lee
Managing Attorney

CML:nn

Item 5 - File 101-94-5.1

Department: Fire Department
Department of Public Works (DPW)

Item: Hearing requesting the release of reserved funds from 1992 Fire Protection Bond interest earnings in the amount of \$69,850 for the replacement of an underground fuel tank at Fire Station No. 13.

Amount: \$69,850

Source of Funds: 1992 Proposition C Fire Improvement Bond interest earnings

Description: In July of 1994, the Board of Supervisors appropriated \$98,436 in interest earnings from 1992 Proposition C Fire Facilities Improvement Bond Fund monies including \$20,586 for DPW Design and Construction Management costs and \$69,850 for construction contract and contingency costs for the replacement of the underground fuel tank at Fire Station No. 13 located at Sansome and Washington Streets. Of the \$98,436 total, \$69,850 was placed on reserve pending the selection of the contractor and the MBE/WBE status of the contractor.

Mr. Thinh Nguyen of the DPW advises that the Fire Department has selected the lowest bidder, EMJ Contractors, which submitted a bid of \$156,350, of which \$54,345 would be used for the replacement of the underground fuel tank (see Comment 2). EMJ Contractors is neither an MBE or a WBE firm.

The DPW is requesting the release of the entire amount of \$69,850 previously reserved to pay for the \$54,345 portion of the contract amount, including \$15,505 or 28.5 percent, for contingency funds.

Comments:

1. Assistant Chief James Lynch of the Fire Department states that the full amount of \$69,850 is being requested because the Department has encountered unanticipated costs during recent underground work involving such problems as toxic material, cracked foundations and defective sewers. Therefore, he requests that a contingency fund of 28.5 percent, or \$15,505, be permitted.

2. Mr. Nguyen advises that the replacement of the underground fuel tank at Fire Station 13 is part of a joint contract which includes the replacement of an adjacent fuel tank which ruptured during the 1989 Loma Prieta

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BUDGET ANALYST

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April 12, 1995

earthquake. According to Mr. Nguyen, the \$156,350 total amount of the joint contract would be paid for by (1) \$102,005 in FEMA (Federal Emergency Management Agency) funds previously appropriated by the Board of Supervisors for the replacement of the ruptured fuel tank and (2) \$54,345 in reserved funds subject to this request for the replacement of the other fuel tank.

2. The Attachment, provided by Mr. Nguyen, shows the contractors which submitted bids for the joint contract, the amounts of the bids and the MBE/WBE status of the contractors.

Recommendation: Approve the proposed release of reserved funds in the requested amount of \$69,850.

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TABULATION OF BIDS

Specification No.. 7088E

Title: San Francisco Fire Department
Station 13
Underground Fuel Tanks Replacem

Bids Received: February 22, 1995

Basis: Unit Bid Items

Bidders:		
EMJ Contractors	<u>156,350</u> 169,150	79% 85% of E.E.

Subsurface Environmental WBE	197,670	
Accutite	232,854	

V.C.I. of California	272,700	

Average Bid:	218,094	110% of E.E.
Engineer's Estimate:	198,000	

Apparent Low Bidder: EMJ Contractors
550 Church Street
San Francisco CA 94114

Telephone: (415) 664-3060

Subcontractors:		
Henchion Environmental	Envi Isolation	59,000
Northwest Demolition	Drilling and Offhaul	17,500
Fitzearld Electric	Electric and Insulation	15,200
San Luis Construction	Excavation	12,920

Bob Jew	Linda Chin	Bob Swanstrom
John Cribbs	Peg Divine	Foon Chow
Todd Cockburn	Nelson Wong	Don Eng
Controller	Sophia Hom	Maurice Williams

H:hah
February 22, 1995

Item 6 - File 79-92-3.11

- Department:** Mayor's Office of Community Development (MOCD)
- Item:** Hearing requesting the release of reserved funds from the Mayor's Office of Community Development, 1993 Community Development Block Grant (CDBG) funds, for financial and compliance audit services to be performed by the accounting firm of Calvin Louie.
- Description:** In November of 1992 the Board of Supervisors approved a resolution authorizing the Mayor's Office to apply for, accept and expend up to \$21,708,373 in funds from the 1993 Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing and Urban Development (HUD). Of the \$21,708,373 total amount, the Board placed \$815,791 on reserve including \$100,000 for MOCD Program Administration, Subgrantee Audits. The MOCD now requests the release of these funds to be used for financial and compliance audits of selected CDBG subgrantees by the accounting firm of Calvin Louie, an MBE firm.
- Comments:**
1. The Attachment provided by MOCD is a list of the CDBG fund subgrantees that would be audited under the proposed resolution and the amount of CDBG funds each subgrantee received in calendar years 1993 and 1994.
 2. Mr. Bernhard Gunther advises that the firm of Calvin Louie was previously selected through a request for proposal process on the basis of the amount bid and previous experience with HUD audits. The firm is to provide an estimated 3,337 hours of work at an average hourly wage of \$30.20.
- Recommendation:** Approve the proposed release of reserved funds in the requested amount of \$100,000.

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Items 7 and 8 - Files 101-94-71 and 102-94-12

Note: These items were continued by the Budget Committee at its meeting of April 5, 1995.

Department: Airport

Items: Item 7, File 101-94-71 - Supplemental Appropriation Ordinance appropriating \$277,618 of Airport Operating Fund monies for salaries and fringe benefits for the creation of 33 positions and the deletion of one position pertaining to the Airport's implementation of the Master Plan and Master Plan related Mitigation Program.

Item 8, File 102- 94-12- Ordinance amending the 1994-95 Annual Salary Ordinance reflecting the addition of 33 positions and the deletion of one position at the Airport.

Amount: \$277,618

Source of Funds: Airport Operating Fund

Description: The Airport is requesting the proposed supplemental appropriation to pay for salaries and fringe benefits to allow the Airport to create 33 new positions to implement the Airport's Master Plan and related Mitigation Program.

The proposed supplemental appropriation would appropriate \$277,618, for the period May 1, 1995 to June 30, 1995 as follows:

Permanent Salaries	\$233,536
Fringe Benefits	<u>44,082</u>
Total	\$277,618

The following are descriptions of the foregoing funding requests:

Permanent Salaries (\$233,536)

The Airport's Master Plan was adopted by the Board of Supervisors in December of 1992. The overall Master Plan consists of approximately 45 construction projects and various demolition, survey, and site testing projects. Major projects under the Master Plan include a new International Terminal, a Ground Transportation Center, an Airport Light Rail System and new cargo and aircraft maintenance buildings. The Attachment, provided by the Airport, is a

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listing of 31 of the total of 45 projects. The 31 projects are included in the Near Term Master Plan.

Fringe Benefits (\$44,082)

This amount was calculated based on approximately 18.8 percent of Permanent Salaries.

The proposed ordinance (File 102-94-12) would amend the FY 1994-95 Annual Salary Ordinance to add 33 new positions and delete one position as follows:

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Stop</u>
<u>Add</u>			
1203 Personnel Technician	1	\$1,243-\$1,506	\$39,307
1242 Personnel Analyst	1	\$1,502-\$1,844	\$48,128
1244 Sr. Personnel Analyst	1	\$1,844-\$2,242	\$58,516
1630 Account Clerk	1	\$1,013-\$1,226	\$31,999
1659 Chief Systems Accountant	1	\$2,342-\$2,847	\$74,307
1721 Data Entry Operator	2	\$1,032-\$1,249	\$32,599
1802 Research Assistant	1	\$1,316-\$1,596	\$41,656
1818 MIS Specialist II	1	\$1,565-\$1,899	\$49,564
1840 Jr. Management Assistant	1	\$1,255-\$1,560	\$40,716
1842 Management Assistant	1	\$1,421-\$1,723	\$44,970
1844 Sr. Management Assistant	1	\$1,626-\$1,626	\$42,439
3424 Pest Control Specialist	1	\$1,436-\$1,740	\$45,414
3632 Librarian II	1	\$1,698-\$2,063	\$53,844
5263 Planner V	1	\$2,472-\$3,005	\$78,431
5298 Planner III	1	\$1,756-\$2,135	\$55,724
6138 Industrial Hygienist	1	\$2,156-\$2,621	\$68,408
7110 Mobile Asst. Equip. Supv.	1	\$1,871-\$2,274	\$59,351
7262 Maintenance Planner	1	\$1,890-\$2,297	\$59,952
7308 Cable Splicer	1	\$2,412-\$2,412	\$62,953
7344 Carpenter	2	\$2,014-\$2,014	\$52,565
7345 Electrician	2	\$2,135-\$2,135	\$55,724
7348 Steamfitter	1	\$2,319-\$2,319	\$60,526
7355 Truck Driver	1	\$1,484-\$1,890	\$49,329
7375 Apprentice Stationary Engr.	2	\$1,247-\$1,630	\$42,543
7376 Sheetmetal Worker	3	\$1,918-\$2,332	\$60,865
9204 Communications Supv.	1	\$1,626-\$1,975	\$51,548
9222 Operational Coordinator	<u>1</u>	\$2,094-\$2,545	\$66,425
Total	33		
<u>Delete</u>			
1658 Chief Accountant	1	\$2,230-\$2,711	\$70,757

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Comments:

1. On an annual basis the cost of the 33 new positions at the top step, including fringe benefits, is \$1,427,803.

2. The Airport has provided the Budget Analyst with statements of justification for each of the requested new positions.

3. The Department of Human Resources has reviewed the Position Classification Questionnaire and supporting documentation for each of the requested new positions. The Department of Human Resources has recommended the same classification as requested by the Airport for each of the 33 new positions, with the exception of Classification No. 7308, Cable Splicer. The Department of Human Resources has made the determination in that case that further classification review and interview are required. Therefore, the request for the Cable Splicer position should be denied.

4. As a part of the FY 1995-96 Zero-Base Budget Review, presently being conducted at the direction of the Board of Supervisors, the Budget Analyst has been developing measures for evaluating increases in management and administrative positions since FY 1984-85. The Budget Analyst has developed ratios, expressed as percentages, of management and administrative positions to total positions, for all departments for FY 1984-85 and FY 1994-95. Where there have been increases in such percentages, we have identified position reductions to eliminate such increases.

5. Shown below are comparative data from FY 1984-85 and FY 1994-95 by job category and position count for the Airport. The information shown is based on position data maintained by the Civil Service Commission, as modified by the Budget Analyst to include a professional administrative support category, and to allocate unclassified and exempt positions to categories that reflect the nature of the position.

Department	Officials & Administrative Administrators	Elected & Support	Exempt	Subtotal	Office & Clerical	Boards & Commissioners	Other	Totals
1984-85								
27-Airport	17	20	0	37	88	5	777	907
Percentage of Total	1.9%	2.2%	0.0%	4.1%	9.7%	0.6%	85.7%	100.0%
1994-95								
27-Airport	39	33	0	72	146	0	985	1,203
Percentage of Total	3.2%	2.7%	0.0%	6.0%	12.1%	0.0%	81.9%	100.0%

6. As noted above, between FY 1984-85 through FY 1994-95, the Airport's percentage of administrative positions has

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increased by approximately 46 percent, from 4.1 percent to 6.0 percent. Applying 4.1 percent to the FY 1994-95 total departmental position count of 1,203 would result in a total of approximately 49 administrative positions. The Airport, however, has a total of 72 administrative positions in FY 1994-95, which is 23 positions more than the 49 positions computed under our methodology.

7. Further, between FY 1984-85 through FY 1994-95, the Airport's percentage of office and clerical positions has increased by approximately 25 percent, from 9.7 percent to 12.1 percent. Applying the 9.7 percent to the FY 1994-95 total departmental position count of 1,203 would result in a total of approximately 117 clerical positions. The Airport, however, has a total of 146 clerical positions in FY 1994-95, which is 29 positions more than the 117 positions computed under our methodology.

8. The following 7 positions, which are a part of the Airport's subject request for 33 new positions, are included in the two major categories of "Professional Administrative Support" or "Office & Clerical:"

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Stop</u>
Office & Clerical			
1630 Account Clerk	1	\$1,013-\$1,226	\$31,999
1721 Data Entry Operator	2	\$1,032-\$1,249	32,599
9204 Communications Supv.	<u>1</u>	\$1,626-\$1,975	<u>51,548</u>
Subtotals	4		\$116,146
Professional Administrative Support			
1840 Jr. Management Assistant	1	\$1,255-\$1,560	40,716
1842 Management Assistant	1	\$1,421-\$1,723	44,970
1844 Sr. Management Assistant	<u>1</u>	\$1,626-\$1,626	<u>42,439</u>
Subtotals	3		\$128,125
Grand Total	7		\$244,271

9. Based on the additional workload from the Airport's Master Plan, the following two positions are the only positions which the Airport believes could be deleted from this request at this time:

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<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Stop</u>
1203 Personnel Technician	1	\$1,243-\$1,506	\$39,307
1630 Account Clerk	<u>1</u>	\$1,013-\$1,226	<u>31,999</u>
Total	2		\$71,306

10. We acknowledge that the Airport will need additional staff in order to complete its Master Plan. Based on our analysis, the Department has 23 more administrative positions and 29 more clerical positions than we believe are justified. However, the Airport represents that all of its administrative support and clerical positions are currently filled and that therefore, no such positions could be eliminated at this time or for the foreseeable future.

11. According to Ms. Helen Lucas of the Airport, the Department would not be able to fill the new positions for more than two pay periods, on the average, rather than the four pay periods currently funded. Therefore, the requested amount of \$277,618 for permanent salaries and fringe benefits should be reduced by one-half.

12. In the judgment of the Budget Analyst, the following administrative-type positions listed below are not critical to the accomplishment of the Airport's Master Plan and could be deleted. For example, the justification for the Classification No. 1242, Personnel Analyst, position includes the statement that "This position is to absorb an employee who was bumped out of her position by a DHR layoff who had higher City-wide seniority on this classification."

<u>Classification/Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Maximum Salary At Top Stop</u>
1242 Personnel Analyst	1	\$1,502-\$1,844	\$48,128
1244 Sr. Personnel Analyst	1	\$1,844-\$2,242	\$58,516
1802 Research Assistant	1	\$1,316-\$1,596	\$41,656
1840 Jr. Management Assistant	1	\$1,255-\$1,560	\$40,716
1844 Sr. Management Assistant	<u>1</u>	\$1,626-\$1,626	<u>\$42,432</u>
Total	5		\$231,455

Recommendations: 1. In accordance with Comment No. 11, amend the proposed ordinance (File 101-94-71) to reduce the FY 1994-95 funding period from May 1, 1995, to approximately June 1, 1995, by (1) reducing the requested permanent salaries amount from \$233,536 to \$116,768 and (2) reducing the requested fringe

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benefit amount from \$44,082 to \$22,041 to correspond to the reduced salaries.

2. Amend the proposed Annual Salary Ordinance (File 102-94-12) to delete the two positions shown in Comment No. 9 above, to delete the five positions listed in Comment No. 12 above, and to delete the Cable Splicer position listed in Comment No. 3 above.

3. Amend the proposed ordinance (File 101-94-71) to reflect the deletion of the eight positions identified in Recommendation No. 2 by (1) reducing permanent salaries by \$24,458, or from \$116,768 to \$92,310 and (2) reducing fringe benefits by \$4,598, or from \$22,041 to \$17,443.

4. Approve the proposed ordinances as amended which will result in the approval of 25 new permanent positions at the Airport.

5. In summary, File 101-94-71 should be reduced by a total of \$167,865, or from \$277,618 to \$109,753, by (1) reducing permanent salaries by \$141,226, or from \$233,536 to \$92,310, and (2) reducing fringe benefits by \$26,639, or from \$44,082 to \$17,443.

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To	SANDY B. RICHARDSON		From	HELEN LUCAS
Co.	BUDGET		Co.	AIRPORT
Dept.			Phone #	875-8416
Fax #	252-0461		Fax #	

Near Term Master Plan Projects
as of November 1994
(Inflated dollars in thousands)

Project Description	Project Cost	Project Description	Project Cost
Terminals		Miscellaneous Facilities	
Intl Terminal (Arrivals Bldg.)	\$504,680	Building 710 Renovation	\$1,531
Boarding Area A	\$124,000	Pan Am Building Renovation	\$1,240
Boarding Area B	\$124,000	<u>Sub-Total Misc. Facilities</u>	<u>\$2,771</u>
Boarding Area B-Phase I	\$130,200		
<u>Sub-Total Terminals</u>	<u>\$882,880</u>	Parking	
Air Freight/Airline Maintenance		Lot "DD" Parking Structure	\$44,100
West Field Cargo/Maint. Fac-Ph I	\$40,176		
North Field Cargo/Maint. Facility	\$50,220	Roadway Improvements	
Remodel TWA Cargo Facility	\$6,125	USCG Perimeter Roadway	\$12,250
<u>Sub-Total Air Frt./Airline Maint.</u>	<u>\$96,521</u>	North Access Road	\$1,225
Airport Support		North Field Perimeter Road	\$480
Multipurpose Facility	\$3,100	Ramps & Elevated Roadways	\$216,807
New Firehouse #2	\$4,265	Widen South Perimeter Road	\$1,225
Relocation - CFR/Support Building	\$5,268	<u>Sub-Total Roadway Improvements</u>	<u>\$231,997</u>
<u>Sub-Total Airport Support</u>	<u>\$12,633</u>	Altside Improvements	
General Aviation		Plot 41 Hardstand	\$34,300
FBO Building	\$19,840	Taxiway A & B Realignment	\$12,250
		North Terminal	\$11,428
Commercial		Taxiway A & B Realignment	\$57,678
Service Station	\$1,225	South Terminal - Phase II	
		<u>Sub-Total Altside Improvements</u>	<u>\$117,656</u>
Transportation		Demolition	
Ground Transportation Center	\$269,946	Preparation for Near-Term Projects	\$5,653
Airport Light Rail System			
(ALRS) Phase I	\$330,990	Other Support Projects	
ALRS Maintenance Facility	\$18,600	Land Surveying	\$750
<u>Sub-Total Transportation</u>	<u>\$619,536</u>	Geotechnical Investigation	\$475
		Materials Testing	\$1,000
		Hazardous Waste Removal	\$6,800
		<u>Sub-Total Other Support Projects</u>	<u>\$9,025</u>
		Total Estimated Cost	\$1,983,859

A:\JBrown.WRS

Source: San Francisco Airports Commission
1. Architectural, engineering, inspection, contingency fees and an allowance for staff attachment are included in Project Cost.

Item 9 - File 172-94-32.1

- Department:** Department of Public Health (DPH)
- Item:** Resolution authorizing the Director of Public Health to execute an amendment to the Information Systems Agreement between the City and County of San Francisco and Shared Medical Systems Corporation dated August 31, 1994.
- Amount:** \$4,568,867
- Source of Funds:** Medi-Cal revenues including SB 1255 funds
- Description:** The Board of Supervisors previously approved legislation authorizing a contract, in the maximum amount of \$21,319,026, between the DPH and Shared Medical Systems Corporation (SMS) for SMS to provide medical information system services to the DPH for the implementation of an expanded Management Information System (MIS) for DPH. (File 172-94-32). The MIS specifications included in this contract will link the District Health Centers, San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), clinical laboratories, radiology, mental health and other DPH sites. Functions performed by the MIS would include patient registration, appointment scheduling, billing, service orders and lab results, patient data, eligibility information and clinical records. The contract, which is for the period 1994-1995 through 1999-2000 will provide the following services;
1. Remote Computing Option (RCO) Processing and Storage: the Remote Computing Option system will provide DPH with the use of SMS's proprietary software for patient billing and registration, patient accounts, clinical records, laboratory orders and results, and other data and exchange capabilities.
 2. Network installation and use: SMS will install a network to connect DPH sites with each other and with SMS's MIS Systems Center in Malvern, PA. In addition to installation, the SMS contract includes annual charges for use of the network.
 3. Installation of software and implementation of DPH's MIS system at SMS's Information Systems Center in Malvern, PA.
 4. Training and education, software upgrades, interfaces with additional locations, and other software customization services.

BOARD OF SUPERVISORS
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The proposed resolution would amend the contract between the DPH and SMS for SMS to provide project management and implementation assistance, which the DPH had previously determined was necessary at the time the DPH submitted its original \$21,319,026 request for the SMS contract. The basic contract with SMS is for SMS to provide medical information system services for the implementation of an expanded MIS for DPH. This \$21,319,026 contract was approved by the Board of Supervisors.

The DPH had originally proposed to contract with Coopers & Lybrand LLP, in the amount of \$6,668,025, including expenses, for the provision of project management and implementation assistance in connection with the expanded MIS. However, a resolution (File 172-94-45) requesting authorization for DPH to enter into that contract with Coopers & Lybrand was tabled by the Budget Committee due primarily to the Committee's concerns pertaining to the costs of that contract which amounted to \$6,668,025 including \$1,114,923 for travel, lodging and subsistence expenses plus \$255,000 for administrative support expenses.

Under the proposed subject contract amendment with SMS, SMS would receive an estimated additional amount of \$4,568,867 on top of their basic contract amount of \$21,319,026. The contract amendment further provides that in no event shall the additional amount exceed \$5,025,753. Of the \$4,568,867, \$1,142,160 or approximately 25 percent, represents minority subcontract participation. SMS has selected Systems Support Technology, an MBE firm, as a subcontractor. In accordance with the terms of the contract amendment, SMS staff would provide approximately 26,360 hours of service at a rate of \$130 per hour, including expenses, for a total of \$3,426,707 and Systems Support Technology would provide 9,518 hours of service at a rate of \$120 per hour for a total of \$1,142,160.

Comments:

1. The attached letter from Mr. David Counter of the DPH's Computer Services unit, explains (1) the need for this additional proposed management project and implementation assistance by SMS, (2) what specific services will be provided by SMS and how SMS is able to provide these services at \$2,099,158 (\$6,668,025 minus \$4,568,867) or approximately 31.5 percent less than the amount of the previously proposed Coopers & Lybrand contract, (3) the steps taken by the DPH to address the concerns of the Budget Committee regarding these additional contract services, (4) why DPH did not utilize an RFP process instead of contracting on a sole source

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Memo to Budget Committee
April 12, 1995 Budget Committee Meeting

basis with SMS, and (5) how a conflict can be avoided by contracting with SMS which would not only provide the basic medical information system services but also would now provide project management of itself.

2. Mr. Counter states in the attached letter that the DPH plans to issue a Request for Proposal to solicit a contractor to serve as the project auditor to insure that SMS project deliverables conform to project specifications and meet the strategic business needs of the DPH. Mr. Counter estimates such contract will cost approximately \$250,000.

3. As noted above, under the terms of the proposed contract amendment, SMS would be paid a total of \$4,568,867 and in no event shall the amount exceed \$5,025,753. As such, SMS could potentially be paid up to \$5,025,753. Therefore, the Budget Analyst recommends that the amount of the contract amendment be capped at \$4,568,867, and that any expenditure beyond \$4,568,867 be subject to separate legislative approval of the Board of Supervisors.

- Recommendations:**
1. Amend Lines 13 and 14 of the proposed resolution to reflect that the cost of the proposed contract amendment will not exceed \$4,568,867 and that any amount in excess of \$4,568,867 be subject to approval by the Board of Supervisors.
 2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

City and County of San Francisco

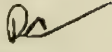
Department of Public Health



MEMORANDUM

April 5, 1995

TO: Sandy Brown-Richardson, Board of Supervisor's Budget Analyst

FROM: David Counter, Director, Department of Public Health 
Management Information Systems

SUBJECT: Resolution authorizing the Director of Public Health to execute an amendment to the Information Systems Agreement between the City and County of San Francisco and Shared Medical Systems Corporation dated August 31, 1994.

The following information is provided pursuant to the subject request for Resolution approval.

1) *Need for Contract.*

The proposed professional services are required to implement the information systems infrastructure to help support a Managed Care environment. The Department of Public Health has already contracted for Shared Medical Systems (SMS) clinical and administrative systems which will integrate patient care services across multiple facilities. The implementation of these systems will produce a Community Health Network which will enable multiple facilities and health care providers to exchange and share patient demographic, clinical and financial information, control costs, monitor quality and meet contractual requirements for acquired applications.

Implementation assistance is essential to bring these critical computer applications to full production status in order to meet the mandated State Medi-Cal deadline for Managed Care of June, 1996

2) *Services to be provided by Shared Medical Systems.*

A) Specific Services.

The proposed professional services contract will provide the Department of Public Health with the one time implementation assistance required to bring the acquired systems to full productive use including project planning and administration, systems and procedures analysis, completion of detailed specifications, network hardware and system software installation, application building, system testing, user training, live conversion and post-live support.

TO: Sandy Brown-Richardson, Board of Supervisor Budget Analyst
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These project tasks will be accomplished by staff provided by Shared Medical Systems and a local MBE firm, Systems Support Technology (SST), which will receive 25% of the contract fees. Information systems staff from the Department of Public Health will work as part of this team in order to be trained and become proficient in the new technology so as to assume full support of these systems once they are brought to full production status. It should be noted that no new Department of Public Health staff will be required for this function.

B) Reduced Project Fees.

Shared Medical Systems has been able to reduce the overall project fees by the amount of \$2,099,149 through the utilization of staff assigned to their local office in Pleasanton, California, and by agreeing to a flat hourly rate of \$130.00 inclusive of any expenses. This rate is achieved due primarily to the fact that the implementation will be accomplished within the context of the larger systems acquisition contract which spans several years.

In addition, SMS has committed to the original project timelines in order to meet the State Medi-Cal Managed Care mandate of June, 1996. Due to the high visibility of the City and County of San Francisco account, the critical nature of these systems and the size of their existing contract, SMS has agreed to provide all technical resources needed to achieve project completion goals.

C) Sole Source Contract.

Shared Medical Systems is in a unique position to assist with the one time implementation of their applications due to the detailed, proprietary knowledge of how these systems are actually designed. Beyond Coopers and Lybrand, L.L.P., who have a practice specialty in the implementation of Shared Medical Systems software, no other firm has the particular expertise necessary to bring the acquired systems to error-free full production status in order to meet the June, 1996 timelines for Medi-Cal Managed Care.

D) Project Audit and Quality Assurance.

The Department of Public Health, however, recognizes the need for an objective third party quality assurance and project audit function which was to have been provided by Coopers and Lybrand, L.L.P. As such, the Department will publish a Request for Proposal (RFP) in the coming months to solicit this third party project auditor and select an appropriately competent industry consultant to insure that project deliverables conform to specifications and meet the strategic business needs of the Department of Public Health.

cc: Larry Meredith, Ph.D. Deputy Director for Operations
Richard Cordova, Executive Administrator, S.F.G.H.M.C.

DC0405B.DOC

TOTAL P.03

Item 10 - File 97-95-14

Item: Ordinance amending the Administrative Code Section 10.117-76 to allow monies from the Home Ownership Assistance Loan Fund to be loaned to nonprofit corporations for (1) the purchase of housing units for resale to low and moderate income households, and (2) curing defaults on senior loans on housing units which have received secondary City financing; and to designate the Mayor's Office of Housing, or its successor, as the administrator of this Fund.

Description: The proposed ordinance would amend parts (a), (b), (c), (d), and (g), of Section 10.117-76 of the Administrative Code, entitled Home Ownership Assistance Loan Fund. The Home Ownership Assistance Loan Fund is a Fund established to expand home ownership opportunities to low and moderate income persons by providing loans to first-time home buyers. The Home Ownership Assistance Loan Fund receives its funding from the repayment of promissory notes from persons who have purchased housing units developed on surplus City sites for low and moderate income housing, and from the repayment of prior Home Ownership Assistance Loan Fund loans. The estimated balance of the Home Ownership Assistance Loan Fund is \$1.3 million.

The proposed ordinance would amend part (a), entitled Establishment of Fund, to expand the definition of those persons eligible to participate in the Home Ownership Assistance Loan Fund from (a) persons or families of low or moderate income to (b) persons, families or households of low or moderate income.

The proposed ordinance would amend part (b), entitled Use of Money in Fund, to expand the definition of how the Home Ownership Assistance Loan Fund monies may be used. Currently, the Fund provides loans to low and moderate income individuals and families. The proposed ordinance would authorize the Fund to be used to provide loans to low and moderate income individuals, families and households. In addition, the proposed ordinance would be amended to authorize the Home Ownership Assistance Loan Fund monies to be used to provide loans to nonprofit corporations for the purchase of housing units to be resold to low and moderate income individuals, families and households; or for curing a default on a senior loan made with respect to a unit that has secondary financing from the City.

The proposed ordinance would amend part (c), entitled Administration of Fund, to change the definition of who may

administer a loan program under the Home Ownership Assistance Loan Fund from (a) the Mayor's Office of Housing to (b) the Mayor's Office of Housing or its successor. In addition, the proposed ordinance would be amended to authorize that the administrative expenses that are appropriated through the annual budget process or through supplemental appropriation for the Mayor's Office may now be appropriated for the Mayor's Office of Housing or its successor.

The proposed ordinance would amend part (d), entitled Authorization to Expend, to change the definition of who may approve expenditures from the Fund. Currently, the Executive Director of the Mayor's Office of Housing approves expenditures from the Fund. The proposed ordinance would amend this to state the Director of the Mayor's Office of Housing or its successor shall approve expenditures from the Fund.

The proposed ordinance would amend part (g), entitled Reporting on Program Status, to change the definition of who will report annually to the Board of Supervisors. Currently, the Mayor's Office of Housing reports annually to the Board of Supervisors. The proposed amendment would authorize the Mayor's Office of Housing or its successor to report annually to the Board of Supervisors.

Comments:

1. Mr. Joe LaTorre of the Mayor's Office of Housing advises that the proposed ordinance would have no additional fiscal impact on the City.

2. The Attachment provided by the Mayor's Office of Housing further explains the requested amendments and how the provisions of these amendments would be applied.


Recommendation:

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

FAX TRANSMISSION MEMORANDUM**MAYOR'S OFFICE OF HOUSING**

NUMBER OF PAGES (INCLUDING COVER SHEET): 2
IF YOU DO NOT RECEIVE ALL PAGES, PLEASE CALL (415) 554-8788

April 6, 1995

TO: Michelle Ruggles, Budget Analyst
FROM: Joe LaTorre 
SUBJECT: Amendments to Home Ownership Assistance Loan Fund

Per your request, here is the background for each of the changes in the administrative code provisions for the Home Ownership Assistance Loan Fund:

1. Sec. 10.117-76 (a): "Households" is inserted in addition to persons and families in order to clarify that eligible borrowers include households consisting of unrelated individuals.
2. Sec. 10.117-76 (b): Two additional uses of funds are proposed. One is to permit loans to nonprofit corporations to purchase homes for resale to low and moderate income households. When the unit is resold to an eligible household, this loan will be repaid to the City, in most cases in less than a year. This provision will enable the City to: (a) Most immediately, finance the acquisition of 29 units of low and moderate income live-work housing by Artspace Development Corporation. The units are nearing completion of construction. Artspace will resell these units to first time homebuyers immediately after completion. (b) Assign rights of first refusal held by the City to nonprofit corporations in cases where eligible buyers cannot be identified within the City's right of first refusal period. In a few cases in recent years, the City has been unable to exercise such rights of first refusal and restrictions on affordable units have consequently been lost. We expect to use funds for this purpose infrequently, but would like to be able to do so if necessary. (c) Provide financing to a nonprofit to acquire a deteriorated property, carry out rehabilitation and resell the home to a first-time homebuyer. San Francisco Housing Development Corporation is currently studying the feasibility of such a program.

The second use of funds is to cure defaults on senior loans in cases in which the City has provided secondary financing. If such a default results in a foreclosure by the senior lender, the City's second loan is wiped out. Again, we expect to use funds for this purpose only rarely, but request the ability to do so if this is the only way to avoid a foreclosure and loss of the City's second loans.

Michelle Ruggles
April 6, 1995
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3. Sec. 10.117-76 (c): The phrase "or its successor" is inserted so that, in the event that the Mayor reorganizes the functions of his office, the Administrative Code will not need to be amended. Since 1983, the administration of housing programs has been carried out by Mayor's Office entities known as the Mayor's Office of Housing and Economic Development, the Mayor's Office of Housing and Community Development, the Mayor's Office of Economic Planning and Development, and the Mayor's Office of Housing (twice).

Finally, you requested the amount of funds currently available in the program. As of the end of March, our records show that there is a balance of \$193,912 in the fund. In addition, Bank of America, trustee on our 1982 Single Family Mortgage Revenue Bond program, is in the process of transferring approximately \$1,136,909 in repayments of Home Mortgage Assistance Contracts from borrowers under that program. Thus MOH will have available approximately \$1,330,821 for additional loans (plus repayments received in the future). This will provide funds for the \$1.1 million required for the Artspace loan, plus additional downpayment assistance loans on an ongoing basis.

Item 11 - File 79-95-3

Department: Mayor's Office of Community Development (MOCD)

Item: Resolution approving an amendment to the 1995 Community Development Program and authorizing the Mayor, on behalf of the City to receive, and expend \$2,818,000 in additional entitlement funds and transfer \$182,000 from contingencies under the City's 1995 Community Development Block Grant (CDBG) Program from the U.S Department of Housing and Urban Development (HUD), approving Addendum 1 to the expenditure schedule for recipient departments and agencies and for indirect costs, and determining that no environmental evaluation is required, and authorizing the receipt and deposit in contingencies of the 1995 CDBG entitlement funds in excess of \$26,984,000.

Description: On November 30, 1994, the Board of Supervisors approved the 1995 Community Development Program in the amount of \$29,955,061 including carryover funds and program income.

On April 3, 1995, when HUD announced the annual grant awards, San Francisco was notified that it would actually receive an additional \$2,818,000 in CDBG program funds. The increased allocation was the result of Congress approving a higher amount for the entire CDBG Program and San Francisco's receiving a proportionate increase. The proposed resolution would authorize the City, through MOCD, to receive and expend these additional funds of \$2,818,000.

In addition, the proposed resolution would allocate \$182,000 of contingency funds. According to Mr. Bernhard Gunther of the MOCD, there is currently a balance of \$270,688 in the CDBG contingency account. If the requested contingency funds in the amount of \$182,000 are approved, the contingency fund balance would be \$88,688. The \$182,000 in additional contingency funds, plus the \$2,818,000 of additional CDBG entitlement funds, would provide \$3,000,000 in additional funding for the requested projects that comprise Addendum 1, as shown below.

The proposed additional \$3,000,000 in requested funding is as follows:

Housing Site Acquisition Pool (\$1,000,000)

The proposed funding would be used to increase the existing Site Acquisition Program Pool by \$1,000,000 from \$3 million to \$4 million. This funding is used to acquire housing sites for low-income persons. Specifically, these funds would be used by the Mission Housing Development Corporation for the acquisition and rehabilitation of a 58-unit Single Resident Occupancy (SRO) buildings in the Mission District designed to provide shelter to homeless and formerly homeless persons. According to Mr. Gunther, the total cost of the project is \$6.6 million, and the balance of funds needed, or \$5.6 million would be provided by the Mission Housing Development Corporation.

Small Business/ Self Employment and Enterprise Development(SEED) Loan Fund (\$1,500,000)

This Loan Fund provides loans to (a) small businesses intending to create or retain jobs available to low income persons, and (b) start-up loans to low/moderate income persons intending to start microenterprises. A microenterprise is usually a one person business operated out of a home. The loans for the small businesses average between \$75,000 and \$100,000. These loans can be used for working capital, inventory, and the purchase of equipment. Loans for this program are packaged and monitored by four neighborhood economic development organizations. The start-up loans for the low/moderate income persons are for under \$10,000. Recipients of these loans must be sponsored by one of the current SEED Program assistance providers.

The balance of the Small Business/ SEED Loan Fund, as of April 1, 1995, is approximately \$750,000. There were no allocations made for the Small Business/ SEED Loan Fund in the 1995 Community Development Program. The MOCD advises that none of the Loan Fund's existing funds have been identified for a specific project. The Loan Fund allocations would be determined pending the receipt of proposals for the use of these loan funds.

Disability Access Upgrade Program (\$200,000)

The Disability Access Upgrade Program provides funds for non-profit organizations and City departments to remove architectural and program barriers for persons with disabilities as outlined in the Americans with Disabilities Act (ADA). The additional allocation would fund a portion of capital improvement projects, including a wheelchair ramp, a wheelchair lift, and door modifications at the War Memorial building. Such improvements have a total estimated cost of

\$455,300. The funding sources for the balance of these costs of \$255,300 are the FY 1993-94, FY 1994-95 and FY 1995-96 War Memorial and Performing Arts Center Opera House capital improvement budgets.

Public Space Improvement Pool (\$200,000)

The Public Space Improvement Program Pool provides funds for non-profit organizations to improve public spaces used primarily by low and moderate income persons and families. The additional allocation would be used specially for improvements to playground spaces at child care centers serving children from low and moderate income families. The Attachment provided by MOCD contains the proposed budget allocations.

Planning and Capacity Building Program Pool (\$100,000)

The Planning and Capacity Building Program Pool would be increased by \$100,000 from \$250,000 to \$350,000, to be used to provide both technical assistance and to build the capacity of non-profit corporations serving low and moderate income persons. This program enables these corporations to hire consultants skilled in such areas as strategic planning, organizational development, and Board of Directors development. The Attachment provided by MOCD contains the proposed budget allocations.

Comment:

Mr. Gunther advises that, as stated in the proposed resolution, no environmental evaluation is required at this time for the additional programs. Any necessary environmental evaluations would be conducted prior to the time a proposed project is funded.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Attachments to 4/12/95 Memo to Budget Committee

Attachment for Public Space Improvement Projects -

The construction of five playgrounds at \$40,000 each are proposed at:

Mission YMCA

Muir Children's Center

Busybee

Whitney Young Child Development Center

Connecticut Garden

Attachment for Planning and Capacity Building -

Additional planning projects proposed include:

Completion of the "Unfinished Agenda" project through HRC (\$70,000)

Continuum of Care planning (approximately \$20,000)

Enterprise Community planning (approximately \$10,000)

Item 12 - File 101-94-89

Department: Recreation and Park

Item: Supplemental appropriation ordinance appropriating \$325,000 from the Recreation and Park Special Revenue Fund (rent credit from the 49ers) to make capital improvements to Candlestick Park.

Amount: \$325,000

Source of Funds: Recreation and Park Special Revenue Fund
Advance Payment of 1995 Parking Lot Rent
from 49ers

Description: The proposed supplemental appropriation would authorize expenditure of \$325,000 to support design work on Candlestick Park capital improvements related to the 1999 Superbowl during FY 1994-95. A description of all of the capital improvements, and the City's bid to the National Football League (NFL) for the 1999 Superbowl, is provided in Item 1, File 193-95-1, of this report to the Budget Committee.

Mr. Don Alameida, the DPW architect who is project manager for the Candlestick Park capital improvements, reports that the proposed supplemental appropriation is needed to enable the design consultant, Anderson DeBartolo Pan Inc., to complete design work for the press box in time for construction of the site work to be completed during the period from approximately January to March of 1996, when neither the 49ers nor the Giants are using Candlestick Park. Actual construction of the press box would then be completed in early 1997, thus permitting testing of the new facility during the 1998 football season.

Mr. Alameida reports that the DPW issued a Request for Qualifications (RFQ) in July of 1994 for the Superbowl capital improvements design work. (Pursuant to the Administrative Code, professional services contracts may be awarded to the most qualified bidder and fees may be negotiated with the selected consultant.) Mr. Alameida states that the DPW awarded the design contract to the firm of Anderson DeBartolo Pan Inc. of San Francisco in December of 1994. Four other firms responded to the RFQ, including the firms of Heery International Inc., Crosby Helnich, Ellerbe Becket, and Greg Roja and Associates.

Mr. Alameida reports that the DPW is in the process of negotiating a contract with Anderson DeBartolo Pan Inc.

According to Mr. Alameida, the RFQ stated that the complete design work for the Superbowl capital improvements should be completed for professional fees not to exceed \$2.6 million. According to Mr. Alameida, because the overall scope of work will in part be a function of the ability of the City to raise private money to fund the projects (See Item 1, File 193-95-1), the contract will not contain a detailed scope of work. Mr. Alameida advises that the consultant will provide proposals for each successive phase of the projects, which will be attached to the contract as contract modifications. (This contract will be subject to separate approval by the Board of Supervisors if it is in excess of \$1 million. Mr. Alameida anticipates that the contract will be in excess of \$1 million.)

Mr. Alameida advises that the \$325,000 requested, which is part of the maximum contract amount of \$2.6 million, and the subject of this proposed supplemental appropriation would be used to obtain the following work projects from Anderson DeBartolo Pan Inc.:

<u>Work Product</u>	<u>Estimated Cost</u>
Phase I Plumbing Repair Design Development	\$27,000
Phase II Disabled Access Design Development	122,000
Phase III Press Box Study	35,000
Phase IV Initial Press Box Site Work Design	<u>141,000</u>
Total	\$325,000

The DPW advises that specific information regarding the project scope and hourly rates is available for Phase I, II, and III of this project. However, as of the writing of this report, the DPW had not provided this specific information to the Budget Analyst (see Comment 7).

The purpose of the plumbing repair study is to define schematic options for the plumbing repairs that need to be done. The purpose of the disabled access study is to document the status of disabled access to the stadium, for use in negotiations with the United States Department of Justice regarding the specific capital improvements that will have to be made to comply with the Americans with Disabilities Act (ADA). The purpose of the Press Box Study is to explore the options for providing more press box space, which include remodeling the existing press box, dismantling the press box and building a new press box in the same location on the west side of the stadium, or building a second press box on the east side of the stadium. Mr. Alameida advises that the DPW has based the cost

estimates for these studies on proposals received from Anderson DeBartolo Pan Inc. The balance of the funds, or \$141,000, would be used to start site work design plans for whichever press box option is selected.

Comments:

1. The firm of Anderson DeBartolo Pan Inc. is partially owned by Mr. Jack DeBartolo, who is a second cousin of 49ers owner Mr. Eddie DeBartolo Jr. However, Mr. Alameida states that the DPW does not consider this a conflict of interest because Mr. Jack DeBartolo and Mr. Eddie DeBartolo Jr. do not have any business relationships. Mr. Alameida advises that the firm of Anderson DeBartolo Pan Inc. has participated in capital improvement projects for ten Superbowls nationwide.

2. The reason the RPD requires these additional funds beyond the amount included in the RPD's regular FY 1994-95 budget is because of a FY 1994-95 unanticipated cost to correct a construction error in the installation of new upper deck seats at Candlestick Park. In February of 1994, the Recreation and Park Department (RPD) used \$375,000 in Recreation and Park Special Revenue Funds to finance the installation of 800 new upper deck seats in Candlestick Park. Although installation was completed by March, 1994, the seats have not been used because of unanticipated sight line (visibility) problems. The two rows of seats were installed at the same level, so that the rear row does not have adequate visibility of the playing field.

In order to correct the visibility problems, the RPD planned to allocate approximately \$375,000 of its \$750,000 FY 1994-95 Candlestick Park capital improvements budget to make needed modifications. However, the initial cost estimate was incorrect, because more concrete removal is needed than was originally anticipated. The actual cost of the platform modifications, as determined by a competitive bidding process, will be \$695,180 (\$660,180 for construction costs, \$25,000 in DPW project administration costs and \$10,000 in design costs), or \$320,180 more than the \$375,000 amount which was anticipated in the FY 1994-95 budget.

Expenditure of a total of \$695,180 out of the \$750,000 Candlestick Park capital improvement budget would leave only approximately \$54,820 for other FY 1994-95 Candlestick Park capital improvement projects.

3. Completion of the seating renovation project to correct the visibility problems was identified by the RPD as the highest priority Candlestick Park capital improvement for FY 1994-

95. This project was also a high priority for the 49ers. Therefore, a contractor has been selected through a competitive bid, and Mr. Phil Arnold of the RPD states that the seating renovation project is scheduled for completion by mid-May, 1995, in time for the new opening day of the baseball season, although the project may extend a few weeks into the baseball season.

4. Mr. Arnold states that the seating renovation project was given top priority by the RPD because completion of the seats will yield revenues to the City. Mr. Arnold advises that the RPD expects the 800 new seats to generate an additional \$320,000 in ticket revenue to the 49ers during the 1995 season (800 seats x 10 games x \$40). This would result in additional revenues to the City of approximately \$31,040 per year (the 49ers, under the lease agreement pay the City 10 percent of the gross receipts from the sale of admissions to each game, net of the \$1.50 per seat for the Stadium Admissions Tax). The 49ers must pay a minimum of \$125,000 per year to the City.

5. Mr. Alameida reports that the architect who designed the original plans for the 800 new seats that were installed in 1994, Thornton Architects, is currently being sued by the City. As noted above in the description, the two rows of seats were installed on the same level, so that one row has inadequate visibility of the playing field.

6. Under the terms of the 49ers lease with the City, the 49ers pay the City a parking lot rental fee equal to 42 percent of the gross receipts net of the parking tax (i.e., 75 percent of gross receipts) from the operation of the parking lot during the football season. Total projected gross revenues for the 1995 season range from \$1,040,400 (\$15 x 8,670 parking spaces x 8 regular season games) to \$1,300,500 (\$15 x 8,670 parking spaces x 10 regular and preseason games). Therefore parking lot revenues to the City would range from an estimated \$327,726 (\$1,040,400 x .42 x .75) to \$409,658 (\$1,300,500 x .42 x .75). (These estimates do not include any post season games.)

In order to avoid delaying the start of the Superbowl capital improvements, the 49ers have offered to advance \$325,000 in 1995 parking lot rental fees at this time that would otherwise be due the City during the 1995 football season (i.e., FY 1995-96). If this proposed supplemental appropriation is approved, the 49ers will pay the \$325,000 immediately, and then deduct the first \$325,000 in parking rent due the City during the 1995 calendar year. If the 49ers

advance \$325,000 of parking lot revenues from the 1995 season, the City would receive a balance of an estimated \$111,968 to \$221,210 during FY 1995-96 from parking revenues.

According to Mr. Arnold, the Controller's Office stated that \$325,000 will be deducted from the proposed FY 1995-96 Candlestick Park capital improvement project budget request of \$1.5 million if the 49ers advance \$325,000 from 1995 parking lot revenues this fiscal year.

7. Mr. Alameida states that Anderson DeBartolo Pan Inc. will charge the City an average hourly labor rate of \$75 per hour. As noted above, the DPW advises that specific information regarding the project scope and hourly rates is available for Phase I, II, and III of this project. However, as of the writing of this report, the DPW had not provided this specific information to the Budget Analyst.

Given the history of questionable project oversight that is evidenced by the new seat installation in 1994 (See Comment No. 5), in the professional judgment of the Budget Analyst the DPW should require the consultant to provide a detailed scope of work for all phases of the project prior to commencing each element of the capital improvement plan, including estimated hours to be spent by specific categories of staff. Therefore, if the Board of Supervisors approves this supplemental appropriation request, \$325,000 should be reserved pending provision by the DPW of a detailed scope of work with projected hours by type of staff

8. The capital improvements budget for Candlestick Park is submitted to the Board of Supervisors as two line items in the proposed budget (\$750,000 for capital improvements and \$750,000 for maintenance and repairs). The Recreation and Park Department should provide detailed information regarding capital improvements at Candlestick Park during the FY 1995-96 budget approval process.

- Recommendations:**
- (1) Approval of the proposed supplemental appropriation is a policy matter for the Board of Supervisors.
 - (2) If the Board approves this proposed supplemental appropriation, reserve \$325,000, pending provision by the DPW of a detailed scope of work with projected hours by type of staff for each of the four Project phases. (The DPW advises that such specific information is available for the first three phases; however, as of the writing of this report,

Memo to Budget Committee
April 12, 1995

this information had not been provided to the Budget Analyst.)

(3) Send a letter to the Department of Recreation and Park requesting that the Department provide a detailed capital improvements budget for Candlestick Park as part of their annual on-going budget requests, including the FY 1995-96 budget approval process, since the capital improvements budget for Candlestick Park is submitted as a two line items.

Memo to Budget Committee
April 12, 1995

Item 13 - File 101-94-84

Department: Board of Supervisors

Item: Supplemental Appropriation Ordinance to conduct a Zero-Base Budget analysis

Amount: \$154,980

Source of Funds: General Fund

Description: At the initiation of the Chair of the Budget Committee, the Board of Supervisors had previously approved a motion (see Attachment) requesting subject funds for a Zero-Base Budget analysis. Subject to approval by the Board of Supervisors, this would be the second year that the Board has directed the Budget Analyst to conduct a Zero-Base Budget analysis.

As previously reported, the results of the analysis completed for Fiscal Year 1994-95 resulted in estimated savings of \$15.9 million from the recommendations which were accepted by the Mayor and the Board of Supervisors.

Zero Base Approach

The Zero Base approach is guided by the following principles:

- Existing programs and expenditures are not assumed to automatically be continued from year to year;
- No assumption is made that the way services are delivered should continue; alternatives are considered for increased efficiency;
- The link between expenditures and program outcomes is examined;
- Expenditures are evaluated on the basis of their contribution to each department's mission and specific program goals and outcomes. This directly relates to the "mission driven" budget.

As part of the Zero Base analysis, expenditures are broken down into "programs", which are defined as distinct functions directed toward achieving an objective. Programs may be services provided directly to the public, to another department, or an administrative function. Programs should not be defined so broadly that they obscure important considerations nor so narrow that they reflect work procedures rather than distinct service areas. By providing expenditure information in a program format, it is easier for the Mayor and Board of Supervisors to evaluate the effectiveness of programs and to

BOARD OF SUPERVISORS
BUDGET ANALYST

determine appropriate funding levels in the context of the department's mission and goals and objectives.

Cost, revenue, staffing, and performance data are analyzed by program. In our experience last year, this information had to be developed as many departments did not maintain cost and performance data on a programmatic basis. This approach to analyzing department budgets was used by the Budget Committee and the Mayor's Office, providing meaningful information to evaluate resource allocation levels.

The Link between Zero Base and Mission Driven Budgeting

The newly adopted "mission driven" budgeting approach will require each department to annually provide the Mayor and Board of Supervisors with its mission statement and specific program goals and objectives, along with cost, revenue, and performance data for each program area. A Zero Base analysis of program areas will provide information and recommendations on the appropriate level of funding for program areas based on actual performance and an analysis of alternative approaches.

Work Plan

The specific tasks to be performed for a Zero Base review for 1995-96 would consist of the following three components:

1. Review entire budget of the Recreation and Park Department and the Purchaser which were not included in last year's review. These two departments will be implementing "mission-driven" budgeting this year.

The Purchaser's review would include questions regarding decentralization of this service and the advantages and disadvantages of consolidating this department with other "general services" agencies in the City. The Recreation and Park Department review would be a full zero base analysis. No existing program area would be assumed to be ongoing. We would review all areas of expenditure and assess the potential for cost reductions and greater efficiencies.

Estimated Hours: 335

2. Establish measures to conduct comparisons of administrative costs between City departments. This portion of the project would include:
 - A. Development of measures such as:
 - number of managers relative to total department staff;
 - department finance/accounting costs relative to total department budget;
 - department personnel costs relative to total department budget.
 - B. Collection and analysis of measure data from General Fund departments
 - C. Comparison of measures between departments
 - D. Analysis of significant differences between departments.
 - E. Development of recommendations of areas where administrative costs could be lowered.

Estimated Hours: 530

3. Zero Base Budget review of following General Fund departments program areas.

<u>Department/Topic(s)</u>	<u>Hours</u>
City-wide Real Estate: Analysis of City-owned land, purpose, value, and justification for current use (vs. selling). Include analysis of rental costs for City offices as part of this.	100
City-wide Fleet: Analysis of size, distribution, and cost of fleet, justification for current allocation, potential for central pool	121
Court Consolidation: To analyze cost savings that have been realized to date through consolidation of Municipal and Superior courts and to identify potential future savings.	80
District Attorney:	
Misdemeanor Unit Staffing	30
Preliminary Hearings Staffing	30
Rebooking Unit Staffing	30

<u>Department/Topic(s)</u>	<u>Hours</u>
Information Technology Organization: To review the potential benefits of consolidating departments that are providing information technology-related services including Information Services Division (ISD), Telecommunications, and Electronic Information Processing Steering Committee (EIPSC).	80
Paramedic/Fire Department Consolidation: To analyze the potential costs savings and service impacts of consolidating these functions as has been done in other jurisdictions.	100
Police Department: Analysis of potential for creating an entry level classification to assume clerical and administrative functions now performed by full Police Officers.	120
Public Defender: Misdemeanor Unit Staffing	24
Department of Public Works: Overhead rate analysis	100

Estimated Hours: 815

Project Administration	<u>100</u>
Total Project Hours:	<u>1,780</u>

Costs

The proposed analysis would require an estimated 1,780 hours of professional staff time. Based on an average hourly rate of \$84, total costs for the Budget Analyst's services would be \$149,520.

Comment:

Because time is of the essence with respect to the forthcoming Fiscal Year 1995-96 budget, work has begun on this project based on direction from the Chair of the Budget Committee and based on the attached motion as previously approved by the Board of Supervisors. The estimated date for presentation of the Zero-Based Budget Report to the Budget Committee is May 10, 1995.

FILE NO. 54-94-12

M.O.T.I.O.N

1 (Zero Base Budget Analysis)
 2 DIRECTING THE BOARD OF SUPERVISORS' BUDGET ANALYST TO CONDUCT A
 3 "ZERO BASE" BUDGET ANALYSIS OF VARIOUS CITY DEPARTMENTS
 4 DESIGNATED BY THE BUDGET COMMITTEE AND DIRECTING THE CLERK OF
 5 THE BOARD TO SUBMIT A SUPPLEMENTAL APPROPRIATION TO THE MAYOR
 6 FOR FUNDS NECESSARY TO CONDUCT THE "ZERO BASE" BUDGET ANALYSIS.

7 IT IS HEREBY MOVED, That the Board of Supervisors' Budget
 8 Analyst be and he is hereby directed to conduct a "Zero Base"
 9 Budget analysis of various city departments designated by the
 10 Budget Committee and the Clerk of the Board be and he is hereby
 11 directed to submit a supplemental appropriation to the Mayor
 12 appropriating the necessary funds to conduct a "Zero Base"
 13 Budget analysis of the Departments designated by the Budget
 14 Committee

Adopted - Board of Supervisors, San Francisco October 31, 1994

Ayres: Supervisor Alloto
 Bierman Hallinan Hsieh Kaufman Kennedy
 Leal Meher Migden Shelley
 Absent: Supervisor Conroy

I hereby certify that the foregoing motion
 was adopted by the Board of Supervisors
 of the City and County of San Francisco

John Taylor
 Clerk

File No.
 54-94-12

BOARD OF SUPERVISORS SUPERVISOR HSIEH, *Shueh*

Items 14 and 15 - Files 101-94-82 and 102-94-13

Department: Public Defender

Items: **Item 14, File 101-94-82** - Supplemental appropriation ordinance appropriating \$452,624 from the General Fund Reserve for the reduction of salary savings and the creation of three positions.

Item 15, File 102-94-13 - Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of three positions in the Public Defender's Office.

Amount: \$452,624

Source of Funds: General Fund Reserve

Description: The proposed supplemental appropriation ordinance (File 101-94-82) would appropriate (a) \$58,265 for three new 8174 Civil Attorney positions to staff the Public Defender's Dependency Division; (b) a lump-sum payment of \$34,359 in vested sick leave, vacation pay and holiday pay for the retirement of one Head Attorney in the Public Defender's Office; and (c) a projected budget deficiency in permanent salaries and fringe benefits of \$360,000, for a total of \$452,624, as follows:

Permanent salaries and fringe benefits for three new Civil Attorney positions	\$58,265
Lump-sum payment for retirement	34,359
Projected budget deficiency in permanent salaries and fringe benefits	<u>360,000</u>
Total Supplemental Appropriation Request	\$452,624

New Civil Attorney Positions

The Public Defender's Office is required to refer a case to the Superior Court if that case represents a conflict of interest.¹ When a case is referred to the Superior Court, the Court must hire and pay for the fees of private attorneys and expert witnesses. In FY 1993-94, a total of 1,800 conflict of interest cases were referred to the Superior Court by the Public Defender.

¹ Examples of cases that represent conflicts of interest are cases pertaining to the defense of indigents which involve (a) multiple indigents, (b) witnesses previously represented by the Public Defender's Office, or (c) indigents who have certain relationships with indigents currently or previously represented by the Public Defender.

In the FY 1993-94 and FY 1994-95 budgets, three Civil Attorney positions were eliminated from the Public Defender's Dependency Division by the Mayor's Office, leaving the Public Defender with one Civil Attorney position to handle juvenile dependency cases. According to Mr. Peter Keane of the Public Defender's Office, because of the elimination of these three positions, the Public Defender's Office has been forced to refer 75 percent of its dependency cases to the Superior Court since July 1, 1994. However, these cases were referred to the Superior Court not because of the existence of a conflict of interest but because of "insufficient resources", according to Mr. Keane. Thus, the Superior Court incurred costs for hiring private attorneys and expert witnesses for conflict of interest cases as well as for cases referred to the Court because of "insufficient resources", namely, the lack of the three positions which had been previously eliminated by the Mayor's Office.

The average cost of hiring a private attorney and expert witnesses is approximately \$852 per case, versus \$449 if the case is handled by the Public Defender. According to Ms. Kate Harrison of the Superior Court, 359 cases were referred to the Superior Court between July 1, 1994 and March 31, 1995 because of "insufficient resources" in the Public Defender's Office. As such, the Superior Court incurred \$305,868 in additional costs because of these 359 cases (\$852 per case x 359 cases). (See Comment No. 1).

The proposed supplemental appropriation ordinance (File 101-94-82) would appropriate \$58,265 for the salaries and fringe benefits for three new Civil Attorney positions for 8.8 payperiods, or from approximately February 27, 1995 through June 30, 1995, at the first salary step (See Comment No. 2). These three positions would be assigned to the Public Defender's Dependency Division and would handle the dependency cases which would have otherwise been referred to the Superior Court because of insufficient funds. A breakdown of this request is as follows:

<u>Position Title</u>	<u>No. of Positions</u>	<u>Annual Salary for 3 Positions @ Top Step</u>	<u>Annual Cost for 3 Positions @ Top Step</u>	<u>Amount of this Request</u>
8174 Civil Attorney	3	\$57,394	\$172,182	\$47,758
Fringe Benefits (22%)			<u>37,881</u>	<u>10,507</u>
Total	<u>3</u>		\$210,063	\$58,265

Based on the 359 cases that were referred to the Superior Court over the nine-month period from July 1, 1994 through

March 31, 1995 due to "insufficient resources," the addition of the three new Civil Attorney positions should allow the Public Defender's Office to handle an additional 479 cases per year rather than referring these cases to the Superior Court. Based on the Superior Court's cost of \$852 to hire a private attorney and expert witnesses, the Superior Court would avoid \$408,108 in additional costs (\$852 per case x 479 cases). The annual cost to the Public Defender's Office of handling these 479 cases would be \$215,071 (the in-house cost of \$449 per case x 479 cases). Thus, the estimated net annual savings to the City would be \$403 per case (\$852 less \$449) or \$193,037 per year (\$408,108 less \$215,071).

The proposed ordinance (File 102-94-13) would amend the FY 1994-95 Annual Salary Ordinance to reflect the addition of the three new Civil Attorney positions in the Public Defender's Office.

Lump-sum Retirement Payment

The proposed supplemental appropriation ordinance (File 101-94-82) would also appropriate \$34,359 for a lump-sum payment for vested sick leave, vacation pay and holiday pay for the retirement of one Head Attorney in the Public Defender's Office. A breakdown of this amount is as follows:

30 sick days @ \$404.40 per day	\$12,132
32.6 vacation days @ \$404.40 per day	13,183
5 holidays @ \$606.60 per day	<u>3,033</u>
Subtotal	\$28,348
Fringe benefits (21.2%)	<u>6,011</u>
Total	\$34,359

Projected Budget Deficiency

The Mayor's Office and the Controller have projected a budget deficiency of approximately \$360,000 in the Public Defender's permanent salaries and fringe benefits accounts for FY 1994-95. The proposed supplemental appropriation would also appropriate \$360,000 for this projected budget deficiency. (See Comment No. 4)

Comments:

1. As previously noted, the actual cost to the Superior Court of handling the 359 cases referred to it by the Public Defender since July 1, 1994 because of "insufficient resources" in the Public Defender's Office was \$305,868. According to Ms. Harrison, the Superior Court intends to employ efficiencies to offset some of this cost as well as any future costs incurred for cases referred to the Court by the

Public Defender for the remainder of FY 1994-95. In addition, the Superior Court has submitted a supplemental appropriation ordinance (See Items 16 and 17, Files 101-94-85 and 102-94-14 of this report to the Budget Committee). That supplemental appropriation ordinance includes a request to reappropriate \$267,000 in the Superior Court's FY 1994-95 budget in order to offset a portion of the Superior Court's \$305,868 cost to hire private attorneys and expert witnesses for cases referred to it by the Public Defender because of insufficient resources.

2. Mr. Keane advises that the Public Defender's Office expects to hire the three proposed Civil Attorney positions on or about May 1, 1995, and not on February 27, 1995 as had been anticipated. Thus, the amount needed for salaries is \$24,422 (\$1,809 per pay period at Step 1 x 4.5 pay periods x 3 positions) and for fringe benefits is \$5,373 (22% of \$24,422), or a total of \$29,795, for the period from May 1, 1995 through June 30, 1995. As such, the supplemental appropriation request for permanent salaries and fringe benefits for three new positions should be reduced by \$28,470, or from \$58,265 to \$29,795.

3. If the Board of Supervisors approves the proposed supplemental appropriation ordinance to authorize and fund three additional attorneys for the Public Defender, the Trial Courts' Fees and Other Compensation account should be reduced by \$408,108 in FY 1995-96 to reflect a reduction in fees for outside private attorneys and expert witnesses, based on a reduction of 479 cases referred from the Public Defender at \$852 per case. Attachment I is a written memo obtained by the Public Defender from the Trial Courts representing that the FY 1995-96 budget of the Trial Courts will in fact be reduced by \$408,108 if the subject request of the Public Defender for the three new positions is approved by the Board of Supervisors. According to Ms. Harrison, this \$408,108 reduction will be made in the Trial Courts' Fees and Other Compensation account (See Attachment II).

4. Based on information provided by the Controller's Office, the Budget Analyst projects a budget deficiency of \$368,099 in the Public Defender's permanent salaries and fringe benefits accounts, as reflected in the table below:

Memo to Budget Committee
 April 12, 1995

Category	FY 1994-95 Budget	Actual	Projected	Estimated Budget Deficiency
		Expenditures 7/1/94 to 2/10/95	Expenditures 2/11/95 to 6/30/95	
Permanent Salaries	\$6,651,339	\$4,271,988	\$2,743,825	(\$364,474)
Fringe Benefits	<u>1,100,937</u>	<u>649,962</u>	<u>454,600</u>	<u>(3,625)</u>
Total	\$7,752,276	\$4,921,950	\$3,198,425	(\$368,099)

The proposed supplemental appropriation ordinance includes \$360,000 for the projected budget deficiency in permanent salaries and fringe benefits. Mr. Keane advises that the Public Defender's Office will employ economies in order to offset the remaining projected budget deficiency of \$8,099 (\$368,099 less \$360,000).

5. In summary, the Budget Analyst recommends the following reductions to the proposed supplemental appropriation ordinance:

Category	Supplemental Appropriation Request	Amount by Budget Analyst	Budget Analyst's Recommended Reductions
Permanent Salaries:			
New Positions	\$47,758	24,422	(\$23,336)
Retirement Payment	34,359	34,359	0
Projected Budget Deficiency	<u>302,473</u>	<u>302,473</u>	<u>0</u>
Subtotal	\$384,590	\$361,254	(\$23,336)
Fringe Benefits:			
New Positions	\$10,507	\$5,373	(\$5,134)
Projected Budget Deficiency	<u>57,527</u>	<u>57,527</u>	<u>0</u>
Subtotal	\$68,034	\$62,900	(\$5,134)
TOTALS	\$452,624	\$424,154	(\$28,470)

6. The proposed supplemental appropriation ordinance (File 101-94-82) and the proposed ordinance (File 102-94-13), which would authorize and fund three new positions in the Public Defender's Office, require two-thirds approval by the Board of Supervisors because of prior budgetary denial.

- Recommendations:**
1. Reduce the supplemental appropriation request by \$28,470, or from \$452,624 to \$424,154, as reflected in the table in Comment No. 5 above.
 2. Approve the proposed supplemental appropriation ordinance, as amended (File 101-94-82).

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Approve the proposed ordinance to amend the FY 1994-95 Annual Salary Ordinance to reflect the addition of three new positions in the Public Defender's Office (File 102-94-13).

4. The recommendation of the Budget Analyst to approve three new positions for the Public Defender's Office is predicated on the Trial Courts' representation contained in Attachment I obtained by the Public Defender, in which the Trial Courts concur that their budget will be reduced by \$408,108 in FY 1995-96 in order to reflect a reduction in fees for outside private attorneys and expert witnesses. According to Ms. Harrison, this \$408,108 reduction will be made in the Trial Courts' Fees and Other Compensation account (See Attachment II).

Superior Court of California
San Francisco

CHIEF EXECUTIVE OFFICER AND
CLERK OF THE COURT
633 FOLSOM ST. ROOM 500
(415) 554-4110

MEMORANDUM

April 7, 1995

TO: Peter G. Keane
Chief Assistant Public Defender

FROM: Kate Harrison *[Signature]*
Manager, Budget and Administration

RE: Supplemental Request of Public Defender's Office

As you requested, I am confirming in writing that were your office to receive the three dependency attorneys you are currently requesting by supplemental, it would save the Court approximately \$408,000 in conflict attorney funds. If your supplemental request is approved, the Court will reduce its 1995-96 budget for dependency attorneys from the revised budget of \$2,185,000 (original 1994-95 budget of \$1,918,000 plus pending supplemental request of \$267,000) to \$1,777,000.

Please call me if you have any questions concerning this matter.

cc: Alan Carlson, CEO
Karen Sikkenga, Budget Analyst's Office
Karen Kegg, Budget Analyst's Office

KATE HARRISON
MANAGER OF BUDGET
AND ADMINISTRATION
CITY HALL, ROOM 313
SAN FRANCISCO, CA 94102

Karen Kegg
Budget Analyst's office

4/7/95

Dear Ms. Kegg,

I am confirming that the account from which dependency attorney savings would be realized is Object 0400, fees and other compensation.

Thank you,

Kate Harrison

Items 16 and 17 - Files 101-94-85 & 102-94-14

Department: Trial Courts

Item: Supplemental Appropriation ordinance appropriating and rescinding \$405,564 from salaries and fringe benefits to create three new positions and pay fees of outside private attorneys and expert witnesses for Fiscal Year 1994-95. (101-94-85)

Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of three new positions (1 FTE 676 Research Assistant, 2 FTE 697 Judicial Clerks) (102-94-14)

Amount: \$405,564

Source of Funds: Reappropriation of surplus funds in the Trial Courts 1994-95 Budget

Description: The Trial Courts are requesting that \$405,564 in surplus monies be rescinded from Permanent Salaries and Fringe Benefits in the Trial Court's existing FY 1994-95 budget, and reappropriated to support the following: (1) \$267,000 for the fees of outside private attorneys and expert witnesses to defend indigents; and (2) \$138,564 for 12 months to support three new positions: a Research Assistant and two Judicial Clerks, for 12 months.

The budget of the Public Defender was reduced by three of four dependency attorneys in FY 1994-95. Deputy Attorneys handle cases having to do with the custody of children. The Presiding Judge of the Superior Court reports that the Public Defender had referred 359 cases to the Superior Court as of March 1, 1995, because the Public Defender did not have the resources to defend those cases. When a case is referred to the Superior Court, the Court must hire and pay for the private attorneys and expert witnesses. The \$267,000 for the fees of outside private attorneys and expert witnesses would support the costs for hiring and paying such attorneys and witnesses.

Additionally, the Superior Court is requesting funding for two new Judicial Clerks and one new Research Assistant to perform additional work created by the new "Three Strikes You're Out" sanction, which specifies that persons convicted of three or more felonies must serve jail time. The Presiding Judge advises that the number of felony proceedings is expected to grow 22 percent in FY 1994-95, because defendants are less willing to plead guilty knowing that a guilty plea automatically results in jail time (see Comment 7). The new positions would research motions, maintain and retrieve

records, and provide information to prosecutors within and outside the jurisdiction of the County. The costs of the salaries and fringe benefits for these positions for the period May 1, 1995 through June 30, 1995 are as follows:

Personnel

676 Research Assistant (1 FTE)	\$46,067	
697 Judicial Clerk (2 FTEs)	<u>68,069</u>	
Total Permanent Salaries		\$114,136
Fringe Benefits, at 21 percent		<u>23,969</u>
Total Salary and Fringe Benefits		\$138,105

Comment:

1. The total amount of salaries and fringe benefits for the three requested positions noted here is \$459 less than the amount of \$138,564 requested by the Superior Court because of slight errors on the part of the Superior Court in calculating the total annual salary, based on a bi-weekly salary for the Research Assistant of \$1,765 and, for the Judicial Clerks, \$1,304. Therefore, the proposed Supplemental Appropriation Ordinance should be reduced by \$459 to reflect this lower need. In addition, the Superior Court would only be able to fill these positions for May and June (two months) of Fiscal Year 1994-95. Therefore, this request should be reduced by an additional \$115,085, to reflect the costs for two months instead of 12 months of salary and benefits, or \$23,017, rather than full year costs of \$138,105.

2. As noted above, funds for this supplemental appropriation would come from a reappropriation of existing surplus monies in the Trial Court's 1994-95 budget. However, it should be noted that the addition of the three new positions would result in on-going additional annual costs for the Superior Court of \$138,105 based on FY 1994-95 salary levels.

3. The average cost per case assigned to private attorneys in FY 1993-94 was \$940. The average cost for FY 1994-95 is \$852. According to Ms. Kate Harrison of the Superior Court, this is because the Superior Court has discouraged continuances and reorganized the scheduling of motions so that all motions associated with a single party are consolidated, thereby reducing waiting time for private attorneys. Also, the Superior Court hired a mediator to intervene in dependency cases instead of hiring attorneys in every case.

4. In the Budget Analyst's Zero-Based Budget report of May 9, 1994, we provided as a policy option that the Public Defender pursue an in-depth study and analysis of the advantages and disadvantages, costs and benefits, of establishing within the City an alternative public defender office, whether within the City and County government or through a nonprofit organization, to process the preponderance of cases that the Public Defender cannot represent because of conflict of interest or lack of funds. (The Public Defender is required to refer a case to the Superior Court if such a case represents a conflict, such as a case involving multiple defendants, cases involving witnesses previously represented by the Public Defender's Office, and cases involving defendants who have certain relationships with defendants currently or previously represented by the Public Defender.) We made this recommendation because it is more costly to hire private attorneys and expert witnesses than for the Public Defender to represent indigents on an in-house civil service basis. In FY 1993-94, cases defended by private attorneys cost an average of \$940 each, while in-house cases cost \$449 each on average. As of the writing of this report, the Public Defender has not begun to study the benefits of forming such a separate organization. (In October, 1992 the Budget Analyst conducted an analysis of Conflict-of-Interest Cases for the Representation of Indigent Cases. However, no specific proposal for an alternative organization had been developed by the City.

5. Since it is more costly to hire private attorneys to defend indigent cases through the Superior Court than for the Public Defender to defend such cases in-house, the Public Defender should not reassign the workload associated with them to the Superior Court. The Public Defender has submitted a supplemental appropriation request to support three additional attorneys in the Dependency Division, which is also calendared for the April 12, 1995 Budget Committee Meeting. However, according to Ms. Kate Harrison of the Superior Court, the cases that have already been referred to the Superior Court must remain with the current attorneys assigned to such cases because reassigning the case would be prejudicial to the interest of the client, and paid for by the Superior Court. The proposed Supplemental Appropriation Ordinance includes projected full-year costs for these cases for FY 1994-95.

If the Board of Supervisors approves the proposed Supplemental Appropriation Ordinance to authorize and fund three additional attorneys for the Public Defender (Files 101-94-82 and 102-94-13), the Trial Courts Fees and Other

Memo to Budget Committee
April 12, 1995

Compensation account should be reduced by \$408,108 in FY 1995-96 to reflect a reduction of fees for outside private attorneys and expert witnesses, based on a reduction of 479 cases referred from the Public Defender, at \$852 per case. (359 cases were referred to the Superior Court in the nine months from July 1, 1994 to March 31, 1995.) Attachment I is a written memo obtained by the Public Defender from the Trial Courts representing that the FY 1995-96 budget of the Trial Courts will in fact be reduced by \$408,108 if the Public Defender's request for three new positions is approved by the Board of Supervisors. According to Ms. Harrison, this \$408,108 reduction will be made in the Trial Courts' Fees and Other Compensation account (See Attachment II).

6. The Budget Analyst estimates that a total of 399 cases will be referred to the Superior Court over ten months in FY 1994-95, assuming that the Public Defender's supplemental appropriation request is approved and the Public Defender therefore ceases to refer cases to the Superior Court as of May 1, 1995. The Superior Court advises that the average cost per case for conflict cases defended by private attorneys is \$852. Thus, the \$267,000 requested for fees for attorneys and expert witnesses would support attorney costs for 313 cases. (The remaining cases are supported by increased efficiencies in the Superior Court, noted in Comment 3.)

7. In regard to the three new positions requested by the Superior Court, the State of California Legislative Analyst's Office conducted a survey of 42 California counties to determine the impact of "Three Strikes." The Legislative Analyst's Office reported on January 6, 1995, that, prior to "Three Strikes," 94 percent of all felony cases Statewide were disposed of through plea bargaining. After "Three Strikes," only 14 percent of all second-strike cases, and six percent of all third-strike cases have been disposed of through plea bargaining. The Legislative Analyst's Office also reported that the number of jury trials has increased Statewide due to "Three Strikes." These findings of the State Legislative Analyst's Office support the Superior Court's claim that the number of cases going to trial, and thus the workload, has increased as a result of "Three Strikes."

8. As part of the presently ongoing Zero Base budget analysis for Fiscal Year 1995-96, the Budget Analyst is currently analyzing cost savings that have been realized and additional savings that could be achieved by the Municipal and Superior Courts through consolidation efforts.

9. Refer to Items 14 and 15, Files 101-94-82 and 102-94-13, for a more in-depth discussion of the Public Defender's request for three new attorneys.

Recommendations:

1. Reduce the proposed Supplemental Appropriation Ordinance by \$115,544, from \$405,564 to \$290,020, to reflect a reduction of \$459 to correct an arithmetic error and to support the cost for two months rather than full-year salary and fringe benefit costs for the proposed three new positions (101-94-85) requested by the Superior Court.

2. Approve the requested amount of \$267,000 needed for outside private attorneys and for expert witnesses.

3. If the Board of Supervisors approves the proposed Supplemental Appropriation Ordinance to authorize and fund three additional attorneys for the Public Defender, the Trial Court's Fees and Other Compensation account should be reduced by \$408,108 in FY 1995-96 to reflect a reduction of fees for outside private attorneys and expert witnesses. Attachment I is a written memo obtained by the Public Defender from the Trial Courts representing that the FY 1995-96 budget of the Trial Courts will in fact be reduced by \$408,108 if the Public Defender's request for three new positions is approved by the Board of Supervisors. According to Ms. Harrison, this \$408,108 reduction will be made in the Trial Courts Fees and Other Compensation account (See Attachment II).

4. Approval of the proposed Supplemental Appropriation Ordinance, as amended, and of the proposed amendment to the 1994-95 Annual Salary Ordinance, which would add three new permanent positions to perform additional work associated with "Three Strikes," are policy matters for the Board of Supervisors (Files 101-94-85 and 102-94-14).

Superior Court of California
San Francisco

CHIEF EXECUTIVE OFFICER AND
CLERK OF THE COURT
633 FOLSOM ST. ROOM 500
(415) 554-4110

MEMORANDUM

April 7, 1995

TO: Peter G. Keane
Chief Assistant Public Defender

FROM: Kate Harrison *kh*
Manager, Budget and Administration

RE: Supplemental Request of Public Defender's Office

As you requested, I am confirming in writing that were your office to receive the three dependency attorneys you are currently requesting by supplemental, it would save the Court approximately \$408,000 in conflict attorney funds. If your supplemental request is approved, the Court will reduce its 1995-96 budget for dependency attorneys from the revised budget of \$2,185,000 (original 1994-95 budget of \$1,918,000 plus pending supplemental request of \$267,000) to \$1,777,000.

Please call me if you have any questions concerning this matter.

cc: Alan Carlson, CEO
Karen Sikkenga, Budget Analyst's Office
Karen Kegg, Budget Analyst's Office

KATE HARRISON
MANAGER OF BUDGET
AND ADMINISTRATION
CITY HALL, ROOM 313
SAN FRANCISCO, CA 94102

Karen Kegg
Budget Analyst's office

4/7/95

Dear Ms. Kegg,

I am confirming that the account from which dependency attorney savings would be realized is Object 0400, fees and other compensation.

Thank you,

Kate Harrison

Item 18 - File 101-94-86

Department: Fire Department
Department of Public Works (DPW)

Item: Ordinance appropriating \$652,000 of the 1992 Fire Protection Bond Proceeds for a capital improvement project, design work for a new 911 Dispatch Center and Fire Station 41, subject of previous budgetary denial.

Amount: \$652,000

Source of Funds: 1992 Proposition C Fire Improvement Bonds

Description: In November of 1992, the voters of the City and County of San Francisco approved the Proposition C Fire Improvement Bond Issue. A total of \$40,800,000 in General Obligation bonds were approved to finance (1) improvement costs related to various Fire Department facilities, (2) design costs for the new 911 Dispatch Center, and (3) construction costs for the Fire Department's new Headquarters/Pump Station 1 project.

In October of 1994, \$10,105,000 in Proposition C Fire Improvement Bonds were sold by the City. These bonds were sold to provide financing for (a) improvements to 32 Fire Department facilities and (b) architectural and engineering services for the new 911 Dispatch Center. In October and December of 1994, the Board of Supervisors appropriated a total of \$9,453,000 in Proposition C Bond Fund monies. A request for an additional \$600,000, which was related to the new 911 Dispatch Center, was not approved because the Fire Commission had not taken final approval actions pertaining to this \$600,000 request.

On December 27, 1994, the Fire Commission took its final actions to approve the \$600,000 for architectural and engineering services for the new 911 Dispatch Center. The Fire Department is (a) now again requesting an appropriation of this \$600,000 for the 911 Dispatch Center, and (b) is requesting an additional \$52,000 for design services for Fire Station No. 41, located at Leavenworth and Clay Streets, for a total of \$652,000 representing the remaining unappropriated amount from the total of \$10,105,000 in Proposition C Fire Improvement Bond proceeds.

Comments: 1. According to Mr. Gary Hoy of the DPW, the \$652,000 in architectural and engineering services for the new 911

Memo to Budget Committee
April 12, 1995

Dispatch Center and Fire Station No. 41 would be performed in-house by DPW employees.

2. Attachment I, provided by the DPW, explains the details of the entire \$652,000 request. Attachment II, provided by Mr. Hoy, explains the details of the \$600,000 in services by DPW employees for the new 911 Dispatch Center.

3. Since this request is the subject of previous budgetary denial, passage of this ordinance requires the approval of a 2/3 vote of the members of the Board of Supervisors.

Recommendation: Approve the proposed ordinance.

City and County of San Francisco

Department of Public Works
Bureau of Architecture

Date: April 5, 1995

Subject: Use of Funds
Supplemental Appropriation
of \$652,000

The Budget Analyst
1390 Market Street - Room 1025
San Francisco CA 94102

Attention: Mr. Jerome Sayre

Dear Mr. Sayre:

Per your request, as of this date and in reference to the Supplemental Appropriation of \$652,000 requested by the Fire Department, following is a description of the use of funds for the projects:

1. New Dispatch Center

Project Management	\$300,000
Environmental Review	50,000
Design/Documentation	250,000
Total	<u>\$600,000</u>

2. SFFD Station No. 41

Architectural Services	\$52,000
------------------------	----------

If you have any questions or need further information in regard to this matter, please call Mr. Peter Wong of my staff at 557-4657.

Very truly yours,

Mark A. Primeau
Assistant City Architect

PW/da

cc: 30VN
Peter Wong, DPW
Gary Hoy, DPW
Asst. Chief James Lynch, SFFD

Ref: PW201.C

Breakdown of Expenditures for \$600,000 Appropriation

Expenditures for 600,000 appropriation

Project Management	Rate	Hours	Subtotal	Total
BOA/Senior Architect	80 /hour	3120	249600	
BOA/Administrative Asst.	45 /hour	1120	50400	300000
Environmental Surveys				
BCM/Senior Tech.	75 /hour	300	22500	
BCM/Tech.	65 /hour	300	19500	
BCM/Administrative Asst.	45 /hour	180	8100	50100
Architectural/Engineering Design				
BOA Project Architect	75 /hour	600	45000	
Architectural Associate	60 /hour	600	36000	
Architectural Asst	50 /hour	350	17500	
BOE/Civil Project Engineer	75 /hour	450	33750	
Associate Engineer	60 /hour	450	27000	
Engineering Asst.	50 /hour	300	15000	
BOE/Landscape Sr. Landscape Architect	70 /hour	450	31500	
Landscape Architect	60 /hour	450	27000	
Jr. Landscape Architect	50 /hour	350	17500	250250
				600350

Item 19 - File 101-94-87

- Department:** Department of Public Works
- Item:** Ordinance appropriating \$26,364 for a capital improvement project to cover an overage above 10 percent of the contracted amount as per provisions of Charter Section 7.203, providing for ratification of action previously taken.
- Amount:** \$26,364 (See Comment 2)
- Source of Funds:** Capital Improvement Project, Sewer Repair and Replacement Fund
- Description:** The Board of Supervisors previously approved a contract for the repair of two steel Return Activated Sludge (RAS) pipelines at the Southeast Sewage Treatment Plant. The previous appropriation included the contract amount of \$295,750 and a 10 percent contingency of \$29,575 for a total of \$325,325. Charter Section 7.203 requires authorization of the Board of Supervisors by supplemental appropriation ordinance when the amount of the original contract is exceeded by more than ten percent.
- According to Mr. Robert Carlson of the DPW, existing appropriated monies have been used to pay the contractor and the DPW is now requesting retroactive approval by the Board to exceed the original contract amount by more than 10 percent.
- The work to be performed under this contract consists of the repair of two steel RAS pipelines at the Southeast Sewage Treatment Plant. According to Mr. Ramses Attia of the DPW, this work required additional cost for (1) use of a unique lining material for the pipes, (2) the replacement of six discharge reducers found defective, (3) additional coating required for adjacent pipes and (4) contract delays due to wet weather. These contract additions totaled \$81,459. Mr. Attia further reports that the use of the unique lining material eliminated the need for concrete work associated with a planned concrete pipeline, thereby resulting in a cost reduction of \$25,250.
- Comments:** The budget details of this contract overage above ten percent of the original contract amount for the repair of the two steel RAS pipelines at the Southeast Sewage Treatment Plant are as follows.

Contract Amount		\$295,750
<u>Contract Modifications</u>		
Pipeline lining rework, flange installation	\$13,637	
Replacement of pump discharge reducers	21,000	
Additional coating spot repair on adjacent RAS pipelines	31,631	
Demobilization, remobilization for wet weather shutdown, equipment maintenance and plywood covering during shutdown	<u>15,191</u>	
Subtotal Contract Additions		\$81,459
Contract Deletions (for unneeded concrete work) <u>(25,250)</u>		
Net Contract Modifications (\$56,209 divided by \$295,750 reflects a 19.0 % increase in the original contract amount)		<u>56,209</u>
Revised Contract Amount		\$351,959
Previously Appropriated Funds for Contractual Services (including contingency)		<u>\$325,325</u>
Excess of Revised Contract Amount Over Previously Appropriated Funds (subject of this request)		\$26,634

2. Mr. Mauricio Trigueros of the DPW reports that the correct amount of the proposed appropriation request should be \$26,634, not \$26,364 as contained in the proposed ordinance.

- Recommendation:**
1. Amend the proposed ordinance to correct the amount being appropriated to \$26,634 instead of \$26,364.
 2. Approve the proposed ordinance as amended.

Item 20 - File 101-94-88

Department: Juvenile Probation Department (JPD)

Item: Supplemental appropriation ordinance appropriating \$1,415,990 of Federal Subvention Revenue for facilities maintenance at the Youth Guidance Center and Log Cabin Ranch for Fiscal year 1994-95.

Amount: \$1,415,990

Source of Funds: Federal Entitlement Program, Title IV-E and IV-A Revenue Funds, that pass through the State Department of Social Services to the Juvenile Probation Department.

Description: The Juvenile Probation Department would use the proposed funds to provide for (1) Miscellaneous Facilities Maintenance costs both at JPD's Youth Guidance Center and at the Log Cabin Ranch (LCR), and (2) for Capital Improvements Projects to improve health, safety and security at the Youth Guidance Center (YGC). The proposed funds would be expended as follows:

Miscellaneous Facilities Maintenance YGC (\$249,969):

The following table shows the JPD's estimated budget deficiency for the Youth Guidance Center for FY 1994-95:

<u>Category</u>	<u>FY 1994-95 Budget</u>	<u>Actual</u>	<u>Projected</u>	
		<u>Expenditures</u>	<u>Expenditures</u>	<u>Estimated</u>
		<u>7/1/94 to</u>	<u>4/1/95 to</u>	<u>Budget</u>
		<u>3/31/95</u>	<u>6/30/95</u>	<u>Deficiency</u>
Misc. Facilities				
Maint.	\$173,700	\$215,000	\$208,669	(\$249,969)

Mr. Ace Tago of JPD advises that JPD expended all of the FY 1994-95 budgeted Miscellaneous Facilities Maintenance funds for YGC, in the amount of \$173,700, by December 31, 1994 because of emergency repair costs, such as the replacement of broken heating pipes, and other repairs to the Central Heating System. As such, between the period of January 1, 1995 and March 31, 1995, Mr. Michael McGuinness of JPD advises that an estimated amount of \$41,300 was borrowed from the JPD Materials and Supplies account. The proposed supplemental appropriation would reimburse the JPD Materials and Supplies account, in the amount of \$41,300, and would provide funding in the amount of \$72,322 for Miscellaneous Facilities Maintenance costs for a three month period, beginning April 1, 1995, through June

BOARD OF SUPERVISORS
BUDGET ANALYST

30, 1995. These funds would be used for daily maintenance costs, including the replacement of broken windows and other unforeseen maintenance requirements. The remainder of the funds, in the amount of \$136,347, would be used to fund specific projects for JPD's Youth Guidance Center. These projects are listed in Attachment 1. According to Mr. Tago, Miscellaneous Facility Maintenance work is done by JPD, or is work-ordered to the Department of Public Works.

Miscellaneous Facilities Maintenance LCR (\$86,021):

The following tables show the JPD's estimated budget deficiency for the Log Cabin Ranch for FY 1994-95:

<u>Category</u>	<u>FY 1994-95 Budget</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated Budget Deficiency</u>
		<u>Expenditures 7/1/94 to 3/31/95</u>	<u>Expenditures 4/1/95 to 6/30/95</u>	
Misc. Facilities Maint.	\$22,300	\$22,500	\$85,821	(\$86,021)

Mr. Tago advises that JPD expended all of the FY 1994-95 budgeted Miscellaneous Facilities Maintenance funds for LCR, in the amount of \$22,300 by March 31, 1995 because of unanticipated emergency repair costs, such as repairing the Water Purification System. In addition, Mr. McGuinness advises that an estimated amount of \$200 was borrowed from the JPD Materials and Supplies account. The proposed supplemental appropriation would reimburse the JPD Materials and Supplies account, in the amount of \$200, and would provide funding for Miscellaneous Facilities Maintenance costs, in the amount of \$7,494, for a three month period beginning April 1, 1995. These funds would be used for daily maintenance costs, including the replacement of broken windows and other unforeseen maintenance requirements. The remainder of the funds, in the amount of \$78,327, would be used to fund specific projects for JPD's Log Cabin Ranch. These projects are listed in Attachment 2.

Capital Improvement Projects (\$1,080,000):

The proposed funds, in the amount of \$1,080,000 would provide funding for (1) a bridge replacement at the Log Cabin Ranch, (2) a renovation of the police bookings area at Juvenile Hall, (3) Juvenile Hall security partitioning, and (4) the installation of a heating, ventilation, and air conditioning system at Juvenile Hall. A description of these projects is as follows:

Bridge Replacement at Log Cabin Ranch (\$190,000):

The proposed funds would be used to replace the Access Roadway Bridge. This Bridge is used daily to operate and maintain the domestic water pump station which provides the main water supply for the Log Cabin Ranch and the Hidden Valley Ranch. Due to the rains, and the resulting erosion, as well as a decayed condition and fractures in the supporting beams of the bridge, the bridge is currently not usable. Mr. Tago advises that the replacement of the bridge and the repairs to the surrounding area, will be done by the Department of Public Works (DPW). Attachment 3, provided by JPD, provides cost details for the proposed bridge replacement.

Renovation of Police Bookings Area of Juvenile Hall (\$20,000):

These funds would be used to renovate an existing area in Juvenile Hall that is used by the police to book the juvenile offenders. The funds would be used to provide asbestos abatement, ventilation, installation of electrical outlets for the booking equipment, install a search area, strip the floors, paint the room, and install a sally port entrance into the Police Booking Area, as well as the Admissions Unit of Juvenile Hall. A sally port entrance is an entrance that has two consecutive locked gates, so when a vehicle enters through the outer gate, the outer gate is locked prior to opening the inner gate, so that when the inner gate is opened, no one can escape. Mr. Tago advises that at this time no contractor has been selected to provide the proposed renovations. As such the proposed funds, in the amount of \$20,000 should be reserved, pending the selection of the contractor, the MBE/WBE status of the contractor, and contract cost details.

Juvenile Hall Security Partitioning (\$420,000):

The proposed funds would be used to install electronically controlled doors in all cottage bedrooms, to install electronic control panels at counselors workstations, and to renovate the counselors work stations in order to provide better work space and lockers for the staff. In addition, security partitions would be installed between the living area and the bedroom area in all seven units of Juvenile Hall. Mr. Tago advises that at this time a contractor has not been selected to provide the proposed renovations. As such the proposed funds, in the amount of \$420,000, should be reserved pending the selection of the contractor, the MBE/WBE status of the contractor, and contract cost details.

Juvenile Hall Heating, Ventilation and Air Conditioning (\$450,000):

The proposed funds, in the amount of \$450,000, would partially fund a construction contract for the replacement of a floor heating system and the installation of a ventilation system in Juvenile Hall. These renovations are required under the Youth Law Center Court Settlement Agreement. The proposed funds would provide the balance needed for this project which has a total cost of \$1,080,417. Following an Invitation for Bids for the proposed system, the Department of Public Works received bids from four contractors on November 30, 1994. The lowest of the four bidders, Western Plumbing & Heating, Inc., was originally selected, at a cost of \$842,000. However, Western Plumbing & Heating did not meet the MBE/WBE subcontracting goals. As such, the second lowest bidder, Aire Sheet Metal, Inc., was selected at a cost of \$889,000. Aire Sheet Metal, Inc. is an MBE. In addition, Aire Sheet Metal, Inc. met the MBE/WBE subcontracting goals determined by the Human Rights Commission. Aire Sheet Metal, Inc. is subcontracting with the three following subcontractors: (1) Cresci Electric for an amount of \$84,365, (2) E. Mitchell for an amount of \$128,000, and (3) L3 Metal Technologies for an amount of \$155,000. Cresci Electric and L3 Metal Technologies are MBE firms, and E. Mitchell is a WBE firm.

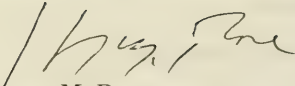
Comment:

As noted above, the proposed funding for the (a) Renovation of the Police Bookings Area of Juvenile Hall in the amount of \$20,000, and (b) Juvenile Hall Security Partitioning in the amount of \$420,000, for a total amount of \$440,000, should be reserved pending the selection of the contractors, the MBE/WBE status of the contractors, and the contract cost details.

Recommendation:

1. Amend the proposed supplemental appropriation by reserving \$440,000, in accordance with the Comment above.
2. Approve the proposed supplemental appropriation ordinance as amended.

Memo to Budget Committee
April 12, 1995



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment 1

**Juvenile Probation Department
Facilities Maintenance & Building Repairs
FY94-95**

Youth Guidance Center

Day to Day Facilities Maintenance Expenditures Projection

Projected Expenditures for FY94-95

1. B-5 Cottage Security Windows	\$34,557
2. Replacement of Hot Water Heat Exchangers in W Cottages	22,500
3. Repair Main Refrigeration Unit in Juvenile Hall Kitchen	5,300
4. Additional Asbestos Removal in Cottage Air Handlers-Health	15,000
5. Reinsulation of Steampipes in W Cottages Utility Tunnel-Health	20,000
6. Backflow Devices(phase two)-Health and Safety	15,990
7. Renovate Emergency Command Center	20,000
8. Handrails in W Cottages-ADA Compliance Project	3,000
Total	<u>\$136,347</u>

Supplemental Appropriation Calculation

Current Funding Level	(\$173,700)
Less:	
Projected Day to Day Facilities Maintenance Expenditures	287,322
Facilities Repairs	136,347
Total Request	<u>\$249,969</u>

Attachment 2

**Juvenile Probation Department
Facilities Maintenance & Building Repairs
FY94-95**

Log Cabin Ranch

Day to Day Facilities Maintenance Expenditures Projection

Projected Expenditures for FY94-95

1. Dormitory Building Renovations #1-ADA Compliance Project	\$12,000
2. Electrical for Kitchen Window Fan Replacements-Health	5,127
3. Electrical for Water Ozonation Filters-Health	5,200
4. Dormitory Building Renovations #2-ADA Compliance Project	22,000
5. Dormitory Building Tree Trimming and Removal-Fire	7,500
6. Repair Cement Steps and Access Areas-ADA Compliance Projects	2,000
7. Repair Ceilings in Kitchen, Utility, and Restroom Areas-Health	10,000
8. Fire and Sprinkler System Certificaiton-Fire	4,000
9. Installation of Ozonation Filters-Health	10,500
Total	<u>\$78,327</u>

Supplemental Appropriation Calculation

Current Funding Level	(\$22,300)
Less:	
Projected Day to Day Facilities Maintenance Expenditures	29,994
Facilities Repairs	78,327
Total Request	<u>\$86,021</u>

Attachment 3

Juvenile Probation Department
 Log Cabin Ranch
 Maintenance Supplemental

	Labor	Materials	Equipment	Total
Roadway Improvement				
Demolition and Grading	21,450	-	11,550	33,000
Roadway Base Improvements	27,000	13,500	13,500	54,000
Construction of Drainage Ditch	2,340	360	900	3,600
Culvert Installation	16,250	5,000	3,750	25,000
Embankment Improvement	13,000	2,000	5,000	20,000
Bridge Improvement	13,319	15,884	1,997	31,200
Sub-Total	93,359	36,744	36,697	166,800
		Construction Contingency (15%)		23,200
		Total		190,000

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PUBLIC LIBRARY

58
Memo to Budget Committee
April 12, 1995 Budget Committee Meeting

REVISED**Comments:**

7
95
1. The Attachment, provided by the District Attorney's Office, explains the basis and need for the requested \$60,000 for the District Attorney.

2. It should be noted that the ongoing annual General Fund costs for the Serious Habitual Offender Program, (excluding one-time start-up costs), are \$468,866. Mr. Tago states that the overall Fiscal Year 1995-96 General Fund allocation for JPD, which includes funding for SHOP, will not represent an increase over the Fiscal Year 1994-95 General Fund allocation for JPD.

Recommendations: 1. Approval of the proposed release of reserved funds is a policy matter for the Board of Supervisors.

2. If the Budget Committee releases funds for the Serious Habitual Offender Program, the maximum amount of funds to be released should be \$206,098 in accordance with the revised budget as detailed above. The balance of \$69,372 (\$275,470 less \$206,098) should be returned to the General Fund.

DISTRICT ATTORNEY

ARLO SMITH
DISTRICT ATTORNEY



ROBERT M. PODESTA
CHIEF ASSISTANT
DISTRICT ATTORNEY

SAN FRANCISCO

880 BRYANT STREET, SAN FRANCISCO 94103 TEL. (415) 553-1752

April 7, 1995

VIA FAX

Michelle Ruggles
Budget Analyst Office
Board of Supervisors
1390 Market St. #1025
San Francisco, CA 94102

Dear Ms. Ruggles:

This letter is being provided pursuant to your request for further information with regard the amount of \$60,000. for an Assistant District Attorney position which is contained in the Juvenile Probation Department's request for release of funds for the Serious Offender Program.

The proposal is that the Juvenile Probation Department fund a portion of the salary (with benefits) of an Assistant District Attorney. The sum represents 60% of a Senior Trial Attorney, Step 4. Our office will fund the remaining 40% of that position, with the funds to come from the Vehicle Fund.

The duties of the Assistant District Attorney who will be designated as the Serious Offender Program attorney will be to work with the SFPD and Probation Department in investigation, preparation, and litigation of any new case involving a program participant. The ADA will review each booking with the Probation Officer, review all available information about the minor, to include law enforcement contacts, probation contacts, social history and school history. The ADA will also review the evidence presented by the SFPD as to the filing of any new charges, and make a determination as to the charges to be filed, consistent with the current filing policies of our office. The ADA will appear at the detention hearing and at all subsequent court appearances, including arraignment, pre-trial, motions, trial, disposition, and restitution hearing. The ADA will be the only district attorney assigned to the case and as such, will provide consistency and continuity in contact with the victims and witnesses, from the beginning of the case through conclusion of the case. The ADA will meet with the Probation Officer, and any

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MINUTES
REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, APRIL 19, 1995 - 1:00 P.M.
BLDG.

ROOM 410, WAR MEMORIAL

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:08 P.M.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Budget Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item
 - a) File 101-92-33.3. [Reserved Funds, Fire Department] Consideration of release of reserved funds, Fire Department, 1986 Fire Protection Bond interest, in the amount of \$23,758.78 for the purpose of installing an emergency generator at Fire Station No. 24. (Fire Department)
 - b) File 101-94-6.2. [Reserved Funds, Fire Department] Consideration of release of reserved funds, Fire Department, 1986 Fire Protection Bond interest, in the amount of \$1,732,221 to award Contract No. 7225E, which will allow for the following Auxiliary Water Supply System (AWSS) extension: Ocean Avenue/Mission Street, Phelan Avenue/Norton Street. (Fire Department)

- c) File 38-95-2. [Acceptance of Gifts] Resolution accepting gifts valued at \$278,000 for use by the Recreation and Park Department.

City Parking Company	\$ 6,000.00
David B. Gold Foundation	\$ 10,000.00
Anonymous Donor	\$ 12,000.00
Anonymous Donor	\$100,000.00
Catherine Takamine Trust	\$150,000.00

SPEAKERS: None.

ACTION: HEARINGS HELD. ITEM a REMOVED FROM CONSENT CALENDAR. REMAINING ITEMS RECOMMENDED.

ITEM a - File 101-92-33.3. AMENDED. REDUCE RELEASE OF AMOUNT TO \$21,400.00. APPROVED RELEASE OF \$21,400.00. FILED.

VOTE: 3-0.

REGULAR CALENDAR

FISCAL ITEMS

2. File 101-94-90. [Appropriation, Rent Board] Ordinance appropriating \$91,644, Rent Board, Special Fund Revenue to salaries, materials and supplies, equipment and services of other departments to implement Proposition I for fiscal year 1994-95. (Controller) RO #94207

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Joe Grubb, Executive Director, Rent Board; Ted Lakey, Deputy City Attorney; Ed Harrington, Controller. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. Reduce appropriation to \$82,718. AMENDED TITLE: "Appropriating \$44,718 of Rent Board Special Fund Revenue to salaries, Materials and Supplies and operating equipment and services of other departments to allow the Rent Board to implement Proposition I and \$38,000 for the purchase of new equipment for fiscal year 1994-95."

VOTE: 3-0.

3. File 101-94-91. [Appropriation, Retirement System] Ordinance appropriating \$13,980, Retirement System, from Employees Retirement Trust Fund for services of other departments to provide funding for a Worker's Compensation Adjuster for fiscal year 1994-95. (Controller) RO #94208

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO APRIL 26, 1995.

VOTE: 3-0.

4. File 101-94-92. [Appropriation, Mayor's Office] Ordinance appropriating \$35,000, Mayor's Office, from the General Fund Reserve to non-personal services to provide funding for the Mobilization Against AIDS through the Community United Against Violence for fiscal year 1994-95. (Controller) RO #94209

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Jerry Windley, representing Supervisor Alioto; Harvey Rose, Budget Analyst; Robert Oakes, Office of the Mayor. IN SUPPORT: Michael Shriver, Executive Director, Mobilization Against AIDS. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

5. File 101-94-94. [Appropriation, Human Resources] Ordinance appropriating \$636,638, Department of Human Resources, from the General Fund Reserve, for the costs of collective bargaining under Proposition F. (Supervisor Kaufman)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Wendell Pryor, General Manager, Human Resources Department. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE 3-0.

GENERAL ITEMS

6. File 97-95-11. [Parking Rates for Special Events] Ordinance amending Chapter 17 of the San Francisco Administrative Code, Section 17.17 to permit the Parking Authority Commission to adjust rates charged at public off-street parking facilities temporarily on account of a special event. (Supervisor Migden)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Michael Colbruno, representing Supervisor Migden; Harvey Rose, Budget Analyst; Kevin Haggerty, Director, Off-Street Parking, Parking and Traffic Department. IN SUPPORT: Marcus Phillips. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

7. File 97-95-19. [General Grant Levels] Ordinance amending the San Francisco Administrative Code by amending Section 20.57 (General Assistance Ordinance) relating to the computation of AID Grants. (Department of Social Services)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Harvey Rose, Budget Analyst; Brian Cahill, General Manager, Department of Social Services. IN SUPPORT: Marcus Phillips. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 2-1. (Supervisor Bierman dissenting.)

TIME MEETING ADJOURNED: 2:26 P.M.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 17, 1995

TO: Budget Committee**FROM:** Budget Analyst**SUBJECT:** April 19, 1995 Budget Committee MeetingItem 1a - File 101-92-33.3**Department:** San Francisco Fire Department
Department of Public Works (DPW)**Item:** Hearing requesting the release of reserved funds in the amount of \$23,758.78 from 1986 Fire Protection Bond Fund interest to install an emergency generator at Fire Station No. 24.**Amount:** \$23,758.78 (See Comment No. 2)**Source of Funds:** 1986 Fire Protection System Improvement Bonds accrued interest**Description:** In November of 1986, San Francisco voters approved the issuance of \$46.2 million in Fire Protection System Improvement Bonds to finance improvements to the City's Auxiliary Water Supply System (AWSS). The AWSS is a system of reservoirs and cisterns, pipelines and pump stations which provide a source of water for fire protection in the event that the main water supply system fails.

In February of 1993, the Board of Supervisors appropriated \$1,191,769 in accrued interest from the 1986 Fire Protection Bond Fund, placing \$623,350 on reserve for emergency generators and a geotechnical study contract pending the selection of contractors, the MBE/WBE status of the

contractors and the contract cost details. The Board previously approved the release of \$308,243.50 of the original \$623,350, leaving \$315,106.50 on reserve. The Fire Department is now requesting the release of \$21,400 of the remaining \$315,106.50 on reserve for an emergency generator for Fire Station No. 24 at 100 Hoffman Avenue.

The funds for the emergency generator for Fire Station No. 24 are to be expended as follows:

Purchase and Installation of Emergency Generator	\$42,800*
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*The balance of \$21,400 is to be provided from a pending release of reserved State Hazard Mitigation Grant funds.

Comments:

1. Mr. Roger Wong of the DPW advises that the total \$42,800 cost of the purchase and installation of the emergency generator is part of a larger project for the renovation and seismic strengthening of Fire Station No. 24. That renovation project was previously approved by the Board of Supervisors (File 101-90-128.2) and a contract for the project was awarded to Amoroso Construction/Marinship Construction, a joint venture, which submitted the low bid of \$1,558,000. Marinship Construction, an MBE firm, received 19.5 percent or \$303,870 of the total \$1,558,000 contract amount.

2. Assistant Deputy Chief Frank Scales of the Fire Department advises that the correct amount of this release of reserved funds is \$21,400, or half of the \$42,800 total project cost to purchase and install the emergency generator, and not \$23,758.78 as stated in the proposed request for release.

Recommendation:

Release reserved funds in the amount of \$21,400 instead of \$23,758.78, in accordance with Comment No. 2 above.

Item 1b - File 101-94-6.2

Department: San Francisco Fire Department
Department of Public Works (DPW)

Item: Hearing requesting the release of reserved funds in the amount of \$1,732,221 from 1986 Fire Protection Bond Fund interest to allow for an Auxiliary Water Supply System (AWSS) extension from Ocean Avenue at Phelan Avenue to Mission Street at Norton Street.

Amount: \$1,732,221

Source of Funds: 1986 Fire Protection System Improvement Bonds accrued interest

Description: In November of 1986, San Francisco voters approved the issuance of \$46.2 million in Fire Protection System Improvement Bonds to finance improvements to the City's Auxiliary Water Supply System (AWSS). The AWSS is a system of reservoirs and cisterns, pipelines and pump stations which provide a source of water for fire protection in the event that the main water supply system fails.

In July of 1994, the Board of Supervisors approved the appropriation of \$2,490,000 in accrued interest from the 1986 Fire Protection Bond Fund for the one-mile extension of an AWSS pipeline on Ocean Avenue at Phelan Avenue to Mission Street at Norton Street placing \$2,090,000 on reserve pending the selection of the contractor, the MBE/WBE status of the contractor and the contract cost details. The Fire Department now requests the release of \$1,732,221 of the \$2,090,000 in reserved funds for the proposed AWSS pipeline extension

The Department of Public Works (DPW) has awarded a contract to the low bidder, A. Ruiz Construction Company and Associates, Inc., which submitted a bid of \$1,558,383. A. Ruiz Construction is an MBE firm. The funds are to be expended as follows:

Construction Contract - A. Ruiz (MBE)	\$1,558,383
Contingency (10%)	155,838
Radio-Controlled Water Regulation Valves	<u>18,000*</u>
Total	\$1,732,221

*To be provided by the Department of Electricity and Telecommunications (see Comment No. 2).

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Comments:

1. Mr. Thinh Nguyen of the DPW has provided the following contract cost details including the MBE/WBE participation in the \$1,558,383 total construction contract.

<u>Prime Contractor - MBE (81.3%)</u>		
A. Ruiz Construction Co.		\$1,266,583
<u>Subcontractors (18.7%)</u>		
(all MBE firms)		
Esquivel Grading	\$30,000	
P&K Trucking	40,600	
Loi Electric	110,000	
Jenkins Construction	80,000	
Vickers Saw	<u>31,200</u>	
Subtotal, MBE Subcontractors		<u>291,800</u>
Total, Construction Contract		\$1,558,383

2. According to Mr. Nguyen, the Department of Electricity and Telecommunications (DET) will install radio-controlled devices allowing the remote operation of two motorized valves to increase the flow of water from the AWSS pipelines on one side of the City to those on the other side during an emergency. Mr. Nguyen reports that the \$18,000 cost for the radio control valves includes materials and labor associated with their installation and activation.

3. The DPW has provided the attached list of the bidders and the amounts bid.

Recommendation: Approve the proposed release of reserved funds in the requested amount of \$1,732,221.

TABULATION OF BIDS

SPECIFICATION NO.: 7225E
TITLE: Ocean Ave./Mission St. Phelan Ave. to Norton St. AWSS
BIDS RECEIVED: February 22, 1995

BIDDERS:		Base Bid
A. Ruiz Construction Co.	MBE/LBE	1,558,383
McNamara & Smallman Construction	LBE	1,608,730
D'Arcy & Harty and San Luis Construction	MBE/LBE/JV 10%	1,743,420
	Average Bid:	1,636,844
	Engineer's Estimate	1,488,360
	% of Engineer's Estimate:	110%

APPARENT LOW BIDDER: A. Ruiz Construction Co.
 1615 Cortland Ave.
 San Francisco, CA 94110 Tel. (415) 647-4010

SUBCONTRACTORS:		
Esquivel Grading	Paving	30,000
P&K Trucking	Trucking	40,600
Loi Electric	Electrical	110,000
Jenkins Construction	Excav-Equip *	80,000
Vickers Saw	Saw cut	31,200

Bob Jew
John Cribbs
Linda Chin
Todd Cockburn
Nelson Wong
Peg Divine
Sophia Hom
Controller
Maurice Williams
Don Eng
Bob Swanstrom
Foon Chow

Feb-95

Item 1c - File 38-95-2

Department: Recreation and Parks Department

Item: Resolution accepting five cash gifts totaling \$278,000, for use by the Recreation and Park Department.

Description: The proposed resolution would accept, on behalf of the City, five gifts for use by the Recreation and Park Department, with a total value of \$278,000. The five gifts are as follows:

1. \$6,000 cash gift from City Parking Company, for discretionary use by Golden Gate Park. According to Ms. Elaine Molinari of the Recreation and Park Department, this gift will be used to fund a brochure about Golden Gate Park.

2. \$10,000 cash gift from the David B. Gold Foundation, including \$7,000 for Reforestation and \$3,000 for a Memorial Bench, both in Golden Gate Park. The \$7,000 in Reforestation funds will be added to other budgeted funds used for reforestation, and the \$3,000 will be used to purchase and install a memorial bench and maintain the bench for a period of five years.

3. \$12,000 cash gift from an anonymous donor for the Recreation Division. These funds have been specified by the donor to enhance teen programs in the Tenderloin, Mission, Western Addition, and Bayview-Hunter's Point, and to include more girls in programs. According to Ms. Mary Burns of the Recreation and Park Department, the funds will be used for materials, special events and outings for youth from the neighborhoods listed above.

4. \$100,000 cash gift from an anonymous donor for the Reforestation Program for Golden Gate Park and Lincoln Park. These funds will be used to partially fund the purchase of a piece of equipment known as a tub grinder, which will be used to grind up very large waste materials, such as fallen trees, in the Parks. The Department plans to acquire this equipment at a total estimated cost of \$265,598.

5. \$150,000 cash gift as a partial distribution from the Catherine Takamine Trust for the Strybing Arboretum and Botanical Gardens' Takamine Garden. Ms. Catherine Takamine left funds in her will for a Japanese-style garden in Strybing Arboretum. These funds were used, together with funds given many years ago by the Ikebana Society International, in the creation of the Takamine Garden, which was established in the 1970s. The proposed \$150,000 gift will

BOARD OF SUPERVISORS
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be placed in a special gift account and invested by the City Treasurer, with the income to be used for the maintenance and improvement of the Takamine Garden.

Comment: According to Recreation and Park Department staff, these gifts, except for the memorial bench and the Takamine Garden, (which maintenance funds have been provided for in the subject gifts), will have minimal impact on the City's maintenance costs.

Recommendation: Approve the proposed resolution.

Item 2 - File 101-94-90

Department: Rent Arbitration Board

Item: Ordinance appropriating \$91,644 from the Rent Arbitration Board Fund to salaries, materials and supplies, equipment and services of other departments to allow the Rent Board to implement Proposition I for Fiscal Year 1994-95.

Amount: \$91,644

Source of Funds: Rent Arbitration Board Fund

Description: The proposed ordinance would appropriate \$91,644 from the Rent Arbitration Board Fund to pay for temporary salaries and related expenses for the purpose of implementing Proposition I, which was approved by the voters in November 1994.

Funds for these items are available from unappropriated revenue in the Rent Arbitration Board Fund, which receives revenues through a \$10 fee paid annually by landlords for each unit which is covered under the Rent Control Ordinance. Use of these funds is restricted to implementation of the Rent Control Ordinance. As of April 14, 1995, the Fund had a balance of approximately \$390,000. Approval of this appropriation would reduce that balance to \$298,356 (\$390,000 less \$91,644).

Proposition I, which was approved by the voters in November of 1994, repealed the exemption from rent control for owner-occupied buildings containing four or fewer units, thereby making all rental units in the City subject to rent control, except (1) those units built after June 1979, and, (2) units exempted through a Rent Board petition based on the unit's requiring substantial rehabilitation or the unit being permanently removed from the housing market. Approximately 18,000 buildings containing approximately 45,000 rental units are newly included in the Rent Control Ordinance as a result of the passage of Proposition I.

According to Mr. Joe Grubb, Executive Director of the Rent Board, Proposition I has created a substantially increased work-load for the Rent Board. Specifically, the Rent Board is required by ordinance to notify all affected landlords that they are now covered by the rent control ordinance, respond to inquiries from landlords and tenants, and conduct hearings on tenant and landlord petitions.

Under Proposition I, the starting rent for the affected apartments is the rent that was effective as of May 1, 1994. However, regulations adopted by the Rent Board for implementing Proposition I allow landlords to petition for an increase in rents where the unit is substantially below market rate. The Rent Board must schedule hearings on such petitions within 45 days of the request, and must issue a decision within 30 days of the hearing. The Rent Board is currently prohibited from acting on petitions under this rule due to a lawsuit filed by a tenant organization. However, Mr. Grubb reports that a settlement of the lawsuit is anticipated shortly which will allow the Rent Board to proceed with petition hearings. Legislation now pending for final passage before the Board of Supervisors (File 109-95-3) would prohibit the Rent Board from issuing rules and regulations that treat units brought under rent control by Proposition I differently from units previously under rent control in determining whether rent increases are justified. According to Mr. Grubb, approval of that legislation would not significantly reduce the number of inquiries and hearings that the Rent Board will need to conduct in order to implement Proposition I.

The funds appropriated for salaries (\$20,778) under the proposed ordinance would allow the Rent Board to hire two temporary positions, including one additional Hearing Officer and one additional Citizen Complaint Officer, for a period of three months (See Comment) and purchase related supplies (\$2,750) and equipment (\$2,000) in order to allow the Rent Board to conduct hearings on rent increase petitions and other issues in a timely manner. The Rent Board currently has a staff of 4 Hearing Officers (annual salary at top step is \$57,394) and 6 Citizen Complaint Officers (annual salary at top step is \$43,605).

In addition, the proposed funds, in the amount of \$38,000, would pay for the purchase of an automated telephone attendant system to answer questions about the rent law. The automated telephone attendant system is currently being leased by the Rent Board. Callers can choose and listen to recorded messages on 36 different topics 24 hours a day. The system receives 5,000 calls per month, and the Rent Board reports that more than half of callers do not need additional information after hearing messages from the system. The Rent Board now leases two lines for this system at a cost of \$6,000 per year. Mr. Grubb reports that currently callers get a busy signal for long periods of time. If the Rent Board were to add 10-15 lines to the leased system, which is anticipated to allow immediate access to the system, and add

recorded messages in Chinese and Spanish to provide greater access, the leased system would cost approximately \$42,000 annually. According to Mr. Grubb, the purchase of the system, including message options in Chinese and Spanish, and the additional 10-15 lines to the system, would cost \$38,000. Therefore, it is more cost effective to purchase the system for \$38,000, than to continue leasing the system for \$42,000 annually.

Finally, the proposed funds would pay for the cost of generating a list of all buildings with the additional units now subject to rent control as a result of the passage of Proposition I. The building owners would be identified and billed for the \$10 per unit fee as authorized by the Rent Control Ordinance, and the fees would be processed. These functions will be carried out by workordering funds from the Rent Board to the Tax Collector's Office (\$21,916) and to the Controller's Office (\$6,200).

Budget:

The proposed budget, for the period May 1, 1995 to June 30, 1995, is as follows:

Temporary Salaries (See Comment 1)	
2975 Citizen Complaint Officer (3 months @\$2991/mo.)	\$8,973
8162 Hearing Officer (3 months @\$3935/mo.)	<u>11,805</u>
Sub-total salaries	20,778
Materials and Supplies (furniture and office supplies)	2,750
Equipment Purchase (See Comment 2)	2,000
Automated telephone attendant system (workorder to Dept. of Electricity and Telecommunications)	38,000
Billing/Fee Collection (workorder to Tax Collector; mailing costs included)	21,916
Information Systems Data programming (workorder to Controller; cost of listing all Prop. I units)	<u>6,200</u>
Total	\$91,644

Comments:

1. Mr. Grubb reports that this supplemental appropriation requested sufficient funding in Temporary Salaries at the time it was submitted to hire an additional Hearing Officer and Citizen Complaint Officer through the end of the 1994-95 Fiscal Year. Due to delays because of the lawsuit mentioned above, and delays in bringing this item before the Board of Supervisors, only two months instead of three months will remain in the Fiscal Year at the time these positions are hired (approximately May 1, 1995). Therefore, the Budget Analyst recommends that the amount for Temporary Salaries be reduced by \$6,926, from \$20,778 to \$13,852, which is the amount necessary to fund these positions for two months.

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2. Mr. Grubb reports that the \$2,000 which had been included in this budget for the purchase of office equipment is no longer necessary because the Rent Board will be able to utilize existing office equipment for one of the two requested temporary positions. Therefore, this line item can be eliminated. The remaining budget items are one-time expenses, unrelated to salary costs, which should not be reduced.

3. The Attachment, provided by Mr. Grubb, details the basis of the proposed expenditures for materials and supplies (\$2,750), purchase of the automated telephone attendant system (\$38,000) and workorder funds to the Tax Collector (\$21,916), and Controller (\$6,200).

- Recommendations:**
1. Reduce Temporary Salaries by \$6,926 from \$20,778 to \$13,852.
 2. Eliminate the amount of \$2,000 under Equipment.
 3. Reduce the overall request of \$91,644 by \$8,926 (\$6,926 plus \$2,000) to \$82,718.
 2. Approve the proposed ordinance, as amended.



RENT BOARD MEMORANDUM

DATE: April 13, 1995

TO: Peg Stevenson, Budget Analyst, Harvey Rose

FROM: Joseph P. Grubb, Executive Director

SUBJECT: File No. 101-94-90, Supplemental Request

The material and supplies cost for the aforementioned supplemental request breaks down as follows:

\$1,800	1 Computer and wiring charges
\$ 400	Software for 1 computer (Word, spreadsheet, etc.)
\$ 200	1 Desk and chair
\$ 250	1 Phone and wiring charges
\$ 100	2 Desk supplies (hardware—calculator, pens, paper, etc.)
\$2,750	Total

Please note that the department is only making purchases for one of the two requested positions. This is because the department currently has a vacant position that will allow us to utilize that position's equipment for the most part.

Post-it Fax Note	7871	Date	4/13	# of pages	1
To	Joe Corrup	From	Library		
Co./Dept.		Co			
Phone #	252-4699	Phone #			
Fax #		Fax #			



343 Sansome Street
10th Floor
San Francisco, CA 94104

January 17, 1995

Carl Ruiz
Telecommunications Manager
DET/Telecom
901 Rankin Street
San Francisco CA. 94124

Dear Carl:

In response to Nancy Lillegard's request for a Intuity Voice Mail System at 25 Van Ness for "Human Rights", I am providing this budgetary quote based on the following customer specified parameters. Please review and advise me if any changes are necessary.

The Intuity shall be "Migrated" from a DEF AUDIX which presently consists of 6 ports and 15 hours of disk storage. The number of ports and disk storage shall remain the same with the Intuity providing support for :

- 300 initial users, growth to 350
- auto attendant
- remote access for one
- 1 local printer
- call accounting software
- multilingual software

Cost including shipping \$ 34,075.26 + \$ 2,510.11 tax + travel cost \$ 1200.00 = \$ 37,785.37.

Monthly maintenance is \$ 456.14. This quote is good for 60 days.

If there are any other questions please call me direct on (415) 834-2251.

Sincerely,

Robert Sexton
Robert Sexton
Account Executive

✓ cc: nlillegard

Does not account for increased traffic

NOTE: This memo from AT&T to DET incorrectly refers to "Human Rights"

MEMORANDUM

TO: Joseph Grubb
Director Rent Board

FROM: Anita Jin
Tax Collector's Office

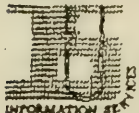
RE: Additional Costs for Supplemental Statements Under
Proposition I

TEMPORARY SALARIES:

1720 Data Entry Operator (8 weeks)	\$ 3,942	
1630 Account Clerk (8 weeks)	4,352	
1424 Clerk Typists	<u>7,912</u>	
(1 for 8 weeks, 2 for 4 weeks)		\$16,206

NON-PERSONAL COSTS:

City Mail Service	\$ 5,411	
Materials and Supplies	<u>299</u>	
		<u>5,710</u>
		Total \$21,916



City and County of San Francisco

INFORMATION SERVICES



Office of the Controller

1155 Market St., 9th Floor
San Francisco, CA 94103-1525
(415) 554-0800

MEMORANDUM

To: Joe Grubb
Anita Jin

From: Shirley Schiffler ~~SA~~

Date: January 20, 1995

Subject: Estimates for Rent Control Changes

This memo documents ISD's estimated costs to make two changes to the Rent Control Board (RCB) automated system:

- Write a program to identify additional landlords subject to rent control fees as a result of Proposition I. Produce a notification letter explaining the impact of Prop I on tenants and landlords. The letter will be printed by the computer and will include the landlord names and mailing addresses. Note that we do not track tenant names or addresses and therefore cannot produce tenant notices.

Assumes Joe Grubb will provide the format of the notice and that it will be simple and straightforward. Assumes Anita Jin will use window envelopes for the mailing. Assumes Anita Jin will work with the Mailroom to arrange a date for the mailing.

Estimated Cost: \$1,200

Estimated ISD Hours: 24

- Flag the accounts newly subject to rent control fees. Produce bills (i.e., "supplemental" bills), delinquent notices, hearing notices, and lien notices for these accounts. Transfer unpaid accounts to the Recorder for liening. At tax bill time, release the Recorder liens and transfer to the Tax Collector as "Special Assessments". Modify an on-line transaction to display a code indicating if an account received a supplemental bill. Train Anita Jin's staff.

Assumes the new accounts will be tracked only until the beginning of the new rent control year (October 1995) and afterward will be treated exactly like other "normal" accounts.

Estimated Cost: \$5,000

Estimated ISD Hours: 100

Joe, this documents the verbal estimate I gave you earlier. If you decide to proceed, we will need to clarify how to identify the newly eligible accounts and also to determine how penalties and interest should be handled. Please call me at 554-0812 to let me know your plans. Anita, I hope this answers your questions.

H:\LIBRENTTEST1.DOC

TOTAL P.02

Item 3 - File 101-94-91

- Department:** Employees Retirement System (ERS)
Department of Human Resources (DHR)
- Item:** Supplemental Appropriation Ordinance appropriating \$13,980 from the Employees Retirement Trust Fund for Services of Other Departments to provide funding for a Workers Compensation Adjuster for Fiscal Year 1994-95.
- Amount:** \$13,980
- Source of Funds:** Employees Retirement Trust Fund
- Description:** On November 2, 1993, the voters of San Francisco approved Proposition L, which created the Department of Human Resources, and transferred the City's Workers Compensation Division from the Employees Retirement System to the Department of Human Resources.
- The Employees Retirement System is requesting authorization to workorder \$13,980 from the Employees Retirement Trust Fund to the Department of Human Resources, Workers Compensation Division to fund the salary and fringe benefits of an existing, full-time, 8141 Workers Compensation Adjuster position for approximately six pay periods beginning April 10, 1995 and ending June 30, 1995. The purpose of the 8141 Workers Compensation Adjuster position would be to (1) process the Employees Retirement System's ordinary disability and industrial disability retirement cases, (2) process all claims regarding applications for death allowances where there is no similar claim made before the Workers Compensation Appeals Board, (3) monitor and report permanent disability awards to the Employees Retirement System, and (4) meet regularly with the Employees Retirement System to review and discuss the status of retirement applications, and other issues related to the processing of retirement applications.
- Comment:** The Budget Analyst has requested additional information from the DHR regarding the justification for this proposed request. Therefore, the Budget Analyst is requesting that this item be continued to the Budget Committee meeting on April 26, 1995, in order to obtain the additional information necessary for the Budget Analyst to conduct a detailed analysis of the subject request.

BOARD OF SUPERVISORS
BUDGET ANALYST

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Recommendation: Continue the proposed ordinance to the Budget Committee meeting on April 26, 1995.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 4 - File 101-94-92

Department: Mayor's Office

Item: Ordinance appropriating \$35,000 from the General Fund Reserve to Non-Personal Services to provide funding to Mobilization Against AIDS, a non-profit agency, through the Community United Against Violence, a non-profit agency, for Fiscal Year 1994-95.

Amount: \$35,000

Source of Funds: General Fund Reserve

Description: The proposed supplemental appropriation would provide funding in the amount of \$35,000 to Mobilization Against AIDS (MAA), a non-profit agency. These funds would be provided by the Mayor's Office to MAA through an existing nonprofit agency contractor of the Mayor's Office, Community United Against Violence (CUAV). CUAV would serve as a fiscal agent and MAA would perform as a subcontractor. According to Mr. Robert Oakes of the Mayor's Office, MAA received \$75,000 for the first time in 1994 from the Department of Public Health's Fiscal Year 1993-94 budget to be used for Cities Advocating Emergency AIDS Relief (CAEAR) Coalition membership dues, MAA advocacy and travel expenses, and to assist MAA in paying for the cost of the International AIDS Candlelight Memorial and Mobilization event. Mr. Oakes advises that this funding was originally intended to be provided on a one-time basis. However, Mr. Oakes states that the shift in Congress from a Democratic majority to a Republican majority has increased the need for lobbying and advocacy efforts to promote AIDS awareness, and to at least maintain current funding levels for HIV/AIDS treatment and prevention activities. The proposed supplemental appropriation would provide General Fund monies for increased lobbying and advocacy efforts. According to Mr. Oakes, MAA is the leading lobbying and advocacy agency in San Francisco that lobbies and advocates on behalf of San Francisco for HIV/AIDS funding. As such, the proposed funds would be allocated to MAA on a sole source basis.

According to Mr. Michael Shriver, the Executive Director of MAA, MAA is the oldest HIV/AIDS advocacy agency in California. MAA lobbies for improved HIV/AIDS policies and funding; coordinates the International AIDS Candlelight Memorial and Mobilization event; and coordinates fundraising for the Cities Advocating Emergency Relief

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(CAEAR) membership dues. The proposed funding would be expended by MAA as follows:

Membership Dues for Cities Advocating Emergency AIDS Relief (CAEAR) Coalition (\$15,000):

The purpose of the CAEAR Coalition is to lobby Congress for Title I Ryan White funding on behalf of the CAEAR Coalition's members. Title I Ryan White funding is used for the care and treatment of individuals that are HIV+ or are suffering from AIDS. The members of the CAEAR Coalition include Cities, such as San Francisco, that receive Title I Ryan White Funding. These Cities pay annual dues to the CAEAR Coalition. The dues are used for lobbying and other related expenses. According to Mr. Oakes, the CAEAR Coalition has been responsible for increasing Federal Ryan White Title I funding to San Francisco from \$14 million in 1990 to \$40 million in 1995. MAA is responsible for coordinating the fundraising for these membership dues in San Francisco. According to Mr. Shriver, San Francisco's CAEAR Coalition dues for 1995 are \$75,000. Of this amount, MAA has allocated \$25,000 from their own Fiscal Year 1995 budget. MAA's fiscal year is based on a calendar year. The proposed supplemental appropriation would provide \$15,000 on behalf of the City, and it is anticipated that the balance of \$35,000 would be acquired through MAA's private fundraising efforts.

Advocacy and Travel Budget (\$10,000):

The proposed funds, in the amount of \$10,000, would be used for Travel Expenses, Phone and Fax Expenses, Production Costs, and Miscellaneous Costs as follows:

Travel Expenses (\$5,000):

The proposed funding would be expended by MAA to pay for five individuals, which may include MAA staff, for trips to Washington DC and Atlanta at a cost of \$1,000 per trip, in order to enhance MAA's lobbying efforts for HIV/AIDS funding. Mr. Shriver advises that MAA has selected the Mayor and one of his staff persons to go to Washington DC. The remaining three individuals for the three remaining trips have not yet been selected.

Telephone and Fax Expenses (\$2,000):

The proposed funding in the amount of \$2,000 would be used to offset MAA's telephone and fax expenses, totaling an estimated, \$12,500 annually. According to Mr. Shriver, these telephone and fax expenditures are incurred by MAA for coordinating and strengthening AIDS advocacy efforts and communication links nation-wide.

Production Costs (\$2,000):

The proposed funding in the amount of \$2,000 would be used for the development of lobbying packets, informational materials, and media briefing books to be distributed to Congress, their staff, and the media.

Miscellaneous (\$1,000):

The proposed funding, in the amount of \$1,000 would be used to offset MAA's incidental lobbying and advocacy costs, including taxi reimbursements, hotel accommodations when needed, and food costs where applicable.

International AIDS Candlelight Memorial and Mobilization (\$10,000):

According to Mr. Shriver, the International AIDS Candlelight Memorial and Mobilization event, which is coordinated by MAA, is the largest annual HIV/AIDS grass roots event in the world. The purpose of the event is to (1) organize individuals and communities that are affected by AIDS, and (2) to maintain international attention to the global threat of HIV/AIDS.

The proposed funding, in the amount of \$10,000 would be used for (1) a consultant to organize the international component of the International AIDS Candlelight Memorial and Mobilization event (\$6,000), and (2) to off-set the production costs of the International AIDS Candlelight Memorial and Mobilization event,(\$4,000).

Mr. Shriver advises that this is the first year that MAA has coordinated both the national and international components of the International AIDS Candlelight Memorial and Mobilization event without the assistance of other organizations. As such, MAA selected as a consultant, Ms. Donna Rae Palmer, for a flat rate of \$6,000, to organize the international component of the Event. Mr. Shriver advises that Ms. Palmer was selected on a sole source basis, based on her prior experience and expertise in organizing the international component of the International AIDS Candlelight Memorial and Mobilization event. Ms. Palmer is not a MBE/WBE firm.

The proposed funding, in the amount of \$4,000, would be used for production costs, including a sound system to broadcast the event locally, and for the production of posters, brochures and advertisements for the event. Mr. Shriver advises that the City would be recognized both nationally and internationally through these published materials, as

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the sponsor of the International AIDS Candlelight Memorial
and Mobilization event.

Recommendation: Approval of the proposed ordinance is a policy matter for the
Board of Supervisors.

Item 5 - File 101-94-94

Department: Human Resources Department

Item: Ordinance appropriating \$636,638 from the General Fund Reserve for the costs of collective bargaining under Proposition "F" for the Department of Human Resources for Fiscal Year 1994-95.

Amount: \$636,638

Source of Funds: General Fund Reserve

Description: The proposed ordinance would appropriate \$636,638 from the General Fund Reserve to the Human Resources Department to pay for the costs of collective bargaining and arbitration processes with 39 unions which are now subject to collective bargaining as a result of the passage of Proposition F, which was approved by the voters in the November 1994 election.

Prior to the voters' approval of Proposition F, the wages of most City workers were set through a salary survey which standardized City wages relative to those of workers in comparable positions in other jurisdictions. Under Proposition F, the wages and other benefits and working conditions for City workers will now be set through collective bargaining. Proposition F also provides that if the City and a union are unable to reach agreement on a new contract, the disputed issues will be submitted to a three member arbitration board for settlement.

The Department of Human Resources is currently negotiating Memoranda of Understanding (MOUs) for 1995-96 with 33 unions which were moved out of the salary standardization formula and into collective bargaining, and also is negotiating MOUs with six unions which were already subject to collective bargaining. According to the Human Resources Department, the cost of arbitrating these MOUs will be dependent on the City's success in negotiating, which will dictate the costs for arbitrators and court reporters. According to the City Attorney, issues which are submitted to arbitration generally require that the City employ additional legal assistance and also expert witnesses to testify before the arbitration panel, each of which increase the costs of concluding an MOU. The City Attorney currently estimates that between 9 and 13 of the 33 negotiations will be submitted to an arbitration panel.

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According to Ms. Vickey Mead of the Department of Human Resources, the estimated total cost of collective bargaining with the 39 unions in order to bring the City into compliance with Proposition F is \$989,638. Of that \$989,638, the Airport has agreed to pay \$207,000 for its share of the costs of negotiation with unions that include workers at the Airport, and the Public Utilities Commission has agreed to pay \$50,000 from its existing budget for its share of the costs of negotiation with unions that include PUC workers. In addition, \$96,000 which had been budgeted to the Department of Human Resources for conducting the previously used Salary Standardization surveys, can be applied to this expense, bringing the subject amount requested from the General Fund Reserve to \$636,638 (\$989,638 less \$207,000 less \$50,000 less \$96,000).

Budget: The Department of Human Resources requested a supplemental appropriation of \$711,790 to negotiate or arbitrate the 39 contracts under collective bargaining. The budget, as approved by the Mayor, provides \$636,638 for this purpose, as follows:

<u>City Attorney</u>	<u>Hours</u>	<u>Rates</u>	<u>Total</u>
Deputy City Attorney	690 hours	\$128.03/hour	\$88,341
Deputy City Attorney	625 hours	\$91.69/hour	57,306
Deputy City Attorney	510 hours,	\$123.52/hour	62,995
Deputy City Attorney	560 hours	\$110.45/hour	<u>61,852</u>
			\$200,000*

* The City Attorney has agreed to a flat rate of \$200,000 for these negotiations, however, they estimate the costs will be \$270,494.

Temporary City Salaries

1822 Admin. Analysts	480 hours	\$19.85/hour	9,528
1426 Notetakers	1,280 hours	\$13.00/hour	<u>16,640</u>
Sub-total			26,168

Outside Legal Services

Liebert, Cassidy & Frierson			
Police contract	200 hours	\$187.50/hour	\$37,500
Other contracts	466 hours	\$187.50/hour	87,500
Seyfarth, Shaw, Fairweather			
Fire contract	200 hours	\$187.50/hour	37,500
Senior Paralegal	550 hours	\$35.00/hour	19,250
Paralegals	720 hours	\$25.00/hour	<u>18,000</u>
Sub-total			199,750

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Budget Committee
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Expert Witnesses

David M. Griffiths Consulting--Comparability & Job Class Analysis			
Analysts	279 hours	\$125/hour	34,875
Analyst	10 hours	\$100/hour	1,000
Technical support	354 hours	\$85/hour	30,090
Expenses	10% of costs above		6,597
Gussie Stewart--Comparability & Job Class Analysis			
	745 hours	\$65-\$175/hour	72,958
John Draper--Statistician	179 hours	150/hour	26,850
Other Expert Witnesses			
9 arbitrations, 3 per session		\$750/day	20,250
Sub-total			192,620

City-Appointed Arbitration Panelist

Panelist	96 hours	\$187.50/hour	18,000
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Management Information Systems (MIS)

S.K. White Consulting	528 hours	\$75.00/hour	39,600
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Arbitrators

Police MOU	15 days	\$1000/day	15,000
Fire MOU	15 days	\$1000/day	15,000
9 Airport & other unions	54 days	\$750/day	40,500
6 Unions, complex neg	72 days	\$750/day	54,000
22 Unions, simpler neg	132 days	\$750/day	<u>99,000</u>
Sub-total			223,500

<u>Court Reporters</u>	129 days	\$500/day	64,500
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Equipment

Computer Rental			13,563
Telephone, 5 months at \$300/month			1,500
Copying			2,437
			17,500

Overhead

Office space 5 months @ \$1000/month			5,000
Supplies			2,000
Parking			<u>1,000</u>
Sub-total			8,000

Total			\$989,638
Less Airport Contribution			<207,000>
Less PUC Contribution			<50,000>
Less Salary Standardization Fund			<96,000>
General Fund Reserve Requested Amount			\$636,638

Comments:

1. Mr. Jonathan Holtzman of the City Attorney's Office reports that the City Attorney has reassigned the caseload of existing personnel in order to be able to conduct the negotiations for these MOUs. The Budget Analyst questions whether this expense, in the full requested amount of \$200,000, is necessary, given that the City Attorney's Office already has previously assigned existing personnel to handle the City's needs with respect to collective bargaining and other labor issues in the past. As of the writing of this report, the City Attorney's Office was not able to provide sufficient information on this issue.

2. Mr. Holtzman reports that the City Attorney will engage the two firms listed here (Liebert, Cassidy & Frierson and Seyfarth, Shaw, Fairweather) in negotiations which are complex, require special expertise in issues such as labor and public safety, and in which the number of employees and, therefore, the overall cost of the MOU to the City is very large. These negotiations include the Police Department MOU, Fire Department MOU, Local 21, the Municipal Executives Association, and the Municipal Attorneys Association. The City Attorney has used these firms previously, on contract, because of their particular expertise in labor relations, according to Mr. Holtzman. The two firms, Liebert, Cassidy & Frierson and Seyfarth, Shaw, Fairweather, are not City-certified MBE/WBEs.

3. According to the Department of Human Resources, and the City Attorney's Office, expert witnesses are required to research and testify before the arbitration panel on issues such as comparing job classes and comparing wages and benefits in other jurisdictions. In addition, in almost every negotiation, the City will require expert testimony on the historical and possible future trends in City revenues, including revenues from City sources, State, Federal, and other sources which dictate the City's ability to pay its workforce. The consultants to be employed by the City for this purpose have been chosen by the Human Resources Department and by the City Attorney's Office because of their particular expertise in research and analysis of public sector job classifications, comparability, wage rates, and other issues. These consultants and individuals are not City-certified MBE/WBEs.

4. According to the Department of Human Resources, and the City Attorney, the Management Information Services portion of this contract is required in order for City

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BUDGET ANALYST

negotiators to have access to data such as the numbers of employees in various classes, the numbers of employees at different salary steps, and other information which will assist in determining the cost of various contract proposals. According to Mr. Holtzman, the City did not have this capability previously, and, as a result, was unable to accurately estimate the cost of labor contract proposals. S.K. White consulting has been selected to carry out the computer programming and other tasks as a sole source provider. S.K. White consulting is a City-certified MBE/WBE. The Budget Analyst believes that at least some of this work may be duplicated under the contracts proposed in this appropriation for Expert Testimony/Statisticians, and, therefore, questions whether some of this \$39,600 requested cost could be reduced. As of the writing of this report, the Human Resources Department was not able to provide sufficient information to the Budget Analyst on this issue.

5. According to the Department of Human Resources, the Department does not have sufficient meeting space in its own location to hold the meetings and negotiations that are required in order complete these collective bargaining processes. The Department is proposing to rent temporary space at the Fashion Center at 8th and Townsend Street for this purpose, at a cost of \$5000 for five months, as shown in the budget above. According to Ms. Mead, the Real Estate Department has approved this lease, although details of the lease have not yet been submitted to the Budget Analyst.

6. The Budget Analyst believes that additional details need to be provided to the Budget Analyst and additional analysis time must expended by the Budget Analyst prior to making a recommendation on this request.

Recommendation: The Budget Analyst recommends that this item be continued to the meeting of April 26, 1995.

Item 6 - File 97-95-11

Department: Department of Parking and Traffic (DPT)
Parking Authority Commission

Item: Ordinance amending Chapter 17, Section 17.17 of the Administrative Code to permit the Parking Authority Commission to increase or decrease parking rates charged at public off-street parking facilities during special events.

Description: The proposed ordinance would amend Section 17.17 of the Administrative Code to provide that the Parking Authority Commission may, at its sole discretion, increase or decrease parking rates for any public off-street parking facility to accommodate a special event provided that: (1) the parking rate adjustment is not in breach of any contractual obligations, (2) the parking rate is only in effect on the day(s) and at the time(s) of the special event, (3) the Parking Authority did not receive sufficient prior notice to the event to permit the Parking Authority to submit a request for such a parking rate adjustment to the Board of Supervisors for approval, (4) the Parking Authority has determined that the sponsor or organizer of the special event acted reasonably in making the request and did not delay in making the request in order to avoid having such request submitted to the Board of Supervisors, (5) If the requested adjusted parking rates are higher (Mr. Kevin Hagerty, Director of Off-Street Parking advises that some for-profit companies might be willing to pay higher rates in order to obtain the necessary parking spaces) than the parking rates approved by the Board of Supervisors then: (a) the Parking Authority does not expect that such higher parking rates will result in a significant reduction in the use of the parking facility and (b) the adjusted parking rates must be competitive with respect to parking rates charged at other nearby parking facilities in the area on the day(s) and at the time(s) of the special event, (6) If the adjusted parking rates are lower than the parking rates approved by the Board of Supervisors then: (a) the primary sponsor or organizer of the special event must be a nonprofit charitable organization, (b) on the day(s) and at the time(s) of the special event, the parking facility would ordinarily be either closed or, if open, would be significantly less than full, (c) in the opinion of the Parking Authority, lower parking rates are necessary in order to encourage the public to attend the special event, (d) the lower parking rates are still sufficient to cover the cost of operating the parking facility during the special event and (e) the lower parking rates apply only to those users of the parking facility that present evidence (in a form to be agreed upon by the sponsor

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BUDGET ANALYST

of the event and the Parking Authority) that they are attending the special event.

Comments:

1. As noted above, the proposed legislation provides that (1) only nonprofit agencies would be eligible for reduced parking rates which are adjusted to a lower rate than the parking rates previously approved by the Board of Supervisors and (2) such reduced rates for nonprofit agencies would only apply at parking facilities that would normally be closed at the time of the special event or, if open, would have sufficient vacant parking spaces. As such, according to Mr. Hagerty, the proposed legislation should result in an undetermined amount of additional revenues to the City.

2. Mr. Hagerty, advises that the Parking Authority Commission receives approximately 12 requests annually from various companies, agencies and organizations (e. g. nonprofit agencies, film companies) to adjust rates at City-owned parking facilities for special events. According to Mr. Hagerty, the proposed legislation is needed because, historically, the majority of such requests are not received in sufficient time for the Parking Authority Commission to submit the requests to the Board of Supervisors for approval. Mr. Hagerty advises that currently if requests for adjusted parking rates are not received in sufficient time to be approved by the Board of Supervisors, such requests are not granted.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 7 - File 97-95-19

Item: Ordinance amending the San Francisco Administrative Code by amending Section 20.57 (General Assistance Ordinance) relating to the computation of aid grants.

Description: The proposed ordinance would amend the Administrative Code in order to suspend a scheduled cost of living adjustment (COLA) for General Assistance clients for Fiscal Year 1995-96. The maximum General Assistance grant amount is currently \$345 per month for a single individual (the grant is higher for families, depending on the number of eligible individuals in the household). If the proposed ordinance is adopted, the maximum General Assistance grant would not increase in 1995-96, but would remain at the current level of \$345 per month.

Under existing provisions of the City's Administrative Code, the General Assistance grant is scheduled to increase on July 1, 1995, based on the percent change in the Minimum Basic Standard of Adequate Care which is adopted annually by the State Legislature (see Comment 1 below).

The maximum monthly General Assistance (GA) grant amounts, under existing provisions of the Administrative Code, are as follows:

<u>No. of Eligible Persons in Same Family</u>	<u>Current Monthly Grant Amount</u>
Single Individual	\$ 345
2 Persons	567
3 Persons	703
4 Persons	834
5 Persons	952
6 Persons	1,070
7 Persons	1,175
8 Persons	1,281
9 Persons	1,388
10 Persons	1,508

The General Assistance grant level was last increased on July 1, 1992, when the maximum monthly grant amount for a single individual was increased by \$4.00, or approximately 1.2 percent, from \$341 to \$345. In 1993 and 1994, the Board of Supervisors approved legislation, similar to this proposed legislation, to suspend the GA COLA for Fiscal Years 1993-94 and 1994-95.

Comments:

1. The City's Administrative Code ties the GA grant to the change in the State's Minimum Basic Standard of Adequate Care (MBSAC), which is calculated as 70 percent of the change in the California Necessities Index (CNI). Without action to suspend the COLA, General Assistance grant levels will increase automatically on July 1, 1995 in an amount equal to the percentage increase in the MBSAC for 1995-96, which is 1.66 percent.

2. The increase of 1.66 percent in the MBSAC for 1995-96, which would be used to determine the cost of living adjustment in the GA grant (unless the COLA is suspended pursuant to this proposed ordinance) would increase the maximum GA grant for a single individual in 1995-96 by approximately \$6.00, from the current monthly grant level of \$345, to \$351. Considering all GA recipients, the Department of Social Services estimates that such a COLA would result in increased GA expenditures in 1995-96 of approximately \$825,000, which are funded 100 percent by the City's General Fund.

3. Ms. Sally Kipper, Assistant General Manager of the Department of Social Services (DSS), advises that, prior to 1990, the State increased grant amounts in the Aid to Families with Dependent Children (AFDC) program based on changes in the MBSAC. However, Ms. Kipper states that AFDC and Social Security Income (SSI) COLAs have been suspended by the State Legislature since July 1, 1990, and will be suspended again in 1995-96. In addition, Ms. Kipper reports that the State Legislature has also reduced the AFDC grant amount by approximately 12.5 percent since July 1, 1990, and that the Governor has proposed a further decrease of 10 percent in the AFDC grant level for 1995-96. Given these factors, it is unlikely that the State will increase AFDC payments in 1995-96 based on the change in the MBSAC.

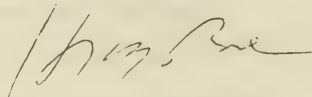
4. Ms. Kipper reports that because GA programs differ from county to county, and each county is able to develop a program to suit its own needs, many counties do not have GA program COLA provisions that are automatically tied to the MBSAC, as San Francisco does. Ms. Kipper advises that some counties tie their GA grants to the dollar value of the State's AFDC grants, which has resulted in GA grant reductions. Ms. Kipper reports that Los Angeles County suspended its GA COLA for a five year period of time, that San Diego County has suspended its GA COLA beginning in 1988-89, and that Alameda County has suspended its GA COLA beginning in 1989-90, and has recently passed a reduction in its GA grant to \$260. Ms. Kipper states that, to her knowledge, no California counties

Memo to Budget Committee
April 19, 1995 Budget Committee Meeting

have increased the GA grant level over the past two to three years, and the average monthly grant level for a single individual among the Bay Area counties is currently \$299 as compared to the present and proposed San Francisco grant level of \$345.

5. In summary, approval of the proposed ordinance would result in suspending the scheduled cost of living adjustment for GA recipients for Fiscal Year 1995-96, which would be approximately 1.66 percent, in order to realize General Fund savings which are estimated by DSS at \$825,000 for Fiscal Year 1995-96. Approval of this proposed ordinance would be consistent with the Board's approval of similar legislation for the current Fiscal Year of 1994-95.

Recommendation: Approval of the proposed ordinance to suspend the Fiscal Year 1995-96 cost of living adjustment for General Assistance recipients is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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MINUTES
REGULAR MEETING
BUDGET COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, APRIL 26, 1995 - 1:00 P.M.
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ROOM 410, WAR MEMORIAL

MEMBERS: SUPERVISORS HSIEH, KAUFMAN, BIERMAN

CLERK: GREGOIRE HOBSON

TIME MEETING CONVENED: 1:08 P.M.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Budget Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item
 - a) File 28-95-5. [Emergency Repair, Parker Avenue Sewer] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewer in Parker Avenue between Geary Boulevard and Anza Street. (Department of Public Works)
 - b) File 28-95-6. [Emergency Repair, Guerrero Street Sewer] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewer in Guerrero Street between 27th Street and 28th Street. (Department of Public Works)
 - c) File 28-95-7. [Emergency Repair, Pine Street Sewer] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewer in Pine Street between Larkin Street and Hyde Street. (Department of Public Works)

- d) File 23-95-4. [Statue of Limitations - Warrants] Resolution waiving statue of limitations with respect to payment of certain warrants of the City and County of San Francisco, the sum of \$661.41 a legal obligation of the City and County of San Francisco. (Controller)

Carolyn Hom	\$598.36
Falefasa Tagaloa	\$ 63.05

- e) File 148-92-7.5. [Reserved Funds, Fire Department] Consideration of release of reserved funds, Fire Department, State Hazard Mitigation Grant, in the amount of \$47,080.00, for the purpose of installing emergency generator at Fire Station No. 24. (Fire Department)

ACTION: ITEM E REMOVED FROM CONSENT CALENDAR. REMAINING ITEMS RECOMMENDED.

File 148-92-7.5. [Reserved Funds, Fire Department] Consideration of release of reserved funds, Fire Department, State Hazard Mitigation Grant, in the amount of \$47,080.00, for the purpose of installing emergency generator at Fire Station No. 24. (Fire Department)

SPEAKERS: DEPARTMENTAL REPRESENTATIVE: Debra Newman, representing Budget Analyst. **IN SUPPORT:** None. **OPPOSED:** None.

ACTION: AMENDED. REDUCE RELEASE OF AMOUNT TO \$45,158.78. APPROVED RELEASE OF \$45,158.78. FILED.

VOTE: 3-0.

HEARINGS

2. File 78-95-3. [Dependent Care Reimbursement Plan] Hearing to consider the status of the City's Dependent Care Reimbursement Plan and ways to improve the participation of City employees in the Plan. (Supervisor Hsieh)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Debra Newman, representing Budget Analyst; Teresa Serate, Budget Director, Office of the Mayor; Randy Smith, Executive Director, Health Service System; Ed Harrington, Controller; Victoria Mead, Department of Human Resources. **IN SUPPORT:** Veronica Sanchez, Port of San Francisco; Linda Jofuko, Local 21; Arlene Isen, Health Educator; Ms. Ward, Health Educator; LaWanda Preston, Local 790; Chris Kerillela; Diane Oshima, City Planning Department. **OPPOSED:** None.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO JUNE 7, 1995.

VOTE: 3-0.

3. File 13-95-13. [Federal Recession Bill] Hearing to consider the impact of the Federal Rescission Bill on San Francisco's budget. (Supervisor Hsieh)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Margaret Kisliuk, State Legislative Advocate; Ed Harrington, Controller. **IN SUPPORT:** Marcus Phillips, North of Market Planning Coalition; Michael Colbruno, representing Supervisor Migden. **OPPOSED:** None.

ACTION: HEARING HELD. CONSIDERATION CONTINUED TO THE CALL OF THE CHAIR.

VOTE: 3-0.

FISCAL ITEMS

4. File 101-94-85. Ordinance appropriating and rescinding \$138,564, from salaries and fringe benefits to allow Trail Courts to create three (3) positions for the fiscal year 1994-95. (Budget Committee) (COMPANION TO THE FOLLOWING FILE)

(Consideration Continued from 4/12/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MAY 3, 1995.

VOTE: 3-0.

5. File 102-94-14. [Public Employment, Superior Court] Ordinance amending Ordinance No. 293-94 (Annual Salary Ordinance 1994/95), Superior Court, reflecting the addition of three (3) positions (classification 0676 Research Assistant (1), 0697 Judicial Clerk (2)). (Department of Human Resources) (COMPANION TO THE PRECEDING FILE)

(Consideration Continued from 4/12/95)

SPEAKERS: None.

ACTION: CONSIDERATION CONTINUED TO MAY 3, 1995.

VOTE: 3-0.

6. File 101-94-91. [Appropriation, Retirement System] Ordinance appropriating \$13,980, Retirement System, from Employees Retirement Trust Fund for services of other departments to provide funding for a Worker's Compensation Adjuster for fiscal year 1994-95. (Controller) RO #94208

(Consideration Continued from 4/19/95)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Debra Newman, representing Budget Analyst; Clare Murphy, General Manager, Retirement System. IN SUPPORT: None. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

GENERAL MATTERS

7. File 65-95-2. [Lease, Beach Chalet] Ordinance approving a twenty (20) year lease with the Beach Chalet, (L.P.) for the operation of a microbrewery and restaurant on the second floor of the Beach Chalet building. (Supervisors Hsieh, Bierman, Leal)

SPEAKERS: DEPARTMENTAL REPRESENTATIVES: Debra Newman, representing Budget Analyst; Phil Arnold, Assistant General Manager, Recreation and Park Department. IN SUPPORT: Laura Trappelli, co-owner. OPPOSED: None.

ACTION: HEARING HELD. RECOMMENDED.

VOTE: 3-0.

8. File 97-95-18. [James Guelff Fund] Ordinance amending the Administrative Code by adding Section 117-115 to establish a Peace Officers' Safety Fund for purchase of semi-automatic firearms and related equipment, and accepting gifts to that fund and limiting expenditures from that fund. (Supervisors Shelley, Alioto, Kaufman)

SPEAKERS: ELECTED OFFICIAL: Supervisor Kevin Shelley, President of the Board. DEPARTMENTAL REPRESENTATIVES: Debra Newman, representing the Budget Analyst; Sgt. John Mazolli, SF Police Department. IN SUPPORT: Laura Irving; Marcus Phillips. OPPOSED: None.

ACTION: HEARING HELD. AMENDED. RECOMMENDED AS AMENDED. On Page 2, line 7, add a sentence to read: "All Expenditures from this fund in excess of \$40,000, are subject to appropriation approval by the Board of Supervisors." (Supervisor Kaufman requested to be added as co-sponsor.)

VOTE: 3-0.

TIME MEETING ADJOURNED: 3:35 P.M.



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 24, 1995

TO: Budget Committee

FROM: Budget Analyst

SUBJECT: April 26, 1995 Budget Committee Meeting

Items 1a, 1b and 1c - Files 28-95-5, 28-95-6 and 28-95-7

Department: Department of Public Works (DPW)

Items: Resolutions authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to replace structurally inadequate sewers located at (1) Parker Avenue between Geary Boulevard and Anza Street (File 28-95-5), (2) Guerrero Street between 27th and 28th Streets (File 28-95-6), and (3) Pine Street between Larkin and Hyde Streets (File 28-95-7).

Amount:

\$98,000	File 28-95-5
123,780	File 28-95-6
<u>104,950</u>	File 28-95-7
\$326,730	Total

Source of Funds: Sewer Service Charge, Repair and Replacement Fund

Description: **Item 1a, File 28-95-5** - According to the DPW, on January 20, 1995, the DPW's Bureau of Street and Sewer Repair (BSSR) requested an emergency contract to repair a structural inadequacy of the existing sewer at Parker Avenue between Geary Boulevard and Anza Street. The DPW reports that two property owners on Parker Avenue complained of basement flooding due to the backup of sewage resulting in

the authorization of a Class "A" emergency by the Department. A Class "A" emergency is one which threatens the immediate health, welfare and property of citizens and must be repaired without delay.

Mr. P. T. Law of the DPW reports that, in accordance with Section 6.30 of the Administrative Code, a contractor was selected without instituting a bidding procedure as allowed by the Class "A" emergency authorization. The DPW selected McNamara and Smallman, an LBE firm, which submitted a contract cost of \$98,000. The DPW reports that sewer work is currently underway and is expected to be completed by April 30, 1995.

Item 1b, File 28-95-6 - The DPW reports that on November 22, 1994, the BSSR requested an emergency contract to replace a partially collapsed and cracked section of the existing sewer at Guerrero Street between 27th and 28th Streets.

In accordance with Section 6.30 of the Administrative Code, the DPW initiated an expedited contracting procedure and requested award to the lowest bidder, McNamara and Small, which submitted a bid of \$118,270. However, the DPW reports that McNamara and Small failed to meet subcontracting goals set by the Human Rights Commission (HRC) and the contract was therefore awarded to the second lowest bidder, Uniacke Construction. Uniacke Construction, an LBE firm, submitted a bid of \$123,780 or \$5,510 more than McNamara and Small. According to the DPW, construction is expected to be completed by May 30, 1995.

Item 1c, File 28-95-7 - The DPW reports that on November 3, 1994, the BSSR requested an emergency repair contract after inspecting a brick sewer at Pine Street, between Hyde and Larkin Streets, and finding it structurally inadequate due to missing bricks and mortar.

In accordance with Section 6.30 of the Administrative Code, the DPW initiated an expedited contracting procedure, awarding the contract to the lowest bidder, P & M Pipelines Construction. P & M Pipelines, an LBE firm, submitted a bid of \$104,950. According to the DPW, the project is expected to be completed by May 30, 1995.

Comment:

Mr. Law reports that funds previously appropriated to the DPW's Sewer Repair and Replacement fund in the

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September 23, 1994 Budget Committee Meeting

Department's 1994-95 budget would be used for these repairs.

Recommendation: Approve the proposed resolutions.

Item 1d - File 23-95-4

Department: Controller's Office

Item: Resolution waiving the statute of limitations with respect to the payment of certain warrants of the City and County of San Francisco, totaling \$661.41, payable to Carolyn Hom and Falefasa Tagaloa, a legal obligation of the City and County of San Francisco.

Description: According to Section 10.182 of the San Francisco Administrative Code, a warrant issued by the City becomes void one year from the date issued. The payee of the warrant may present the warrant to the Controller for payment, up to three years from the date it was rendered invalid or four years from the original date. After that point, the Controller may no longer pay such a warrant because the statute of limitations has expired, unless approval is obtained from the Board of Supervisors.

The proposed resolution would waive the statute of limitations and would authorize the Controller's Office to replace two warrants, one issued to Ms. Carolyn Hom, a current employee of the Commission on the Status of Women, and one issued to Ms. Falefasa Tagaloa, a current employee of the San Francisco General Hospital (SFGH) in the following amounts:

<u>Payee</u>	<u>Warrant No.</u>	<u>Date Issued</u>	<u>Amount</u>
Carolyn Hom	516-3481798	09/13/88	\$598.36
Falefasa Tagaloa	516-4834132	12/05/89	<u>63.05</u>
Total			\$661.41

Comments: According to Mr. Honorato Layug of the Controller's Office, (1) the warrant in the amount of \$598.36 was issued to Ms. Hom by the Commission on the Status of Women and (2) the warrant in the amount of \$63.05 was issued to Ms. Tagaloa by the SFGH. Mr. Layug further reports that both the above-listed warrants were misplaced, never cashed by the payees and were cancelled by the Controller's Office. Mr. Layug advises that there are sufficient funds in the FY 1994-95 General City Responsibilities Budget to replace the two subject warrants.

Recommendation: Approve the proposed resolution.

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April 26, 1995

Item 1e - File 148-92-7.5

Department: San Francisco Fire Department
Department of Public Works (DPW)

Item: Hearing requesting the release of reserved funds in the amount of \$47,080 from State Hazard Mitigation Grant monies for two emergency generators, one for Fire Station No. 24. and one for the Arson Task Force Building.

Amount: \$47,080 (See Comment No. 3)

Source of Funds: State Hazard Mitigation Grant

Description: The Board of Supervisors previously authorized the DPW to accept and expend a total of \$4,971,000 in State Hazard Mitigation Grants from the Federal Emergency Management Agency (FEMA) to mitigate against future earthquake hazards. One of the State Hazard Mitigation Grants, in the amount of up to \$500,000 for emergency generators for 20 Fire Department facilities, was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and the contract cost details.

The Board of Supervisors previously approved the release of \$258,643.50 of the original \$500,000 leaving \$241,356.50 on reserve. The Fire Department is now requesting the release of \$45,158.78 (see Comment No. 3) of the remaining \$241,356.50 on reserve for two emergency generators, one for Fire Station No. 24 at 100 Hoffman Avenue and a second for the Arson Task Force Building at 676 Howard Street.

Funds for the emergency generator at the Arson Task Force Building would reimburse the City for previously expended funds in the amount of \$23,758.78 or 50 percent of the total project cost of \$47,517.56 (see Comment No. 1). Funds for the emergency generator in the amount of \$21,400 for Fire Station No. 24 would be expended as part of a construction contract previously approved by the Board of Supervisors (see Comment No 2).

Purchase and Installation of Emergency Generators	
(1) Arson Task Force Building	\$23,758.78
(2) Fire Station No. 24	<u>21,400.00</u>
Total	\$45,158.78

Comments:

1. Mr. Bob Jew of the DPW advises that the total \$47,517.56 cost of the purchase and installation of the emergency generator for the Arson Task Force Building was part of a larger project for the seismic retrofitting of that building completed in November of 1992. Mr. Jew reports that half of the \$47,517.56, or \$23,758.78, is eligible for reimbursement from State Hazard Mitigation Grant funds.

2. Mr. Roger Wong of the DPW advises that the total \$42,800 cost of the purchase and installation of the emergency generator for Fire Station No. 24 is part of a larger project for the renovation and seismic strengthening of this Fire Station. That renovation project was previously approved by the Board of Supervisors (File 101-90-128.2). The proposed release would pay for 50 percent of the total cost of \$42,800 or \$21,400.

3. Mr. Jew reports that the correct amount of this release of reserved funds is \$45,158.78, or half of the \$90,317.56 total cost to purchase and install the two emergency generators, one for Fire Station No. 24 and second for the Arson Task Force Building, and not \$47,080 as stated in the proposed request for release.

Recommendation: Release reserved funds in the amount of \$45,158.78 instead of \$47,080 in accordance with Comment No. 3 above.

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Item 2 - File 78-95-3

Item: This item is a hearing to consider the status of the City's Dependent Care Reimbursement Plan and ways to improve the participation of City employees in the Plan.

Description: The City's Dependent Care Reimbursement Plan, established pursuant to Federal Code Section 125, has been administered by the City's Health Service System since 1991. Under the Dependent Care Reimbursement Plan, a City employee may elect to have a specified amount of money deducted from his/her gross earnings, before taxes are taken out, to be used for payment of dependent care costs, thereby lowering the City employees taxable income. The monies that are deducted for this purpose are placed in an account and are used to reimburse the employee for dependent care expenses.

The Federal government has set the maximum annual allowable contribution towards a dependent care reimbursement plan at \$5,000 for a married couple filing jointly or for a single parent/individual. The maximum limit for a married person filing separately is \$2,500. Qualified dependent care expenses include costs for child care for children under 13 years of age and custodial care (e. g. housekeeping services, preparation of food, assistance in maintaining personal hygiene) for a spouse or a dependent who is incapable of self-care (e. g., an invalid parent). Dependent care does not include health care services.

Comments: 1. Mr. Bill Irwin of the Health Service System advises that only City employees who are Health Service System members are entitled to enrollment in the City's Dependent Care Reimbursement Plan. According to Mr. Irwin, of the approximately 24,500 City employees who are Health Service System members, only 272 employees or approximately one percent are currently enrolled in the City's Dependent Care Reimbursement Plan.

2. Mr. Irwin reports that employee enrollment in the City's Dependent Care Reimbursement Plan represents a savings to the City because the monies which are deducted from the employee's gross income are not subject to the City's payment of costs for Social Security and Medicare. Mr. Irwin reports that the average amount deducted from gross earnings for the 272 employees currently enrolled in the Plan is \$161 biweekly or approximately \$4,202 annually for each employee. Based on 272 employees, the total amount deducted annually for this purpose is approximately \$1,142,944. According to Mr. Irwin, based on the \$1,142,994,

the current savings to the City for not having to pay Social Security and Medicare costs at 7.65 percent is approximately \$87,435.

3. Mr. Randy Smith, Executive Director of the Health Service System of the Human Resources Department advises that the cost to administer the Dependent Care Reimbursement Plan is \$60 per participant annually and is paid for by the participants. Mr. Smith notes that Section 16.903 of the Administrative Code provides that the City not be responsible for any direct cost to administer this Plan. The Human Resources Department contracts with Colonial Life & Accident Insurance Company to implement the Plan.

4. According to Mr. Smith, employee participation in the Plan could potentially be increased by making perspective employees more aware of the Plan through the enclosure of an informational flyer or brochure with City employee's payroll checks and/or distributing informational posters on the Plan to City departments. Mr. Smith advises that currently information on the Plan is included in the Open Enrollment Benefit booklet, which is made available to members of the Health Service System, as well as in an informational brochure, which is available. Mr. Smith states that based on the experience of other jurisdictions which provide a Dependent Care Reimbursement Plan, the maximum estimated employee participation which can be expected with regard to this Plan is 735 employees or three percent of the 24,500 employees that are eligible for the Plan. If employee participation is increased by 463 from 272 to 735, it could result in estimated additional annual savings to the City of \$148,833 or 7.65 percent of \$1,945,526 (463 employees x a deduction of \$4,202 annually for each employee).

5. Mr. Smith reports that the Human Resources Department could take responsibility for printing and distributing informational posters to City departments on the Dependent Care Reimbursement Plan, which would be less expensive than the option of enclosing a flyer or brochure with City employees payroll checks. Mr. Smith advises that he believes the costs to print and distribute the posters to City departments would be minimal and could be absorbed in the Human Resources Department's existing budget.

Item 3 - File 13-95-13

Item: Hearing to consider the impact of the Federal Rescission Bill on San Francisco's budget.

Description: In March, the U.S. House of Representatives passed a "Rescission Bill" which, if approved by Congress and signed by the President, would rescind appropriations of Federal funds in a wide variety of programs for 1995 and 1996. The total amount of funds rescinded in the House Bill is \$17.4 billion. The Senate version of the Bill, passed in early April, rescinds \$13.5 billion. Both Houses of Congress are currently in recess. When they return to session in May, a Conference Committee will meet to reconcile the two versions of the Rescission Bill.

There are hundreds of programs affected by this legislation, some of them entitlements, some formula-based, and some competitive grant programs. San Francisco's Federal Lobbyist, Ms. Marilyn Berry-Thompson, has estimated that the House version of the Bill could impact San Francisco programs directly by at least \$45 million, and individuals and families in the City by another \$45 million, over the next two fiscal years. However, it is not possible at this time to quantify all of the potential impacts on San Francisco because of the variety of programs affected. Some of the major cuts which are known to affect San Francisco directly are as follows:

- Community Development Block Grant funds. San Francisco could lose approximately \$2 million.
- Department of Housing and Urban Development (HUD) Public Housing Modernization Funds. San Francisco could lose approximately \$9.4 million.
- HUD Special Grants for Housing. San Francisco could lose up to \$5.5 million in housing funds for homeless individuals and substance abusers
- Housing Opportunities for People With AIDS (HOPWA). San Francisco could lose up to \$12.4 million.
- Summer Youth Employment and Job Training Partnership Act Funds. San Francisco could lose approximately \$8.1 million over Fiscal Years 1995-96 and 1996-97. These funds support jobs for approximately 3,600

youth, and job training and placement services for another 350 homeless, and other disadvantaged adults and youth.

- Transportation grants. Two projects in San Francisco have been targeted for cuts; a \$9.1 million cut for the transportation projects in the Bay Area which could affect the BART extension to San Francisco International Airport, and a \$1.25 million for the Pacific Medical Garage Project.
- Ryan White Care Act funds and other AIDS funds. The House Rescission Bill cuts \$13 million from the Ryan White Care Act funds nationwide, and \$23 million from AIDS prevention and education funds nationwide; San Francisco could lose an indeterminate amount of funds which are targeted both to City programs and to non-profit AIDS service providers in San Francisco.
- National Endowment for the Humanities and National Endowment for the Arts. Both versions of the Rescission Bill cut \$5 million from each of these programs, for a total of \$10 million. San Francisco has received substantial grant funding from these programs in the past.

In addition to the above specific program cuts known to affect San Francisco directly, the Rescission Bill cuts funding in a variety of welfare, entitlement and grant programs which benefit individuals and families in San Francisco. These programs include:

- The Women, Infants and Children (WIC) program. The House Rescission Bill cuts \$25 million nationwide from this program, which funds food supplements for low-income women and children.
- Low-Income Heating Energy Assistance. The House Rescission Bill cuts \$59.75 million in California alone from this program, which provides assistance in paying heating bills for low-income families.
- HUD Incremental Rental Assistance. The House Rescission Bill cuts \$2.7 billion, the Senate Bill \$2.4 billion, from this program, which includes a variety of rental assistance programs, including the Section 8 funds used to subsidize rental housing costs of low-income families.
- Head Start. The Senate Rescission Bill cuts \$42 million nationwide from this program, which provides child development services to low income families.

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- Title I Education Funds. The House Rescission Bill cuts \$148 million nationwide from this program, which provides funding to schools in high-poverty areas.

Comment:

Ms. Berry-Thompson provided a report, dated March 27, 1995, which details the cuts in Federal funding made by both the House and Senate Rescission Bills. An earlier report, dated February 28, 1995, from Ms. Berry-Thompson analyzed the specific impacts on San Francisco from an early draft of the House Rescission Bill. Copies of both of these reports were distributed to the Board of Supervisors.

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Items 4 and 5 - Files 101-94-85 & 102-94-14

Note: This item was continued by the Budget Committee at its April 12, 1995 Committee meeting.

Department: Trial Courts

Item: Supplemental Appropriation ordinance appropriating and rescinding \$405,564 from salaries and fringe benefits to create three new positions and pay fees of outside private attorneys and expert witnesses for Fiscal Year 1994-95. (101-94-85)

Ordinance amending the 1994-95 Annual Salary Ordinance to reflect the addition of three new positions (1 FTE 676 Research Assistant, 2 FTE 697 Judicial Clerks) (102-94-14)

Amount: \$138,564

Source of Funds: Reappropriation of surplus funds in the Trial Courts 1994-95 Budget

Description: The Trial Courts are requesting that \$138,564 in surplus monies be rescinded from Permanent Salaries and Fringe Benefits in the Trial Court's existing FY 1994-95 budget, and reappropriated for 12 months funding to support three new positions: one Research Assistant and two Judicial Clerks.

The Superior Court is requesting funding for two new Judicial Clerks and one new Research Assistant to perform additional work created by the new "Three Strikes You're Out" sanction, which specifies that persons convicted of three or more felonies must serve jail time. The Presiding Judge advises that the number of felony proceedings is expected to grow 22 percent in FY 1994-95, because defendants are less willing to plead guilty knowing that a guilty plea automatically results in jail time (see Comment 3). The new positions would research motions, maintain and retrieve records, and provide information to prosecutors within and outside the jurisdiction of the County. The costs of the salaries and fringe benefits for these positions for the period May 1, 1995 through June 30, 1995 are as follows:

Personnel

676 Research Assistant (1 FTE)	\$46,067	
697 Judicial Clerk (2 FTEs)	<u>68,069</u>	
Total Permanent Salaries		\$114,136
Fringe Benefits, at 21 percent		<u>23,969</u>
Total Salary and Fringe Benefits		\$138,105

Comment:

1. The total amount of salaries and fringe benefits for the three requested positions noted here is \$459 less than the amount of \$138,564 requested by the Superior Court because of slight errors on the part of the Superior Court in calculating the total annual salary, based on a bi-weekly salary for the Research Assistant of \$1,765 and, for the Judicial Clerks, \$1,304. Therefore, the proposed Supplemental Appropriation Ordinance should be reduced by \$459 to reflect this lower need. In addition, the Superior Court would only be able to fill these positions for May and June (two months) of Fiscal Year 1994-95. Therefore, this request should be reduced by an additional \$115,085, to reflect the costs for two months instead of 12 months of salary and benefits, or \$23,017, rather than full year costs of \$138,105.

2. As noted above, funds for this supplemental appropriation would come from a reappropriation of existing surplus monies in the Trial Court's 1994-95 budget. However, it should be noted that the addition of the three new positions would result in on-going additional annual costs for the Superior Court of \$138,105 based on FY 1994-95 salary levels.

3. In regard to the three new positions requested by the Superior Court, the State of California Legislative Analyst's Office conducted a survey of 42 California counties to determine the impact of "Three Strikes." The Legislative Analyst's Office reported on January 6, 1995, that, prior to "Three Strikes," 94 percent of all felony cases Statewide were disposed of through plea bargaining. After "Three Strikes," only 14 percent of all second-strike cases, and six percent of all third-strike cases have been disposed of through plea bargaining. The Legislative Analyst's Office also reported that the number of jury trials has increased Statewide due to "Three Strikes." These findings of the State Legislative Analyst's Office support the Superior Court's claim that the number of cases going to trial, and thus the workload, has increased as a result of "Three Strikes."

4. As part of the presently ongoing Zero Base budget analysis for Fiscal Year 1995-96, the Budget Analyst is currently analyzing cost savings that have been realized and additional savings that could be achieved by the Municipal and Superior Courts through consolidation efforts.

Recommendations:

1. Reduce the proposed Supplemental Appropriation Ordinance by \$115,544, from \$405,564 to \$290,020, to reflect a reduction of \$459 to correct an arithmetic error and to support the cost for two months rather than full-year salary and fringe benefit costs for the proposed three new positions (101-94-85) requested by the Superior Court.

2. Approval of the proposed Supplemental Appropriation Ordinance, as amended, and of the proposed amendment to the 1994-95 Annual Salary Ordinance, which would add three new permanent positions to perform additional work associated with "Three Strikes," are policy matters for the Board of Supervisors (Files 101-94-85 and 102-94-14).

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Item 6 - File 101-94-91

Note: This item was continued by the Budget Committee at its meeting of April 12, 1995.

Department: Employees Retirement System (ERS)
Department of Human Resources (DHR)

Item: Supplemental Appropriation Ordinance appropriating \$13,980 from the Employees Retirement Trust Fund for Services of Other Departments to provide funding for a Workers Compensation Adjuster for Fiscal Year 1994-95.

Amount: \$13,980

Source of Funds: Employees Retirement Trust Fund

Description: On November 2, 1993, the voters of San Francisco approved Proposition L, which created the Department of Human Resources, and transferred the City's Workers Compensation Division from the Employees Retirement System to the Department of Human Resources.

The Employees Retirement System is requesting authorization to workorder \$13,980 from the Employees Retirement Trust Fund to the Department of Human Resources, Workers Compensation Division to fund the salary and fringe benefits of one existing, full-time, 8141 Workers Compensation Adjuster position for six pay periods, from April 10, 1995 through June 30, 1995. The responsibilities of this position include (1) processing the Employees Retirement System's ordinary disability and industrial disability retirement cases, (2) processing all claims regarding applications for death allowances where there is no similar claim made before the Workers Compensation Appeals Board, (3) monitoring and reporting permanent disability awards to the Employees Retirement System, and (4) meeting regularly with the Employees Retirement System to review and discuss the status of retirement applications, and other issues related to the processing of retirement applications.

Ms. Victoria Mead of the Department of Human Resources advises that this position was funded in the 1994-95 Workers Compensation Division budget of ERS. The Workers Compensation Division of the ERS was transferred to DHR from ERS on December 31, 1994 in accordance with Proposition L. However, according to Mr. Dan Maguire of the City Attorney's Office, the Retirement Board is still

responsible for processing and overseeing the applications for disability retirement in accordance with the City Charter. Mr. Maguire advises that the Retirement Board may adopt any rules or regulations that it deems appropriate and necessary to fulfill its Charter obligations. As such, according to Ms. Mead, ERS has elected to fund this position from the Retirement Trust Fund through a workorder to DHR. The primary purpose of the proposed supplemental appropriation would be to have the funding source for this position paid for by the Employees Retirement System Trust Fund, and not by General Fund monies of DHR.

Since the proposed 8141 Workers Compensation Adjuster position is already funded in DHR's 1994-95 Fiscal Year budget, the requested \$13,980, to be workordered from the Employees Retirement Trust Fund to DHR, would be used to offset DHR's Fiscal Year 1994-95 General Fund monies. According to Mr. Matthew Hymel of the Controller's Office, the \$13,980 in previously appropriated General Fund monies would be returned to the General Fund Reserve at the end of Fiscal Year 1994-95 (June 30) if such monies are surplus, and are not required to offset a shortfall in the DHR budget.

Comments:

1. The Board of Supervisors recently approved funding for four temporary 8141 Workers Compensation Adjuster positions (Files 101-94-66 and 102-94-11). Those positions were funded in order to clear up and close a backlog of permanent and temporary disability cases, thereby reducing the ongoing caseload. According to Ms. Mead, those four temporary positions were not hired to process disability retirement applications, as is the case of the subject Workers Compensation Adjuster position.

2. Ms. Clare Murphy of the Employees Retirement System advises that the workorder funds to continue this Workers Compensation Adjuster position are included in ERS's requested Fiscal Year 1995-96 budget, and that such funds would continue to be workordered to DHR for this position in Fiscal Year 1995-96.

Recommendation: Approve the proposed ordinance.

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Item 7 - File 65-95-2

Department: Recreation and Park Department (RPD)

Item: Resolution approving a 20-year lease between the City and County of San Francisco and The Beach Chalet, L.P, which provides for the establishment and operation of a microbrewery and restaurant ("brewpub") on the second floor of the historic Beach Chalet building, located at 1000 Great Highway in Golden Gate Park.

Location: Second floor of the Beach Chalet building, located at 1000 Great Highway in Golden Gate Park

Purpose of Lease: Operation of a microbrewery and restaurant ("brewpub")

Lessor: City and County of San Francisco

Lessee: The Beach Chalet, L.P.

No. of Square Feet: 6,032 square feet

**Monthly and Annual
Rental Revenue:**

The Beach Chalet is currently being renovated by the Recreation and Park Department (RPD). Part of this renovation project involves the establishment of a Visitors Center and Museum for Golden Gate Park on the first floor and a Garden Area in the rear of the building. The estimated cost for the design and construction of the Visitors Center/Museum and the Garden Area is approximately \$250,000, which is being funded from private donations raised by Friends of Recreation and Park (See Comment No. 1). The Visitors Center/Museum and Garden Area are scheduled to be completed at the same time as the proposed second floor operation (the brewpub), in approximately June of 1996. However, the proposed lease provides that the rent payable to RPD by the lessee would be lower if either one or both of the Visitors Center/Museum and the Garden Area were not ready to serve the public prior to the opening of the brewpub.

The proposed levels of rent to be paid by the lessee to RPD are as follows (See Comment No. 3):

- If the Visitors Center/Museum and Garden Area open at the same time the brewpub opens:

The higher amount of either:

- (a) \$6,000 per month or \$72,000 per year
(\$0.99 per square foot per month)

OR

- (b) 6% of food/non-alcoholic beverage sales, plus
10% of beer sales, plus
6% of retail merchandise sales

- If the Visitors Center/Museum opens but the Garden Area does not open at the same time the brewpub opens:

The higher amount of either:

- (a) \$5,160 per month or \$61,920 per year
(\$0.86 per square foot per month)

OR

- (b) 6% of food/non-alcoholic beverage sales, plus
7.5% of beer sales, plus
6% of retail merchandise sales

- If the Garden Area/Museum opens but the Visitors Center does not open at the same time the brewpub opens:

The higher amount of either:

- (a) \$4,110 per month or \$49,320 per year
(\$0.68 per square foot per month)

OR

- (b) 4% of food/non-alcoholic beverage sales, plus
7% of beer sales, plus
4% of retail merchandise sales

- If neither the Garden Area/Museum nor the Visitors Center open at the same time the brewpub opens:

The higher amount of either:

- (a) \$2,730 per month or \$32,760 per year
(\$0.45 per square foot per month)

OR

- (b) 4% of food/non-alcoholic beverage sales, plus
4.5% of beer sales, plus
4% of retail merchandise sales

**Utilities and Janitor
Provided by Lessor:** No

Term of Lease: Subject to approval by the Board of Supervisors, the effective date of the proposed lease is 30 days after the execution of the lease by the Mayor. The term of the

proposed lease is 20 years, to commence on the first day of business operations by the proposed lessee (projected to be in June of 1996), and to expire 20 years later in June of 2016.

Right of Renewal:

The proposed lease contains two options for the lessee to extend the lease by five years. The terms of the proposed lease would be subject to renegotiation at the time each option is exercised by the lessee.

Description:

The Beach Chalet, a two-story building located along the Great Highway in the western end of Golden Gate Park, has been vacant for approximately 14 years. According to RPD, the Department's several attempts to lease out the premises have failed primarily because of the inability of prospective lessees to finance the restoration and opening of the entire facility.

In August of 1993, RPD was notified that it had been selected to receive a \$724,000 grant from the Federal Intermodal Surface Transportation Efficiency Act (ISTEA) for the renovation of the Beach Chalet facility. In February of 1994, RPD advertised a Request for Proposals (RFP) in the San Francisco Examiner, the San Francisco Chronicle, The Independent and Commercial Property (a local real estate publication) for the operation of a restaurant, food and beverage operation or any park-related commercial concern on the second floor of the Beach Chalet. Two bids were received, one of which (from Teamwork Associates, Inc.) was deemed non-responsive by RPD because it did not include the information specifically requested in the RFP, such as cost projections, financial information and project design. RPD awarded the contract to the responsive bidder, The Beach Chalet, L.P., a California limited partnership, which proposed the establishment of a microbrewery and restaurant (a "brewpub") on the second floor of the Beach Chalet.

Comments:

1. RPD would be responsible for (a) completion of the Visitors Center/Museum and Garden Area; (b) renovation of the Beach Chalet building structure, the public restrooms and the parking lot; (c) installation of a Heating, Ventilation and Cooling (HVAC) system, burglar and fire protection systems, and an elevator and ramps to comply with Americans with Disabilities Act (ADA) requirements; and (d) utility upgrades. The estimated cost of these improvements is approximately \$1,550,000 (\$250,000 for the Visitors Center/Museum and Garden Area plus \$1.3 million for the remaining renovations). As previously noted, the \$250,000 cost of the

Visitors Center/Museum and Garden Area will be funded by privately donated funds raised by Friends of Recreation and Park. Of the remaining \$1.3 million, \$724,000 will be funded by a Federal Intermodal Surface Transportation Efficiency Act (ISTEA) grant and the remainder (approximately \$576,000) from previously appropriated 1992 Golden Gate Park Bond proceeds.

2. The proposed lessee, The Beach Chalet, L.P., would be responsible for capital improvements to the second floor of the building, plus the cost of installing brewing and restaurant equipment. The estimated cost of capital improvements is \$400,000 and the estimated cost of brewing equipment and opening capital is \$600,000, for a total of \$1 million. Thus far, the lessee has acquired letters of intent from investors totaling \$550,000. Other investors, including John Hickenlooper and Wynkoop Brewing Company, will provide consulting services to The Beach Chalet, L.P. The Attachment to this report is a letter from RPD representing who the investors are and the amounts to be invested.

3. As noted above, the rent proposals range from a minimum of \$32,760 to \$72,000 per year depending on whether the Visitors Center/Museum and the Garden Area are open when the brewpub opens. According to RPD, this is because the brewpub's business would be affected if the Visitors Center/Museum is not open to draw people to the building. Rent would be adjusted in accordance with the schedule above (see "Monthly and Annual Rental Revenues") when either or both the Visitors Center/Museum and the Garden Area are opened at a later date. According to the Department, such rent increases would not require separate legislative approval by the Board of Supervisors since these increases are already provided for in the proposed lease.

4. Although a minimum monthly rent has been established, RPD anticipates that it will receive more than this minimum rent by instead receiving a percentage of gross receipts each month. As such, RPD estimates that the proposed lease would generate revenues to the City of approximately \$2 million over the first ten years (an average of \$200,000 per year).

5. The proposed lessee, Beach Chalet, L.P., would have sole responsibility for the day-to-day operations of the brewpub, including the setting of prices, the choice of menu items and the hours of operation. However, the lessee would be required to file changes with the

Department as notification prior to action. Such day-to-day operations and subsequent changes to the operations would not be subject to approval by the Board of Supervisors.

6. According to RPD, because of the problems associated with two parties performing construction on the same building, a liquidated damage clause is written into the proposed lease. This provision states that the City shall pay \$200 for each day that the lessee is prevented from finishing its work if the problem resulted from the City's extreme negligence, based on a timeline schedule to be provided by the lessee. The lessee's timeline would be subject to approval by the Recreation and Park Commission simultaneously with the construction contract for the Beach Chalet renovation project. According to Mr. Tom Hart of RPD, the Department of Public Works (DPW), which will be managing RPD's portion of the Beach Chalet renovation project, will communicate with the proposed lessee's architect and construction contractor in order to coordinate RPD's construction schedule with the lessee's construction schedule.

7. In 1981, the Beach Chalet was designated as a national landmark by the National Park Service. In addition, the Beach Chalet is decorated with descriptive frescoes and mosaics. The proposed lease provides that the lessee shall comply with specific safeguards in order to prevent damage to the artwork. Additionally, the proposed lease requires that any alterations made by the lessee which may affect the landmark status of the Beach Chalet be subject to approval by the Recreation and Park Commission, the Landmarks Board and the Arts Commission.

8. The proposed lessee would be permitted to serve food and beverages in the Garden Area in the rear of the Beach Chalet building, provided that the general public is not denied access to any part of the Garden Area.

9. The Visitors Center/Museum on the first floor of the Beach Chalet building will provide the following services: (a) historical data and displays; (b) maps of bicycle and pedestrian trails; (c) educational information on conservation, urban forestry, leisure and recreation alternatives, and volunteer opportunities; and (d) a public rest stop for visitors. According to RPD, the staffing at the Visitors Center/Museum and the Garden Area and the funding sources for such staffing will be provided by

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Friends of Recreation and Park. RPD advises that the opening of the Beach Chalet would encourage recreational use of Golden Gate Park, Ocean Beach, Land's End, the San Francisco Zoo and the Golden Gate National Recreational Area. In addition, this section of roadway is part of the "49 Mile Scenic Drive" followed by tourists throughout San Francisco.

10. The proposed lessee, The Beach Chalet, L.P., has committed to donating \$0.05 for every glass of beer that it sells to a Beach Chalet Community Fund, which would be donated to Friends of Recreation and Park to provide funding for community projects such as removing graffiti at Ocean Beach and creating nature trails in the western end of Golden Gate Park. The Beach Chalet Community Fund is not included as part of the proposed lease but was included in the proposal submitted by the lessee to RPD.

Recommendation:

While the Budget Analyst concurs that the process utilized by RPD has resulted in a proper contract award, we consider approval of the proposed lease to be a policy matter for the Board of Supervisors.

From: GREG & LARA TRUPPELLI, To: R.F. REC. AND PARK Date: 4/20/95 Time: 09:04:49

*The Beach Chalet Brewing Company
2163 44th Avenue
San Francisco, CA 94116
(415)753-5260 fax (415)753-5607*

To: Tom Hart
From: Greg Truppelli and Lara Truppelli
Date: April 19, 1995
Re: The Beach Chalet Lease

Tom,

The following is a confidential list of the names and amounts committed to by future investors:

Lara Truppelli	\$25,000
Greg Truppelli	\$25,000
Timon Malloy	\$250,000
Edwin & Susan Malloy	\$125,000
Bob & Wendy Graham	\$25,000
George & Jackie Truppelli	\$25,000
Carin Berolzheimer	\$25,000
Ann Scheffler & Bill Scheffler	<u>\$50,000</u>
Total:	\$550,000

*The Recreation and Park Department has authorized the use of this list as an attachment to our report.

Item 8 - File 97-95-18

Department: San Francisco Police Department (SFPD)

Item: Ordinance amending the Administrative Code by adding Section 10.117-115 to establish the James Guelff Memorial Peace Officers' Safety Fund for the purchase of semi-automatic firearms and related equipment, accepting gifts to that fund and limiting expenditures from that fund.

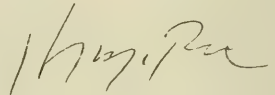
Description: The proposed ordinance would add Section 10.117-115 to the Administrative Code to establish a special fund to be known as the James Guelff Memorial Peace Officers' Safety Fund for the SFPD. The subject fund would accept donations and restrict their usage to (a) the purchase of semi-automatic firearms and related equipment, (b) support of the police firing range facility and (c) related training costs.

The Board of Supervisors previously approved a supplemental appropriation request of \$332,600 for the purchase of such firearms, related equipment and a training device (File 101-94-64) to equip and train 266 newly-recruited police officers.

- Comments:**
1. According to Lieutenant Larry Ryan of the SFPD, the monies in the proposed fund would augment monies to be requested in the FY 1995-96 and FY 1996-97 budgets for the purchase of semi-automatic firearms, related equipment and training for the balance of the uniform force of the SFPD.
 2. Lieutenant Ryan advises that the projected costs over a three-year period for equipping and training the 2,027 member police force with semi-automatic firearms would be approximately \$1.3 million, including the \$332,600 already appropriated. Lieutenant Ryan further advises that the SFPD has no estimate of possible revenues from the proposed fund.
 3. The proposed special fund would not be subject to appropriation approval by the Board of Supervisors. Based on inquiries of the Budget Analyst, Sergeant John Bisordi of the SFPD advises that while the SFPD has no objection to appropriations from the proposed special fund being subject to approval by the Board of Supervisors, the Police Department believes that a ceiling of \$40,000 would be reasonable. Therefore, the Committee may wish to amend the proposed legislation to require all expenditures in excess of \$40,000, or some other designated amount, to be subject to appropriation approval by the Board of Supervisors.

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- Recommendations:** 1. Approve the proposed ordinance.
2. Amendment of the proposed ordinance, in accordance with Comment No. 3 above, is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hsieh
Supervisor Kaufman
Supervisor Bierman
President Shelley
Supervisor Alioto
Supervisor Ammiano
Supervisor Hallinan
Supervisor Kennedy
Supervisor Leal
Supervisor Migden
Supervisor Teng
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

